Quick Easy Steps to View and Modify Position Descriptions / Request to Advertise

1. Log into MyRU using your Radford credentials.

2. On the Home page of your Portal, select the Employee Folder.

3. Under Administrative Tools, you will see the PeopleAdmin SelectSuite in your list of options. Select this option.

4. From the PeopleAdmin Select Suite landing page, select your User Group.

5. To access the Positions information, on the TOP LEFT of your screen you will see three blue dots. Click on the dots and a drop down menu will appear. From this menu, select Positions.
6. From this menu, hover over Position Descriptions tab and select position type from the drop-down box.

7. Search for the appropriate position description (by position number, name, etc)

8. Hover over Actions drop-down (right side of the screen) select View.

---

**Modifying an Existing Position Description / Request to Advertise**

Step 1. From your current **Position Description** menu, hover over the tab and select position type from the drop-down box.

Step 2. Search for the appropriate position description to modify (by position number, name, etc).

Step 3. Hover over the Actions drop-down (right side of the screen) select View.

Step 4. Review Summary and select Modify Position Description (right side of screen).

Step 5. System prompts Start Modification Action. The position description will be locked until the action has been completed. Select Start.
Step 6. Complete the various required fields on each tab of the request.

Step 7. When all the tabs have been completed and you are on the Action Summary page, the tabs that have exclamation points (!) next to them indicates that there is required information missing that must be completed before changing the status of the description action.

Step 8. Further, complete these required fields by selecting the Edit button next to the tab title.

Step 9. From Action Summary page, Hover over Take Action on Action, select the appropriate next step.

**Position Request**

Position requests is used to locate Position Description actions that are in process.

Step 1. Hover over Module Indicator and select POSITION MANAGEMENT from the drop-down

Step 2. Hover over Position Descriptions tab and select AP Position Requests, Classified Staff Position Requests, Faculty Position Requests or 1500 hr. Wage Position Requests from the drop-down box.

Step 3. The system page reflects the listing of actions that are currently in progress.