Staff Position Management

Quick Guide to Updating Classified Positions

Hiring Managers can update position descriptions making changes to the details and core duties that are in keeping the scope of the current role.

Login to PAPERS7 ± https://jobs.odu.edu/hr

Verify that you are in the ³Position Management ´Module. & O L F N W K H E O X H H O O L S V L V L Q W K H W R S O H I W F R U Q H U W R F K D Q J H P R G X O H

Ensure that you are logged in as the ³Hiring Manager ´ (User Group).

Click on the ³Position Description ´ Tab, then ³Staff ´ or from the Shortcuts

box click on ³Update Classified Position Description ´.

Use the search form to locate the position description by any of the following

fields:

D   Position number

E   Working Title

F   Department

Click on the working title of the position you intend to update.

On the ³Position Description ´ page, click on the

link at the top right of the page.

8.   Click on the ⬚ shown on the next page.

9.   Update the information as needed, navigating through the tabs on the left hand

side of the page. Remember:

a. Required fields have a RED * by the field name ±you must complete those fields in order to move to the next section.

b. Clicking on the 'Save' button will save your work and