Reviewing Job Descriptions in People Admin 7 as a Supervisor

1. Go to: https://www.uvu.jobs/hr/login
2. Log in to People Admin:
   a. Username: Your UVID
   b. Password: UVLink Password

1. When you log in go to the top right hand side of your screen and ensure that you are logged into the “Position Management” system (your header will be orange).
2. If you are not logged in to “Position Management” click on the drop down and change it to “Position Management”.

1. Right below the “Position Management” drop down there is another drop down that indicates your approval level. You must be logged in as “Supervisor/Search Chair/Search Admin”.
2. If you are logged in as anything other than “Supervisor/Search Chair/Search Admin”, choose “Supervisor/Search Chair/Search Admin” in the drop down and click on the refresh button.

1. Click on the “Position Requests” tab in your INBOX.
2. Click on the position title that you would like to review.
1. The position description will appear.
2. Click on the “Edit” link besides CLASSIFICATION.

1. You will be able to review the different sections of the job description.
2. Click on Next >> to advance through the sections of job descriptions. All fields are editable except the Classification.

1. Once you have reviewed each section you will arrive at the “Position Request Summary” page with a full job description.
2. Click on “Take Action on Position Request”

1. All job descriptions require two levels of approval. You will need to send the approved job description to a Second Level Supervisor.
1. Select an individual from the drop down.
2. Click Submit.