



Position Description Library View

THE UNIVERSITY OF ALABAMA®

Access the Position Description Library

- You can access the Position Description library by selecting **Manage position descriptions & create requisitions** on your PageUp home screen.

The screenshot displays a dashboard with six main sections arranged in a 2x3 grid. The 'Position description' section is highlighted with a yellow border and contains a button labeled 'My Position Description' and another button labeled 'Manage position descriptions & create re...'. The 'Open Requisitions' section shows '23 Open Requisitions' and '47 Team Jobs open', with buttons for 'New requisition' and 'New student position'. The 'Pending approvals' section shows '0 Jobs awaiting your approval' and '236 Approved'. The 'Posting summary' section shows '0 Posting summary'. The 'Search committee' section shows '1 Jobs requiring panel review'. The 'Scheduled Interviews' section shows '0 Scheduled Interviews'.

Section	Icon	Count/Action
Position description	Calendar icon	My Position Description (highlighted) Manage position descriptions & create re...
Open Requisitions	Briefcase icon	23 Open Requisitions 47 Team Jobs open New requisition New student position
Pending approvals	Pencil icon	0 Jobs awaiting your approval 236 Approved
Posting summary	Megaphone icon	0 Posting summary
Search committee	Group of people icon	1 Jobs requiring panel review
Scheduled Interviews	Speech bubbles icon	0 Scheduled Interviews

Search Using the Position Description Library

- To search the full library of job positions:
 - Use the **clear** button to clear your search history.
 - Click **search**.
 - This gives you all the position descriptions to which you have access.
- To search for a specific position:
 - Use the **clear** button to clear your search history.
 - Sort by using search fields (searching by using only one field at a time works best).
 - Click **search**.

New position description

Position description

PD No. <input type="text"/>	Classification Title <input type="text"/>	Working Title <input type="text"/>	Position Number <input type="text"/>	Position Class Code <input type="text"/>	Employee Name <input type="text"/>	Employee CWID <input type="text"/>
Supervisor Name <input type="text"/>	Appointment type All ▾	Division All ▾	College All ▾	Department/Organization All ▾	Approval status All ▾	Status Active ▾

Clear Search

We suggest searching by position number *or* department, not both. You can also search by employee name.

Creating a New Position Description

- Click on ***New Position Description*** to create a new position description.

New position description

Position description

PD No.	Classification Title	Working Title	Position Number	Position Class Code	Employee Name	Employee CWID
<input type="text"/>	<input type="text"/>	<input type="text"/>				
Supervisor Name	Appointment type	Division	College	Department/Organization	Approval status	Status
<input type="text"/>	All ▼	All ▼	All ▼	All ▼	All ▼	Active ▼

Clear Search

- Please note, you may already have a similar position. Contact your Compensation Analyst or HR Business Partner before choosing to create a new position.

Position Description Library Actions

- You can complete several actions from the Position Description Library:
 - Edit the PD
 - View the PD
 - Create a requisition



**For more information, please contact
your Talent Acquisition Specialist or
HR Business Partner!**