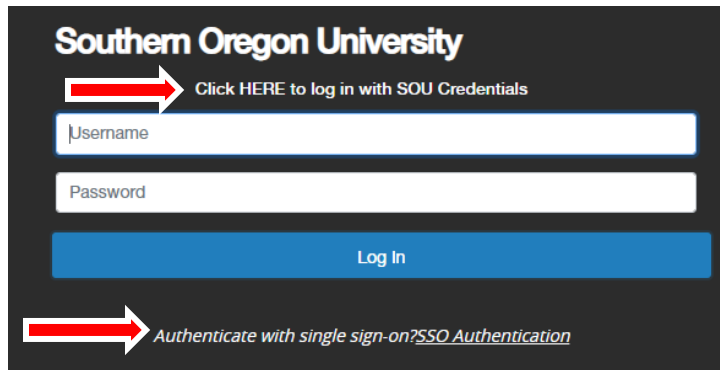


How to Locate Position Descriptions in PeopleAdmin:

Step 1: Login at jobs.sou.edu/hr – If it does not automatically log you in, you will see this screen:



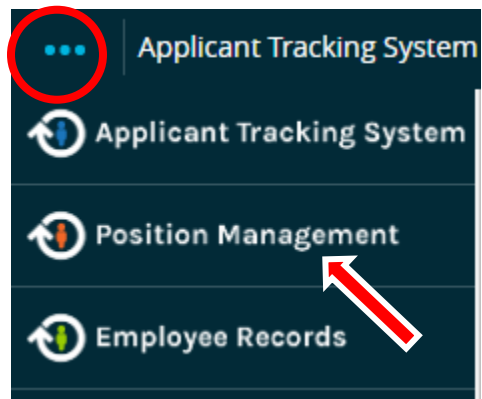
Do not enter your credentials on this screen. Click the “Click HERE to log in with SOU Credentials” or “*Authenticate with single sign-on? SSO Authentication*” link. Either link will log you in or take you to a new screen where you can enter your SOU credentials.

Step 2: Change your ‘User Group’ located in the upper right corner to the appropriate title:

Employee: To view your own position description

Supervisor: To view positions descriptions of those you supervise

Step 3: Click the three dots in the upper left corner and select Position Management:



Step 4: Along the solid Orange line, click on the drop down menu for Position Descriptions, then select the appropriate position type (Classified, Administrative, or Faculty).



Step 5: Based on the position type selected, a new screen will populate with either your and/or your direct reports position description(s). Select the position description of interest to view.

Please Contact Human Resources with any questions or issues at hrs@sou.edu or 541-552-8553