

---

## Hiring Manager Quick Tips: Online Position Description Services

---

The following are instructions for the most common tasks a Hiring Manager might want to complete in the Online Position Description Services.

### How to Login as a Hiring Manager:

1. Hiring Managers with existing accounts can log in to the system using Single Sign On (SSO) in one of two ways.
2. The first option is to go to <http://tamujobs.tamu.edu/hr> website. Click on User Login and the Single Sign On home page will appear.
3. Proceed to log in using the UIN and password for Single Sign On and you will be logged in to the Online Employment, Position Description and Performance Evaluation system.
4. For the second option to log in, go to the HR website at <http://employees.tamu.edu> and click on the SSO/HRConnect link located on the top maroon navigation bar, or go directly to the SSO login at <https://sso.tamu.edu>.
5. You will notice a new option has been added to your SSO menu, labeled TAMUjobs. You can select that option and you will be logged in to the Online Employment, Position Description and Performance Evaluation system.
6. Your departmental HR Liaison can reset your password if you need help with your username or password, or contact Human Resources at 845-4141.

### Viewing the Status of Pending Requests Involving Your Employee's PD:

1. Login as hiring manager.
2. Click on "View Pending."
3. A search will yield all pending PDs that you have access to view. You can refine the search by scrolling to the bottom of the list, adding one or more search elements (i.e. last name, PIN) and click on "Search." Look at both the date of last status change and the current status column to identify the most current status of the Position Description. The current status will determine whether or not you can access and edit the PD.
  - If the current status is *Sent to Supervisor* and you are listed on the PD as the direct supervisor, you can:
    - Edit and send back to your employee, approve and send to the next approver, or approve and send to HR
  - If the current status is *Sent to Second Approver, etc.* you can:
    - Edit, approve and send to the next approver, or approve and send to HR
  - If the PD is at another status, such as *Sent to Employee, Submitted to HR, Under HR Review, etc.*, you will not be able to edit it or change the status. You will be able to edit or change the status once the update is *Sent to Supervisor* or sent or returned to you for review. You can begin another action once the update is *All Approvals Obtained*.

### Certifying the PDs of Your Direct Reports:

**Certifying the PD of your direct reports is what you do to confirm that you have reviewed the PD for accuracy as part of the annual performance evaluation process. If you review it and need to make changes, see the section titled "Updating the PDs of Your Direct Reports."**

1. Login as hiring manager.
2. Click on "Begin New Request."
3. Click on "Start Action" under the Supervisor Certify Position Description option.

4. A search will yield the current and approved Position Description(s) of your direct and indirect reports. You can refine the search by scrolling to the bottom of the page and entering one or more search elements.
5. Find the PD for the employee you want to certify and click Start Action.
6. Scroll down the page to review the Position Description tab. Click “Continue to Next Page” to view the Job Duties tab. When finished reviewing, click on either “Continue to Next Page” or on “Preview Action” at the bottom of the tab.
7. In the Status Change box, which appears at both the top and the bottom of the Action Summary screen, you will notice that the Supervisor Certify Position Description is already selected. If ready to certify the PD, click “Continue.” (If you need to make edits, click “Cancel” and see instructions below on Updating the PD.)
8. The system will then prompt you to confirm your status change. Click “Confirm” and you are done!
9. If you have more PDs to certify, you must click on “Begin New Request” to initiate the process again.

### **Updating the PDs of Your Direct Reports:**

**Updating your employee’s PD allows you to make changes and is achieved in one of two ways based on whether an update is already in progress.**

#### **1. Beginning an Update of Your Employee’s PD (if you need to make changes and an update is NOT already in progress):**

1. Login as hiring manager.
2. Click on “Begin New Request.”
3. Click on “Start Action” under the Update Position Description option.
4. A search will yield the current and approved Position Description(s) of your direct and indirect reports. You can refine the search by scrolling to the bottom of the page and entering one or more search elements.
5. Find the PD for the employee you want to update and click “Start Action.”
6. On the action justification tab, briefly describe the reason for the update and the changes that are being proposed to the position description and/or job duties.
7. Click on “Continue to Next Page” to view the latest approved Current Job Description. This is not an editable page.
8. Click “Continue to Next Page” to view and edit the Position Description tab. Click in boxes to make edits.
9. Click “Continue to Next Page” to view and edit Job Duties tab. When finished editing and saving changes, click on “Preview Action” at the bottom of the Job Duties tab.
10. In the Action Status box, which appears at both the top and the bottom of the summary screen, you will have the option of selecting *Save Without Submitting*, *Send to Employee*, *Approve and Send to Second Approver*, or *Approve and Send to HR*. When determining which status change is appropriate, think of who needs to be able to review and edit the update. If you want the employee to participate in editing the update, select *Send to Employee*. If you have already discussed the changes with the employee but need to route to your next level supervisor or departmental HR Liaison, select *Send to Second Approver* and make sure you have selected a second approver on the Action Approvals tab. Check with your departmental Liaison if you are unsure of required approvals for updates in your department. Select the appropriate status change and click “Continue.”
11. The system will then prompt you to confirm your status change. Click “Confirm” and you are done! Based on the status change you selected, an email will be sent (to the

employee, next approver, HR, etc.) prompting that the PD update is ready to be reviewed. The person listed as First Approver on the action approvals tab will also receive an email at the end of the process when Classification & Compensation has approved the PD update.

## **2. Editing, Reviewing and Approving an Update of Your Employee's PD (if the update has already been started and saved or sent to you for review):**

1. Login as hiring manager.
2. To access the PD update for your employee that has already been started, click on "View Pending."
3. A search will yield the pending and approved Position Description actions for your employee(s). You can refine the search by scrolling to the bottom of the page and entering one or more search elements.
4. When the search yields the position you want to view, click on "View" in the status column on the left.
5. Review the entire Position Description by scrolling down the page.
6. To make changes, click on "Edit", which will take you to the tab view. In tab view, you can click to the various tabs (position description, job duties) to make edits.
7. The action justification tab should include a brief description of the proposed changes and include a contact person (usually either the direct supervisor or the departmental HR Liaison).
8. Go to the action approvals tab, and be sure the appropriate approvers are selected. The first approver is usually the direct supervisor, or in some cases, the departmental Liaison. Updates typically do not require multiple approvers, unless your direct supervisor or HR Liaison would like to view/edit your employees' PD updates before submitting to HR.
9. When you are finished editing, click on the "View Action Summary" button at the bottom of the page.
10. Select the appropriate status change. If you want to save and come back to the PD later, select *Save*. If you are ready to send it to the Human Resources Classification and Compensation office, select *Approve and Send to HR*. If your direct supervisor or your departmental HR Liaison wants to review and edit your employees' PDs, make sure you selected your direct supervisor or HR Liaison as an approver (see item #8 above), and then select the status of *Approve and Send to Second Approver (or Third Approver, etc)*. If you would like to send the update back to the employee to review & edit his or her own PD, you can select the status *Send to Employee*.
11. The system will then prompt you to confirm your status change. Click "Confirm" and you are done!
12. If you have more PDs to update, you must click on "Begin New Request" to initiate the process again.

## **Reclassifying the PDs of Your Direct Reports**

**Reclassifying the PD of your direct reports allows you to propose reclassification or re-titling of a budgeted staff position.**

1. Login as hiring manager.
2. Click on "Begin New Request".
3. Click on "Start Action" under the Reclassify/Re-title a Position option.
4. A search will yield all position descriptions that you have access to as a Hiring Manager.
5. Click on the "Start Action" link in the PIN column of the PD you want to re-classify.
6. Click on the Proposed Title tab to assign a new title to the position. Once you have found the correct title, click on "Search", then click select and continue. If the desired

title does not exist, scroll down and click “Do Not Change Title, Continue to Next Section”. You will be able to input the name of a new title on the next page.

7. Scroll down the page to review the Position Description tab. Click “Continue to Next Page” to view the Job Duties tab. When finished reviewing, click on either “Continue to Next Page” or on “Preview Action” at the bottom of the tab.
8. Use the Action Approval Steps tab to establish approval routing as appropriate for your department and to provide comments to the next approver.
9. In the Status Change box, which appears at both the top and the bottom of the Action Summary screen, you will have the option of selecting *Save Action Without Submitting*, *Send Action to First Approver*, *Approve and Send Action to Second Approver*, or *Approve and Send to HR*. Most departments require a series of approval steps, including routing to the departmental Liaison, before submitting the action to HR. Check with your departmental HR Liaison if you need guidance on the appropriate routing.
10. The system will then prompt you to confirm your status change. Click “Confirm” and you are done!

### **Viewing the Approved Version of Your Employee’s PD after an Update or Reclassification is Complete:**

1. Login as hiring manager.
2. Click on “View Position Descriptions.”
3. Identify the position you want to view and click on “View Summary” in the PIN column on the left. This will open a new window and give you a printable version of the PD.

#### **4. Viewing Your Own PD in an Employee Role**

5. See the Quick Tips for Employees instructions for details on how to access your own PD as an employee.

#### **6. Final Tips about Staying Logged In:**

If you are making changes, be sure that you have saved your work before leaving your computer, closing your browser or clicking on an internet link from an email. The system is a secure site, and will log you out due to inactivity if you leave it open for too long (approximately 20 minutes). You will also be logged out if you try to go to another website while you have the system open on your internet browser.

For password help, contact your HR Liaison or Human Resources at 845-4141. For additional information, contact the Classification and Compensation office at 845-4170