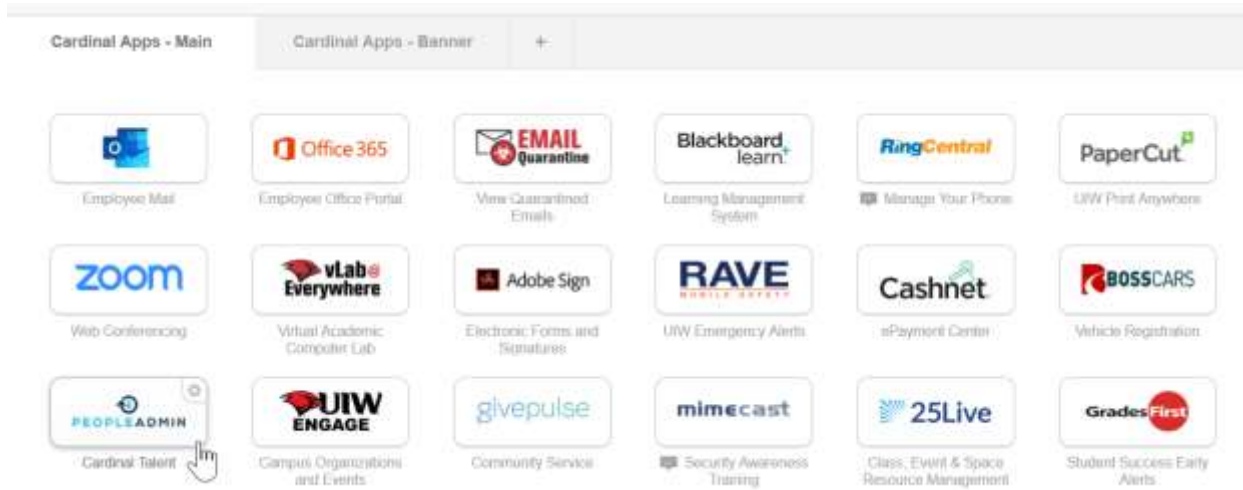


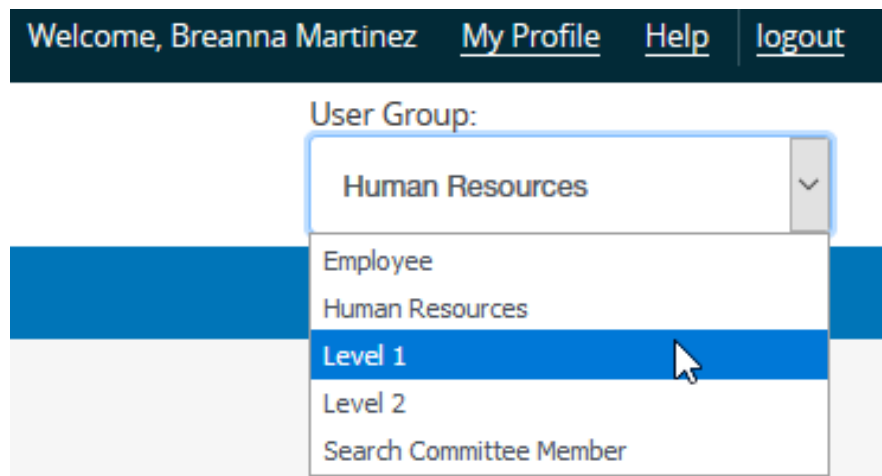
How to Modify a Position Description

The following instructions can be used to assist with the modifications of existing position descriptions in Cardinal Talent.

1. Log into Cardinal Talent by logging onto Cardinal Apps by going to: <https://apps.uiw.edu/> and select the “PeopleAdmin”.

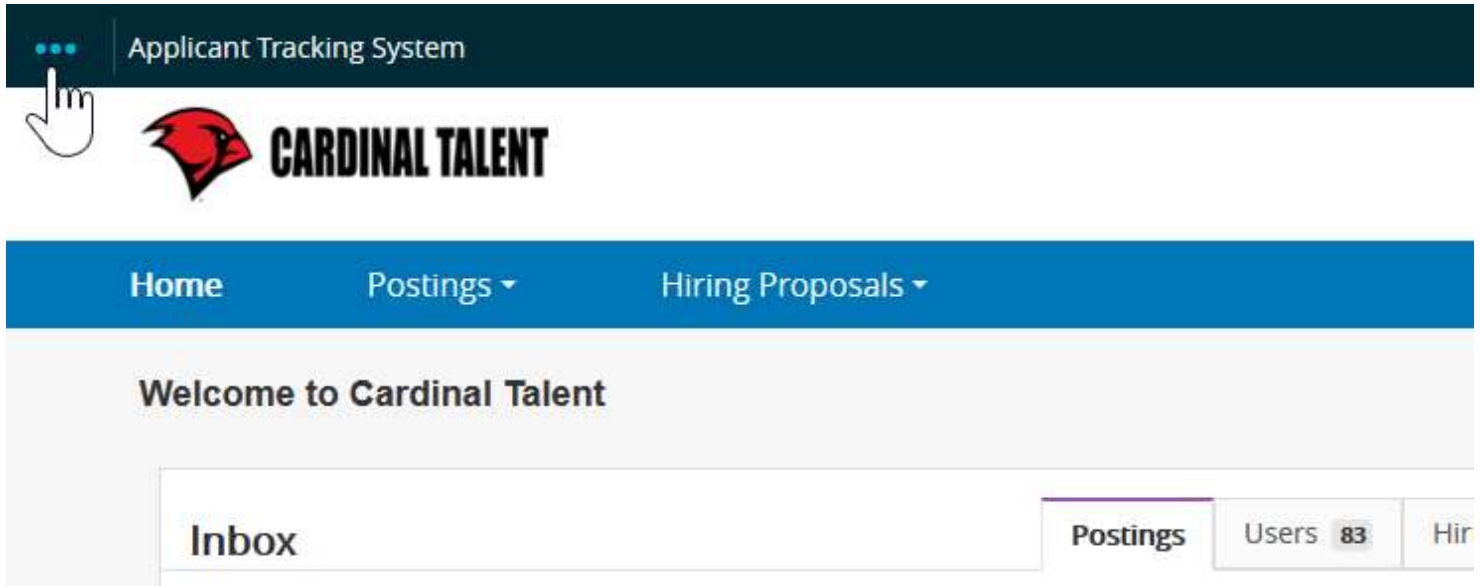


2. Upon logging in, ensure you are in the correct user group by reviewing the user group selection in the top right-hand corner.

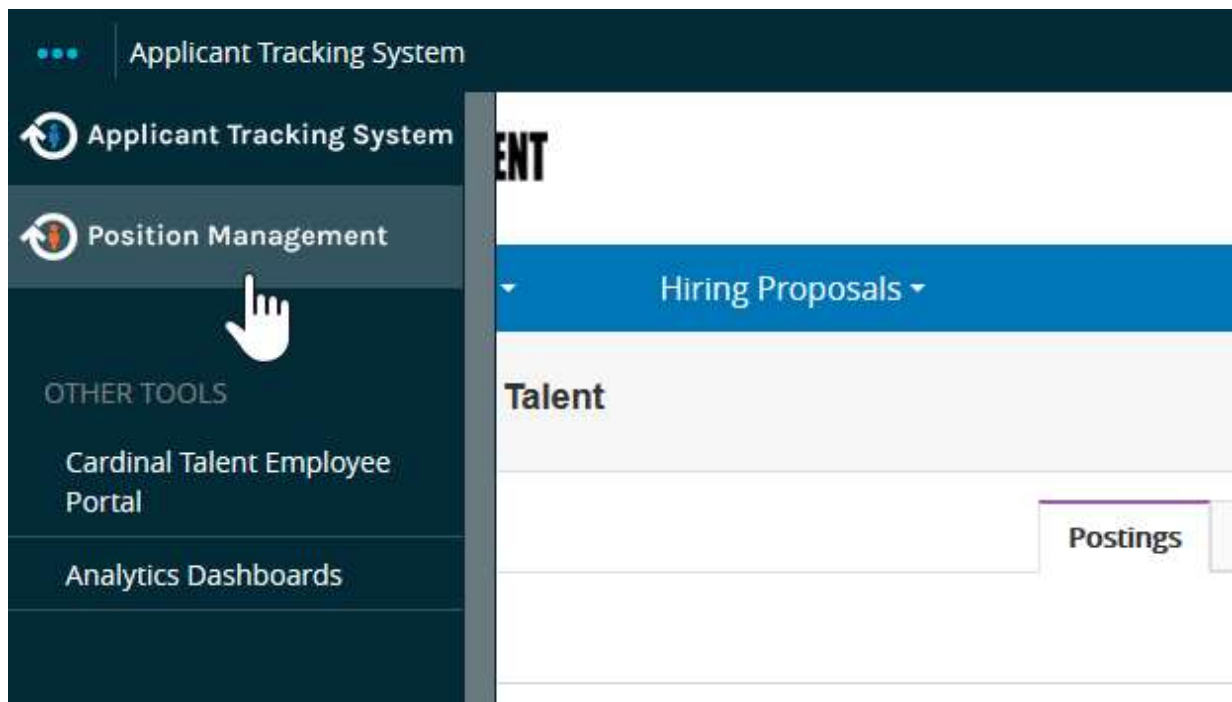


User group access will differ for each user. Level 1, Level 2, and Division VP users have access to create postings.

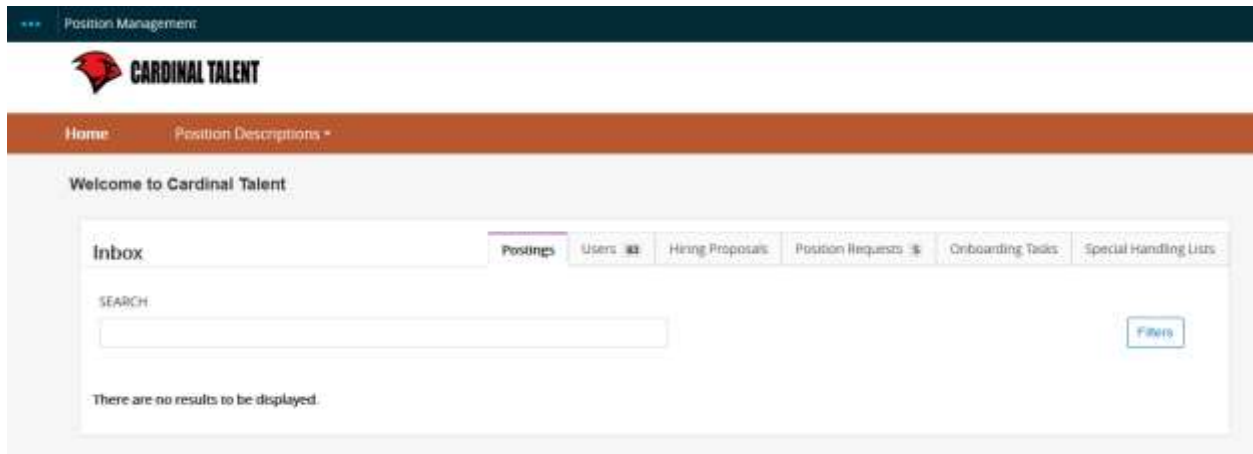
3. After ensuring the correct user group is selected, click on the three blue dots located in the top left-hand corner.



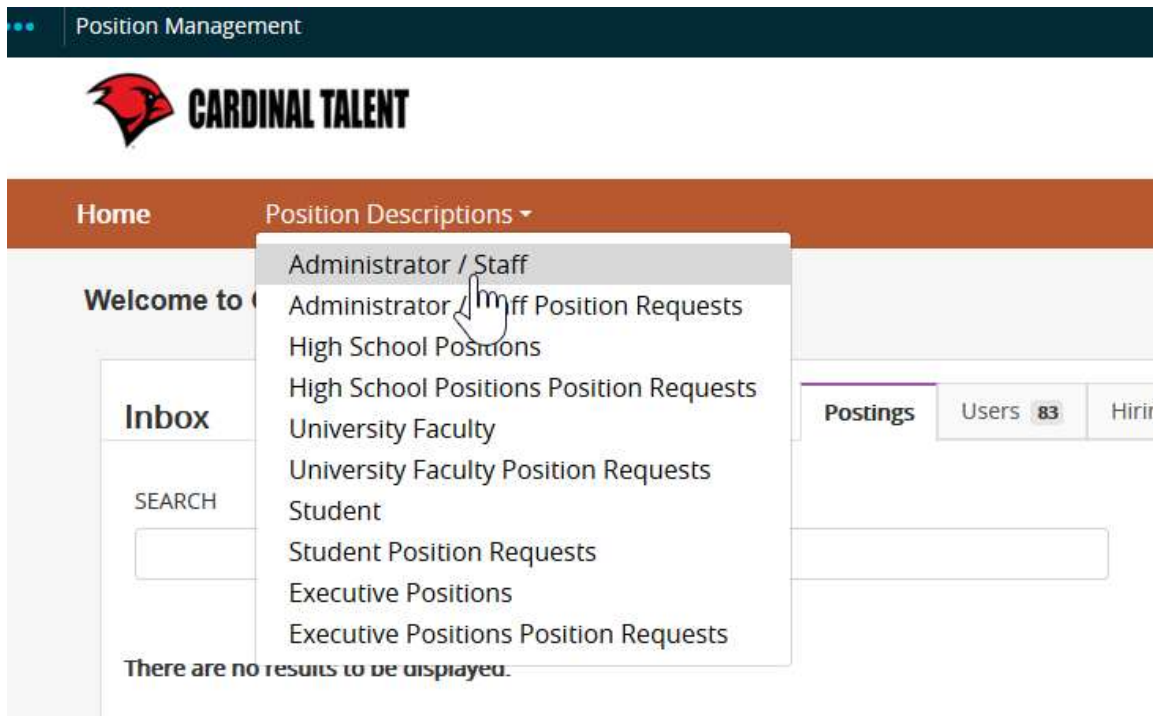
4. From the menu, select the option "Position Management". Once selected, your



Once selected, your top menu bar will turn orange as shown below.



5. Select 'Position Descriptions' tab. From the selections, click on the position type that will be added or updated.



Administrator/ Staff	UIW administrator and staff type positions reviewed and approved by HR
Administrator/ Staff Position Requests	UIW administrator and staff type position modifications pending HR approval; will contain position descriptions being modified and in a 'DRAFT' state
High School Positions	SACHS and IWHS type positions, to include administrator, staff, and faculty reviewed and approved by HR
High School Positions Position Request	SACHS and IWHS type positions, to include administrator, staff, and faculty pending HR approval; will contain position descriptions being modified and in a 'DRAFT' state
University Faculty	UIW faculty type positions reviewed and approved by HR
University Faculty Position Requests	UIW faculty type positions pending HR approval; will contain position descriptions being modified and in a 'DRAFT' state
Student	All student type positions to include graduate assistants, student employment, and work-study reviewed and approved by HR
Student Position Requests	All student type positions to include graduate assistants, student employment, and work-study pending HR approval; will contain position descriptions being modified and in a 'DRAFT' state
Executive Positions	Executive type positions to include deans and vice presidents reviewed and approved by HR
Executive Position Requests	Executive type positions to include deans and vice presidents pending HR approval; will contain position descriptions being modified and in a 'DRAFT' state

Note: When a position description is modified or created, the position description becomes a REQUEST as it is required to be reviewed and approved by Human Resources

- Once the selected position type is chosen, position descriptions will populate on the next screen as shown below.

The screenshot shows the 'Administrator / Staff Position Descriptions' page in the Cardinal Talent system. The page includes a search bar with a 'Search' button and a 'More Search Options' dropdown. Below the search bar is a table of job descriptions. The table has columns for Classification Title, Position Title, Department, Supervisor, Last Name, First Name, Status, and Created Date. Two rows are visible: one for an Assistant (Sr. Human Resources Assistant) and one for a Recruiter (Recruitment and Onboarding Specialist).

Classification Title	Position Title	Department	Supervisor	Last Name	First Name	Status	Created Date	Actions
Assistant	Sr. Human Resources Assistant	Human Resources	Human Resources Project Manager (Heather Hamilton)	Anger	Mallory	Active	October 21, 2014 at 05:32 PM	Actions
Recruiter	Recruitment and Onboarding Specialist	Human Resources	Director for Human Resources (Shannon Ross)	Martinez	Brianna	Active	October 21, 2014 at 05:34 PM	Actions

Note: A user will only see position descriptions they are assigned to have access to. If a position description is not visible, contact Human Resources for assistance.

Scope of View

Division VP users can see all postings and position descriptions within their division

Level 2 users are typically deans or directors and can see all postings and position descriptions within their department

Level 1 users can only see postings and position descriptions they are assigned to. Without assignment, posting and position descriptions will not be viewable.

7. From the available position descriptions, select the position description to be updated.
8. On the next screen, in the top right-hand corner select 'Modify Position Description'



The screenshot shows the Cardinal Talent interface. At the top left is the logo. A breadcrumb trail reads: Home > Position Descriptions > Position Descriptions / Administrator / Staff / Sr. Human Resources Assistant. The main heading is 'Position Description: Sr. Human Resources Assistant (Administrator / Staff)'. Below this, it shows 'Current Status: Active', 'Position Type: Administrator / Staff', and 'Department: Human Resources'. On the right side, there is a vertical menu with four options: 'Print Preview', 'Print Preview (Employee View)', 'View Superstar', and 'Modify Position Description'. A mouse cursor is pointing at the 'Modify Position Description' option. At the bottom left, there are 'Summary' and 'History' tabs.

9. You will be prompted to start the position description request as shown below. Please note, position descriptions will lock and become a **position request** when you begin the modifications.



The screenshot shows the 'Position Management' header. Below it is the Cardinal Talent logo. A breadcrumb trail reads: Home > Position Descriptions > Position Descriptions / Administrator / Staff / Modify Position Description ☆. The main heading is 'Start Modify Position Description Position Request on Sr. Human Resources Assistant?'. Below this, there is a text prompt: 'Once it has been started, this position request will lock the position description from other updates until the position request has completed.' At the bottom left, there is a blue 'Start' button.

Position description is now in 'Draft' state

When a position description enters in the 'Draft' state, you will navigate each section of the posting to add the required information as shown below:



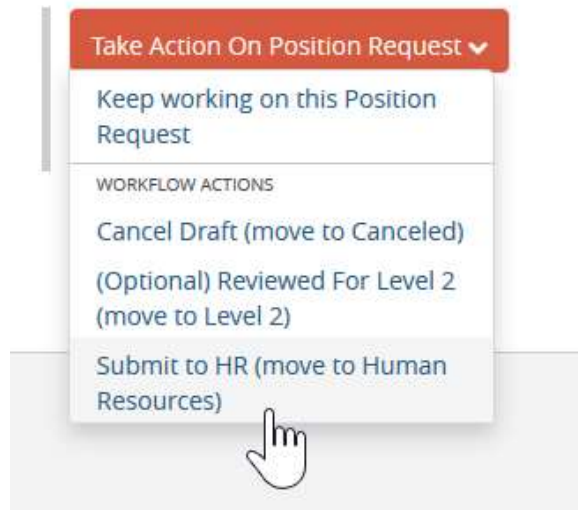
Classification Selection	Position descriptions are assigned a classification to help distinguish a position as exempt or non-exempt
Position Details	Position Details section is composed of a position summary, job duties, knowledge, skills and abilities, required education and required experience. This section is used in performance evaluations. In addition, Level 1 access may be granted in this section
Supervisory Position	Supervisory Position section details who is the supervisor of this position
Employee Information	Employee Information section list who is currently in this role
Optional Position Documents	Optional Position Documents section is typically not used; however, supervisors may upload documents to this position such as organizational charts
Position Request Summary	Position Request Summary section gives a complete overview of what has been entered for the position.

7. After reviewing the updated position description, in the top right-hand corner click on

Take Action On Position Request ▾

button.

8. Depending on departmental requirements, you may choose to send to Level 2 for approval. If Level 2 user review is not required, the position description may be sent to Human Resources for review.



If you are creating a posting from the updated position description, it is important to know that the position description must be approved prior to working on your posting.