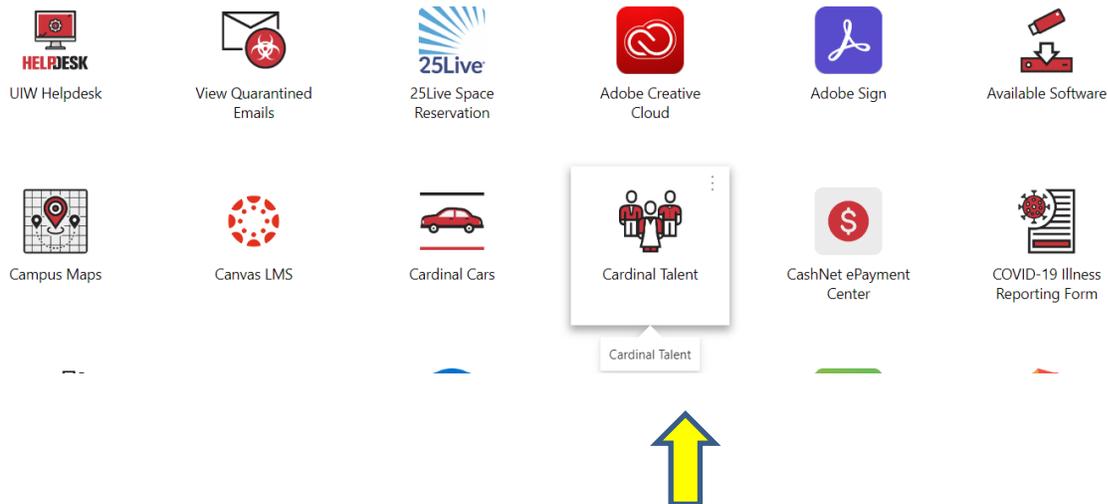


# How to Review/Modify a Position Description

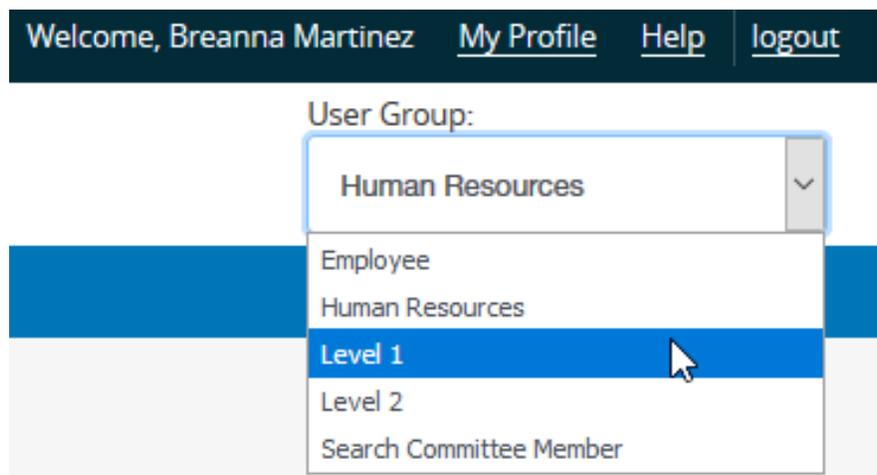
Last Updated 1/23/2023

The following instructions can be used to assist with reviewing 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 “Cardinal Talent.”

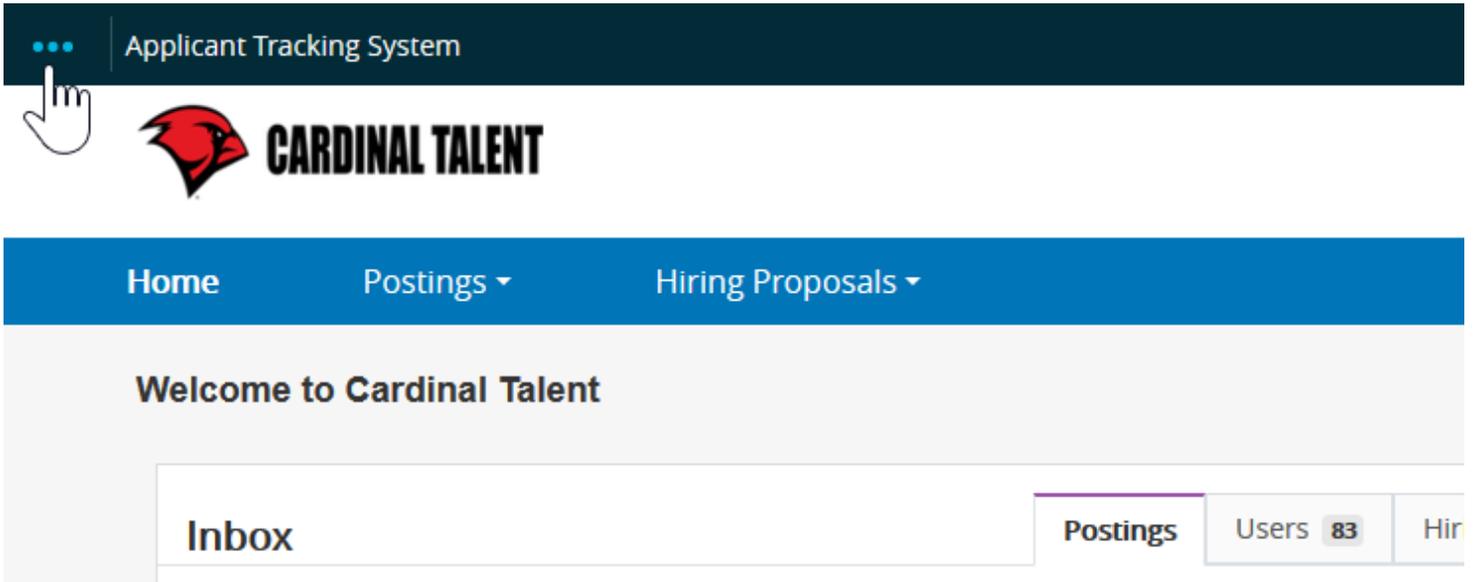


2. Upon logging in, ensure you are in the correct user group by reviewing the user group selection in the top right-hand corner.

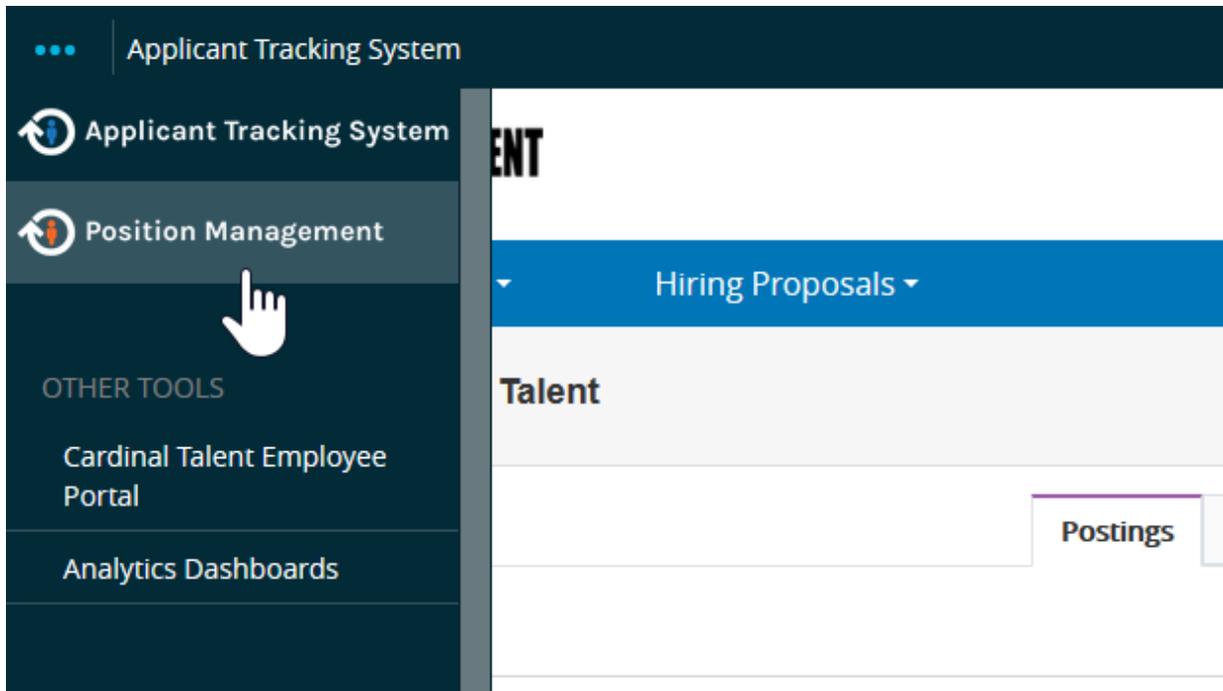


*User group access will differ for each user. Level 1, Level 2, Level 3, and Division VP users have access to create postings.*

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

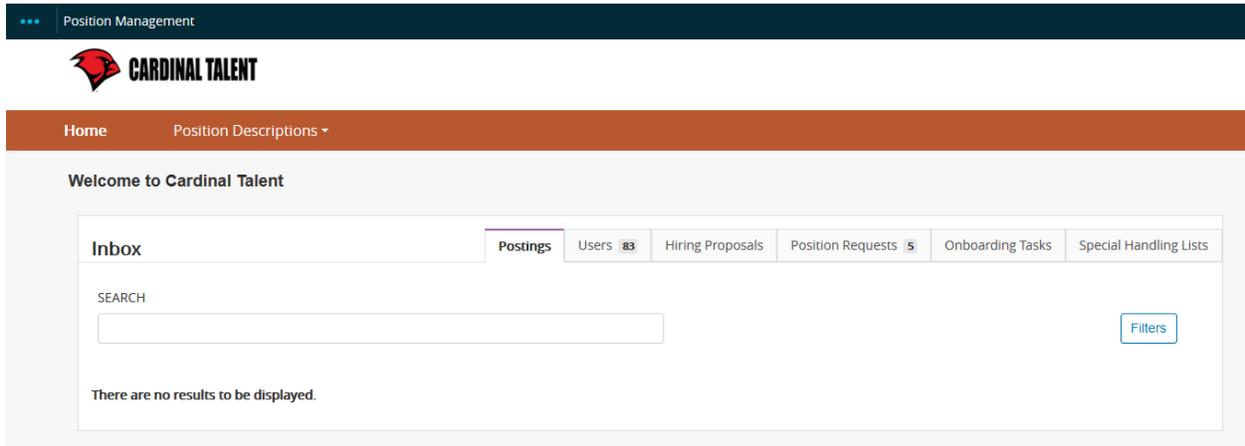


4. From the menu, select the option "Position Management". Once selected, your

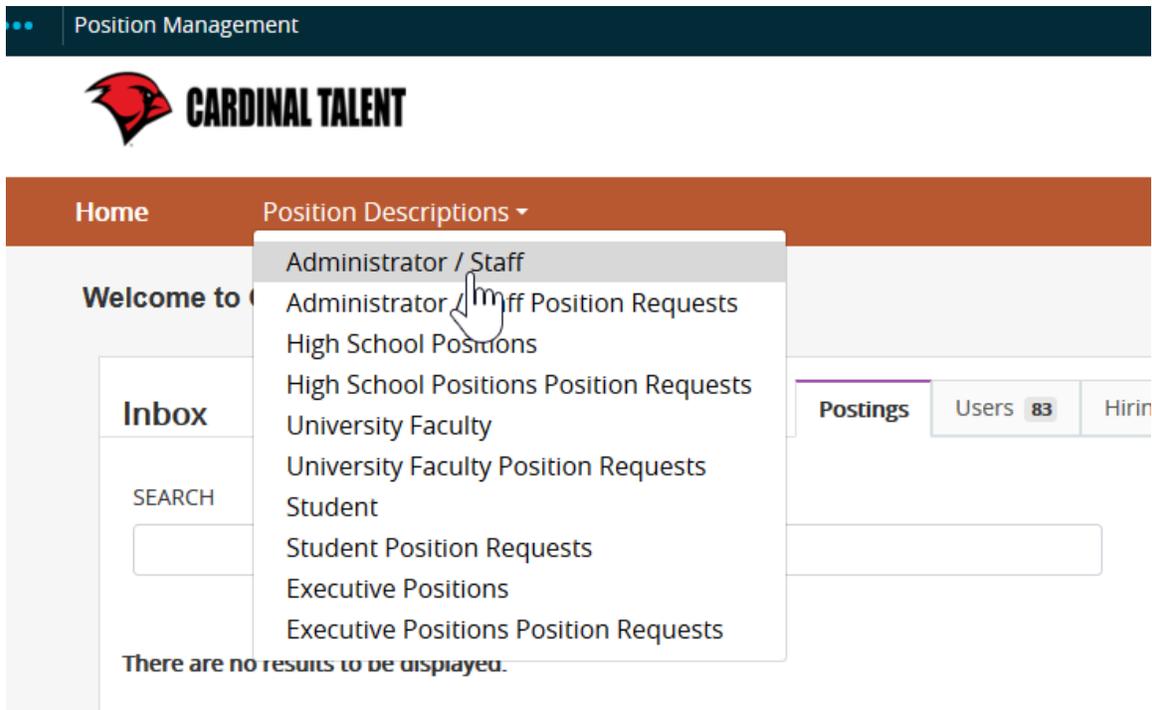


Once selected, your top menu bar will turn orange as shown below. Note that Position/Job Descriptions reside on the Position

Management side of the system which is indicated by the orange banner. Alternately, Job Postings reside on the Applicant Tracking side of the system which is indicated by the blue banner.



- From the 'Position Descriptions' tab, click on the respective position type of the title for which you are searching. Note that active fully approved titles can be found on the non-request option. Alternately, positions that are in process of approval due to a new title creation or a modification can be found the respective position type followed by the words, "Position Request."



- 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 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 header includes the Cardinal Talent logo, user information (Welcome, Breanna Martinez), and navigation links (My Profile, Help, Logout). The main content area features a search bar with a 'Search' button and a 'More Search Options' dropdown. Below the search bar is a table of position descriptions with columns for Classification Title, Position Title, Department, Supervisor, Last Name, First Name, Status, and Created Date. The table contains two rows of data. A 'Create New Position Description' button is visible in the top right corner of the main content area.

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)	Angler	Mallory	Active	October 21, 2014 at 05:32 PM	Actions
Recruiter	Recruitment and Onboarding Specialist	Human Resources	Director for Human Resources (Shannon Root)	Martinez	Breanna	Active	October 21, 2014 at 05:34 PM	Actions

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

### **Cardinal Talent Scope of View for Each Access Level**

- **Divisional Head**
  - *Respective VP or Provost that approves for said division*

- *Note that some division head 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 Budget for approval*
- **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 a 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 a 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 in lieu of accessing existing position descriptions by contacting HR.*
  - *After Level 1 approves a job posting, it is moved to Level 2 for approval*

7. From the available position descriptions, select the position description you wish to view.
8. Open the position description by clicking on the title or selecting, "View," under the "Actions" option on the far-right hand side of title row.  
Should you decide to modify the position description, see steps below:
9. Click on "Modify Position Description" on the menu at the top right of the screen:

10. 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.

### Start Modify Position Description Position Request on Sr. Human Resources Assistant?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

[Start](#)

**Once you click, “Start,” the position description will be in the state of ‘Draft’**

When a position description enters in the ‘Draft’ state, you will navigate the menu that appears on the left side of your screen to modify sections as needed:

Editing Position Request

✔ Classification Selection

✔ Position Details

✔ Supervisory Position

✔ Employee Information

✔ Optional Position Docu...

Position Request Summary

Classification Selection

Save

Save & Continue

Selected Classification

Classification

Classification

## Menu Option Definitions

<b>Classification Selection</b>	Position descriptions are assigned a classification based on position type which is accompanied by the designation as exempt or non-exempt
<b>Position Details</b>	<p>Position Details section is composed of a position summary, supervisory, job duties, knowledge, skills and abilities, required education and required experience. With the exception of Faculty and Student positions, this section is used in performance evaluations. This is the section where Level 1, if needed, is assigned.</p> <ul style="list-style-type: none"><li>• <b>Summary</b>-should include 2-4 sentences identifying why the position exists.<ul style="list-style-type: none"><li>○ This section should not include specific job duties, as these items belong in the “Job Duties” section.</li><li>○ Typically begins with “The &lt;insert title&gt; is responsible for... “</li><li>○ Typically ends with, “The &lt;insert title&gt; reports to the &lt;insert title of supervisor.&gt;</li></ul></li><li>• <b>Supervisory</b>- this section is where you identify the number and type of employees the respective position is <u>directly responsible</u> for supervising.<ul style="list-style-type: none"><li>○ Example: Supervises two professional employees, one staff employee, and assigned students.</li><li>○ Note that coordination of work and/or oversight of duties <u>without</u> direct supervisory responsibility should not be identified in this section.</li><li>○ If there is no direct supervision of employees, enter, “None.”</li><li>○ Do not leave this section blank.</li></ul></li><li>• <b>Job Duties</b>-should include major job duties for the position.<ul style="list-style-type: none"><li>○ If the section does not populate when reviewing an existing position description, you will need to click on the blue button titled, “Add Job Duties Entry.”</li><li>○ Note that this section should not include <u>every</u> job duty so as to become cumbersome.</li></ul></li></ul>

	<ul style="list-style-type: none"><li>○ Typically, each listed item starts with an action word. Examples: Coordinates, Provides, Serves (as), Processes, Ensures, Develops, Executes, etc...</li><li>○ This list should end with, "Performs other duties as assigned."</li><li>● <b>Knowledge Skills Abilities</b>-should identify soft skills needed for the position.<ul style="list-style-type: none"><li>○ Examples: communication skills, computer skills, organization skills, presentation skills, budget management skills, etc..</li><li>○ Typical preface words for said skills include-strong, excellent, proficient, ability to effectively learn, knowledge of, etc... Example: Strong verbal and written communication skills; Ability to effectively learn and use new technology; Strong presentation skills; Ability to effectively work individually and with a team...</li></ul></li><li>● <b>Required Education</b>-should identify the minimum education necessary to be qualified for the position.<ul style="list-style-type: none"><li>○ Note that identification of a specific discipline that is not really necessary will<ul style="list-style-type: none"><li>▪ result in a disqualification of those who do not specifically hold said discipline at the time of posting;</li><li>▪ narrow the applicants you will receive at the time of posting.</li></ul></li></ul></li><li>● <b>Required Experience</b>-should identify the minimum experience necessary to be qualified for the position.<ul style="list-style-type: none"><li>○ Note that experience must be measurable in terms of years or months.</li><li>○ Use of the phrase, "some experience" could mean as little as one day/week/month. Thus, it is best to identify a reasonable minimum specific experience level which will result in a disqualification of those who do not specifically meet the requirement at the time of posting.</li></ul></li></ul>
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- **Preferred Qualifications**-should identify highly desirable or “nice to have” education, skills, or certifications.
  - Typically include things such as degree in a specific discipline, the next highest level of education over the one required, certifications, bilingual skills, etc...
- **Required Certifications, Licenses, or Regulations**-should identify specific must haves for the position such as CPA, TCOLE license, BOC license, and “Valid driver license, driving record that is insurable by UIW insurance carrier, and must be at least 21 years of age, as required to drive for UIW.”
- **Work Hours**-identifies typical expected hours of work, to include the days of the week.
  - Typically identified as Monday through Friday 8am to 5pm with extended hours as needed to meet departmental goals.
- **Physical Demands**-identifies carefully worded physical demands.
  - Words which specifically identify “standing” or “sitting” should never be used.
  - Examples of acceptable language:
    - Ability to lift up to 10lbs for table set-up/tear-down at events.
    - Ability to reach overhead, bend, squat to retrieve office/marketing/events/library materials weighing up to XX lbs.
    - Ability to push/pull library/equipment carts weighing up to XX lbs.
    - Ability to actively engage in events for extended periods of time.
    - Ability to regularly move about campus and event venues to actively engage staff/faculty/guests/potential and current students, as well as attend meetings on and off campus.

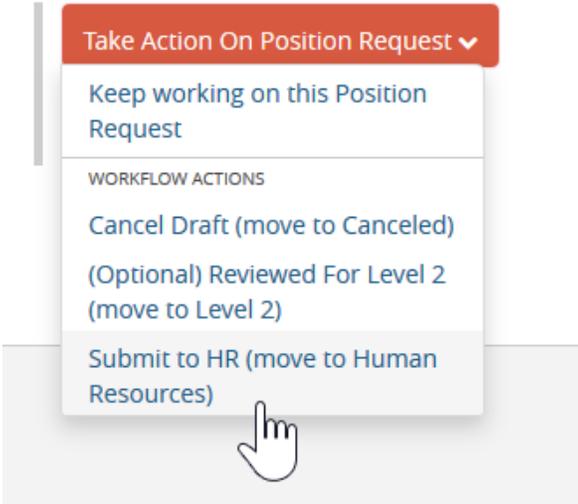
<b>Supervisory Position</b>	Supervisory Position section is where you identify the person or title that the position reports to.
<b>Employee Information</b>	Employee Information section lists who is currently seated in the position description.
<b>Optional Position Documents</b>	Optional Position Documents section is typically not used; however, supervisors may upload documents to this position such as organizational charts
<b>Position Request Summary</b>	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



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.*

