

Staff Position Management

Quick Guide to Updating Classified Positions

<u>Hiring Managers can</u> update position descriptions making changes to the details and core duties that are in keeping the scope of the current role.

Login to PAPERS7 ± https://jobs.odu.edu/hr

Verify that you are in the ³Position Management ´Module. &OLFN WKH EOXH HOOLSVLV LQ WKH WRS OHIW FRUQHU WR FKDQJH PRGXOH

Ensure that you are logged in as the ³Hiring Manager (User Group).

Click on the ³Position Description Tab, then ³Staff or from the Shortcuts

box click on ³Update Classified Position Description ²

Use the search form to locate the position description by any of the following

fields:

- D Position number
- E Working Title
- F Department

Click on the working title of the position you intend to update.



On the ³Position Description page, click on the

link at the top right of the page.

- 8. Click on the shown on the next page.
- 9. Update the information as needed, navigating through the tabs on the left hand side of the page. Remember:



- a. Required fields have aRED * by the field name ±you must complete those fields in order to move to the next section.
- b. Clicking on the Save 'button will save your work and