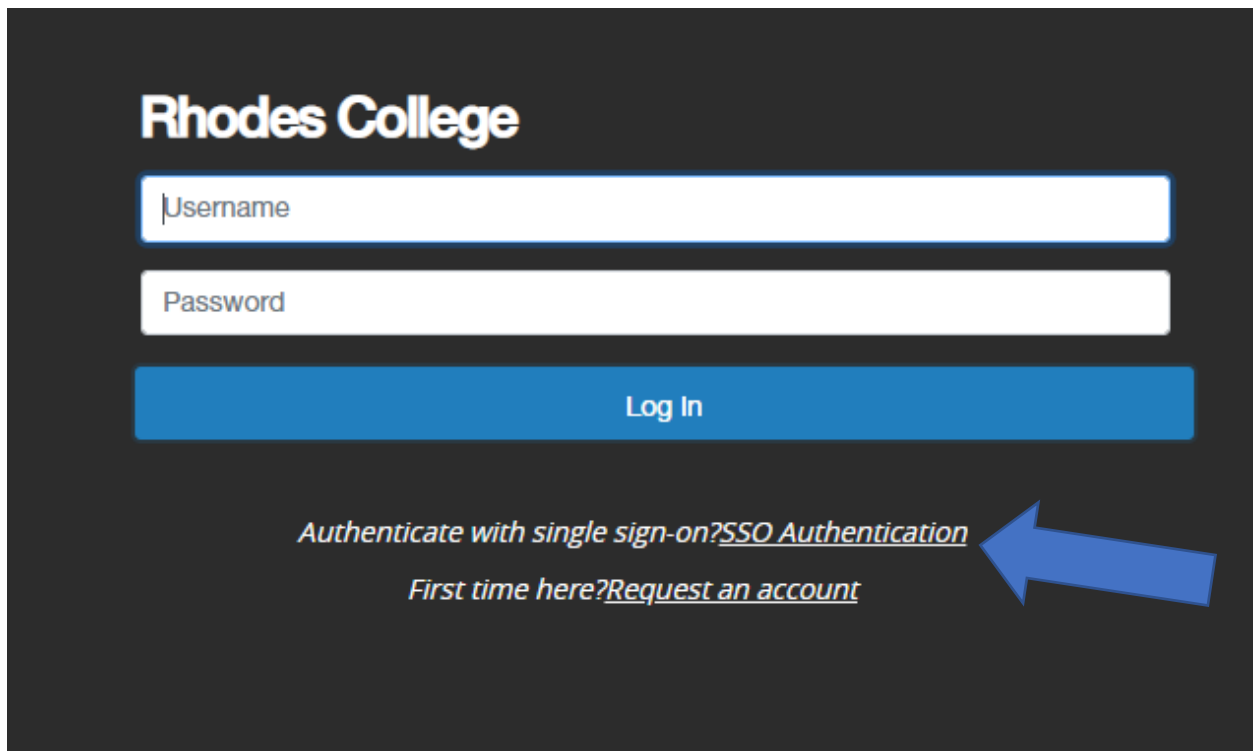


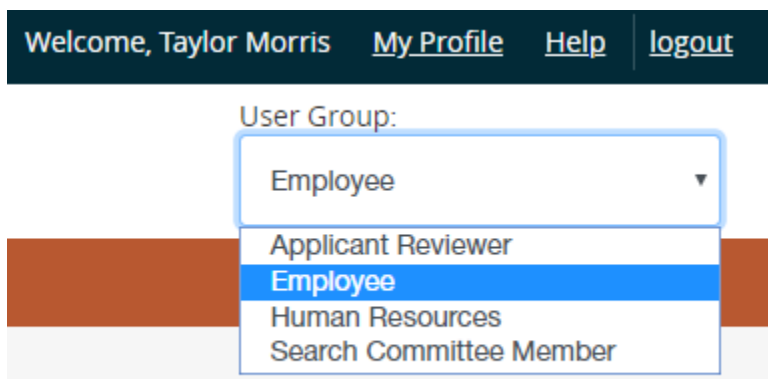
# Guide to Downloading Job Description for Self

Login to PeopleAdmin using Single Sign On (SSO): <https://jobs.rhodes.edu/hr/shibboleth>.



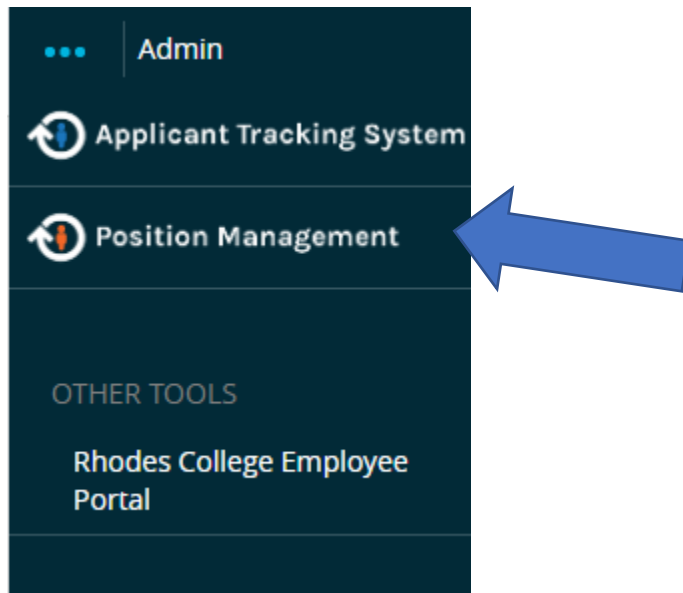
The image shows the login page for Rhodes College. It features a dark background with the "Rhodes College" logo in white. Below the logo are two white input fields for "Username" and "Password". A blue "Log In" button is positioned below the password field. At the bottom, there are two links: "Authenticate with single sign-on? SSO Authentication" and "First time here? Request an account". A large blue arrow points to the "SSO Authentication" link.

Switch your **User Group** to *Employee*

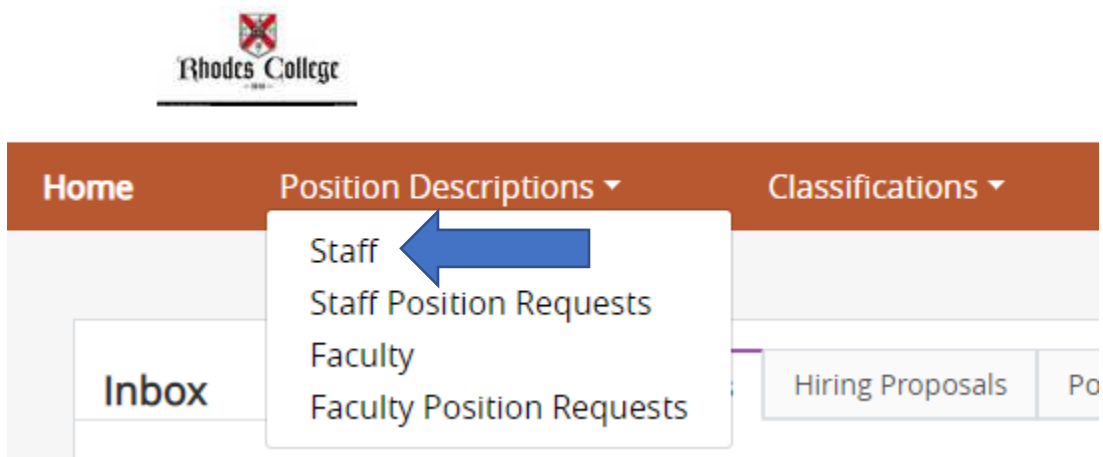


The image shows a user interface element for switching user groups. At the top, a dark blue bar contains the text "Welcome, Taylor Morris" followed by links for "My Profile", "Help", and "logout". Below this, the text "User Group:" is followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Employee", "Applicant Reviewer", "Employee" (highlighted in blue), "Human Resources", and "Search Committee Member".

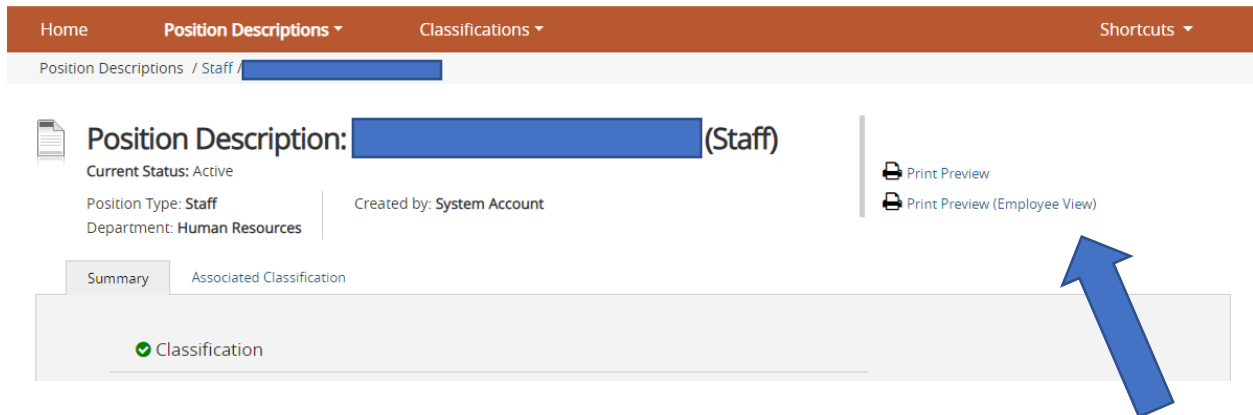
Switch your view from *Applicant Tracking System* to *Position Management*. You should see the colors switch from Blue to Orange.



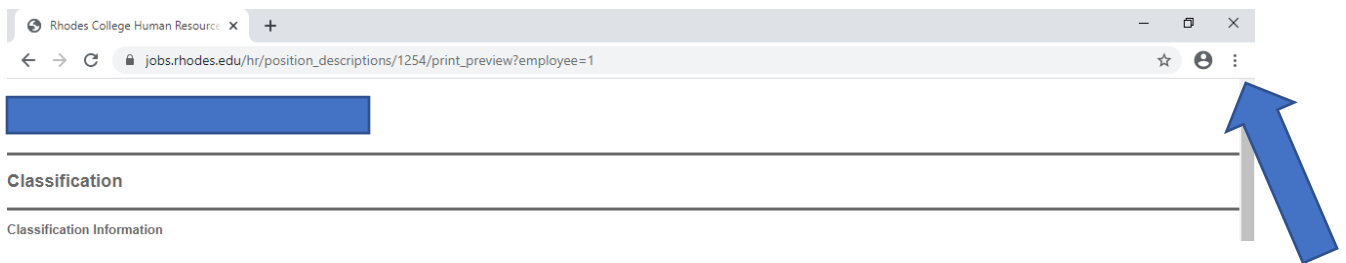
Under **Position Descriptions**, select *Staff*. This should pull up your name.



Select your name and it should bring you to the position description. To download or print a copy of the position description, click on the **Print Preview (Employee View)**.



It will take you to this screen below where you can go to the 3 dots on the browser's right-hand corner and select **Print** and change the destination from a printer to **Save as a PDF**. Then select **Print**.



If you review the position description and realize there are changes that need to be made, please discuss the changes with your immediate supervisor and have them contact Taylor Morris ([morrist@rhodes.edu](mailto:morrist@rhodes.edu)) with the changes that need to be made.