

# How to Certify Position Description in PeopleAdmin

## Employee Instructions

Please note: The Position Certification process should be completed for all new employees, when an existing employee changes positions or after there is a major or minor update to an employee's position description. This process replaces signatures on the paper copy of the position description. If, when verifying the PD, you feel something is incorrect you can contact the person who initiates actions in PeopleAdmin for your Department and they can take the necessary action to update the position or you can contact Human Resources at 541-552-6512

### Step 1 Login to PeopleAdmin

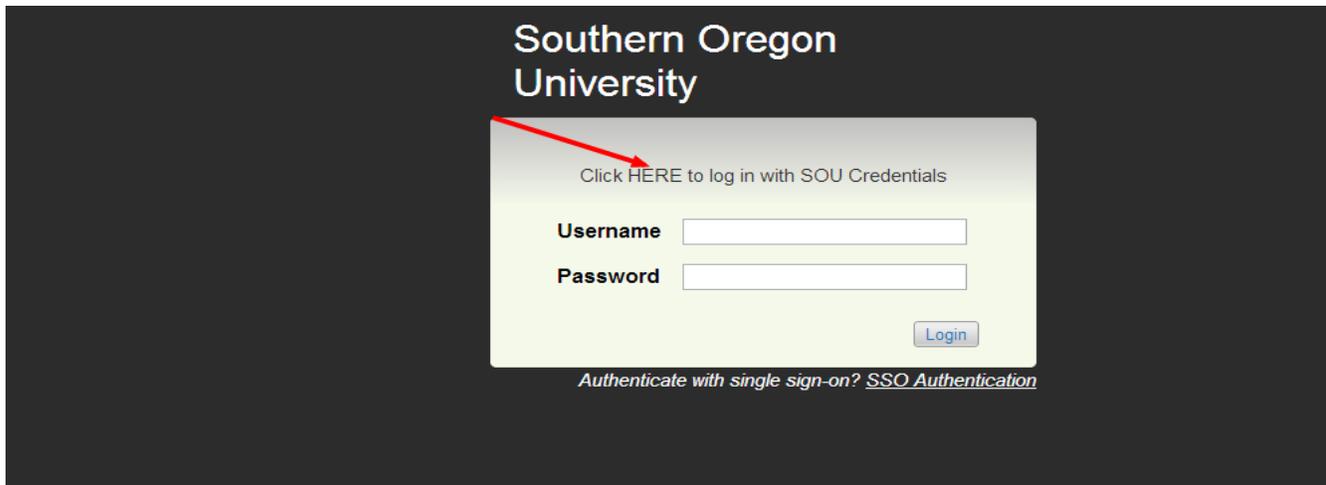
There are two options

1. Login to MYSOU
2. Click on the Faculty and Staff Tab
3. Click on Recruiting (PeopleAdmin)

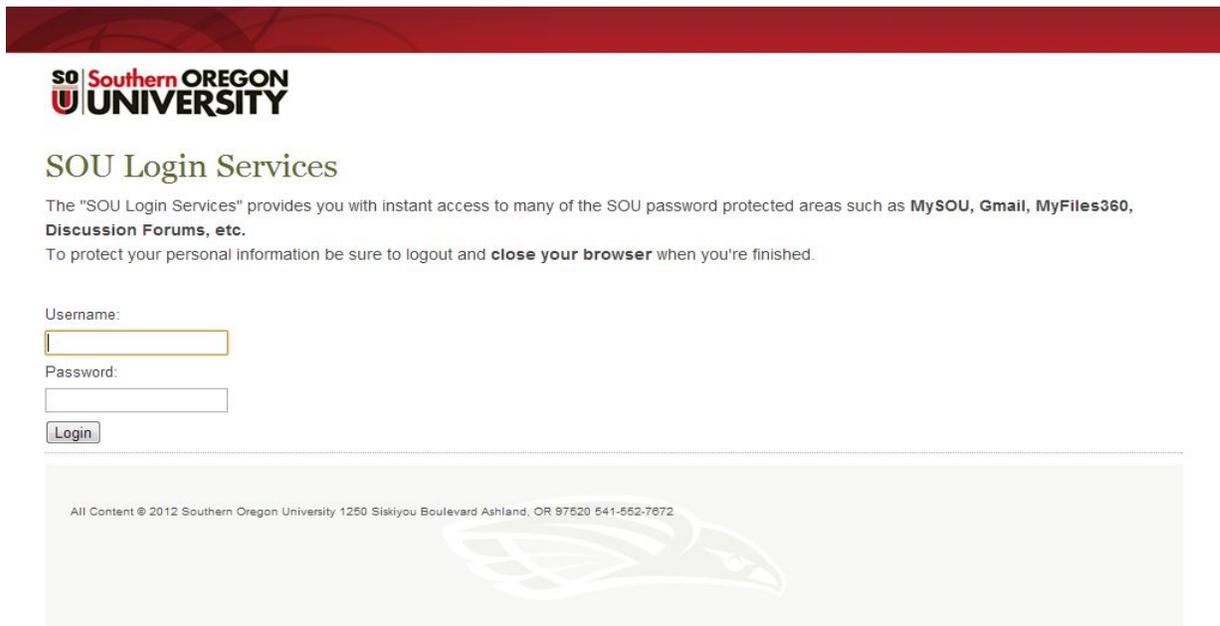
The screenshot displays the Southern Oregon University PeopleAdmin interface. At the top, the university logo is on the left, and a navigation bar contains tabs for 'My Tab', 'Home', 'SOU News', 'Academic Support', 'Hannon Library', 'Student Life', and 'Faculty/Staff'. A red arrow points to the 'Faculty/Staff' tab. Below the navigation bar, there are three main content areas: 'Online Services for Faculty & Staff', 'Technology Services', and 'Resources'. The 'Online Services for Faculty & Staff' area contains a list of links, with a red arrow pointing to 'Recruiting (People Admin)'. The 'Technology Services' area includes links for 'IT Web Site', 'Accounts', 'Banner Support', 'Classrooms, Labs, and Media Services', 'Forms', 'Getting Help from IT', and 'Policies, Planning, and Governance'. The 'Resources' area lists various university services and policies. At the bottom, there is an 'Alternate Sign On' section with instructions for accessing systems using different usernames.

Or

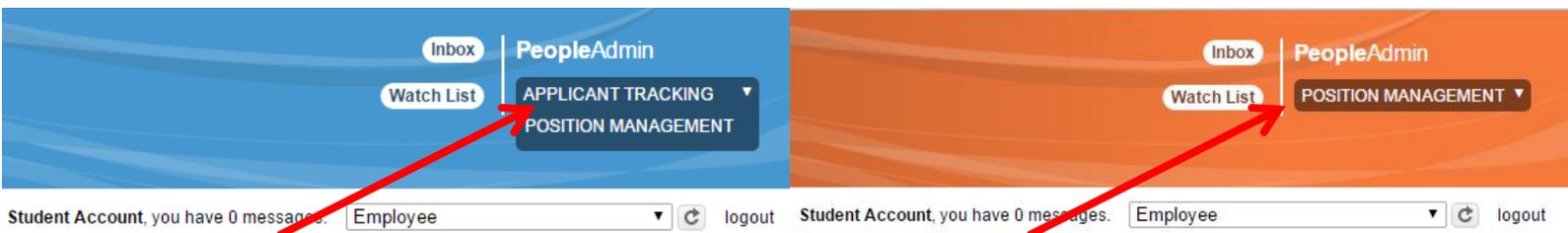
1. Go to the URL [jobs.sou.edu/hr](http://jobs.sou.edu/hr)
2. Click on the Click HERE to log in with SOU Credentials (Do not try to login on this page).
3. Login with your usual SOU credentials.



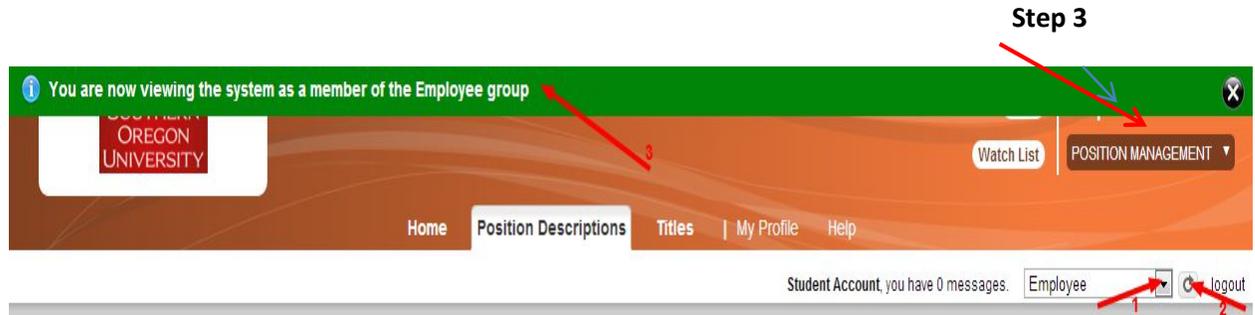
## Step 2- Login using your network user name and password



**Step 3-** When you log in you will see the Applicant Tracking home screen, in **blue**. You will need to be in the Position Management Screen which will have **orange** header. If you are not in the position management, hover over the drop down menu to the right of the Watch List tab. And select POSITION MANAGEMENT.



**Step 4**-Once in the position management screen you will need to select the **employee view (1)**. You will do this in the drop down menu directly under where you selected the position management screen in the white border under the header. *You must click the refresh button and look for a green bar to come up across the top of the screen to confirm the view change (2).*



**Step 4**

**Step 5**- Select the tab Position Description and then select your position type.



- For this example we will use Administrative

**Step 6**- Type in your name into the search box. You can use first, last or both. (Note that employees are entered with their legal names) and then click the search button.



**Step 7**- Click on the blue job title area (Do not click on the box) and this will direct you to the Position Description summary

Job Title	Position Number	Department	First Name	Last Name	Status	(Actions)
<a href="#">Training &amp; Development Manager</a>	F98984 00	Human Resource Services	Colin	Bunnell	Active	<a href="#">Actions</a>

**Step 8-** You will need to select View Outstanding Actions. Then select Start.

**Position Description: Training & Development Manager (Administrative)**  
 Current Status: Active  
 Position Type: Administrative | Created by: System Account  
 Home Department: Human Resource Services

Take Action On Position Description ▾

- [Print Preview \(Employee View\)](#)
- [Print Preview](#)
- [View Outstanding Action](#)

**Step 9-** Select Edit

**Certify PD: Assistant (Administrative)**  
 Current Status: Employee Review  
 Position Type: Administrative | Created by: Colin Bunnell  
 Home Department: Human Resource Services | Owner: Employee

[Edit](#)

**Step 10-** Verify the Position Details of your position and hit next when you have verified. Then verify the Duties of your position, once finished verifying duties click next. *If when verifying the PD your duties need to be update or if there is incorrect information you will need to contact your Supervisor and your supervisor will coordinate with Human Resources. **If the information is not updated please hold off on certifying your PD until it can be reviewed.***

**Step 11** ☒ Once you have verified your Position Details and your Duties, enter your initials and click next.

**Required Information**

Certify

\* I have read and reviewed the position description Employee Initials  This field is required.

I have read and reviewed the position description Supervisor Initials

**Step 12-** Now you are in the summary, next click on take action drop down menu and select **Send to HR Review (move to HR Review)** tab. A window will pop up and click on **Submit**

 **Certify PD: Training & Development Manager**  
(Administrative) [Edit](#)  
Current Status: Employee Review

Position Type: **Administrative**  
Home Department: **Human Resource Services**

Created by: **Student Account**  
Owner: **Employee**

[Take Action On Action](#) ▾

[Take Action On Action](#) ▾

WORKFLOW ACTIONS

- Keep working on this Action
- Send to HR Review (move to HR Review)

Take Action

**Send to HR Review (move to HR Review)**

Comments (optional)

Add this action to your watch list?

Submit Cancel

**Once you have completed these steps the PeopleAdmin system will send an automated email to the HR Department notifying them the process was completed.**