Access the Position Description Library

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

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.

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!