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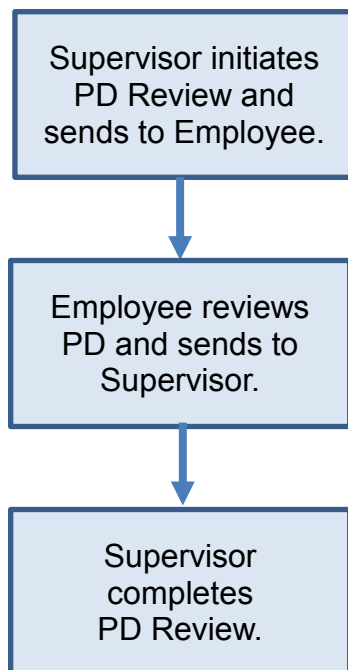
## Step-by-Step Instructions – How to Review a Position Description

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The Review PD action establishes a record that the employee and supervisor reviewed the Position Description 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.

The following instructions show how to Review a position description in the Position Management module of the PATH system. The workflow is provided to show the approval process for this position action.

### Review Position Description Workflow



### SUPERVISOR – INITIATE A REVIEW OF THE POSITION DESCRIPTION

#### To log into PATH

Log into the PATH System using Single Sign On (SSO) at <https://sso.tamu.edu>. After you have logged into SSO, select **PATH** from the Single Sign On menu to access the PATH system. If you need help with your UIN or password, click on “I forgot my password” on the home page of SSO, or contact Human Resources at 845-4141 or your department HR Liaison to have your SSO password reset.

The employee’s position description can be accessed from either the PATH Position Management module or the Performance Management module, as follows.

## To access the PD from the Position Management Module

1. After accessing PATH, hover over the down arrow next to the **Applicant Tracking** drop down box near the top right of the screen and select **Position Management** from the drop down list. The header bar will turn orange when this is completed. Select **Hiring Supervisor** as your user role and click the **Refresh** button (circular arrow to the right of the user role) to update the user.
2. Hover over the **Position Descriptions** tab in the top orange ribbon and select **Staff** from the drop down list. A list of position descriptions for you and your staff appears.
3. Find and select the position description you want to review by clicking on the **hyperlink PIN**. Continue with step 4 below.

## To access the PD from the Performance Management Module

1. After accessing PATH, select the **Go to Performance Management Module** link located near the top right of the screen, followed by selecting **My Employees' Reviews** located on the left navigation pane of the home page.
2. When the My Employees' Reviews page appears, select the **View Review** button for the employee whose position description you are reviewing.
3. On the top of the left pane of the Overview page, select the employee's title, located just below the employee's name. Continue with step 4 below.

## To Review the Position Description

4. When the position description appears, click on **Review Position Description** from the list of actions on the right and then click on the **Start** button to begin the request. (Note: Once it has been started, this position request will lock the position description from other updates until the position request has completed.)
5. On the Action Justification tab, select **Review Position Description** as the **Action Type**. When finished, click on the orange **Next** button to go to the next tab.
6. You may view the Position Description by selecting each section on the Left menu, or by clicking **NEXT** to view the sections sequentially.

**NOTE: The Position Description tab is a read only copy of the position; the "Edit" buttons are not functional.**

7. If no changes are needed: From the **Position Request Summary** tab, send to the employee by hovering over the down arrow next to the orange **Take Action on Position Request** box and select **Send to Employee Review (move to Employee Reviews PD)**. Select **Employee's Name** from dropdown box, add **Comments** if desired, and

press **Submit**. (If changes to the Position Description are needed, follow Step-by-Step Instructions to Update a Position, available from the PATH Help webpage.)

## EMPLOYEE – REVIEW THE POSITION DESCRIPTION

The employee's position description can be accessed from either the PATH Position Management module or the Performance Management module, as follows.

### To Review a Position Description from the Position Management module

1. After accessing PATH, hover over the down arrow next to the **Applicant Tracking** drop down box near the top right of the screen and select **Position Management** from the drop down list. The header bar will turn orange when this is completed. Select **Employee-PD Action** as your user role and click the **Refresh** button (circular arrow to the right of the user role) to review your PD.
2. Click on your Position Description, which appears in your Inbox under the **Position Requests** tab. Continue with step 4 below.

**NOTE:** The Position Description tab is a read only copy of the position; the "Edit" buttons do not function.

### To Review a Position Description from within the Performance Management module

1. After accessing PATH, select the **Go to Performance Management Module** link located near the top right of the screen, followed by selecting **My Reviews** located on the left navigation pane of the home page.
2. When the My Reviews page appears, select the **View Review** button, followed by selecting your employee title located just below your name on the left pane of the Overview page.
3. Click on the **View Outstanding Position Requests** link.

**NOTE:** The Position Description tab is a read only copy of the position; the "Edit" buttons do not function.

4. After viewing the Position Description, hover over the down arrow next to the orange **Take Action on Position Request** box and select **Send to Supervisor (move to Supervisor)**. Select supervisor's name from dropdown box, add comments if desired, and press submit.

**NOTE:** If you see changes that need to be made to your PD, you should have a discussion with your supervisor, who may cancel the PD review and start an update instead.

## SUPERVISOR – COMPLETE THE POSITION DESCRIPTION

### To Complete a Position Description Review from the Position Management Module

1. After accessing PATH, select Position Management module and then select the user role of **Hiring Supervisor or HR Liaison** as applicable and click the **Refresh** button (circular arrow to the right of the user role) to update the user role. You will be on your Home Page.
2. Click on the **Position Requests** tab in your **Inbox** and select the **Position Description** to be acknowledged. Continue with step 3 below.

### To Complete a Position Description Review from within the Position Management Module

1. After accessing PATH, select the **Go to Performance Management Module** link located near the top right of the screen, followed by selecting **My Employees' Reviews** located on the left navigation pane of the home page.
2. When the My Employees' Reviews page appears, select the **View Review** button for the employee whose position description you are reviewing, followed by selecting the employee's title located just below their name on the left pane of the Overview page.
3. Complete the position description review by hovering over the down arrow next to the orange **Take Action on Position Request** box and selecting **PD Review Complete (move to Approved)**.
4. Add comments if desired, and press submit.