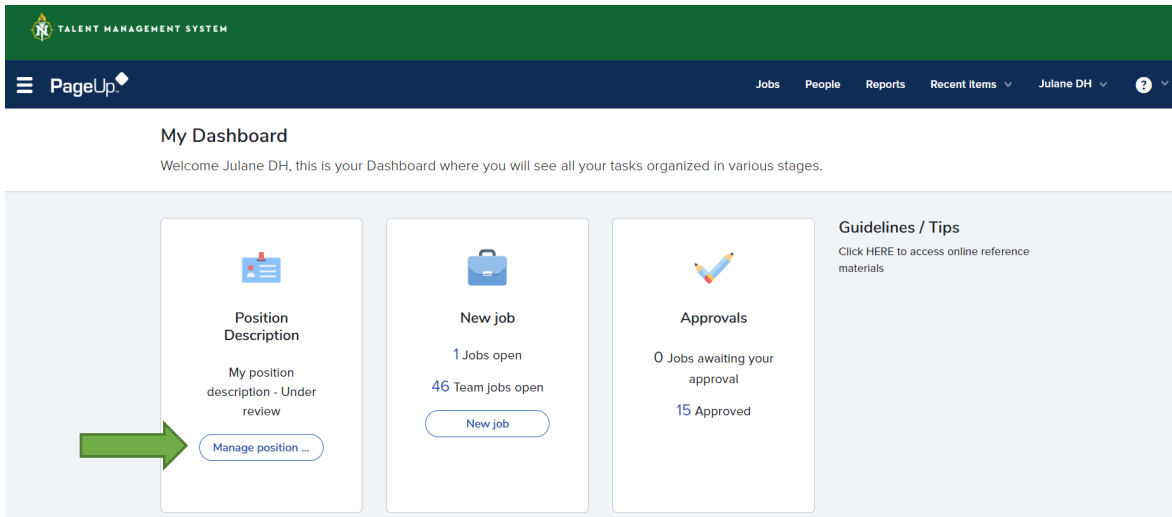


TALENT MANAGEMENT SYSTEM

Creating a New Position Description

Accessing the Position Description

1. Log into the Talent Management System (TMS). Instructions on logging into the TMS can be found on the [Training Guides webpage](#).
2. Click on the **Manage position descriptions** link on your dashboard.



3. Click on the **New position description** link in the upper left hand corner.



Creating the Position Description

1. **Position Description Information:** Once in the Position Description, begin entering information. **IMPORTANT:** The **Save as draft** button at the bottom of the page is if the Position Description isn't ready to be submitted through the approval process. The **Save** button will submit the position description through the approval process. Fields with an asterisk (*) after the header are required and must be completed in order to save and/or submit the position description.
 - a. **Type of action requested:** Click on the downward facing arrow in the right of the box and select **Create a new position description** from the drop-down menu.

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description, scroll to the bottom of the form and press Update PD.
Click OK in the pop-up window that appears to reset the approval process.

The screenshot shows the 'POSITION DESCRIPTION INFORMATION' form. The form includes fields for 'Type of action requested:', 'Employee classification:', 'Position title:*', 'Classification title:', 'Position number:', 'Division:*', 'Department:', and 'Team (department):'. A dropdown menu is open, showing options: 'Select', 'Create a new position description', 'Update position description (no posting)', and 'Update position description to post'. A green arrow points to the 'Create a new position description' option.

- b. **Employee classification, Classification title, Position number, FLSA and Pay grade** will be completed by Human Resources or Academic Affairs prior to finalizing the position description.
- c. **Position title:** Enter the position title.
- d. **Division:** Select the Division the position resides in.
- e. **Department:** The drop-down box will list the Departments within the Division selected previously. Select the appropriate Department.
- f. **Team (department)** Select the same Team (department) as the Department selected above as they drive different functions within the Talent Management System.
- g. **Work location:** Select On-campus.
- h. **Position type:** Select the Position Type from the drop-down menu. This will be used to categorize the position on the recruitment website if advertised.
- i. **Full-time equivalent (FTE):** Enter the FTE, e.g., 1.0 FTE, .83 FTE (10 months), or .75 FTE (9 months or 30 hours per week). NOTE: All full-time faculty positions are considered 1.0 FTE. All 9-month staff positions are considered .75 FTE. If you are unsure, please leave this field blank.
- j. **Recruitment process:** This refers to the recruitment process to be followed if the position will be posted. Even if you are not planning to recruit for this position now, select the appropriate process from the drop-down box.

The four recruitment processes are:

- Faculty/Dept Head/Dean – AA is for Academic Affairs;
- Faculty/Dept Head/Dean – TOS is for Technology and Occupational Sciences;
- Staff is selected for all staff positions except those in the TOP bargaining unit;
- Staff – TOP is for the Technical and Office Professional employee group only.



2. **Brief Statement:** List 5-7 sentences in the **Brief statement of duties** that describe the main responsibilities of the position. This section of the Position Description is what will be posted if the position is advertised.
3. **Supervision:** Enter the **Name of the supervisor** and **Title of the supervisor**. Also enter the **Supervisory responsibility of the position**, e.g., no supervisory responsibility, functional supervision which means that the position isn't the supervisor of record but may provide functional guidance, or the number and employee group of the positions supervised.
4. **Qualifications:** Select the required **minimum education** from the drop-down menu. Add the specific **Discipline/degree** area, if relevant. Add any **Required specialized training/certifications, Required minimum work experience** and **Knowledge, skills, abilities required**. NOTE: All items listed in this area are considered required qualifications if the position will be advertised.
5. **Additional desirable qualifications:** Enter any qualifications that are preferred in this section (but not required).
6. **Responsibility/accountability:** Enter the extent of the position's decision-making authority to act independently and the extent that decisions are controlled by policies, procedures, etc. See examples provided in the system.
7. **Relationships:** Enter both internal and external contacts. Please follow the example when formatting your entries. For frequency of contact, use the following: Daily, Weekly, Bi-Weekly, Monthly, Quarterly/Semester, Annually or As Needed. NOTE: Do not include the supervisor of

the position or student employees supervised by the position. Do not list every university department separately. Contacts with similar subject matter should be combined.

RELATIONSHIPS

Include contacts internal or external to Northern Michigan University that would be regularly contacted as part of this position. Exclude the supervisor of the position and any student employees that may be supervised by this position.



For all relationships, please describe using the following format:

1. Regular contact with - Subject matter - Frequency of contact.

Example:

1. Students - Campus visits, advising, registration - Daily

2. Vendors - System configuration and implementation - As Needed

For frequency of contact, please identify from the following: Daily, Weekly, Bi-Weekly, Monthly, Quarterly/Semester, Annually or As Needed.

Relationships:

1. University administrators, faculty and staff - Compensation, staffing changes and paperwork, recruitment, temporary labor, position descriptions, system updates and troubleshooting - Daily

8. Job duties: Enter up to 15 core duties of the position.

- a. To add an entry, click on the **New** button then enter the frequency (using the following abbreviations: D=Daily, W=Weekly, BW=Bi-Weekly, M=Monthly, QS=Quarterly/Semester, A=Annually, or AS=As Needed), the description of the duty, and if the duty is essential or non-essential to the position.

JOB DUTIES

Please list the essential (core) job duties of the position, the frequency devoted to each responsibility and the essential status in the table below by clicking the NEW button. Please list no more than fifteen core job duties.

Note the frequency as D=Daily, W=Weekly, BW=Bi-Weekly, M=Monthly, QS=Quarterly/Semester, A=Annually, or AS=As Needed.

JOB DUTIES

Freq	Duties / Responsibilities	Essential / Non-essential
------	---------------------------	---------------------------

There are no items to show



New

- b. Click the **Add** button to save the entry. Continue the process until all duties have been entered.

JOB DUTIES

Freq	Duties / Responsibilities	Essential / Non-essential
------	---------------------------	---------------------------

D	Direct and administer the University's staff recruitment function, ensuring compliance with University policies and procedures, union contract requirements, and federal and state law.	
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Essential / Non-essential

Essential

Add



- c. If revisions need to be made to a duty, click on the **Edit** link, make the necessary modifications, and click on the **Add** button. Clicking on the **Remove** button will delete the entry.

Freq	Duties / Responsibilities	Essential / Non-essential
------	---------------------------	---------------------------

D	Direct and administer the University's staff recruitment function, ensuring compliance with University policies and procedures, union contract requirements, and federal and state law.	
---	---	--

Essential

Edit

Remove





9. **Physical Demands and Working Conditions:** Check all **Physical demands** and **Working conditions** that apply to the position. Below are standard selections:


PHYSICAL DEMANDS & WORKING CONDITIONS		
Physical demands:	<input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Sitting <input type="checkbox"/> Balancing <input type="checkbox"/> Stooping <input type="checkbox"/> Kneeling <input type="checkbox"/> Crouching <input type="checkbox"/> Crawling <input checked="" type="checkbox"/> Reaching/Working Overhead <input checked="" type="checkbox"/> Keyboard Use/Repetitive Hand Motion	<input type="checkbox"/> Climbing <input type="checkbox"/> Pushing <input type="checkbox"/> Pulling <input type="checkbox"/> Lifting <input checked="" type="checkbox"/> Carrying <input checked="" type="checkbox"/> Talking <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Vision
Working conditions:	<input checked="" type="checkbox"/> Normal Office Environment <input type="checkbox"/> Biological/Chemical/Electrical Exposure <input type="checkbox"/> Law Enforcement/Emergency Services <input type="checkbox"/> Adverse Weather Conditions <input type="checkbox"/> On-Call - required to respond immediately	<input type="checkbox"/> Heights <input type="checkbox"/> Extensive Travel - 11-25% <input type="checkbox"/> Extensive Travel - more than 25% <input type="checkbox"/> Live-In Position

10. **Users and Approvals:** The users and approvals section will determine who will approve the Position Description and who will receive notification once approved.
- The Search Committee Chair** field will prepopulate with the user name of who initiated the Position Description and who will receive notice once the Position Description is finalized. For staff positions, this should be the supervisor of the position. If the supervisor is not noted, please update to reflect the supervisor's name.
 - Approval process:** In the Approval process box, select the appropriate option from the drop-down menu based on the position. Options are:
 - “Academic Affairs - Staff - Academic Dept Positions” - select for a staff position reporting to the Provost and the department reports to an academic dean;
 - “Academic Affairs - Staff - Service Dept Positions” - select for a staff position reporting to the Provost and the department DOES NOT report to an “academic” dean, e.g., student service departments;
 - “Dean - Academic Affairs” - select for an academic dean position reporting to the Provost;
 - “Dean - TOS” - select for an academic dean position reporting to the Vice President for Extended Learning and Community Engagement;
 - “Dept Head - Academic Affairs” - select for an academic department head position reporting to the Provost;
 - “Dept Head - TOS” - select for an academic department head position reporting to the Vice President for Extended Learning and Community Engagement;
 - “Faculty - Academic Affairs” - select for a faculty position reporting to the Provost;
 - “Faculty - TOS” - select for a faculty position reporting to the Vice President for Extended Learning and Community Engagement;
 - “Staff - Coach” - select for all coach positions;
 - “Staff - Service” - select for all other staff positions that do not report to the Provost or TOS;
 - “Staff - TOS” - select for a staff position reporting to the Vice President for Extended Learning and Community Engagement;
 - “Staff - Human Resources Only” - do not select.

Search Committee Chair:*

Eric Johnson  

Email address: ericjohn@nmu.edu

Approval process:* 

1. Manager/Supervisor:

2. Department Head:

3. Senior Management/Executive:

Staff - Service

None

Academic Affairs - Staff - Academic Dept Positions

Academic Affairs - Staff - Service Dept Positions

Dean - Academic Affairs

Dean - TOS

Dept Head - Academic Affairs

Dept Head - TOS

Faculty - Academic Affairs

Faculty - TOS

Staff - Coach

Staff - Human Resources Only

Staff - Service

Staff - TOS

For each level of the approval process, you can either:

- enter the email address for the approver; or
- search for their email address. To search for an approver, click on the magnifying glass to the right of each level of approver. Type the name into the box and click on the search button. When the name appears, click on the name (it will highlight in green), then click on the OK button at the bottom of the window. NOTE: In the **Users and Approvals** section, use the scroll bar to the far right to scroll down to the bottom of the list of Approvers. For many processes, there are more than the three approvers that are visible in the window and all email addresses must be included in order to submit the Position Description for approval. The email address for the last approver in each process as well as the Human Resources/Academic Affairs Users box is defaulted to either Human Resources or Academic Affairs. Please do not modify these entries.

Saving the Position Description

- When finished, the final stage is to **Save** the Position Description. For TOP positions, please see the special instructions at the end of this guidance document.
 - Select **Save as draft** if the Position Description isn't ready to be submitted through the approval process.
 - Select **Save** to submit through the approval process.
 - Select **Save and exit** to submit through the approval process and exit the system.
 - If **Cancel** is selected, the Position Description will no longer be accessible.

Accessing a Position Description at the Status of Draft

- To access a position description that was created but not submitted through the approval process:
 - Click on the **Manage position descriptions** link on your dashboard.
 - Click on the **Clear** button and then the **Search** button. To narrow down the search, in the **Approval Status** box select **Draft** from the drop down menu and then the **Search** button. You can also use the % symbol as a wildcard when searching, e.g., in the Position Title enter %Counselor%. A new or vacant position will not show up when searching by Department.
 - Click on the **View** link at the right hand side of the page.
 - IMPORTANT:** Scroll to the bottom of the Position Description and click on the **Update PD** button in the **Users and Approvals** section.

- e. You will be prompted “Are you sure you want to restart the approval process?” Click on OK.
- f. Begin revising information.

Tracking the Status of a Position Description

1. Once the Position Description has been submitted through the approval process, the status of the approvals can be tracked on the position description.
 - a. To access the Position Description, click on the **Manage position descriptions** link on your dashboard.
 - b. Click on the **Clear** button and then the **Search** button. Enter the search criteria such as the Position Title and click on the **Search** button. You can use the % symbol as a wildcard when searching, e.g., in the Position Title enter %Counselor%. A new or vacant position will not show up when searching by Department.
 - c. Click on the **View** link at the right hand side of the page.
 - d. Scroll to the **Users and Approvals** section at the bottom of the Position Description to view the status. **You are here** reflects who needs to approve the Position Description. There is a green check and date next to the approver’s name if approved.
 - e. If an approver hasn’t responded to the approval request in a timely manner, click on the **Resend email to approver** link and an additional e-mail notice will be sent.

Approval process:*	Staff - Service
1. Manager/Supervisor:	Brenda Bickler ✓ Approved Apr 7, 2020
2. Department Head:	Janet Koski ⓘ You are here Resend email to approver ←
3. Senior Management/Executive:	Rhea Dever
4. Human Resources:	2. Human Resources Human Resources

Technical and Office Professional Position Descriptions Only:

1. The **Technical and Office Professional Staff Job Classification Factor Sheet** must be attached to the Position Description prior to submitting through the approval process.
 - a. The blank form can be accessed at: <https://www.nmu.edu/hr/technical-and-office-professional-staff-job>. Select the appropriate form based on job family, e.g., **Account Clerk, Clerk, Secretarial, or Technical**.
 - b. Highlight the appropriate selections and save to your computer.
2. Once the Position Description is complete and prior to submitting through the approval process, click on **Next page** at the bottom of the Position Description.

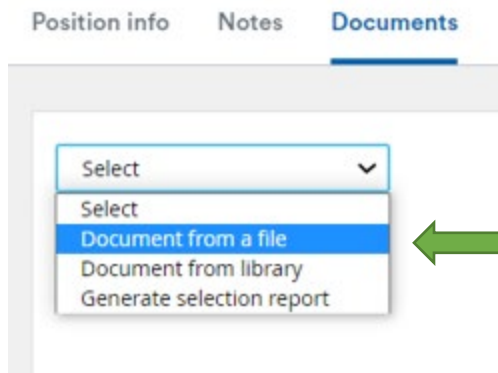
Human Resources/Academic Affairs:*

2. Human Resources Human Res 🔍 ✎

Email address: pageuphr@mailshare.nmu.edu

➡ Next page >

3. Click on the **Documents** link at the top of the page. In the drop-down menu, select **Document from a file**.



4. Click on **Upload a file**. The system will prompt you to locate the **Technical and Office Professional Staff Job Classification Factor Sheet** that you saved on your computer. The **Document category** is Position Description and the title can be Job Factor Sheet. Once uploaded, click on **Save and close**.

5. Click on **Save and close**.

Logging Out or Returning to the Dashboard

Sign out of PageUp by selecting your name in the blue banner at the top of the screen and choosing the logout option **OR** return to your dashboard by clicking on the PageUp logo in the left hand corner.

