

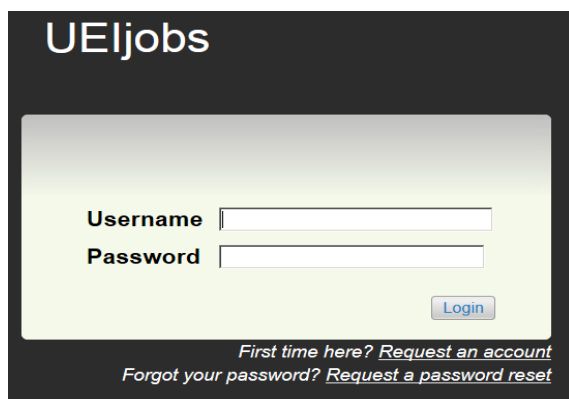
UEIjobs

Accessing Position Descriptions in the Position Management Module



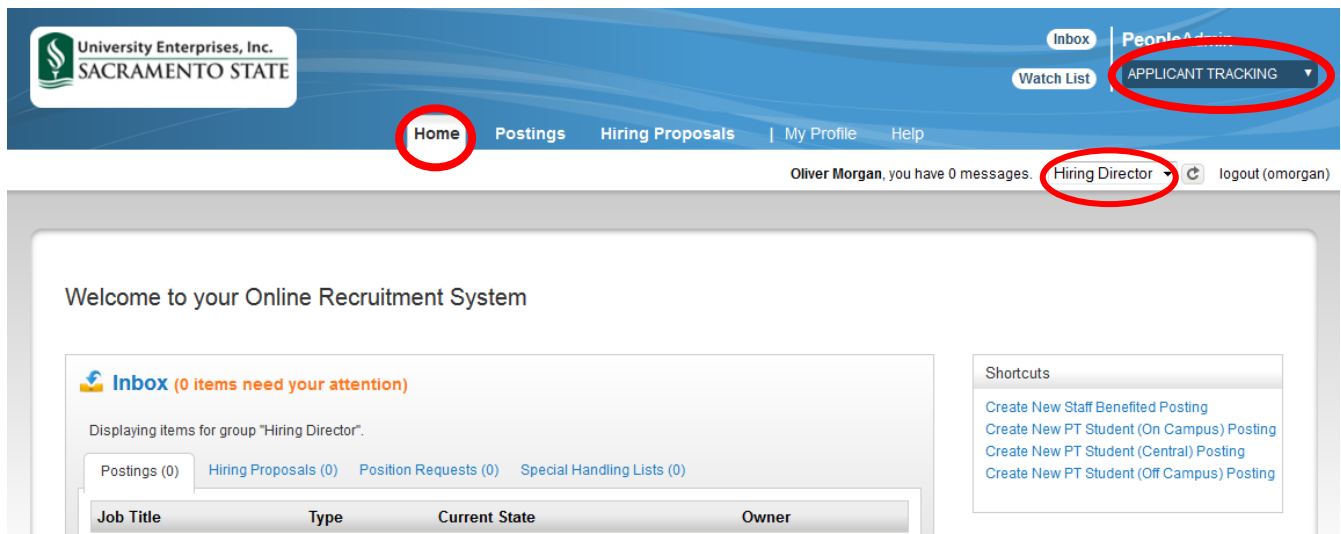
To access the position management module go to www.ueijobs.com

Select "Supervisors".

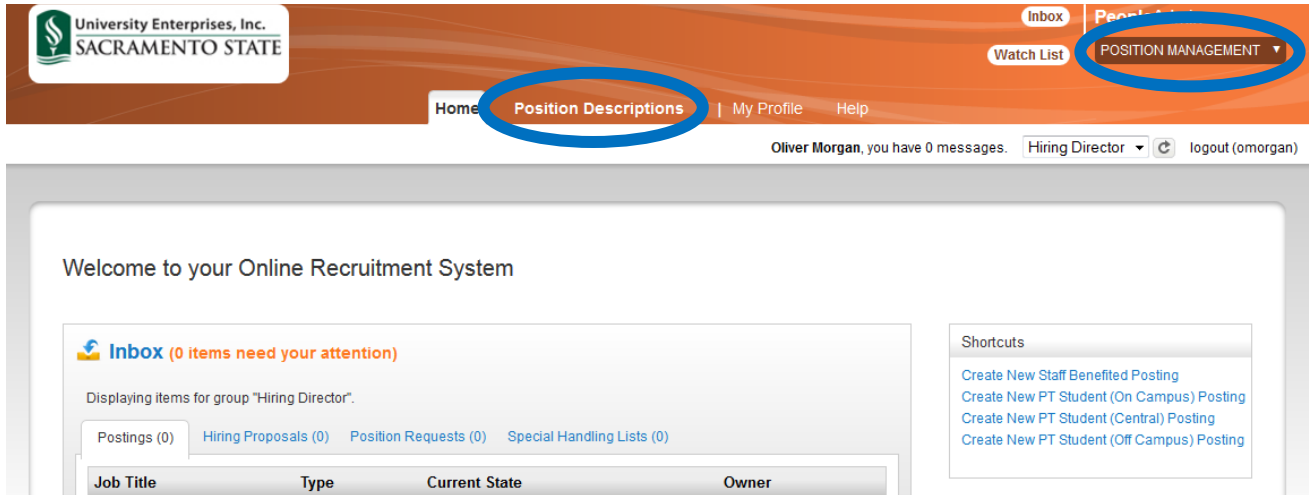


You will be taken to a login page. Type in your Username, password, and select "Login".

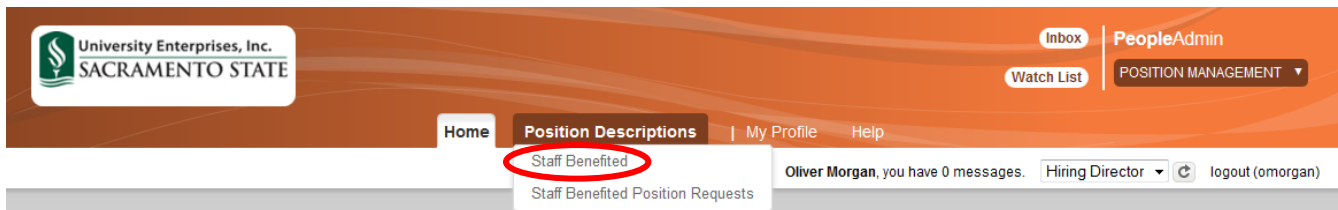
After you log in, you may need to change to the Position Management Module from the Applicant Tracking Module. If you have multiple user types your user type should be "Hiring Director" or "Unit Manager", not "Student Part-time Manager". Click the refresh button  after selecting a different role.



When you change to the position management module, you will see the border change from blue to orange, and you will now see a tab for "Position Descriptions".



Hover over the "Position Descriptions" tab, and select "Staff Benefited" from the drop down list.



You will then see all of the position descriptions you directly or indirectly supervise and if you are an employee of UEI, your position. From here, you can edit the position descriptions or create a new one.

