Staff Access to Position Descriptions
Go to People Admin: https://jobs.usnh.edu/hr

Login here using your myPlymouth username and password.
This is the home screen for People Admin.

1. Please click on **My Profile** to access your position description.

2. Click on Position Description to view.
If you would like to update your job description use the MODIFY selection. The modifications will need to be approved by your supervisor and HR via the People Admin workflow.

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**LIST II (Staff)**

- Print Preview
- Print Preview (Employee View)
- Modify Position Description

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Sections prefaced with a checkmark and highlighted in BLUE have validated successfully. Once all sections have validated successfully, you may continue the
The modifications will need to be approved by your supervisor and HR via the People Admin workflow.