

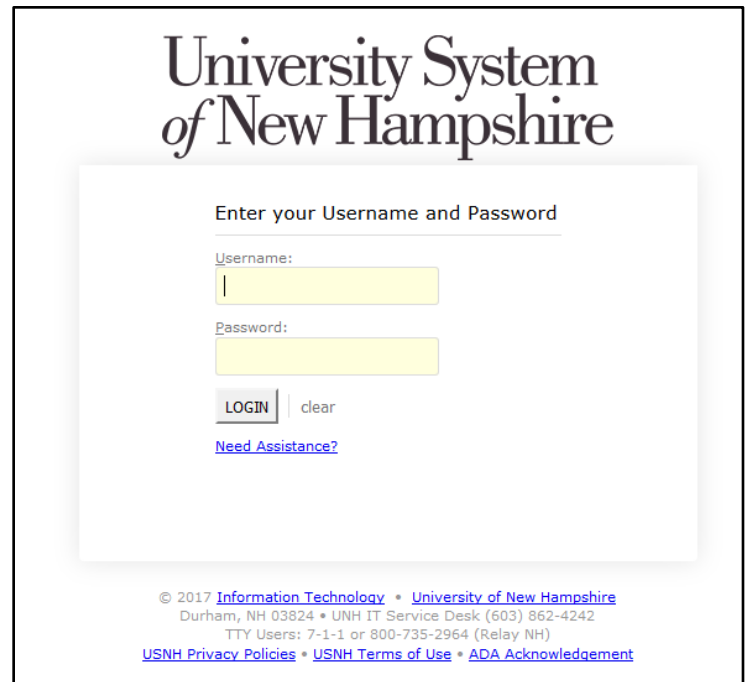
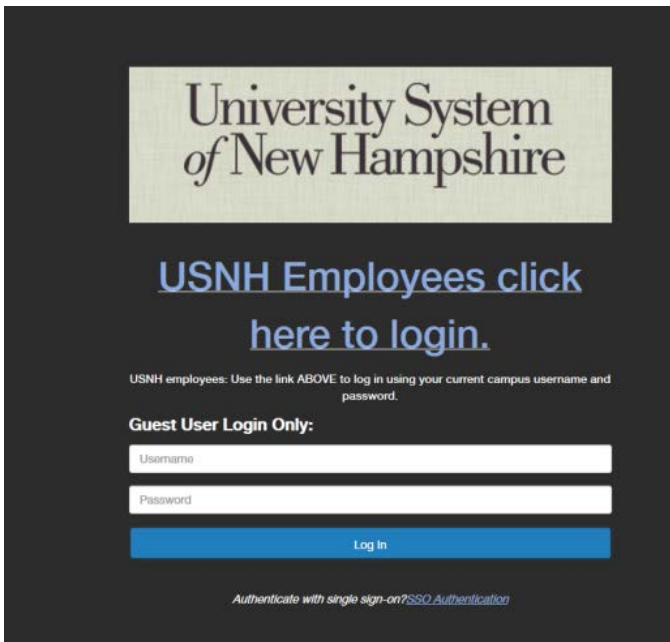
This is an in-depth look at creating a Staff Position Description. For a shorter breakdown, see the Creating a Position Description Quick Guide.

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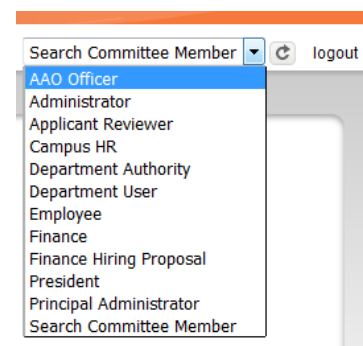
Logging in to PeopleAdmin

People Admin is part of the USNH Central Authentication Service (CAS)

1. Navigate to <https://jobs.usnh.edu/hr>
2. Click on “USNH Employee Login”

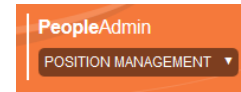


3. At the USNH CAS login page, enter your USNH ITID in the Username field
4. Enter your password in the password field.
5. Click Log In
6. Select your user role from the “Current Group” menu in the top right



Getting Started

1. Select Position Management from the menu in the top right.
2. Select "Staff" from the "Position Descriptions" tab.
3. Click **Create New Position Description**.
4. Click [New Position Description](#).
5. Fill out the "Operating Title," "Campus," "Division," and "Department" fields (below) and click **Start Position Request**.



New Position Description

Operating Title

Organizational Unit



Campus *

Division *



Department *

Navigation


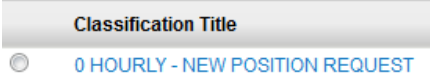


While editing the Position Description there are some navigation features to be aware of.

- When a section is complete, click  to save the information and move to the next section.
- To save information without advancing to the next section, click .
- Switch between sections by clicking on the section names in the list on the left:

Editing Position Request
Classification
Position Details
<input checked="" type="checkbox"/> Duties/ Responsibilities
Finance
<input checked="" type="checkbox"/> Supervisor
<input checked="" type="checkbox"/> Position Documents
<input checked="" type="checkbox"/> HR Use Only
Position Request Summary

- Be sure to fill in required fields on every section. Required fields are denoted with * .
- When all sections are complete, navigate to the “Position Request Summary” section.
- Review all information. A  denotes an incomplete section.

Classification Tab

1. Choose the Classification that will be the basis for the Position Description  
2. To view details about a classification, click its name in the list or choose “View Classification” from the [Actions](#) menu on the right.
3. Classification details may open in a new window or a new tab based on browser settings. Close the tab or use the browser’s “Back” button to return to the Classification selection page.
4. To select a Classification to use, click the radio button  to the left of the Classification and click .

Position Details Tab

Note: Using two hyphens consecutively (- -) in a text field will result in ~~striketrough~~ text.



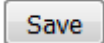
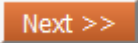
Classification Information

- The information in this section should all default in from the Classification
- Review the information for accuracy

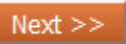
Position Information

Field Name	Required?	Notes / Instructions
Position Number		Banner formatted Position Number
Operating Title		Banner Operating Title IN ALL CAPS
FTE	X	Full Time Equivalent EX: 1 or .75 or .8
Location	X	Campus where position will primarily work
Department Users with Access		Enter names of PA department users that are allowed to edit this Position Description. Box will auto-fill when you start typing. Last name first.
Department Contact(s)		Person HR should contact with questions about the Position Description.
Position Description Effective Date		Date when Position Description will be available for use (if approved).
Classification Item Number		Filled in by Campus HR
Summary of Position	X	Description of Position. See help text.
Acceptable Minimum Level of Education	X	
Acceptable Minimum Years of Experience	X	
Other Minimum Qualifications		Other required qualifications. See help text.
Additional Preferred Qualifications		Other skills / qualifications that are preferred but not required.
Equipment / Instruments		Equipment and/or instruments used in this position. See help text.
DOT Safety Information	X	See help text.
Supervision	X	Employee types that this position will supervise. See help text.
Work with minors	X	Does the position work with underage students and/or minors?
Access to Classified Data	X	Check categories of data the position will have access to.
Access to Restricted Information	X	Check categories of information the position will have access to.
Faculty / Staff		Is this a faculty or staff position? This information will be provided, no entry needed.
Status		Active or inactive. This information will be provided, no entry needed.
Action Number		This information will be provided, no entry needed.

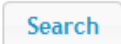

Duties / Responsibilities Tab

1. Read the instructions on the page carefully.
2. Click .
3. Enter the percent of time the position will spend on this task. Use whole numbers, five (5) or greater.
4. The sum of all of the “Percent of Time” fields must be 100.
5. Describe the duty or responsibility in the “Duty/Responsibility” field.
6. Click  to add additional entries.
7. If a mistake is made, check the **Remove Entry?** box next to that duty, and click .
8. Both fields are required for each entry.
9. When finished click .

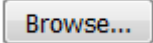
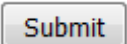
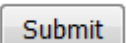
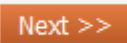
Finance Tab

1. Enter the initial funding source in the “Position Funding” field. This field is required. See help text.
2. If applicable, enter the Position Begin Date, Position End Date, and relevant Comments in the appropriate fields.
3. Click .

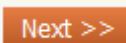
Supervisor Tab

1. Select the Supervisor of the new position. If the supervisory position is not in the list, see step 2.
2. Click [Filter these results](#).
3. Enter the name of the supervisor in the Search box, and/or select appropriate filter criteria and click .
4. To view the supervisory position click it’s title in the list, or choose “View” from the [Actions](#) menu.
5. The supervisory position may open in a new tab or window depending on browser settings. Close the new tab or window, or use your browser’s “Back” button to return to the Supervisor page.
6. Check the radio button next to the supervisor’s title and click  to save the information and move to the next section.



Position Documents Tab

1. Upload documents that will be part of the job posting.
2. Select "Upload New" from the [Actions](#) ▼ menu to upload a document from your computer.
 - a. On the upload page, fill in the Name and Description fields, and click  to locate your document.
 - b. Click  to upload the document.
3. Select "Create New" from the [Actions](#) ▼ menu to open an in-browser word processor where you can write a text document and save it to the posting.
 - a. On the upload page, fill in the Name and Description fields, create your document, and click 
4. Select "Choose Existing" from the [Actions](#) ▼ menu to select a document you have already uploaded to PeopleAdmin. For example, if you have created a Position Description for a position in the same department, and you uploaded an Org Chart at that time, you can use "Choose Existing" to find it and assign it to the current Position Description as well.
5. Click [Description of Documents](#) to visit a web page with definitions for each document type. This page may open in a new tab or window depending on browser settings. Close the tab or window, or use the browser's "Back" button to return to the Position Documents page.
6. When finished uploading all documents, click  to save the information and move to the next section.

HR Use Only

1. Campus HR users will see the HR Use only tab.
2. Enter any notes necessary in the box.
3. Click  to save the information and move to the next section.

Position Request Summary Tab

1. Review all information for accuracy
2. Click [Edit](#) next to any section heading to edit that section.
3. A  next to a section heading denotes an incomplete section.
4. When all sections are complete, choose the appropriate action from the  menu to move the Position Request forward in the workflow.