

# How to View a Position Description (PD)

Note for Employees: only classified staff have a position description.

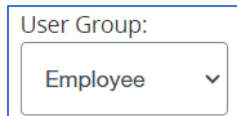
Note for Supervisors: supervisors of classified staff can view the PD of all classified staff positions that report up through them. This includes vacant positions which will display the name of the last incumbent in that position.

## Accessing a PD

1. Log into PeopleAdmin:
  - a. Go to [www.uvmjobs.com/hr](http://www.uvmjobs.com/hr)
  - b. Click on the yellow link that says, "Please click here to log in with your NetID".

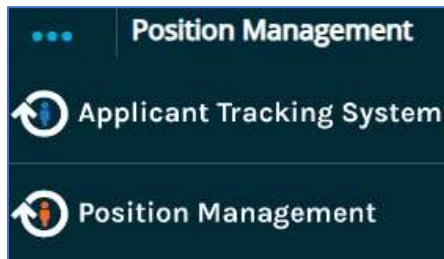
**Please click here to log in with your NetID**

- c. Log in with your NetID and password.
- d. Make sure your user group in the upper right says "Employee".



User Group:  
Employee ▾

2. Navigate to the Position Management Module:
  - a. Click on the three dots in the upper left and choose "Position Management".



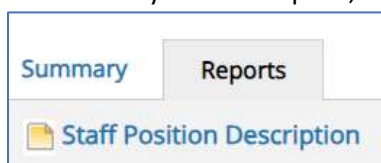
3. Click on the "Positions" menu and choose "Staff".



4. A list of PDs will appear, click on the one you want to view.

## Printing a PD (or saving as PDF)

1. Follow the steps above.
2. Once in the PD that you wish to print, click on the "Reports" tab.



3. Click on the “Staff Position Description” report.
4. You can use the Print or Print to PDF function of your browser to print/save this PD.

Please contact Human Resources at 802-656-3150 or [hrinfo@uvm.edu](mailto:hrinfo@uvm.edu) if you have any technical problems in accessing your PD. Contact your [HR Rep](#) if you have questions about the content of your PD.