Position Description (PD) Application Quick Guide

Resources

There are multiple resources to assist with the use of the new PD Application:
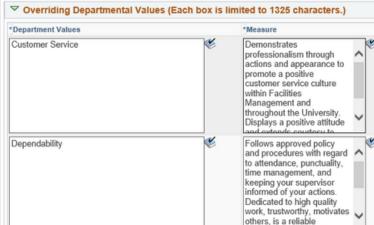
- Online learning module: https://www.jmu.edu/humanresources/elearning-modules.shtml
- FM HR

Guidance/Tips:

- Start with creating just one PD. Prior to submitting additional PDs, contact FM HR to ensure that the initial PD was created properly.

- The Essential Functions (previously referred to as Core Responsibilities) are saved in the order of entry rather than by the percentage of time spent on each function.

- The Comments section is extremely important. Anytime you make revisions to a PD, it is important that you summarize those changes in this section, as they provide a picture of how a position has evolved.

- Enter each Departmental Value individually.

- If the position requires driving state vehicles, be sure to list drivers license in the licensure section.

- Ensure accuracy in the licensure section to include both required and preferred licences.

- Be sure to indicate whether a position is Designated.

- Cloning can only be done for one position at a time. You can only clone published positions. In order to clone, click on the blank PD ➡ click clone from ➡ enter the published PD's position number

- Notify FM HR when you have submitted the PD to HR.

- The Physical, Cognitive, and Environmental Requirements (PCE) section must be completed for each position. PCEs are similar to the previous Essential Functions Worksheet (EFW).

Notify FM HR if you have any suggestions for improvement for the new PD Application. We are keeping a wish list.

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