

Avoiding Duplicate Position Descriptions

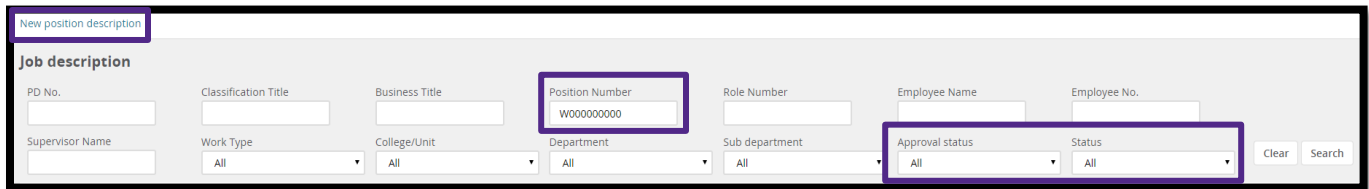
Each Position Number should only be associated with one PD number.

When submitting a Position Description (PD) for review and approval, don't forget to check for existing PDs linked to a Position Number before creating a new PD.

First, go to  (Hamburger Menu) on PageUp and select **Manage position descriptions**.

Manage position descriptions ...

Next, you will be directed to the **Job description** position library and search boxes.



Search the library for the **Position Number** you want to use. Make sure to have the **Approval status** and the **Status** selected as **All**. Then click on **Search**. If there isn't a PD in PageUp, the search will display "There are no items to show." When this happens, you will need to create a new PD by clicking the **New position description** button in the upper left-hand corner of the screen.

If the search results do show a PD No., click on **Edit** to update the PD. If there are multiple versions of the same PD, **ALWAYS** select the first PD No. listed. This system defaults to the original position description, and this will be the information the person who is hired into the Position Number will see.

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Scroll to the bottom of the Position Description and click on **Update PD**.

Once the changes are made, select the approval process workflow and send the Position Description back through the approval process. Click on **Save** or **Save and Exit** to initiate the approval process.

For questions, view [Managing Position Descriptions](#) or contact your [Talent Acquisition Strategic Partner](#). Also, if you find duplicate PDs, please notify your Strategic Partner so they can be archived.

Hiring Highlight: Tips and Trends in Hiring

80%

of candidates would take one job over another based on personal relationships formed during the interview process. Source: talentnow.com

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