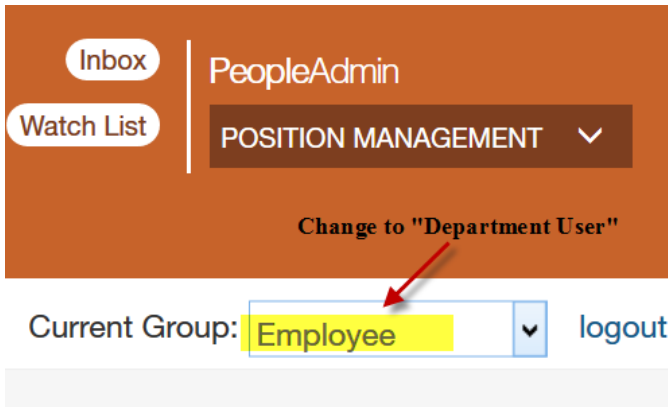
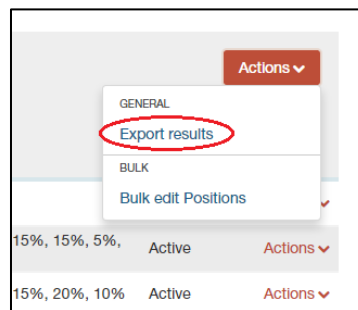


## How to See Which Positions Are Missing Position Descriptions

1. Log into PeopleAdmin.
2. Ensure that the Current Group indicates department user.



3. Copy and paste the link below into your address bar.  
[https://www.uvmjobs.com/hr/position\\_descriptions?search\\_id=592&position\\_type\\_id=2](https://www.uvmjobs.com/hr/position_descriptions?search_id=592&position_type_id=2)
  - a. Alternatively, you can go to your Staff Position list and choose "Missing Position Descriptions" from the Saved Searches menu.
4. You will be directed to a list of Staff positions within the departments you have access to in PeopleAdmin.
5. Any position that is blank in the "Percent of Effort" column does not have a position description in the current PeopleAdmin system.
6. The "Current Incumbent Name" column can give you a rough idea\* of whether or not the position has someone in it.
  - a. \*PeopleSoft is the official record of who is in what position number. Sometimes PeopleAdmin is not fully up to date. This column will not always be 100% accurate.
7. You can use the orange "Actions" button to export your position list to an Excel sheet if you'd like to sort it:



8. Once you have exported the results into Excel, filter by "Percent of Effort = blank."

Don't hesitate to contact [HRInfo@uvm.edu](mailto:HRInfo@uvm.edu) or 802-656-3150 with questions.