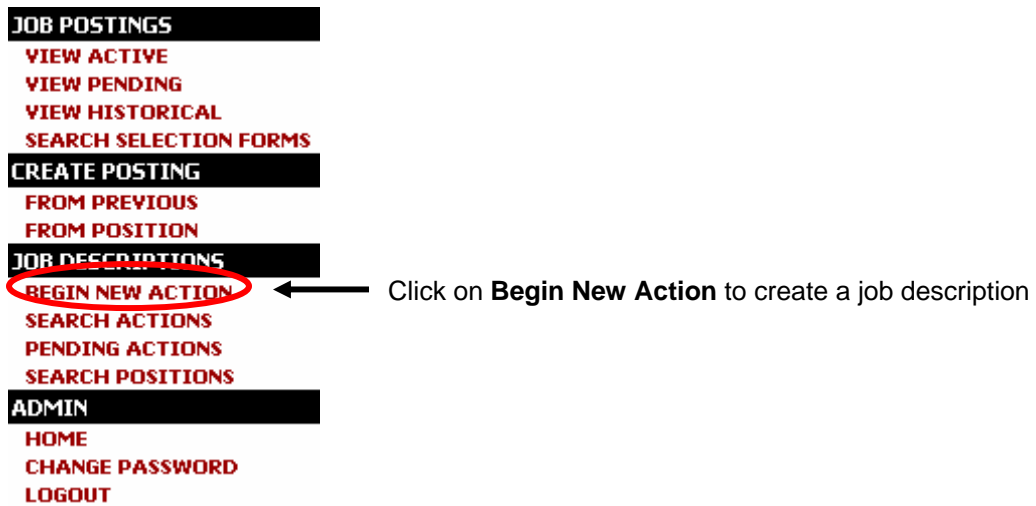


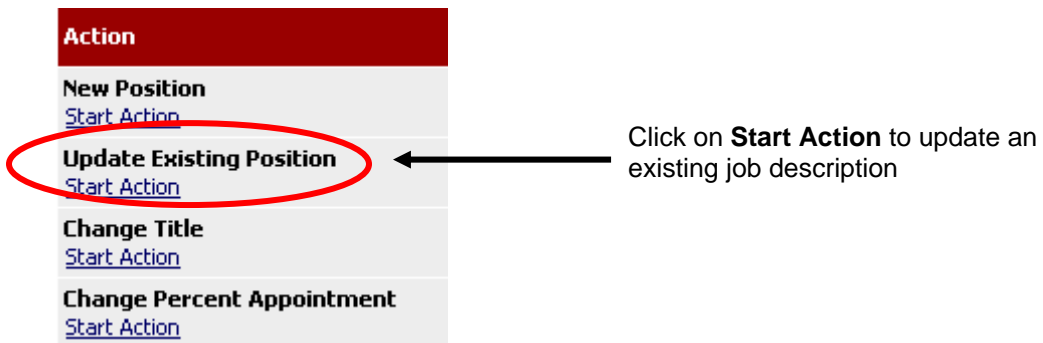
## Existing Position

If an existing position is being filled and the position responsibilities have changed then updating the job description will be necessary. If the position responsibilities remain substantially the same as previously defined, the hiring department/unit may proceed with the recruitment process by creating a posting “From Previous”.

1. Under Job Descriptions, click on ‘Begin New Action’



2. Under Update Existing Position, click on ‘Start Action’.



3. Follow steps 3 – 13 in Creating a New Position. Update necessary information.