

# Review a Job Description

Below you will find instructions on how a hiring manager, department head, or other workflow approver can review the details of a job description in the enhanced version of PeopleAdmin 7.6!

## Position Management View

In order to review a position, you will need to select "Positions" located in the upper left pane. Once selected, the orange banner will appear, as shown below.



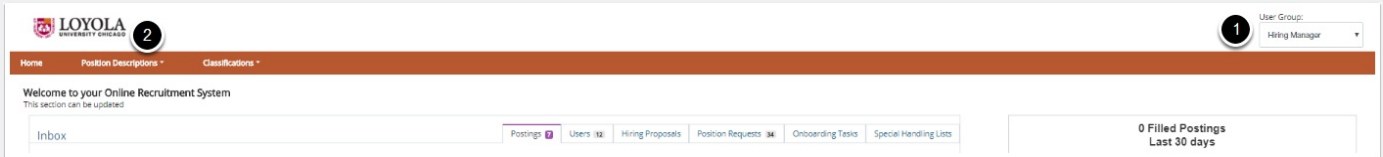
## Job Description - Review

To review a job (position) description, please see the steps outlined below:

- Make sure "Current Group" = Hiring Manager
- Along the bottom of the orange banner, hover the "Position Descriptions" tab
- Select "Staff"
- Here you see the positions that report to you within the organization
- Click the *Working Title* hyperlink that you would like to view
- You can view and print by selecting

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- The text of the description details can be copied and pasted



## Questions?

Questions? Email [careers@luc.edu](mailto:careers@luc.edu) and a Human Resources staff member will assist you.