

## **Create a Job Description**

The first step, prior to any recruitment effort, is to determine whether the opening is for a new position or is a replacement for an existing position. The Job Description should be explicit in outlining position responsibilities and necessary requirements, and must include the following:

1. Job title, position number, and unit or department
2. Primary purpose of the position
3. Responsibilities and duties, in order of priority
4. Minimum educational background (baccalaureate or higher in a relevant field), professional training, and experience
5. Organizational relationship

### ***New Position***

If the position is new, it must be evaluated for an appropriate title and position level. This evaluation is accomplished by completing a Job Description at [www.jobs.ilstu.edu/hr](http://www.jobs.ilstu.edu/hr) for review by the Office of Human Resources (HR). This review is generally accomplished within 1-2 weeks of HR's receipt of the complete information.

### ***Existing Position***

If an existing position is being filled and the position responsibilities remain substantially the same as previously defined, the hiring department/unit may proceed with the recruitment process by "posting from position" within the online job description and recruitment site ([www.jobs.ilstu.edu/hr](http://www.jobs.ilstu.edu/hr)). In cases where there are substantive changes in the responsibilities of the position, a new description should be provided for review by HR.

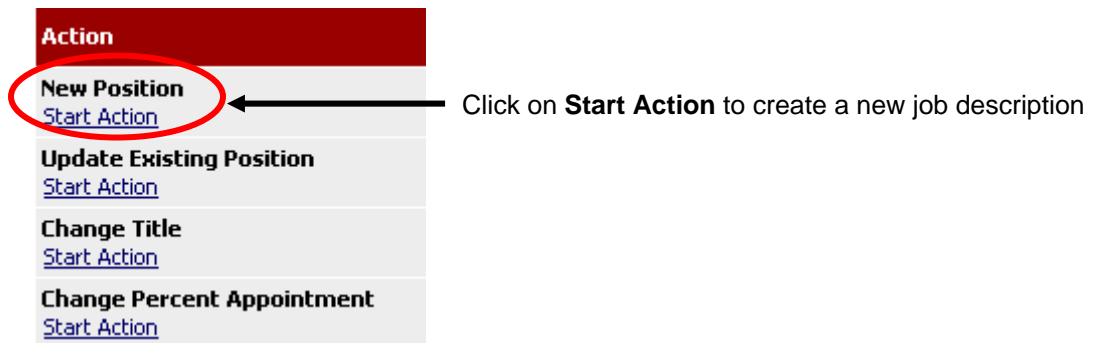
# New Position

1. Under Job Descriptions, click on 'Begin New Action'



The screenshot shows a vertical navigation menu with several sections. The 'JOB DESCRIPTIONS' section is highlighted with a black background and contains the following items: VIEW ACTIVE, VIEW PENDING, VIEW HISTORICAL, SEARCH SELECTION FORMS, BEGIN NEW ACTION, SEARCH ACTIONS, PENDING ACTIONS, and SEARCH POSITIONS. The 'BEGIN NEW ACTION' item is circled in red. An arrow points from the text 'Click on **Begin New Action** to create a job description' to the circled item. Other sections in the menu include 'CREATE POSTING' (FROM PREVIOUS, FROM POSITION), 'ADMIN' (HOME, CHANGE PASSWORD, LOGOUT), and 'JOB POSTINGS'.

2. Under New Position, click on 'Start Action'.



The screenshot shows a vertical menu titled 'Action'. The first item is 'New Position', which has a sub-link 'Start Action' circled in red. An arrow points from the text 'Click on **Start Action** to create a new job description' to the circled link. Other items in the menu include 'Update Existing Position' (Start Action), 'Change Title' (Start Action), and 'Change Percent Appointment' (Start Action).

3. On the Create New Position page, choose the Classification Title of the job you will be creating a job description for and click 'Search'.



The screenshot shows a 'Search Titles' form. It has a 'Classification Title' dropdown menu with 'Unclassified Academic Position' selected, and a 'Job Class' text input field. The 'SEARCH' button is circled in red. An arrow points from the text 'Find the **classification title** and click **Search**' to the dropdown menu.

- Verify that the appropriate job classification is provided and click on 'Select Title and Continue'.

**Choose Title to Assign**

You may associate this Position Description with one of the titles below by choosing **Select Title and Continue**.

1 Record

▲ Title	▼ Class Code
<b>Unclassified Academic Position</b> <a href="#">Select Title and Continue</a>    <a href="#">View Summary</a>	899999

Click on **Select Title and Continue** to begin creating your job description

- Click on 'Position Details' in the grey shaded box.

**Create New Position**

<b>Proposed Classification Title</b>	<a href="#">Copy From Position</a>	<a href="#">Position Details</a>	<a href="#">Essential Job Functions</a>	<a href="#">Mandatory Physical Requirements</a>	<a href="#">Supplemental Documentation</a>	<a href="#">Notes / History</a>
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- Enter information

- On the Create New Position page, enter the information for the job description as it should appear each time a posting is created for that position. The following fields should be entered for all job descriptions. You may choose to input additional information; however the information you enter here will be reflected in **all** postings and cannot be modified at the posting level.
- **Position number:**
- **Employee first name:**
- **Employee last name:**
- **Required Qualifications:** Minimum educational background (baccalaureate or higher in a relevant field), professional training, and experience
- **Preferred Qualifications:** Desired qualifications not listed as required
- **General Summary:** Primary purpose of the position (generally one paragraph)
- **First Level Supervisor:** enter Name and Title

- **Department Homepage:** Enter your departmental homepage as it should appear on the posting.
  - **Organizational Relationships:** Who this person reports to and second level supervisor, third level, etc.
  - **Supervisory Responsibilities:** (Please include Full-time, Part-time employees, Student Workers etc.)
  - **Work Environment/Dynamics:** list anomalies such as evening work, alternate locations, a highly technical environment, etc.
  - **Departmental users with permission:** Choose all individuals who should have Hiring Manager access, which includes the ability to create/change posting, view applicants, update candidate statuses, and complete the selection form. Highlight their name in the 'Not Selected' box and click the right facing arrow.
- To have access to complete the selection form, the individual must be included as a departmental user on the job description.



**NOTE:** If the individual you are looking for is not in the list, that means they do not have hiring manager access to the system. They will need to request an account before you can add them as a departmental user.

Find the name to be added as a departmental user

Click the right facing arrow to add the user to the Selected list

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Not Selected		Selected
Aremka, Jennifer	>	hiringmanager, Sample
Bohm, Michelle	<	
Brauer, Nicole	>>	
Carlson, Tammy	<<	
Craig, Shirley	>	
Eades, Stefanie	<	
Jenson, Julie	>>	
Johnson, Kaye	<<	

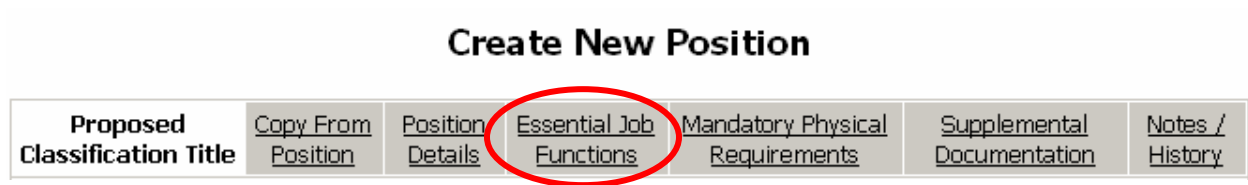
- **Department:** Select your department from the drop down list. You will only see departments you have been granted access to.



**NOTE:** If you are interrupted briefly, you can always save what you have done without submitting by clicking “Save and Stay on this Page”

**SAVE AND STAY ON THIS PAGE**

7. Click 'Essential Job Functions'

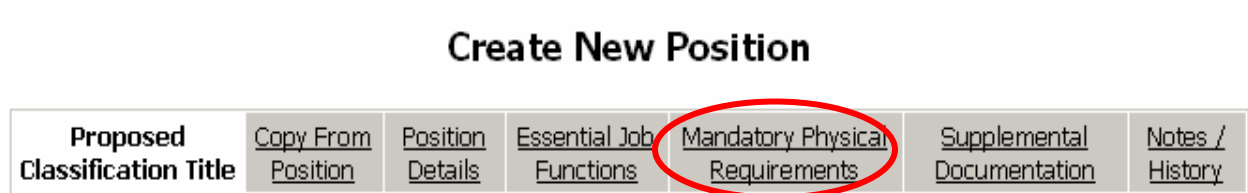


- Click 'Add New Entry'
- List Responsibilities and duties, in order of priority

The screenshot shows the 'Add New Entry' form. It includes a header 'Add New Entry' and a note: '\* Required information is denoted with an asterisk.' The form has three main sections: 'Percent of total time:' with a text input field; 'Description of job responsibility/duty:' with a large text area; and 'Essential/Marginal:' with a dropdown menu. Below these sections are two buttons: 'ADD ENTRY' (circled in red) and 'CANCEL'. An arrow points from the text 'Click 'Add Entry' when finished' to the 'ADD ENTRY' button.

- Click 'Add New Entry' to add another job function.

8. Click 'Mandatory Physical Requirements'



- List any requirements such as lifting, prolonged viewing of data on screens, etc.

9. Click 'Supplemental Documentation'

### Create New Position

<b>Proposed Classification Title</b>	<a href="#">Copy From Position</a>	<a href="#">Position Details</a>	<a href="#">Essential Job Functions</a>	<a href="#">Mandatory Physical Requirements</a>	<b>Supplemental Documentation</b>	<a href="#">Notes / History</a>
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- Include organizational charts, hiring freeze exemption, market data on salary or position comparison, etc.

10. Click 'Preview Action' at the bottom of the page.



**NOTE:** If you leave your computer for more than 15 minutes during any point in this process you will LOSE all your information. So, complete this process all at once **OR** complete required information (with \*), get to this step, and save it by clicking on "Save w/o submit"

11. Before submitting for approval, second level supervisory written approval up to and including Dean/Administrator should be obtained within the department. This is not a function of this system, but rather an internal communication that must occur.

12. Click 'Submit to HR for Approval' and 'Continue' to submit the position description.

**Action Status**

Save Action Without Submitting

Submit to HR for Approval ← Check **Submit to HR for Approval**

← Click **Continue** to submit the description

13. Click 'Confirm'

14. Human Resources will approve the job description and you may then create a posting.



**NOTE:** Allow up to ten business days for the job description to be approved.