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.

1. Login to PAPERS7 – https://jobs.odu.edu/hr

2. Verify that you are in the "**Position Management**" Module. (Click the blue ellipsis in the top left corner to change modules)

3. Ensure that you are logged in as the "**Hiring Manager** (User Group).

4. Click on the "**Position Description**" Tab, then "**Staff**" or from the Shortcuts box click on "**Update Classified Position Description**".

5. Use the search form to locate the position description by any of the following fields:

    a. Position number

    b. Working Title

    c. Department

6. Click on the working title of the position you intend to update.

    ⭐ Update Classified Position Description

7. On the "**Position Description**" page, click on the link at the top right of the page.

8. Click on the [Start] shown on the next page.

9. Update the information as needed, navigating through the tabs on the left hand side of the page. Remember:

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 clicking on the "**Next**" button will move you through the position description sections.

c. You can exit the system and return at a later time to complete the update by clicking on the "**Position Action Summary**" tab and then selecting "**Keep working on this Position Action**" from the "**Take Action on Position Action**" button.

d. Updates will require justification and you will need to attach a current organizational chart.

10. To submit the update: From the "**Take Action on Position Action**" button, select "**Submit (move to HR Class & Comp for Final Approval)**". Then enter any comments you may want to communicate and select the "**Submit**" button to move the position action in the workflow.