

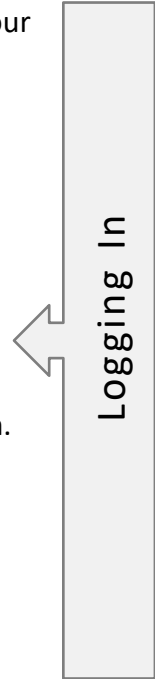
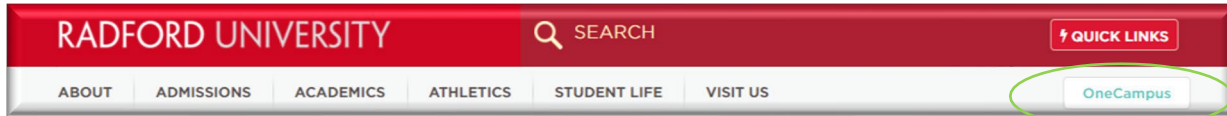
# PA-Position Management: rvsd 03-04-21

As search committees and/or hiring managers review and evaluate applicants the hiring manager should move applicant records into different statuses based on their current state in the recruitment process.

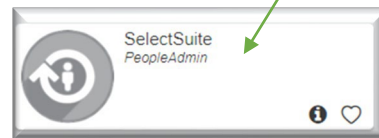
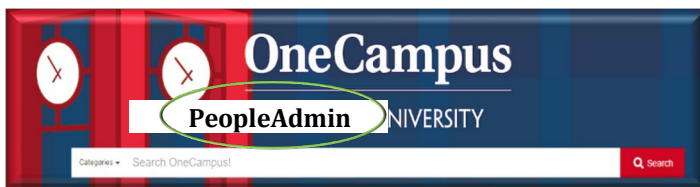
*\*Applicant correspondence is an automated process in PeopleAdmin and occurs based on these status updates, so it is really important for hiring managers to manage their applicant statuses throughout the hiring process.*

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus](#) Portal.

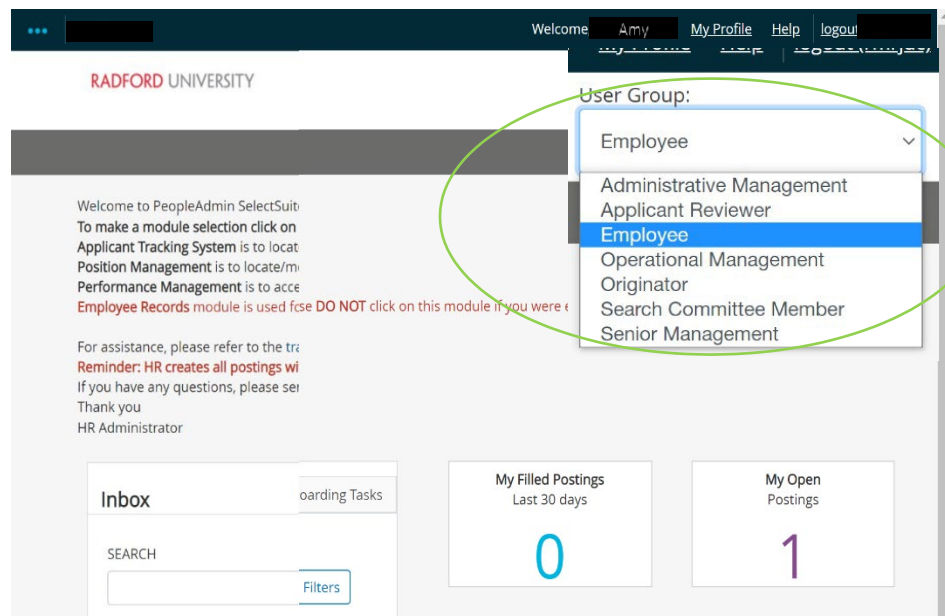
1. Log into your [OneCampus Portal](#), using your Radford credentials



2. On the landing page of your Portal, select or search for PeopleAdmin. Click on the tab to open.

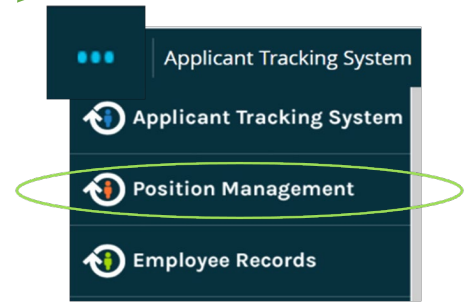


3. Once you have logged into SelectSuite, select your User Group according to your



into User role.

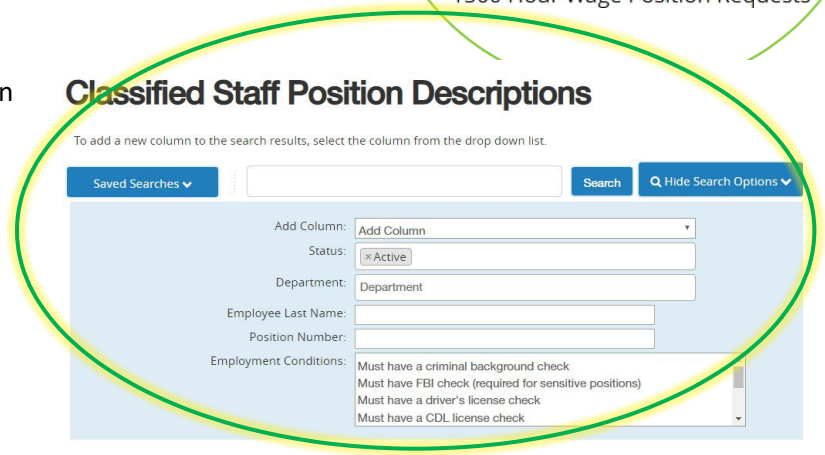
- Navigate to the Position Management Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting **Position Management**.



- From this menu, hover over the Position Descriptions tab and select the **Position type** from the drop-down box. All "Requests" represent PD's that have been requested and are awaiting approval.



- Search for the appropriate position description (by position number, name, etc)



- Hover over **Actions** drop-down (right side of the screen) select View.

### Classified Staff Position Descriptions

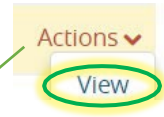
To add a new column to the search results, select the column from the drop down list.

Ad hoc Search  Emp listing for data int

Ad hoc Search 111 Save this search? Selected records 0 Clear selection?

1 2 3 4 5 6 7 8 9 ... 20 21

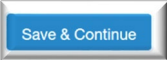
Employee Last Name	Employee First Name	Working Title	Position Number	Supervisor	Department	Full Time/Part	(Actions)
Mary	Oak	Administrative Assistant	C12345	Supervisor 1	Human Resources		Actions ▾
Bob	Elm	Communications Officer	C12346	Supervisor 2	Police Department-20006	Full Time	Actions ▾
Tamara	Birch	Development Coordinator	C12347	Supervisor 3	Business Office	Full Time	Actions ▾
Daryl	Oak	Program Support Technician	C12348	Supervisor 4	Business Office	Full Time	Actions ▾




## Modifying an Existing Position Description / Request to Advertise

1. Complete Steps 1-7
2. Review the Position Summary and select **Modify Position Description** from the drop down menu (top right side of screen).

3. A prompt will appear asking you if you are sure you want to continue. The position description will be locked until the action has been completed. Select Start to Continue

4. You will now be able to edit/complete the fields for your position. Required fields are denoted by a \*. These fields must be completed. You can continue to each section by selecting  or you can select each section in the menu on the left hand side.

The tabs that have exclamation points (!) next to them indicates that there is required information missing that must be completed before changing the status of the description action. NOTE\* Make sure that you add in your *Applicant Reviewer* names. These can be added to or taken away at any point in the posting.

When you have completed all of the screens they will show a 

5. From the final tab. Position Request Summary, hover over the Take Action on Position Request (Top right hand corner) and select the next appropriate next step. Please see an *EXAMPLE* below:

FROM		TO
Originator	>	Operational Management
Operational Management	>	Administrative Management
Administrative Management	>	Senior Management

*End*