

Request a Job Description Modification

Below you find instructions on how to update a job description for a position that reports to you.

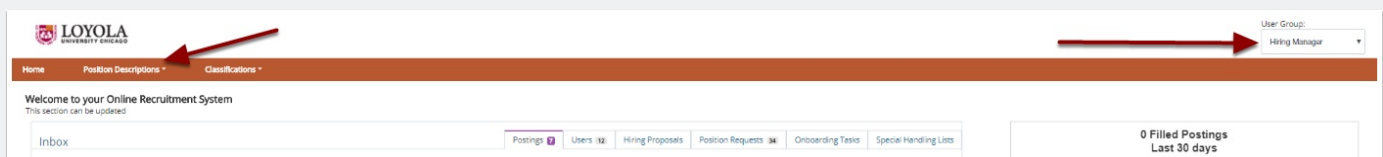
Position Management View

In order to review a position, you will need to select "Positions" located in the upper left pane. Once selected, the orange banner will appear, as shown below.



Position Description View






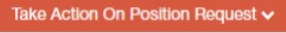

To begin the process of submitting a request to update or modify a job description for a position that report to you, make sure the "Current Group" = Hiring Manager, as shown below. Select **Position Descriptions** (the orange banner should appear, as shown below).



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Job Description Modification Steps

Below, please find the steps you can take in order to successfully submit a request to update a job description for a position that reports to you.

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| Hover over Position Descriptions tab click " Staff " |
| Select from the positions listed on the page (the positions in your department) by clicking on the title. *You can also click View |
| Click  Modify Position Description on the far right-hand side |
| A " Start Modify Position Description Position Request on <<Position Title>>? " warning will display. Click  |
| {Position Justification} Fill in the justification of your position request to aid in the approval process workflow. Click " Next "  |
| {Classification Selection} If no change to classification is needed, skip this step. To change a position's classification, click the " Filter these results " link. <ul style="list-style-type: none">• Type "TBD," click "search", then• Select "TBD by Compensation"• Click "Next" |
| {Position Details } This is where you can make modifications to the job (position) description. Scroll down and fill in missing items (Notice some fields are not required but give accuracy to the description.) **Hold control when selecting multiple choices in a dropdown list |
| Click " Next " |
| {Position Budget Information} Fill in accounting unit(s) and code(s) *Totals must equal 100.0 |
| Click " Next " |
| {Supervisory Positions} This section displays the current supervisor. Click " Next " |
| You can add supporting PDF documents (such as an org chart) by hovering over " Actions " and selecting one of the three options |
| Click " Next " |
| Scroll down the page looking for a  to the left of each section if you see  click the Edit hyperlink to fill in in the missing information |
| Scroll back up the page and hover over  |
| Select next stage in the workflow |
| You can add comments that would show in the notification email to the next workflow approver |
| You may add this position to your watch list for ease of reference as it moves through the approval process |
| Click " Submit " |
|  Position Request was successfully transitioned, and it was added to your watch list. |

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Questions?

Questions? Email careers@luc.edu and a Human Resources staff member will assist you.