



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 at <https://jobs.odu.edu/hr>

Verify that you are in the Position 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 Hiring Manager (User Group).

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

box click on Update 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 Position 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:



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- 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