POSITION MANAGEMENT QUICK STEPS

VIEWING A POSITION DESCRIPTION

1. Log into https://jobs.rutgers.edu/hr/shibboleth and enter your NetID and Password.
2. Select the role you want to view the system in (upper-right hand side of the screen next to your name) and click the refresh arrow.
3. Toggle over APPLICANT TRACKING heading and select POSITION MANAGEMENT from the drop-down list (upper right side of the screen above your name).
4. Toggle over Position Descriptions tab and select the position type from the drop down box.
5. Search for the appropriate position description (by position description number, name, etc.), or scroll down to your library of approved position descriptions.
6. Click on either the "Position Title", or toggle over "Actions" drop-down (to the right of the Position Title) select "View".

CREATING A NEW POSITION DESCRIPTION

1. Log into https://jobs.rutgers.edu/hr/shibboleth and enter your NetID and Password.
2. Select the role you want to create the position description in (upper-right hand side of the screen next to your name) and click the refresh arrow.
3. Toggle over APPLICANT TRACKING heading and select POSITION MANAGEMENT from the drop-down list (upper right side of the screen above your name).
4. Toggle over Position Descriptions tab and select the position type from the drop down box.
5. Select the "Create New Position Description" orange button (right side of the screen).
6. System prompts to choose the action you would like to start. Select "Create New Position Description".
7. Fill in "Position Title", and use the drop-downs to select where in the organization the new position will fall (executive, school/division, & department). Select "Start Position Request" button.
8. Select a desired classification. To narrow down the results click the "Filter these results" link, enter key words in the search field, and select search. Click on the radio button to the left of the classification's title to choose that classification. Then select "Next".
9. Complete the various required fields (noted with a red asterisk) on each tab of the request. Click "Next" on each section to move forward (next will save all data entered).
10. When all tabs have been completed and you are on the "Position Request Summary" page, the tabs that have an exclamation point next to them indicate that there is required information missing that must be completed in that section before submitting the request to the next approver.
11. Further complete these required fields by selecting the "Edit" button next to the tab's title.
12. From the "Position Request Summary" page, toggle over "Take Action on Position Request" button and select the appropriate action.

13. Add any comments in the "Comments Box" keeping in mind these comments appear in the e-mail message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed. Click Submit.

UPDATING/RECLASSIFYING AN EXISTING POSITION DESCRIPTION

1. Log into https://jobs.rutgers.edu/hr/shibboleth and enter your NetID and Password.
2. Select the role you want to create the position description in (upper-right hand side of the screen next to your name) and click the refresh arrow.
3. Toggle over APPLICANT TRACKING heading and select POSITION MANAGEMENT from the drop-down list (upper right side of the screen above your name).
4. Toggle over Position Descriptions tab and select the position type from the drop down box.
5. Search for the appropriate position description to modify (by position description number, name, etc.), or scroll down to your library of approved position descriptions.
6. Click on either the "Position Title", or toggle over "Actions" drop-down (to the right of the Position Title) select "View".
7. Review the summary information and select "Update/Reclassify" (right side of the screen).
8. The system prompts, "Once it has been started, this position request will lock the position description from other updates until the position request has completed." Select Start.
9. You may select a new classification to link to the Position Description. To narrow down the results click the "Filter these results" link, enter key words in the search field, and select search. Click on the radio button to the left of the classification's title to choose that classification. Then select "Next".
10. During an "Update/Reclassify" action there will be a new field in the 'Position Details" selection. Select a "Reason for Modification" in that drop-down field. Continue to complete the various fields that need to be updated. Click "Next" on each section to move forward and save your data.
11. When all tabs have been completed and you are on the "Position Request Summary" page, the tabs that have an exclamation point next to them indicate that there is required information missing that must be completed in that section before submitting the request to the next approver.
12. Further complete these required fields by selecting the "Edit" button next to the tab's title.
13. From the "Position Request Summary" page, toggle over "Take Action on Position Request" button and select the appropriate action.
14. Add any comments in the "Comments Box" keeping in mind these comments appear in the e-mail message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed. Click Submit.

PLEASE SEND ANY QUESTIONS TO: ROCS@HR.Rutgers.edu