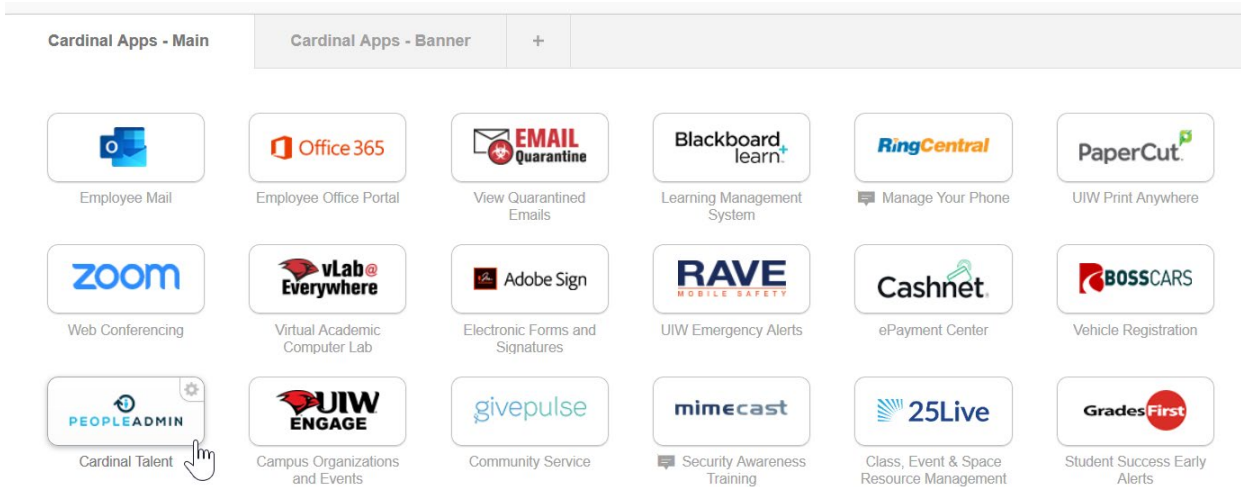# How to Create a Position Description

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".
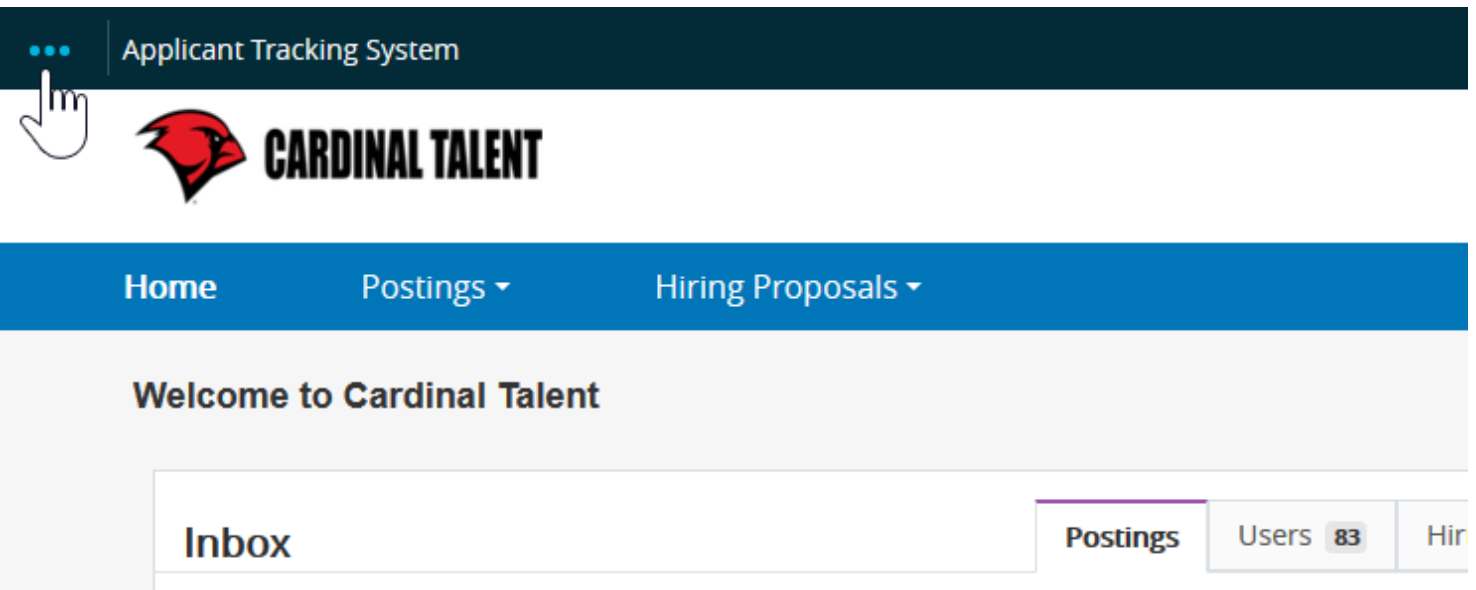

2. Upon logging in, ensure you are in the correct user group by reviewing the user group selection in the top right-hand corner.
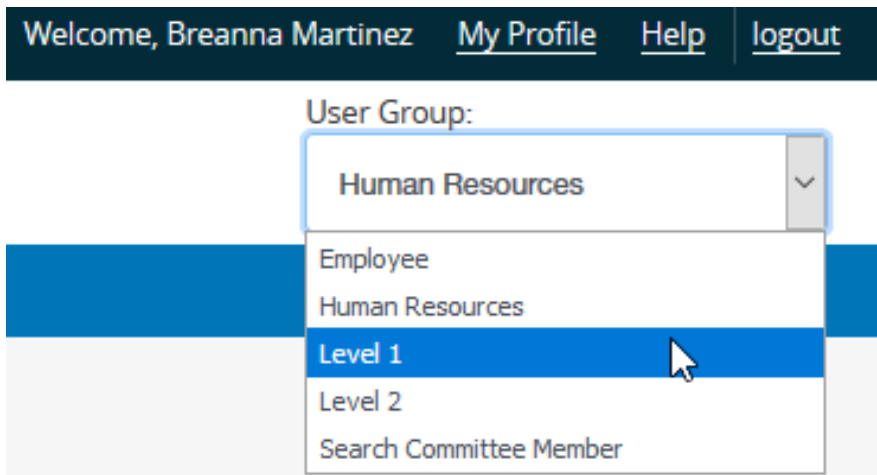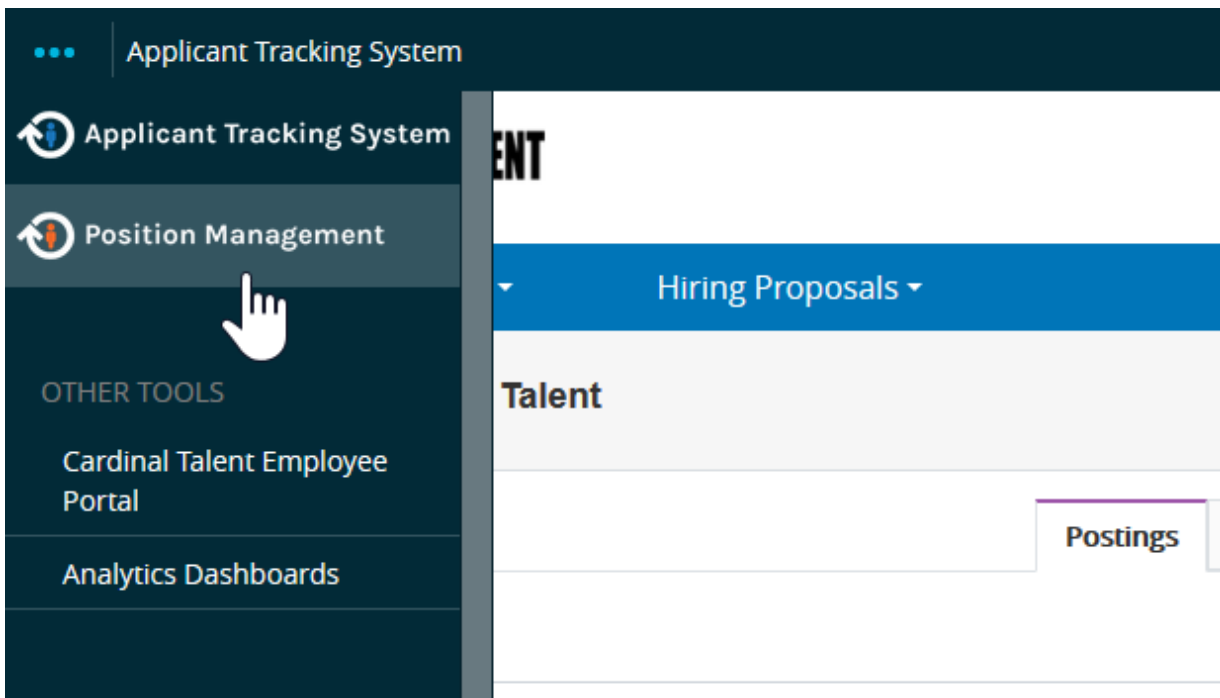

User group access will differ for each user. Level 1, Level 2, and Division Head users have access to create postings.
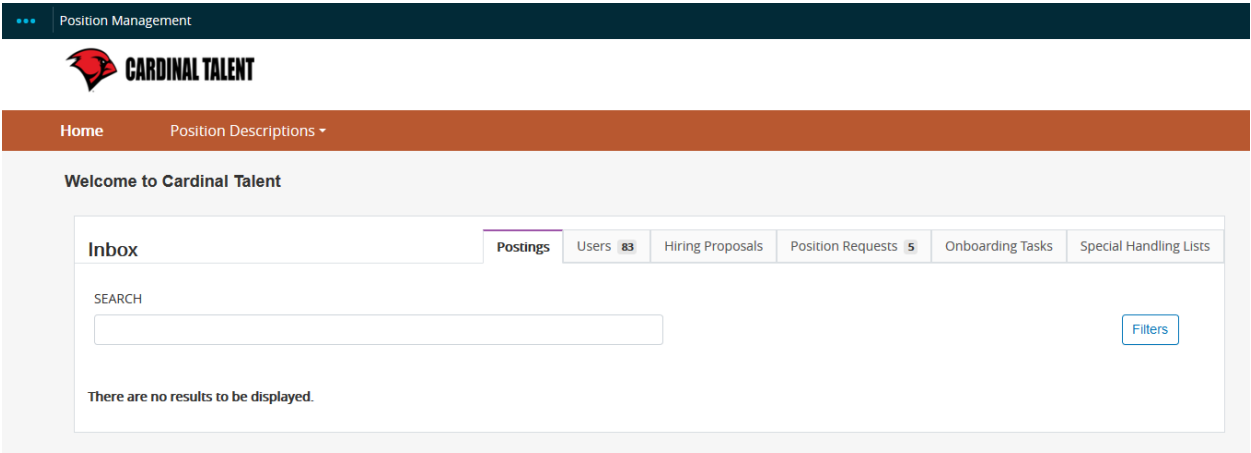
3. After ensuring the correct user group is selected, click on the three blue dots located in the top left-hand corner.
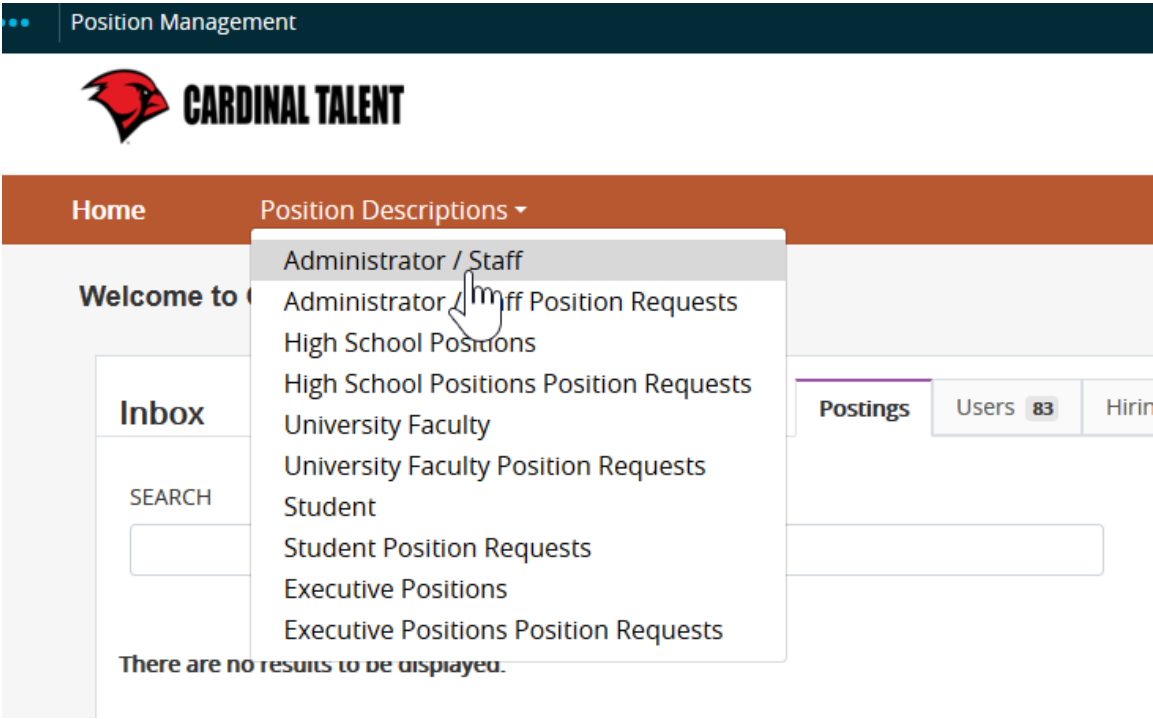

4. From the menu, select the option "Position Management". Once selected, your

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 positions, to include administrator, staff, and faculty reviewed and approved by HR
High School Positions Position Request	SACHS 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, provosts, vice presidents, and HS principal reviewed and approved by HR
Executive Position Requests	Executive type positions to include deans, provosts, vice presidents, and HS principal 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

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

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.

CARDINAL TALENT

User Group:
Level 1

| Home | Position Descriptions ▾ | | Shortcuts ▾ |

Position Descriptions / Administrator / Staff ☆

Administrator / Staff Position Descriptions

➕ Create New Position Description

Saved Searches ▾   [   ]   Search   🔍 More Search Options ▾

Admin/Staff Job Description   ✖

"Admin/Staff Job Description" ③ Selected records ⓪ ✖ Clear selection?   Actions ▾

(Actions)

	Classification Title	Position Title	Department	Supervisor	Last Name	First Name	Status	Created Date	
☐	Assistant	Sr. Human Resources Assistant	Human Resources	Human Resources Project Manager (Heather Hamilton)	Angier	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 ▾

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

Level 2 users are typically deans or directors andcan only see postings and position descriptions they are assigned to. Without assignment, posting and position descriptions will not be viewable.

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

Scope of View

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

Human Resources

| Home | Position Descriptions ▾ | Classifications ▾ | Shortcuts ▾ |

Position Descriptions / Administrator / Staff

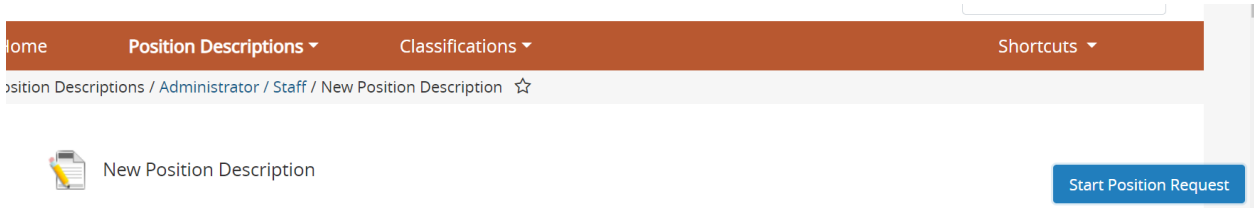## Administrator / Staff Position Descriptions

➕ Create New Position Description

Saved Searches ▾   [   ]   Search   🔍 Hide Search Options ▾

8. A new page will pop up that enables you to do one of two things:

   a. Start a position description from scratch. If this is your preferred option, click blue button that says,

Start Position Description and begin filling in fields.

b. Clone (copy) an existing description that is most *similar* to position you wish to create. When you select the clone options, the system will populate most of the data from the cloned position into the new position where all fields are editable. Note that you will only be able to clone from a position for which you have access. If you do not have access to the position you wish to clone, contact Human Resources X 6418 and identify the dept, position name, and person (if applicable) that is currently seated in the position you wish to clone.

    i. To clone an existing position, scroll to the bottom of the page and select the position you wish to clone by 1st clicking on the Actions button on the far right.

    ii. A new screen will appear with the position description you chose. Once you've reviewed the description to ensure this is the one you wish to clone, select from the menu on the top right of the screen and select the starred option of, Clone this Position Description.
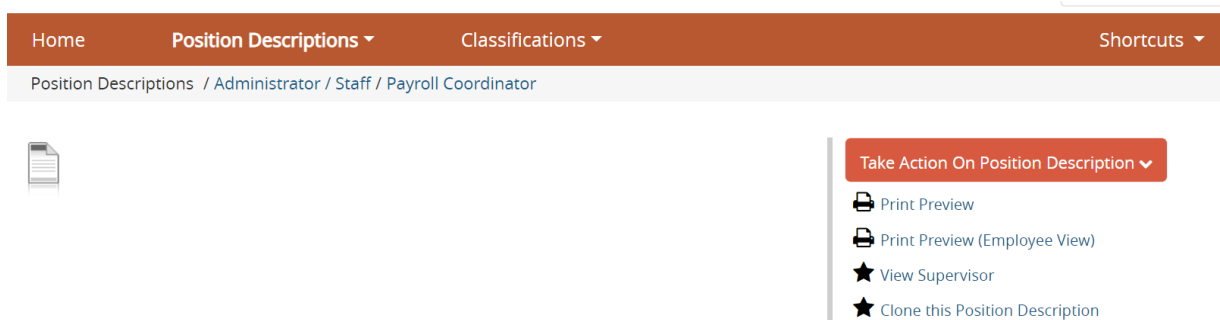
iii.   The next screen will show the new description (cloned) which is in a 'Draft' state. You will need to navigate each section of the posting to add/modify the required information as shown below:

Editing Position Request

- ✔ Classification Selection
- ✔ Position Details
- ✔ Supervisory Position
- ✔ Employee Information
- ✔ Optional Position Docu…
- Position Request Summary

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.