Guide to Downloading Job Description for Managers

Login to PeopleAdmin using Single Sign On (SSO): https://jobs.rhodes.edu/hr/shibboleth.
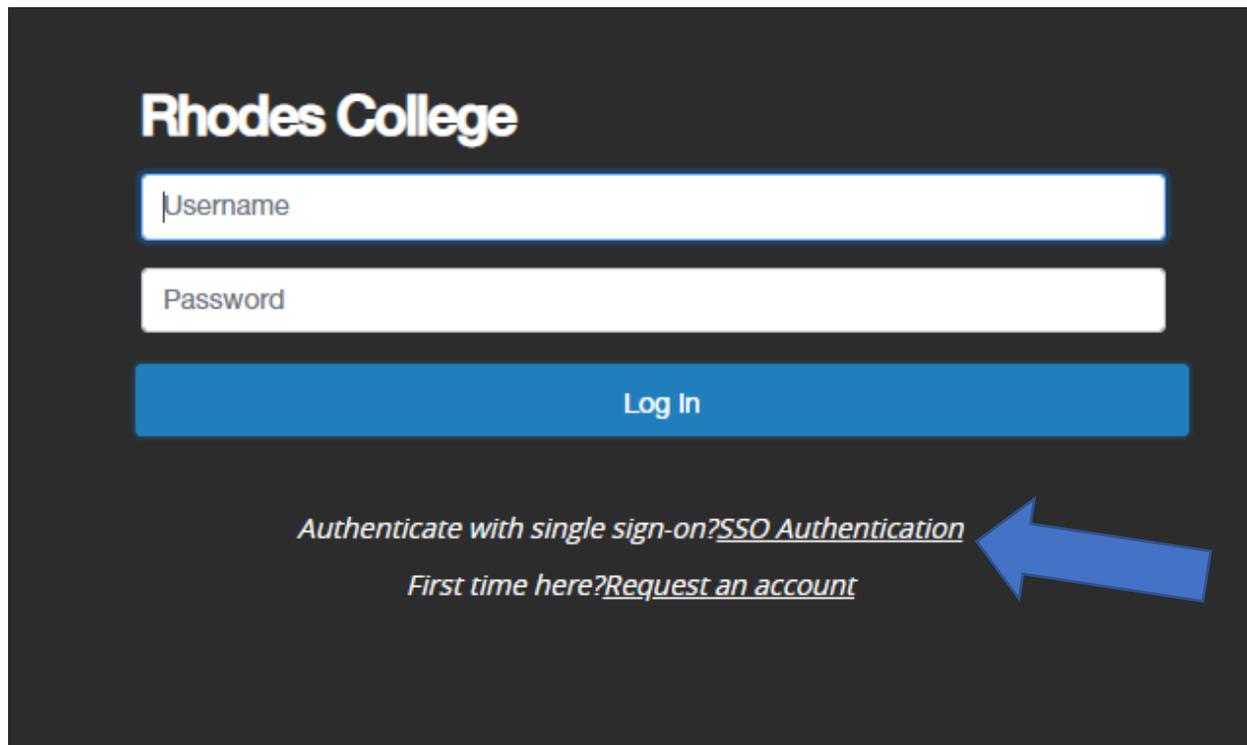
Switch your **User Group** to *Search Committee Chair/Manager*

Switch your view from *Applicant Tracking System* to *Position Management*. You should see the colors switch from Blue to Orange.
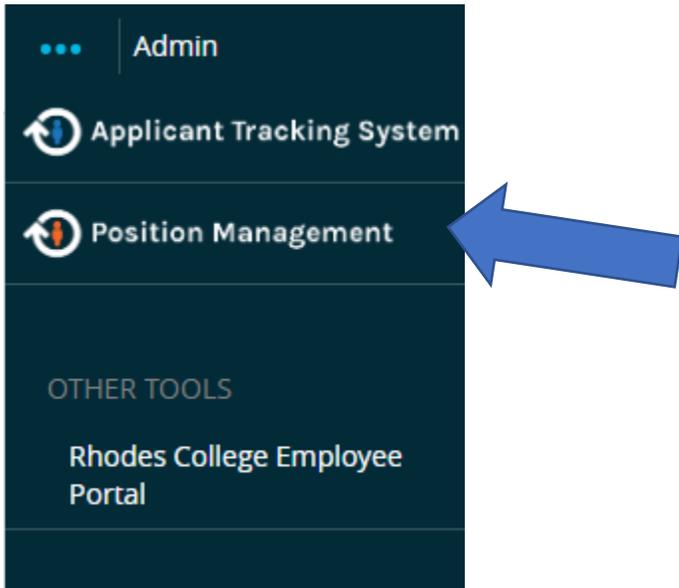
Under **Position Descriptions**, select *Staff*. This should give you a list of all of your direct reports. If you are missing anyone, please let Taylor Morris know.

Type in the name of the staff member you need the job description for in the Search Bar and press **Search**.

Staff Position Descriptions

To add a new column to the search results, select the column from the drop down list.

| Saved Searches ▾ | | Search | 🔍 More Search Options ▾ |

Staff Search ✕
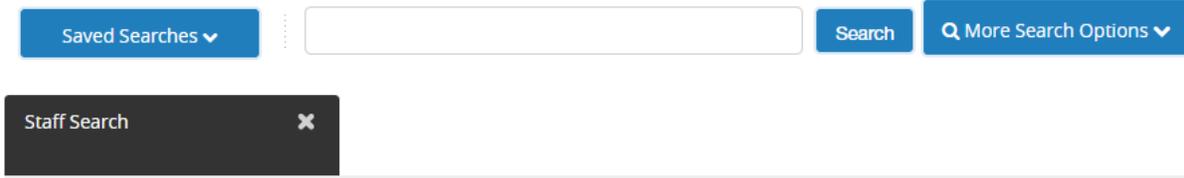
 Select the staff member's name and it should bring you to the position description. To download or print a copy of the position description, click on the **Print Preview (Employee View).**

| Home | Position Descriptions ▾ | Classifications ▾ | | Shortcuts ▾ |

Position Descriptions / Staff /

(Staff)

Current Status: Active

Position Type: **Staff**
Department: **Development**

Created by: **System Account**

🖶 Print Preview
🖶 Print Preview (Employee View)

Summary   Associated Classification

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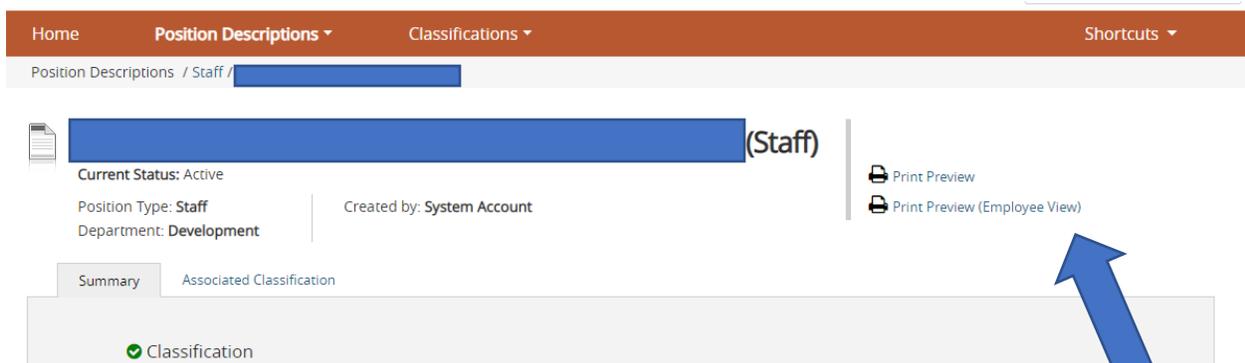
It will take you to this screen below where you can go to the 3 dots on the browser's right-hand corner and select **Print** and change the destination from a printer to **Save as a PDF**. Then select **Print.**

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← → C 🔒 jobs.rhodes.edu/hr/position_descriptions/1552/print_preview?employee=1   ☆ 😀 ⋮

Classification

Classification Information

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) with the changes that need to be made.