Approval Workflow – Review a Position Description (PD)

Supervisor initiates PD Review and sends to Employee.

Employee reviews PD and sends to Supervisor.

Supervisor completes PD Review.

Note: Review PD establishes a record that the PD was reviewed by the employee and supervisor and no changes are needed (previously called “Certify PD” in TAMU Jobs). If changes to the PD are needed, a PD update should be initiated.