

Position Description Reference Guide

You will utilize this guide when you are creating, updating, or submitting a description for position review or recruitment/temporary hire. *The position description module is not utilized for faculty or student positions.*

[Creating a New Position Description \(utilized for temporary and permanent staff positions\)](#)

- [Position Information](#)
- [Position Details](#)
- [Position Supervisory/Budget Responsibilities](#)

[Updating a Current Description](#)

[Creating a Position Review For a Current Employee](#)

[Checking the Status of Your Form](#)

If you have any questions about your position description, please reach out to HR:

HR@wwu.edu

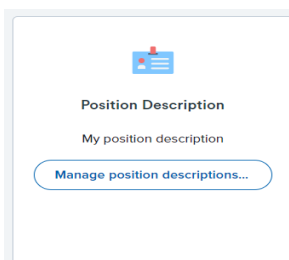
Log Into PageUp

Go to <https://western.pageuppeople.com> to log into the system.

[Creating A New Position Description](#)

You will utilize these instructions when you are creating a new permanent/project/temporary position description. All permanent/project/temporary positions require a position description to be completed before we can move forward to recruitment/hire.

Once you have signed into PageUp, you will click on “Manage Position Descriptions and create a new requisition” in the Position Description tile from your dashboard.



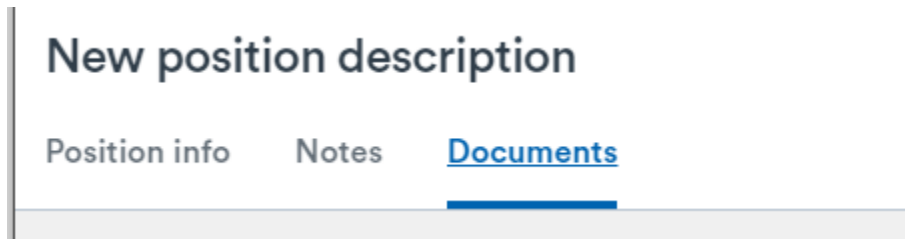
Click on “New position description” on the top left to start a new position description.



[New position description](#)

To complete the evaluation of your position, please attach a current organization chart to your position description.

To upload an organization chart to your position description, click on “Documents” at the top of the position description.



Once you have uploaded your organization chart, click back on Position info to return to the position description form.

Type of Action Requested: This is a drop-down menu where you will select the action you are utilizing for the position description.

- **New Position, New Recruitment:** Use this when you are submitting a new position description for classification/compensation review when you will be conducting a recruitment for the position.
- **Existing Position, New Recruitment:** Use this when your position already exists, and you will be conducting a recruitment.
- **Position Review – Professional Staff:** Use this when a position review is required due to additional duties/responsibilities.
- **Position Review – Classified Employee Requested:** Use this when the position review process is driven by the employee’s request for review.
- **Position Review – Classified Supervisor Requested:** Use this when the position review process is driven by the supervisor’s request for review.
- **Update Position Description (no recruitment or position review):** Use this when updating and clarifying duties/responsibilities. This will not be reviewed for classification/compensation purposes.
- **Temporary Position:** Use this when the position meets the definition of temporary (less than ½ time or less than 6 months).

Choose the **Division/College**

Choose the **Department/Home Org** (*if your department/home org is not listed, please*

reach out to HR.Employment@wwu.edu)

Choose the **Campus Location**

POSITION INFORMATION

Advertising/Working Title: Type the title of your position. *If you are not sure of the title, write the title you are requesting for the position. This will be updated after HR review if necessary.*

Position Number (If temporary leave blank): Enter the position number for the position. *If a position number needs to be created for this position, it will occur at time of the recruitment request.*

Supervisor: Type the name of the current Supervisor of the position.

Current/Previous Incumbent: If this is a new position this field will be blank. For positions that are currently filled or recently vacated enter the name of the current/previous employee.

Position Type: This is a drop down where you will select the type of employment.

If Temporary or Project Specify End Date: If this position is temporary in nature or is a project employment position (over six months (1/2 time or greater) but has an end date) enter your estimated end date.

Appointment Percent: This is where you will put your appointment percent. You will not use a % sign when entering this information.

To figure out Appointment Percent: # of hours worked per day (ex: 4 hrs/day = 50%)

If Position is Cyclic: In this field, you will type the number of months the position will work

For existing positions...: If this is a new position, this field will be blank. If this is an existing position please contact HR to see if you should create a new position description or edit the one that is already in PageUp. If there is not one in PageUp add any significant changes to the description from the last time the position was filled.

POSITION DETAILS

Job Summary/Basic Function: This is an over-arching paragraph about the main purpose and function of the position. *Why does this position exist? What are its main functions/responsibilities?*

Job Duties: In this section you will break down the [essential/marginal duties](#) and the approximate percentage of time spent in each function over the course of a year. It is important to include the percentages as this will help to determine the classification

and/or compensation for your position. This information is also utilized during discussions of reasonable accommodation and return-to-work processes.

To add a new duty, click the button under the Job Duties header. Enter in one duty/responsibility per text box. Choose whether the duty is essential or marginal. Once you have completed this duty, click the button at the end.

Click the New button again to add your next duty/responsibility. You will continue this process until all duties/responsibilities have been added.

Please note, if you need to edit one of the duties PageUp will move the box to the end of your current list. PageUp will not automatically reorder your duties by percentage. (That is ok; HR will review regardless of order)

Required Qualifications: In this section you will write the minimum qualifications required to qualify for the position. HR can also help you to determine these qualifications. There are minimum standards for Classified Staff positions which may be added to your position description if required. It is recommended to add a Diversity and Inclusion requirement to your position. Please reach out to HR@wwu.edu if you would like suggestions for these qualifications. Your candidate(s) will need to meet all these qualifications to be hired for the position.

Preferred Qualifications: This is the section where you would write your dream candidate's qualifications. While the position could be completed successfully without these skills/experience – it will add to the overall functionality and success of the department and position. Your candidate(s) will not need to meet these qualifications to be hired for the position. Preferred qualifications are helpful in the application review process to narrow down your applicant pool.

Special Requirements/Conditions of Employment: This is where you will list any conditions of employment outside of the normal requirements for the position.

If this Position is considered essential personnel...: There are a limited number of positions on campus that meet the definition of essential personnel.

Physical Demands: This section will be reviewed for reasonable accommodations and return-to-work processes. Check the boxes that are essential functions of the position. (If the physical demand couldn't be performed with reasonable accommodation, the work couldn't be performed).

Does this position perform hazardous tasks: If you are not sure if your position is performing a hazardous task, please reach out to Environmental Health & Safety at x3064.

POSITION SUPERVISORY/BUDGET RESPONSIBILITIES

What level of supervision does this position work under: This drop down is utilized to determine the level supervision the position requires to complete the work responsibilities/duties.

What is the highest level of the relationship...: This drop down it utilized to determine the level of authority this position has over the position it supervises, if applicable.

What types of employees does this position supervise: Check the box(es) of the applicable supervised employee(s).

If Position Supervises – List the positions and number of FTEs: This information is utilized to determine level of supervisory needs and to determine classification of position.

Does this position have fiscal or budgetary responsibilities: This drop down will determine the level of fiscal/budgetary responsibilities held with the position.

If Yes – What is the total fiscal or budget responsibility amount: Enter the dollar amount of the fiscal/budget responsibility.

UPDATING A CURRENT DESCRIPTION

If you are wanting to update a current description, please reach out to HR. This will help to determine if you should be utilizing a new position description or updating the current one on file.

CREATING A POSITION REVIEW FOR A CURRENT EMPLOYEE

When completing a position review you will follow the same instructions for completing a position description. It is important to fully complete the position description to ensure an accurate review of the position for classification/compensation.

For classified staff reviews, the following additional forms are required. You will upload these completed forms to the “Documents” tab of the position description.

[Employee Additional Form](#)

[Supervisor Additional Form](#)

CHECKING THE STATUS

If you want to see where your position description is currently sitting; go back to “Manage Position Descriptions and create a new requisition” and search for your position description. Click on “View” to open the position description. Scroll to the bottom of the form and you will see where the form is currently located.