Human Resources Management
Presents
How to Create A Position Description
(formerly known as Position Requisition)
In
PeopleAdmin
Access PeopleAdmin

In the search engine type:
https://jobopps.alcorn.edu/hr/login
Enter your daily login credentials

User Name: prefix only

without @alcorn.edu

Password:

[Login form with username and password fields filled with 'Jane' and '1234PASS' respectively]
From the home page in the top right corner

Select the drop down window and change your group status from:

Employee
to
Hiring/Budget Authority
In the top left corner, select the three dots
Next select Position Management
• Select the Position Descriptions drop down window
• Next select the type of position description: **Staff, Faculty, or Student**
Select the Create New Position Description tab located in the top right hand corner.
1. Enter the approved Job Title
2. Select the Division from the drop down menu
3. Select the Department from the drop down menu.
4. Once completed, select Start Position Request tab located in the top right corner.
Search for the classification of the position you are creating by selecting filter these results tab above.
- Enter the title of the position you are requesting in the search window
- Next select the search tab
- Select the classification for the position you are requesting.
- Then select the Save & Continue tab in the right hand corner of the page.
• Enter the justification of need information for the position you are requesting.
• Select the Save & Continue tab.
Enter the posting details.
Once completed, select the Save & Continue tab.
In order to add supporting documentation, select the drop down menu of the Actions tab located on the right hand side.

**The supporting documentation includes:**
- Letter of justification
- Funding source documents such as a grant award letter
- Job description

**Then select one of the following:**
- Upload New – scan and save documents as one document, then upload
- Create New
- Choose Existing
Type a description of the documents that you are uploading.
For instance: Letter of justification, proof of funding and job description

Browse to find the document you saved to upload or you can select Write Supporting Documentation.
Remember you want to provide enough information for review and approval.

Next select the submit button
After uploading the supporting documentation, it will appear in the position request.

Select the Save & Continue button.
Supplemental Questions: (optional)

- To help vet applicants, you may add a supplemental question for applicants to answer.
- Create questions regarding the required qualifications, education and job experience.
- Select Add a question.
- If you don’t want to add a question, select Save & Continue.
• Select a supplemental question displayed or select **Add a new one**
• Then select **Submit**
Create a question as shown.

Name (Category):
• Education
• Experience
• Skills
• Knowledge
• Abilities

The questions you create should reference the requirements of the job.

Possible Answers:

Open ended answers are an option if the question requires the applicant to explain or give details.

Or

Predefined answers such as:
• Yes
• No
• Years of experience – 1 to 3 years secretarial experience
• No secretarial experience

Once you complete this section, select the Submit tab at the bottom of the page.
Follow the instructions and view the sample question above.
You can add as many questions as you would like.
Refer to the essential job functions, minimum requirements, etc. when creating a question.
Once you have completed this section, select Save & Continue.
Former employee resigned

• Review the draft of the position request you created
• If you need to edit the position request, select the edit button above the area that needs editing and make the revisions.
• Once you are finished editing, select save and continue.
• If the new position request does not require revisions,
• Select **Take Action On Position Request Tab**
• Next, submit the request to the department for approval following the hiring workflow chart.
• A comments section will appear. Enter comments (optional) for the department to view for approval.
Please see the Take Action On Position Request

The position request can move forward to the next department for approval or returned to the Creator.

If the position request is returned, enter comments (explanation) for the return. Such as an action required or reason for denial.
Select the History tab when you want to view the workflows (actions) taken.
It will also show the date the request was created, current status and email notifications sent.
Once you receive notice that the position request is approved, you may create your posting. If you need assistance, refer to “How to Create A Posting” video and pdf file.
Congratulations!

You have completed:

“How to Create a Position Description Training!”
Questions?

Contact Us:
hrm@alcorn.edu

Or call
601-877-6188