PSU

Position Description
Viewing Directions

Viewing a Position Description

As a Department User, you can view the Position Description (PD) for yourself or your employee. For questions, please contact your HR Partner.

1. Log into PeopleAdmin (https://jobs.usnh.edu/hr) and ensure you are in the Position Management module (the header across your screen will be **orange**),


clicking the three dots to change modules if necessary.

2. Ensure you are logged in as a **Department User** by selecting the appropriate option in the User Group dropdown in the top right (for those Department User is not available for, choose Employee).

 OR

Supervisors may also select the User Group: Department Authority or Executive Officer

3. Select Position Descriptions in the **orange** header, then Staff from the drop down.
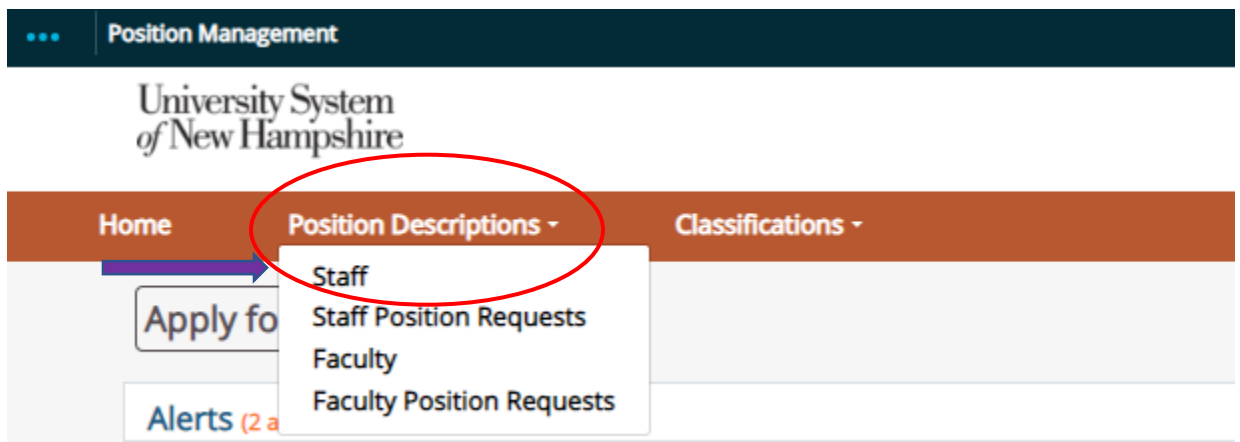
4. When the page loads, look for the position you want to view and click on its Operating Title.

Click on the More Search Options link above to Search by Position Number.

PD Active Status Only ✖

"PD Active Status Only" ①   Selected records ⓪   ✕ Clear selection?

	Operating Title	Classification Title	Position Number	Department	Employee Last Name	Employee First Name	Supervisor	Status	(Actions)
☐	Human Resources Assistant	Human Resources Assistant	PB0534	PSU Human Resources	Suleski	Alesia	Director, Human Resources (Timothy Rhyne)	Active	Actions ⌄

***Supervisors will see their own position descriptions as well as their reports here.