Updating a Position Description Quick Reference Guide

All Staff/MPP jobs begin from the Position Description (PD). If you have a previously approved PD for the same position, instead of creating a new PD you can save time by updating the approved PD. This guide shows you how to update an already approved position description and resubmit for approval.

Scenario 1: A manager needs to make edits to a previously approved position description.

With this scenario, once edits have been made, the position description will need to be reviewed and approved again. Once the revised position description is approved, you can then raise a new job requisition to recruit for the position.

Log into CHRS Recruiting

From the Stan State homepage, click myStanState to get to the employee portal, then click on the CHRS Recruiting icon

From your main dashboard, select the “Manage Position Descriptions” link within the Position Description tile

From the Manage Position Descriptions page, select the “Edit” link next to PD you would like to update

Once the approved PD appears, scroll to the bottom of the page and click the “Update PD” button

Select “OK” to restart the approval process

Once the PD has reset and the fields become editable, review and update the fields as necessary.

When done reviewing/updating the PD, complete the approval section by inserting the Supervisor (of the position being submitted) and Next Level MPP/Dept Head’s name

NOTE: Click the magnifying glass to search for the name
Click “Submit” to initiate the approval process.

Once approved you will receive an email instructing you to return to Manage Position Descriptions page and select “Recruit for this position”. For instructions on how to complete a job requisition, please reference the Staff/MPP Job Requisition Quick Reference Guide.

**Scenario 2:** No changes need to be made to the previously approved position description and the manager needs to recruit for the position.

With this scenario, once a position description has been reviewed and fully approved, the manager can recruit for the position as needed. (NOTE: If any changes are necessary, even if only the supervisor has changed, the position description will need to be updated and resubmitted for review/approval prior to raising the requisition for recruitment. Please see scenario 1 above in this case.)

Log into CHRS Recruiting  
From the Stan State homepage, click myStanState to get to the employee portal, then click on the CHRS Recruiting icon

From your main dashboard, select the “Manage Position Descriptions” link within in the Position Description tile

From the Manage Position Descriptions page, select the “Recruit for position” link to raise a new job requisition

For instructions on how to complete a job requisition, please reference the Staff/MPP Job Requisition Quick Reference Guide.