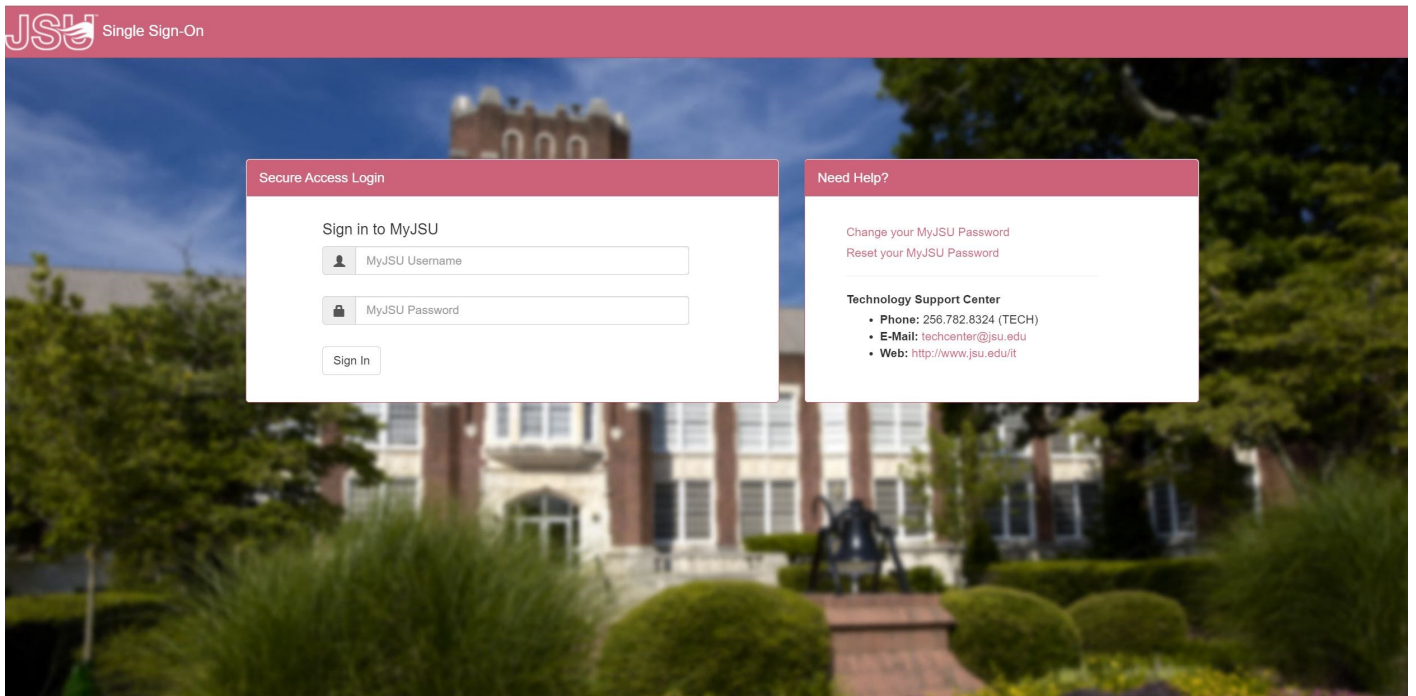
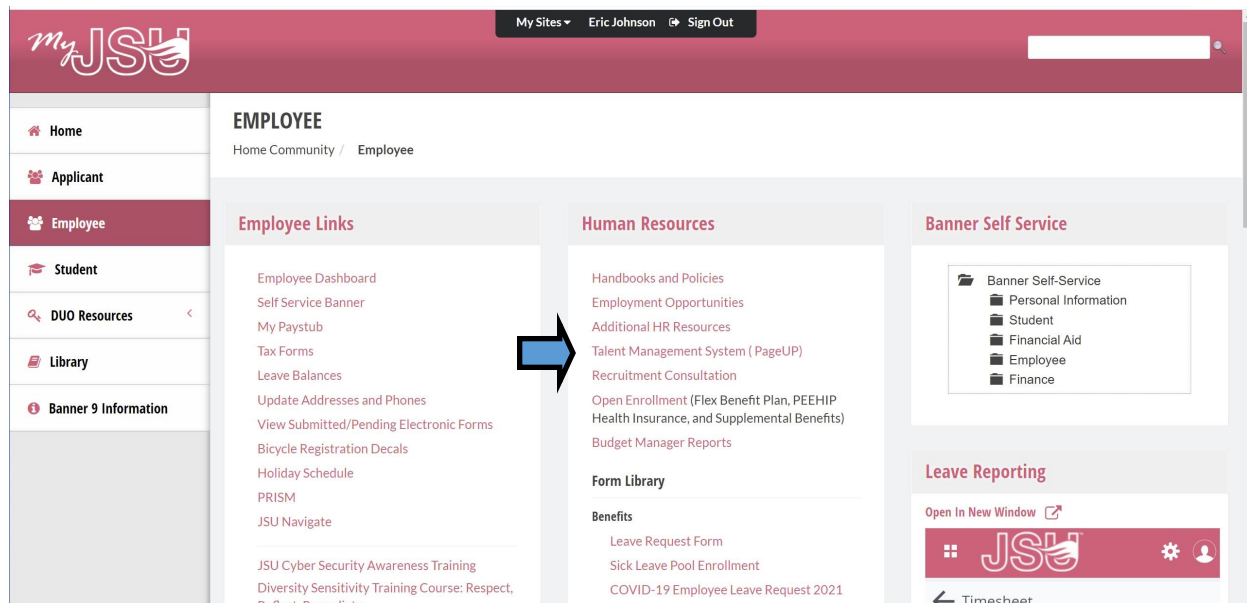


## Viewing Position Descriptions in PageUp

### 1. Login in to MyJSU (my.jsu.edu)



### 2. From the Employee tab, Select Talent Management System (PageUp) under Human Resources.



## Viewing Position Descriptions in PageUp

### 3. From the PageUp Dashboard, select Manage Position Descriptions

The screenshot shows the PageUp dashboard with a dark blue header containing the PageUp logo and navigation links for Jobs, People, Recent Items, Michael, and a help icon. The main content area is titled 'My Dashboard' and includes a welcome message for Michael. The dashboard is divided into several sections: 'Position Description' (with buttons for 'My position description' and 'Manage position descriptions', the latter being highlighted with a blue arrow), 'New job' (0 Jobs open, 4 Team jobs open), 'Approvals' (0 Jobs awaiting your approval, 0 Approved), 'Advertisements' (0 Advertisements), 'Applicant Progress Board' (New, A holistic view of the applications for each active job you are recruiting for, Review applications button), and 'Applications' (0 Jobs have applicants for review, 0 Applicants assigned to you for review). On the right side, there are 'Guidelines / Tips' for recruitment and position descriptions.

### 4. From the Position Description list, select "View" to view the Position Description.

The screenshot shows the PageUp interface for viewing a list of position descriptions. The header includes the JSU logo and the PageUp navigation bar. Below the header, there are search filters for 'New position description'. The main section is titled 'Position Description' and contains a table with columns: PD No., Job Title, Position/Working Title, Position Number, Role Number, Employee Name, Supervisor Name, Date modified, Approval status, and a set of action buttons (Edit, View, Recruit for position, Archive). The 'View' button for the first row (PD-122) is circled in red. Below the table, there are 'Clear' and 'Search' buttons.

PD No.	Job Title	Position/Working Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-122	Coor Administrative	Coor Administrative UPD	015086	50	Karen Whaley Bates	Michael Scott Barton	Nov 20, 2020	Approved	Edit   View   Recruit for position   Archive
PD-173	Director of Public Safety / Chief of Police	Director of Public Safety / Chief of Police	015047	15	Michael Scott Barton	Jeff R Ryan	Oct 26, 2020	Approved	Edit   View   Recruit for position   Archive
PD-179	Communications Officer	Communications Officer - Part-time	015023	45	Robert Jonathan Miller	Buddy Larry Smith	Aug 2, 2018	Approved	Edit   View   Recruit for position   Archive
PD-182	Communications Officer	Communications Officer - Part-time	015024	45		Paige Allison Rochus	Aug 2, 2018	Approved	Edit   View   Recruit for position   Archive
PD-185	Communications Officer	Communications Officer	015017	45	Gregory Joe Morgan	Paige Allison Rochus	Aug 2, 2018	Approved	Edit   View   Recruit for position   Archive
PD-188	Communications Officer	Communications Officer	020317	45	Sue Hui Hudson	Paige Allison Rochus	Aug 2, 2018	Approved	Edit   View   Recruit for position   Archive
PD-192	Police Communications Supervisor	Police Communications Supervisor	015312	45	Paige Allison Rochus	Brian Christopher Mann	Jan 29, 2020	Approved	Edit   View   Recruit for position   Archive

## Viewing Position Descriptions in PageUp

5. Here you have all of the information for each category in the Position Description.

The screenshot displays the PageUp interface for viewing a position description. At the top left is the JSU logo (Johannesburg State University). The navigation bar includes 'PageUp' and user options for 'Jobs', 'People', 'Recent Items', and 'Michael'. The main header shows the position title '(PD-122) Coor Administrative UPD' and a 'Recruit for position' button. Below the header are tabs for 'Position info', 'Notes', and 'Documents'. The central content area is titled 'POSITION DESCRIPTION INFORMATION' and contains a grey instruction box: 'To edit an approved position description - click "Update PD" at the bottom of this page in the approval process section and then click "Yes". A new approval process must be completed once edits are made to an approved position description.' Below this is a 'Position Information' section with a table of details.

Position Information	
Type of action requested:	Update position description (no posting)
Job Title:	Coor Administrative
EEO Skill Category:	Office/Admin Support <u>Number: 50</u>
Position/Working Title:*	Coor Administrative UPD
Position Details:	Coor Administrative Position no: 015086 Position: Coor Administrative Division: President School: Unit: