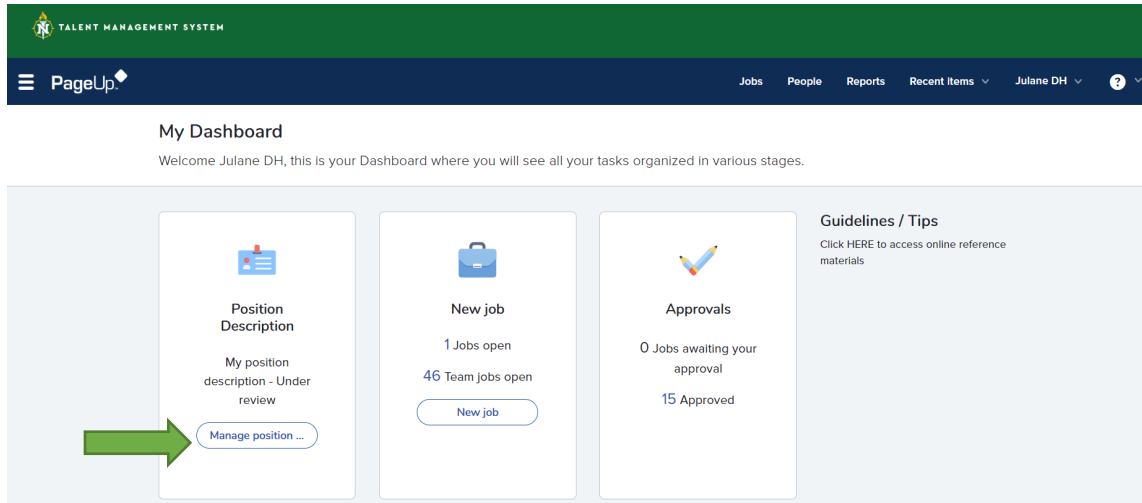


Accessing the Position Description

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 **Clear** button and then the **Search** button. All position descriptions assigned to you should appear. If you would like to narrow down the search, enter the six digit position number in the position number field and click on the **Search** button. You can also use the % symbol as a wildcard when searching, e.g., in the position title box enter %Counselor%. A vacant position will not show up when searching by Department.
4. Click on the **Edit** link next to the position description needing revisions.

Revising the Position Description

1. **IMPORTANT:** Scroll to the bottom of the Position Description and click on the **Update PD** button in the **Users and Approvals** section. Also, 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.
2. **Position Description Information:** Once in the Position Description, begin revising information. 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 **Update position description (no posting)** or **Update position description to post** 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.

Type of action requested: Select

Employee classification: []

Position title:*

Classification title:

Position number: No position selected.

Division:* Select

Department: No Department found

Team (department): ENGINEERING TECHNOLOGY

- b. **Employee classification, Classification title, Position number, FLSA and Pay grade** will be modified by Human Resources or Academic Affairs prior to finalizing the position description, if needed.
- c. **Position title:** Revise the position title, if needed.
- 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.

Recruitment process: Select

Brief statement of duties:

3. **Brief Statement:** The **Brief statement of duties** should include 5-7 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.
4. **Supervision:** If needed, revise the **Name of the supervisor, Title of the supervisor, or 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.
5. **Qualifications:** Make any necessary changes to the **minimum education** by selecting from the drop-down menu or revise the **Discipline/degree area, 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.

6. **Additional desirable qualifications:** Make any necessary changes to the **Additional desirable qualifications** which are preferred but not required.
7. **Responsibility/accountability:** Modify 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.
8. **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

9. **Job duties:** Make any necessary changes to **Job duties**. Enter up to 15 core duties of the position. If revisions need to be made to a duty, click on the **Edit** link, make the necessary modifications, and click on the **Add** button.


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	


- a. Clicking on the **Remove** button will delete the entry.
- b. To add a new duty, scroll to the bottom of the **Job Duties** and click on the **New** button. 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. Click on the **Add** button.


10. **Physical Demands and Working Conditions:** Check all **Physical demands** and **Working conditions** that apply to the position. Below are standard selections.
11. **Users and Approvals:** The users and approvals section will determine who will approve the Position Description and who will receive notification once approved.
 - a. **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.
 - b. **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.

USERS AND APPROVALS

Search Committee Chair:* 

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

1. 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.
 - a. **Select Save as draft if the Position Description isn't ready to be submitted through the approval process.**
 - b. **Select Save to submit through the approval process.**
 - c. Select **Save and exit** to submit through the approval process and exit the system.
 - d. If **Cancel** is selected, the Position Description will no longer be accessible.

Accessing a Position Description at the Status of Draft

1. To access a position description that was revised but not submitted through the approval process:
 - a. Click on the **Manage position descriptions** link on your dashboard.
 - b. 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.
 - c. Click on the **View** link at the right hand side of the page.
 - d. **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.
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 v

 Next page >

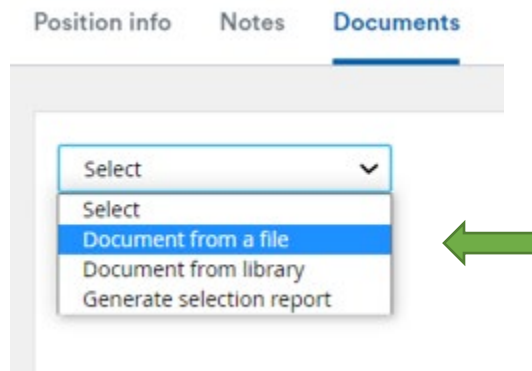
3. Click on the **Documents** link at the top of the page.

Position info Notes Documents 

4. To view the current **Technical and Office Professional Staff Job Classification Factor Sheet**, click on the **View** link.

Document	Date	Size	Category	View	Delete
Job Factor Sheet	Apr 15, 2020	76Kb	Position description		

5. If no changes are needed to the **Technical and Office Professional Staff Job Classification Factor Sheet**, click **Save** or **Save and Exit**.
6. If the changes are needed to the **Technical and Office Professional Staff Job Classification Factor Sheet**:
 - a. Click on the **Delete** link to remove the current **Technical and Office Professional Staff Job Classification Factor Sheet**. The system will prompt “Are you sure you want to delete this document?” Click on the **OK** button.
 - b. A blank **Technical and Office Professional Staff Job Classification Factor Sheet** 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**. Highlight the appropriate selections and save to your computer.
 - c. In the drop-down menu, select **Document from a file**.



- d. 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**.

Upload a new document

File:* ←

Document category:*

Title:

7. Click on **Save**.

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.

The screenshot shows the PageUp dashboard interface. At the top, there is a dark blue navigation banner with the PageUp logo on the left and navigation links (Jobs, People, Reports, Settings, Recent items) on the right. A green arrow points to the PageUp logo. On the far right of the banner, the user's name 'Julane' is displayed with a dropdown arrow. A green circle highlights this name. Below the banner, the main content area is titled 'Position Description' and contains a form with various fields like PD No., Position Title, Classification title, Position Number, Employee Classification, Employee Name, Supervisor Name, Position Type, Division, Department, Sub department, Approval status, and Status. On the right side of the form, a user profile dropdown menu is open, showing the user's name 'Julane Cappel', email 'jcappel@mmu.edu', and a 'View profile' button. Below this, there are two options: 'Switch to beta' and 'Logout'. A green arrow points to the 'Logout' option.