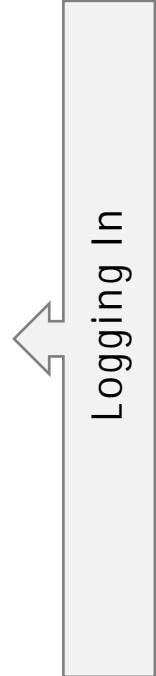


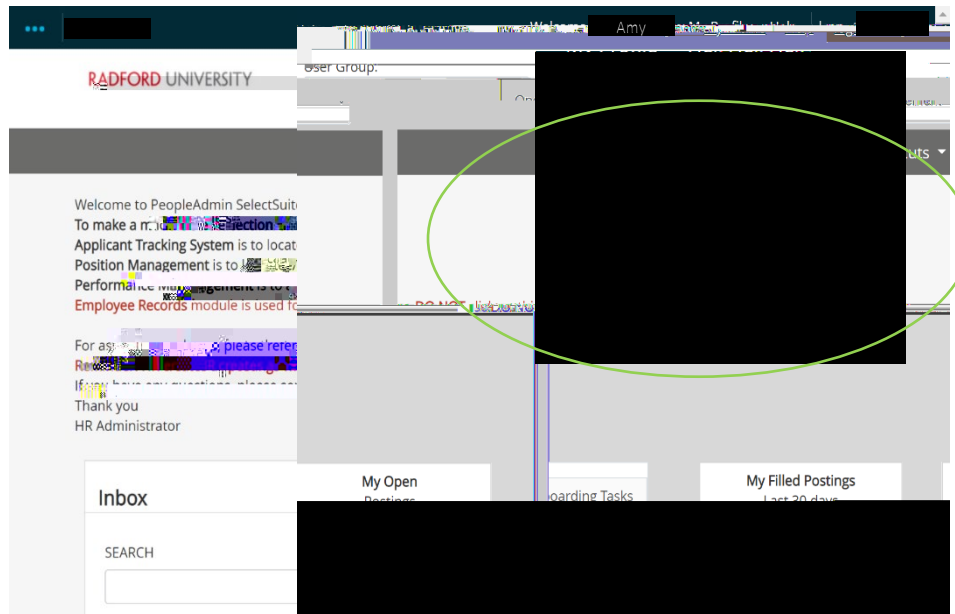
Following are the steps to *View, Modify or Manage* a Position and *Request to Advertise*. Examples of Position modifications could be a Pay Change; Budget Change; Change in job duties; Supervisor change.



PeopleAdmin is part of Radford University's single sign-tab



- 3. Once you have logged into SelectSuite, select your User Group according to your role.



4. Navigate to the Position Management Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting **Position Management**.
5. From this menu, hover over the Position Descriptions tab and select the from the drop-down box.

-
1. Complete Steps 1-7
 2. R il

- B. Continue filling in the information on each Tab. Required fields are denoted by a ^{*}. These fields must be completed. You can continue to each section by selecting _____ or you can select each section in the menu on the left hand side.

NOTE* Make sure that you add in your *Applicant Reviewer* names on the _____. These can be added to or taken away at any point in the posting.

- C. When you reach the final tab, Position Request Summary, make sure all of the sections have a _____ if they have a exclamation point this indicates that there is required information missing. This must be resolved before moving onto the next step. You can do this by selecting EDIT next to the section that is missing information.

5. After all of your information has been included, from the Position Request Summary Page, hover over the _____ (Top right hand corner) and