

Pre-submission checklist for Position Descriptions

Check if the position already exists in PageUp

If this is a faculty, research fellow, post-doc or non-unit academic appointment (Assistant Dean, Associate Provost etc.) hire you will always be starting at the requisition stage. If this is a new position and a position number needs to be created, email the Provost's Office at academic.personnel@umass.edu.

If this is a staff hire, **always** begin by searching to see if there is an existing position description. When you view the "Manage Position Descriptions and create a new requisition" screen, you will see a list of all current position descriptions available to you to edit. You should search for an existing position description by position number (i.e. 00001234). If that returns no results, you can search for an existing position description by its PD number (i.e. 1234), Posting title (Accountant I), or the name of the employee currently in the position (John Doe).

Check that all required attachments are included

The two most commonly forgotten attachments are the [Off Cycle Review form](#) for required for Exempt Position Descriptions and an **updated department organizational chart** which is required for all benefited positions.

Page 7 of the guide for [Finalizing Position Descriptions](#) gives a complete list of required attachments based on the type of position.

Check that all relevant fields in the "Position Info" tab are complete

When completing the "Position Info" tab, make sure to fill all fields except those which specifically do not apply to a position (e.g. temporary duration for a full time position).

Commonly missed fields include those related to funding information, and work schedule.

For a complete walkthrough of each field, watch the following training video on [creating/editing a job description](#)

Make sure that there is no conflicting or unclear information

If the position listing requires it, make sure that the updated organization chart clearly shows where the new position fits in to the existing departmental structure.

Check that the "Department" and "Department/Team" fields match on the "Position info" tab.

Use the template when writing the "Job Posting Information"

All position descriptions are required to use the Job posting template linked in PageUp. You can also view a copy of the template as well as detailed writing advice in the [Guide to Writing Effective Position Descriptions](#).

Have more questions about PDs? Please submit a request through [AskHR](#) for the Compensation Team