Submitting a Job Description

2. Scroll down to information for Supervisors and click on “Create a new job description or modify an existing job description”

a. From there it will give your three options

b. “Create New Job Description” – when you are trying to create a new job description from scratch.

c. “Create New Job Description – Using Existing Description” – when you want to create a new job description from an existing job description this will act as a template and will allow you to update all information. Enter Position number and click submit.
d. “Change Existing Job Description”- when you need to update a few pieces of a job description and do not need another position number. Enter Position number and click submit.

4. Once you make your choice you will be taken to a request sheet and you will fill out all fields with a ✔

5. Once you have filled out the form press submit

6. It will get sent to SFS and we will create a position number or updated a position number and let you know when it is completed