Below you will find instructions on how a hiring manager, department head, or other workflow approver can review the details of a job description in the enhanced version of PeopleAdmin 7.6!

## **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.



## **Job Description - Review**

To review a job (position) description, please see the steps outlined below:

- Make sure "Current Group" = Hiring Manager
- Along the bottom of the orange banner, hover the "Position Descriptions" tab
- Select "Staff"
- Here you see the positions that report to you within the organization
- · Click the Working Title hyperlink that you would like to view
- · You can view and print by selecting

## **Review a Job Description**

· The text of the description details can be copied and pasted

UNITED TO COLOR		User Group: Hiring Manager
Home Position Descriptions * Classifications *		
Welcome to your Online Recruitment System This section can be updated		
Inbox	Postings () Users (2) Hiring Proposals Postion Requests 34 Onboarding Tasks Special Handling Lists	0 Filled Postings Last 30 days

## **Questions?**

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