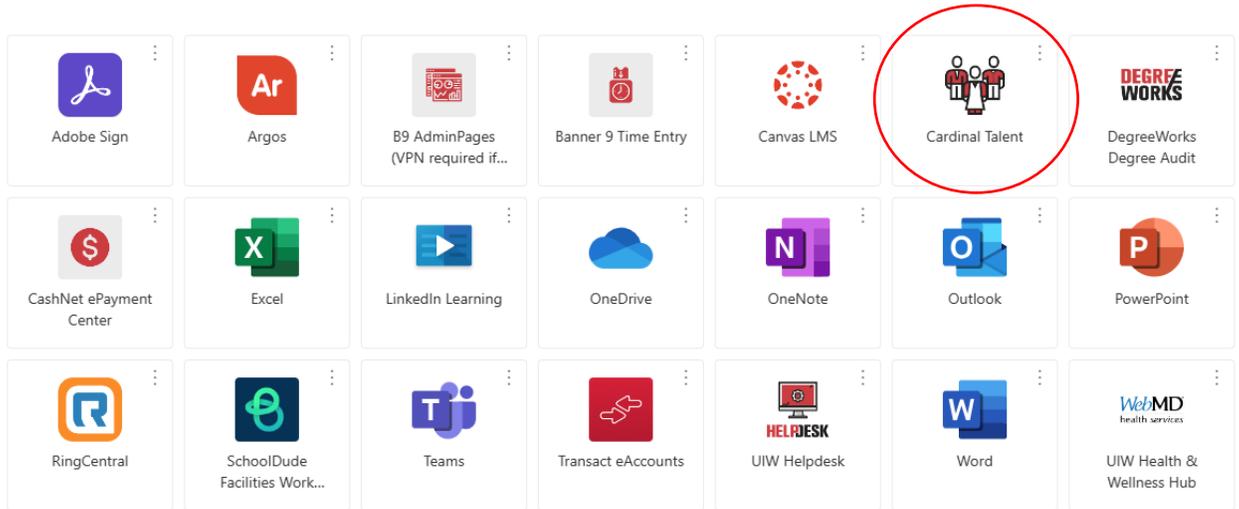
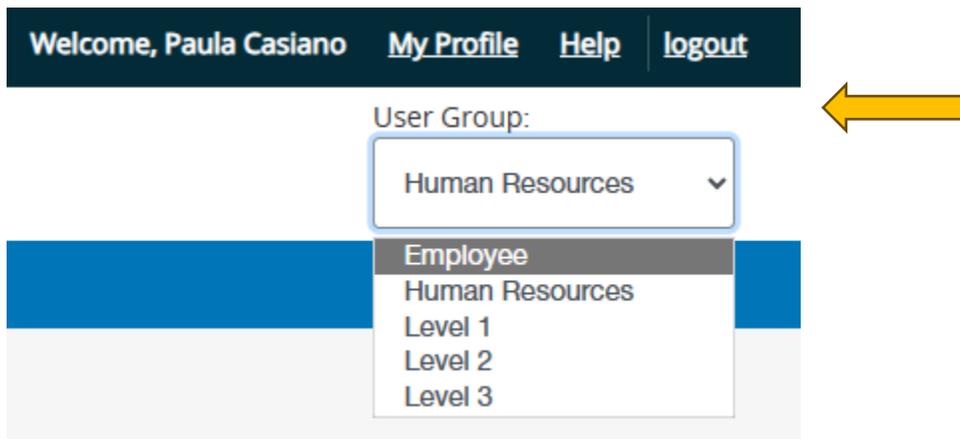


**How to Create a Position Description**  
**Last Updated 12/05/2023**

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



2. When 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, Level 3, and Division Head users have access to create postings.*

**Types of Access Levels in Cardinal Talent:**

*Divisional Head*

- *Respective VP or Provost that approves the division*

- Note that some division heads may have others as assigned approvers, such as Associate Provosts for the Provost
- Able to see all postings & position descriptions for assigned division
- After a Division Head approves a job posting, it is moved to VP Finance/Budget Office for approval then HR

*Level 3*

- One step away from the divisional head level
- For academic departments, this is the dean level
- For others, typically a director level or higher that directly reports to divisional head
- Able to create and see all existing postings & position descriptions for assigned depts/schools
- After Level 3 approves a job posting, it is moved to Divisional Head for approval

*Level 2*

- Two steps away from the divisional head level; one step away from Level 3
- Various titles can be assigned as Level 2
- Able to create and see all postings & position descriptions for assigned dept/school
- After Level 2 approves a job posting, it is moved to Level 3 for approval

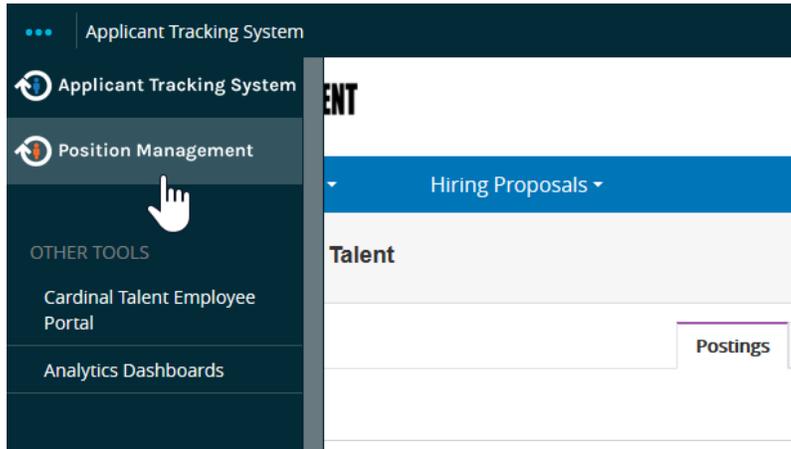
*Level 1*

- Three steps away from the divisional head level; two steps away from Level 3; one step away from Level 2
- Various titles can be assigned as Level 1
- Able to create and see all postings & position descriptions for which access has been specifically assigned within the dept/school
- Where access to current or prior posting &/or position description is needed, HR must be contacted so that such access can be assigned. **New position descriptions should not be created if there is an existing position description that can be used/modified.**
- After Level 1 approves a job posting, it is moved to Level 2 for approval

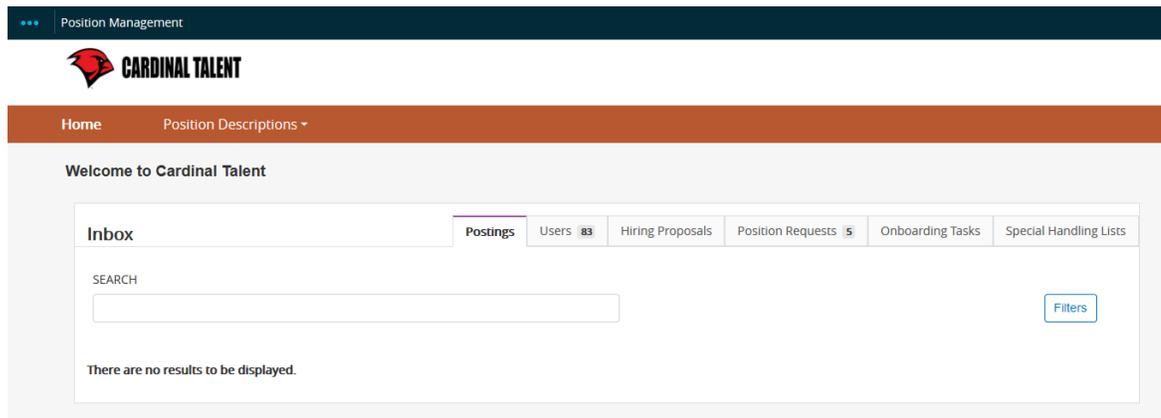
3. After ensuring the correct user group is selected, click on the three blue dots located in the top left-hand corner.



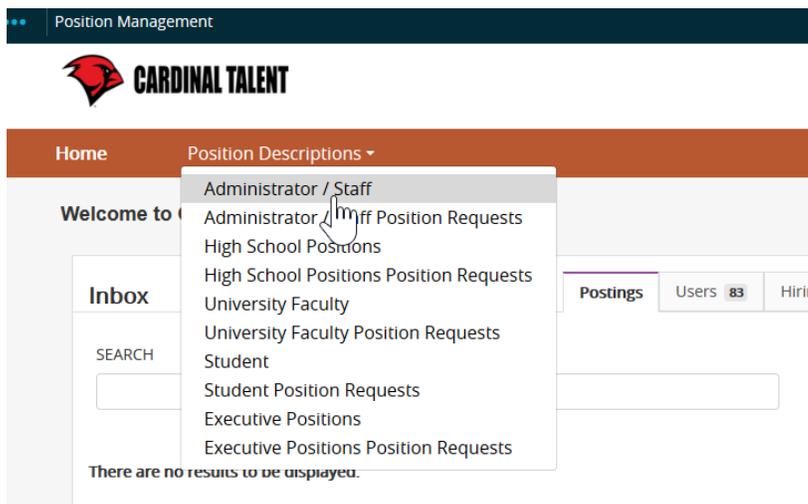
4. From the menu, select the option “Position Management.”



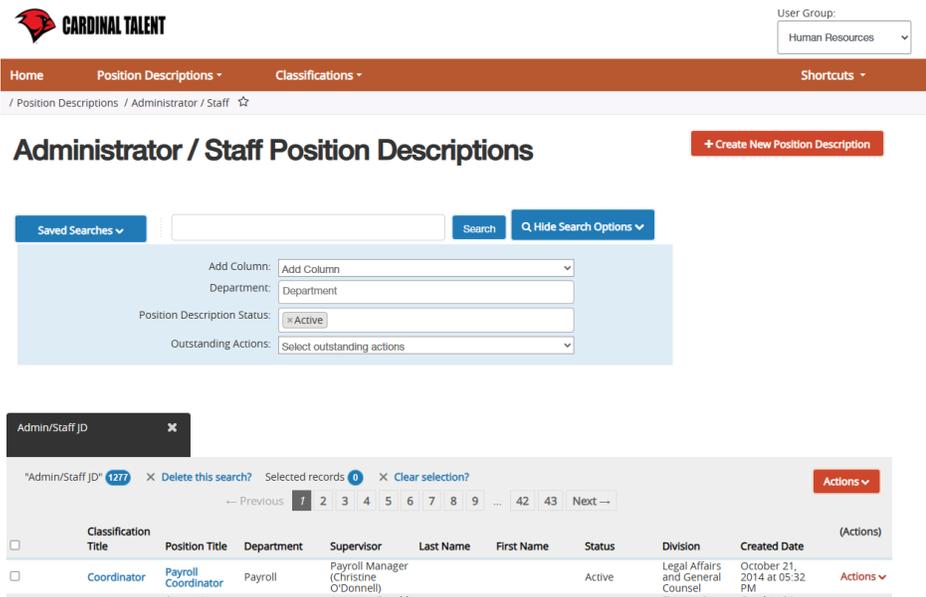
Once selected, your top menu will turn orange, as pictured below:



5. Select the “Position Descriptions” tab and select the type of position description that will be created.

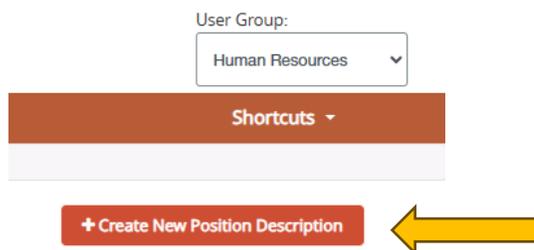


- Note that each position type has two similar categories.
    - The first category refers to HR-approved positions.
    - The second category that ends with, "Position Request," refers to pending or in-process-of-approval position descriptions. Pending position descriptions occur when a **new** position description is created or a **modify** is requested to an existing position description.
    - Note that position description requests require the review and approval of HR.
6. Once the position type is selected, position descriptions will populate on the next screen as pictured below:



*Note: Level 1 users can only see position descriptions for which they have been specifically assigned access. If you are a Level 1 user and need access to a position description that is not visible, contact Human Resources for assistance.*

7. On the top right corner of the screen, select the orange button that says Create New Position Description as pictured below:



8. A new page will be displayed to start creating the position description. On this page, you must complete the fields of *Position Title*, *Division*, and *Department* as pictured below:

Once this data is entered, you have two options- (a) create a position description from scratch or (b) clone/copy an existing position description. We will first cover creating a position description from scratch. If you are interested in cloning/copying an existing position description, skip to step 8b.

### 8a. Creating a Position Description from Scratch

The system will move you through the four (4) distinct parts of the position description. Each has its own heading as identified below under the heading, “Editing Position Request.” The table to the right explains each menu part.

#### Menu option 1- *Classification Selection*

Editing Position Request	
☑	<b>Classification Selection</b>
☑	Position Details
☑	Supervisory Position
☑	Optional Position Docu...
	Position Request Summary

Classification Selection	This section is primarily used to identify a position as exempt or non-exempt. If you are unsure of the appropriate classification leave it blank.
Position Details	This section is composed of a position summary, job duties, knowledge, skills, abilities, required education and experience, work hours, etc...
Supervisory Position	This section is where you identify the supervisor of this position. The assignment of a supervisor is critical to performance management.
Optional Position Documents	UIW does not currently use this section.
Position Request Summary	This section is where you can review all entries and move the position request <i>draft</i> to another level, typically HR, for review and approval. Note that once it is approved, the status will change from <i>draft</i> to active.

Next, select the classification for the position description you are creating.

Classification Selection Save Save & Continue

Classifications - Filter these results

Classifications  120  ← Previous 1 2 3 4 Next →

	Classification Job Title	Classification Status	FLSA	(Actions)
<input type="radio"/>	Account Representative	Approved	Non-Exempt	Actions ▼
<input type="radio"/>	Accountant	Approved	Exempt	Actions ▼
<input type="radio"/>	Accountant	Approved	Non-Exempt	Actions ▼

Enter a keyword to find the classification associated with the position description. Examples: assistant, director, specialist, coordinator, etc....

Search Classifications

Add Column:

Title Status:

While creating the position description, remember to “Save & Continue” when moving forward throughout the process. Note that the system will time you out after 15 minutes of inactivity.

Save & Continue

Menu option 2- *Position Details*.

Editing Position Request

- ✔ Classification Selection
- ✔ **Position Details**
- ✔ Supervisory Position
- ✔ Optional Position Docu...
- Position Request Summary

Position Information Field

- Start by entering the Position Summary as shown below. Note that the Position Title will auto-populate based on your initial title selection.

## Classification Information

**Classification Title** Administrative Assistant

**FLSA** Non-Exempt

## Position Information

\* **Position Title**

**B** **I** **S** **L** **T** **Q** **<>** **☰** **☷** **☰** **☷** **↶** **↷**

\* **Position Summary**

**This field is required.**

## Job Duties

- Every position description must have a list of expected job duties. Note that a position description is not expected to include every single job duty.

\* Job Duties

**This is a required entry.** Click 'Add Job Duties Entry' button to add job duties

\* **Job Duty Name**

**B** **I** **S** **L** **T** **Q** **<>** **☰** **☷** **☰** **☷** **↶** **↷**

\* **Description of Job Duty**

Remove Entry?

**Add \*Job Duties Entry**

## Other Fields

- Enter respective information in each of the remaining fields.

### Position Information Continued

**Department** Human Resources

**B** **I** **S** **L** **T** **Q** **<>** **☰** **☷** **☰** **☷** **↶** **↷**

**Knowledge Skills and Abilities**

**B** **I** **S** **L** **T** **Q** **<>** **☰** **☷** **☰** **☷** **↶** **↷**

\* **Required Education**

**This field is required.**

**B** **I** **S** **L** **T** **Q** **<>** **☰** **☷** **☰** **☷** **↶** **↷**

\* **Required Work Experience**

**This field is required.**

Preferred Qualifications

Preferred Qualifications.

Required Certifications, Licenses or Registrations

List if [needed](#).

Work Hours

Work Hours.

Physical Demands

Physical Demands.

Level 1 Access

Casiano, Paula (pcasiano) x

*Reminder-assign your level 1 user(s) at this time, if applicable.*

Menu option 3- *Supervisory Position (identification of supervisor)*

Editing Position Request

- ✔ Classification Selection
- ✔ Position Details
- ✔ **Supervisory Position**
- ✔ Optional Position Docu...

Position Request Summary

- To find the correct supervisor for the position, use *“Filter these results”* to help narrow the search as pictured below. Note that both name and title are shown in the search.

Supervisory Position

Position Descriptions - [Filter these results](#)

Admin/Staff JD x "Admin/Staff JD" 1277 x Delete this search?

← Previous 1 2 3 4 5 6 7 8 9 ... 42 43 Ne

	Classification Title	Position Title	Department	Supervisor	Last Name	First Name	Status
<input type="radio"/>	Coordinator	Payroll Coordinator	Payroll	Payroll Manager (Christine O'Donnell)			Active
<input type="radio"/>	Technician	Accounts Payable Technician	Accounts Payable	Accounts Payable Manager (Melba Huerta)	Rios	Jacqueline	Active

- You can search for the supervisor by first/last name, full name, or title. Note that you may need to adjust the position type field to find the respective supervisor. Example: if

the supervisor is a faculty member adjust the position type to faculty; if an executive, such as a dean, adjust the position type to executive. If you cannot find the supervisor you are looking for, contact your HR recruiter for assistance.

- Once you have found the supervisor for the position, select as pictured below.

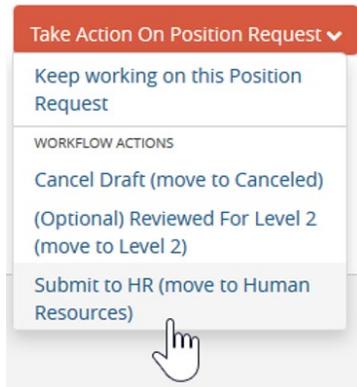
Classification Title	Position Title	Department	Supervisor	Last Name	First Name	Status	Division
Recruiter- Staff	Recruiting Coordinator	Human Resources	Recruitment Manager (Diane Mazuca)	Casiano	Paula	Active	Legal Affairs and General Counsel

Menu option 4- *Optional Position Documents (skip as UIW does not use this option)*

Menu option 5- *Position Request Summary*

- This will take you to the main page and will allow you to review all parts of the position description.

- Select the “Take Action On Position Request”, as pictured below, and select the option “Submit to HR (move to Human Resources),” unless you are in a health professions department that requires full routing approval for position descriptions.



### 8b. How to Clone/Copy an Existing Position Description

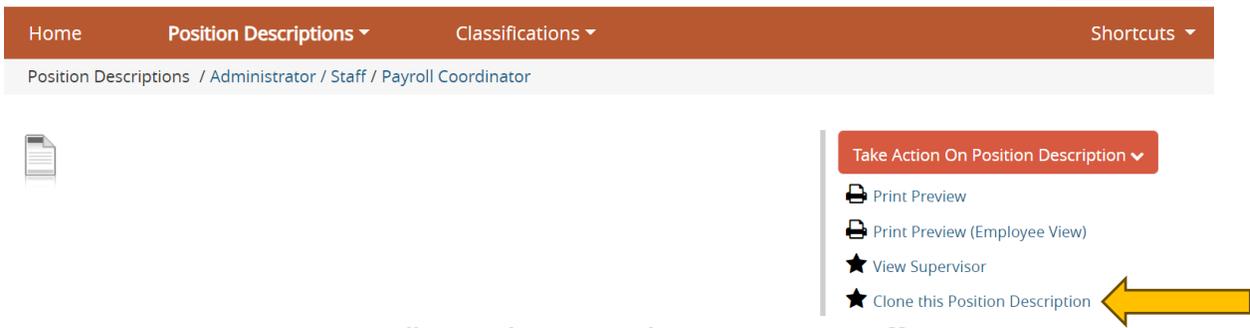
Sometimes it makes more sense to clone/copy an existing description that is most *similar* to the position you wish to create and then make small edits. When you use this option, the system will populate the data from the cloned position into the new position with the ability to edit all fields. Note that you are only able to clone a position to which you have access. If you do not have access to the position you wish to clone, contact your HR Recruiter for assistance. Be sure to identify the dept, position name, and person (if applicable) that is currently seated in the position you wish to clone.

- To clone an existing position, you can either (a) scroll to the bottom of the page and find the position you wish to clone **or** (b) enter the title or seated incumbent’s name in the search bar and select the search button.
- Find the position you wish to clone, then hover on the **Actions** button located on the far right of the row:

#### Clone an existing Position Description?

Classification Title	Position Title	Department	Supervisor	Last Name	First Name	Status	Division	Created Date	(Actions)
Coordinator	Payroll Coordinator	Payroll	Payroll Manager (Christine O'Donnell)			Active	Legal Affairs and General Counsel	October 21, 2014 at 05:32 PM	Actions
Technician	Accounts Payable Technician	Accounts Payable	Accounts Payable Manager (Melba Huerta)	Rios	Jacqueline	Active	Finance & Administrative Services	October 21, 2014 at 05:32 PM	Actions
Technician	Senior Accounts Payable Technician	Accounts Payable	Accounts Payable Manager (Melba Huerta)			Active	Finance & Administrative Services	October 21, 2014 at 05:32 PM	Actions
Advisor	Academic Advisor I	School of Professional Studies	Associate Director of Advising and Tutoring Services (Tina Siller)	Salinas	Lorynn	Active	Academic Affairs & Provost	October 21, 2014 at 05:32 PM	Actions

- A new screen will appear with the position description you selected. Once you've verified title accuracy, select the option of, "Clone this Position Description" from the menu on the top right of the screen as pictured below:



- The next screen will show the new position description (cloned) which is in a *draft* state. Note that you are able to edit each section as needed.

XXXXXXXXXXXX

#### Menu option 1- *Classification Selection*

Editing Position Request	
☑ Classification Selection	
☑ Position Details	
☑ Supervisory Position	
☑ Optional Position Docu...	
Position Request Summary	
Classification Selection	This section is primarily used to identify a position as exempt or non-exempt. If you are unsure of the appropriate classification leave it blank.
Position Details	This section is composed of a position summary, job duties, knowledge, skills, abilities, required education and experience, work hours, etc...
Supervisory Position	This section is where you identify the supervisor of this position. The assignment of a supervisor is critical to performance management.
Optional Position Documents	UIW does not currently use this section.
Position Request Summary	This section is where you can review all entries and move the position request <i>draft</i> to another level, typically HR, for review and approval. Note that once it is approved, the status will change from <i>draft</i> to active.

The cloned/copied classification should not require adjustment. Move to the next menu option.

While editing a cloned/copied position description, remember to "Save & Continue" when moving forward throughout the process. Note that the system will time you out after 15 minutes of inactivity.



Menu option 2- *Position Details*.

Editing Position Request
✔ Classification Selection
<b>Position Details</b>
✔ Supervisory Position
✔ Optional Position Docu...
Position Request Summary

Position Information Field

- Note that the Position Title field is editable.
- The cloned/copied Position Summary field is editable.

Classification Information

Classification Title      Administrative Assistant  
FLSA                              Non-Exempt

Position Information

\* Position Title     

**B**   *I*   U   [Link](#)   **TT**   **”**   **<>**   **☰**   **☷**   **☰**   **☷**   **↶**   **↷**

\* Position Summary     

*This field is required.*

Job Duties

- Edit job duties as appropriate. Note that a position description is not expected to include every single job duty.

\* Job Duties

**This is a required entry.** Click 'Add Job Duties Entry' button to add job duties

\* Job Duty Name     

**B**   *I*   U   [Link](#)   **TT**   **”**   **<>**   **☰**   **☷**   **☰**   **☷**   **↶**   **↷**

\* Description of Job Duty     

Remove Entry?

**Add \*Job Duties Entry**

## Other Fields

- Edit respective information in each of the remaining fields, as appropriate.

### Position Information Continued

Department	Human Resources
Knowledge Skills and Abilities	<div style="border: 1px solid #ccc; padding: 5px;"><p>Enter KSAs</p></div>
* Required Education	<div style="border: 1px solid #ccc; padding: 5px;"><p>Required Education</p></div> <p style="color: red; font-size: small;">This field is required.</p>
* Required Work Experience	<div style="border: 1px solid #ccc; padding: 5px;"><p>Required Work Experience</p></div>
Preferred Qualifications	<div style="border: 1px solid #ccc; padding: 5px;"><p>Preferred Qualifications.</p></div>
Required Certifications, Licenses or Registrations	<div style="border: 1px solid #ccc; padding: 5px;"><p>List if <a href="#">needed</a>.</p></div>
Work Hours	<div style="border: 1px solid #ccc; padding: 5px;"><p>Work Hours.</p></div>
Physical Demands	<div style="border: 1px solid #ccc; padding: 5px;"><p>Physical Demands.</p></div>
Level 1 Access	<div style="border: 1px solid #ccc; padding: 2px;"><span>Casiano, Paula (pcasiano) x</span></div>

*Reminder-assign your level 1 user(s) at this time, if applicable.*

### Menu option 3- Supervisory Position (identification of supervisor)

**Editing Position Request**

- [✔ Classification Selection](#)
- [✔ Position Details](#)
- [✔ Supervisory Position](#)
- [✔ Optional Position Docu...](#)
- [Position Request Summary](#)

- To find the correct supervisor for the position, use “*Filter these results*” to help narrow the search as pictured below. Note that both name and title are shown in the search.

Supervisory Position

Position Descriptions - [Filter these results](#) 

Admin/Staff JD   1277

← Previous 1 2 3 4 5 6 7 8 9 ... 42 43 Next

	Classification Title	Position Title	Department	Supervisor	Last Name	First Name	Status
<input type="radio"/>	Coordinator	Payroll Coordinator	Payroll	Payroll Manager (Christine O'Donnell)			Active
<input type="radio"/>	Technician	Accounts Payable Technician	Accounts Payable	Accounts Payable Manager (Melba Huerta)	Rios	Jacqueline	Active

- You can search for the supervisor by first/last name, full name, or title. Note that you may need to adjust the position type field to find the respective supervisor. Example: if the supervisor is a faculty member adjust the position type to faculty; if an executive, such as a dean, adjust the position type to executive. If you cannot find the supervisor you are looking for, contact your HR recruiter for assistance.

Search Position Descriptions

Position Type:

Add Column:

Department:

Position Description Status:

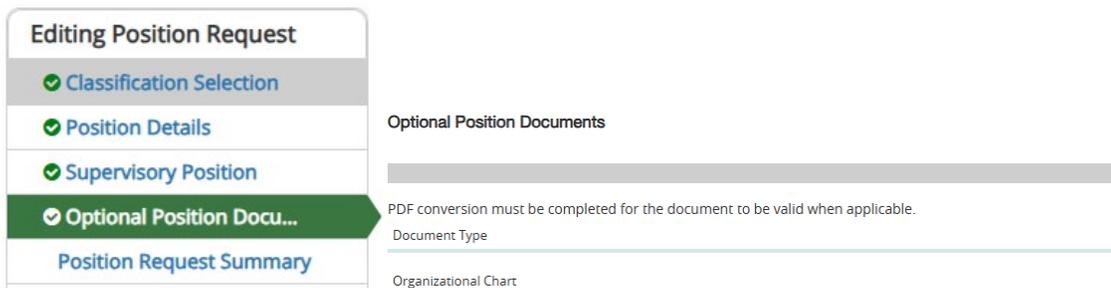
Outstanding Actions:

- Once you have found the supervisor for the position, select as pictured below.

Admin/Staff JD

	Classification Title	Position Title	Department	Supervisor	Last Name	First Name	Status	Division
<input checked="" type="radio"/>	Recruiter- Staff	Recruiting Coordinator	Human Resources	Recruitment Manager (Diane Mazuca)	Casiano	Paula	Active	Legal Affairs and General Counsel

Menu option 4- *Optional Position Documents (skip as UIW does not use this option)*



Menu option 5- *Position Request Summary*

- This will take you to the main page and will allow you to review all parts of the position description.
- Select the "Take Action On Position Request", as pictured below, and select the option "Submit to HR (move to Human Resources)," unless you are in a health professions department that requires full routing approval for position descriptions.

