



TOTAL EMPLOYEE AND MANAGEMENT SOURCE

ESTABLISHING A NEW POSITION DESCRIPTION

Position descriptions for all regular positions are maintained in the TEAMS System. Careful attention must be given to establishment of the qualifications and job duties, including percentages as this information ties directly to the employee's performance evaluation and the annual Performance Management Process.

Additionally, hiring tools such as the selection criteria and the posting specific questions must be established as part of the position description. All information in the position description carries forward into the requisition for recruitment and filling of the position.

Hiring Review Committee

New positions or reorganizations of two or more positions must be approved by the Hiring Review Committee prior to beginning this process. To accomplish this you must state your business case in an email to your supervisor. The email should include the following:

- Proposed title of position(s)
- Estimated band or level – you may view other positions in the system selecting those which may be similar. Contact the Benefits, Compensation and HRIS Office for additional details.
- Approximate salary
- Funding source
- Reason for the new position or reorganization

Your supervisor will forward their support on to the next level and eventually to the Vice President who will present this request to the Hiring Review Committee. Once approved you may begin to establish the new position in the TEAMS system.

Instructions for Establishing a New Position Description

- Log into the TEAMS System.
- Change status to Department Head.
- Under Position Descriptions, click on Begin New Action
- Click on [Start Action](#) under Establish a New Position Description
- Click on [Select Title and Continue](#) and [Continue to Next Page](#)
- If the position that you are establishing is similar to another existing position, you may copy that position.
 - Enter position number or title of position you wish to copy.
 - Once you have determined which position you wish to copy, click on [Select Title and Continue](#).
- If there are no positions similar to the one you are creating, click on Continue to Next Page which will open the Position Details page.
- Note: Any information entered will not be saved until you click on Preview Action and then save, followed by continue and confirm. You may navigate through the screens by clicking on Continue to Next Page or by clicking on the black tabs along the top of the page.
- Position Details – Under this tab, add position information in the white fields.
- The position number will be added later by the Compensation Office.
- If the position you are establishing is a clerical position, you must follow the language in the OUPSA contract.
- Note: As you begin to make changes you should always click on “Save and Stay on This Page” prior to moving to another page.
- Proposed Job Duties - To add a new Entry, click the **Add New Entry** Button Below. Once you add an entry, to edit it, click the **Edit** link. To delete an entry, click the **Delete** link. To view more details about an existing entry, click the **View** link for the entry.
- Supplemental Documentation – At this screen you may attach supporting documents such as memos, organizational charts, or other related materials.
- Recruitment Criteria - Information in this section is used for recruitment purposes and will transfer directly to a requisition when a new requisition is created. Pre-populating these fields will expedite the requisition process and serve as a record of recruitment efforts associated with this position.
- Selection Criteria – Determine the criteria to be used when evaluating candidates for this position. Pre-populating these fields will also expedite the hiring process. For additional information on establishing selection criteria, please refer to the Manager’s Toolkit.
- Posting Specific Questions - To add questions that will be asked of every applicant who applies to this position, click **Add a Question**. Questions may be open ended or closed questions. For additional information on establishing posting specific questions, please refer to the Manager’s Toolkit. Click **Continue to Next Section>>** to skip this section or when

finished. Selecting or creating posting specific questions should be limited to no more than five.

- Disqualifying/Points – This section is used to add points to the questions established in the previous section. See previous section for additional information.
- When you reach this step, you are nearly finished. You **MUST** go to the bottom of the page and click on **Preview Action**.
- If you are not finished with the establishment of the position description but wish to stop editing, click on “Save action without submitting.” Click on **Continue** and **Confirm** to finish saving your data.
- If you are satisfied with the information you’ve entered, you must now submit the position description to the next level for approval. As a Department Head you may submit to Admin Head for approval or send it directly to VP/President, depending upon your level.
- The person you submitted the position description to will receive an email prompting them to review and approve the new description. They will then submit it to Compensation.
- The Compensation Office will be in contact with you to discuss specifics of the new position. They will make final edits to the description, assign the band and secure a position number.
- Once the position is approved, you will receive an email message.
- You may then begin the requisition process.