Creating a Position Description for a job

Click **Manage Position Descriptions and create a new requisition** in your Bubble Menu or in the Dropdown Menu to the right.

You have the option to create a **New Job Description**, or **Edit/View/Recruit for position**, from an already approved job description.
First verify that the Position Description does not already exist by searching for the **Position Number** or **Title**. If a Position Description does exist, please select it and choose Edit. If it does not exist you will click on **New Position Description** at the top left.

Once you verify that a Position Description does not exist, select **New Position Description** within the **Manage Position Description** screen. You will then be brought to the existing position description, or to a blank position description.

**Please note:** If you are editing a position description that already exists, there is an extra step to take before you make any edits. If you do not take this step, your changes will no save.
Before you complete any fields, scroll to the Users and Approvals Section at the bottom of the PD and select “Update PD” and you will be taken to the top of the screen to start on the steps below.

In the Type of action requested drop down menu, select the action type that you are completing (please see Glossary at the end of this for definitions). Next, choose our Campus and then the Department in which the position lives. The Department should match the HR Direct data. You can now proceed with completing the Position Description template by completing all viewable fields. If you are completing a New Position, leave Position number fields blank, and HR will create a new position number once the request has been received. If a field does not pertain to your department such as Current Incumbent in cases of a new position, please leave the field blank.
When you get to the **Job Posting Information**, be sure to select “**click Here**” to select the UMass Amherst position description posting template. A Word template should open as a separate window. Copy all of the text in the template and paste into the **Posting text** box. Complete the job posting fields in the text box with the job’s summary, duties, requirements, etc.
Users and Approvals

The name of the person who is completing the job description will automatically default into the Hiring Manager field. If you are the initiator of the job description, but you are not the Hiring Manager, you should clear out your name and insert the correct Hiring Manager, or the Appointing Authority. The person identified in this field will also be notified when the job description has been approved by Human Resources.

You should select the appropriate approval process from the drop down field. Should a name not prepopulate into the approval field(s) you are able to add a name from the address book by clicking on the magnifying glass icon. If there is a prepopulated name, and it’s not the correct name for your approval path, you are able to use the eraser icon to insert a different name. Should you need an approval path that is not listed, please contact Talent Management (talentmanagement@umass.edu).

The final approval on all job descriptions needs to be your Compensation contact in Human Resources. After the approval process is complete, the job description will be ready to use for recruitment. If it is an occupied position, (i.e., reclassification) the approved description will be stored for record keeping.

Job Description approval notifications will be sent to whomever is identified as the Hiring Manager.

Adding a note to a Position Description

At the top of the Position Description module, you will notice a Notes tab. If you would like to
add any relevant Notes for the approvers in the approval path, click the Notes tab, add your notes, and then click on Submit. The item will be time and date stamped with your user name. The notes tab section is a great way to record extra information about the Position Description such as requested salary. This tab is visible by users in the system so please use discretion, as it also become part of the permanent position description record.

Adding documents to a Position Description
At the top of the Position Description module, you will notice a Documents tab. To add a document from a file, click that option from the drop down and attach your document and then click on Submit. The item will be time and date stamped with your user name. You will need to attach your Organization Charts, Off Cycle Review forms, Form 30’s, and any additional relevant documents for HR to review here. In addition to those documents the Scoping document can be found by accessing the “Document Library” from the drop down menu. You can download and complete any document found in the document library and attach it to the Position Description via the “document from a file” option mentioned above.