

Accessing Job Descriptions in PeopleAdmin

1. Log in to PA and be sure your *User Group* is *Hiring Manager* (upper right hand of screen).
<https://muw.peopleadmin.com/hr/login>
2. Click the three small blue dots in the upper left side of your screen.
3. Select *Position Management*.
4. In the orange bar, click the pull down menu for *Position Descriptions*.
5. Select *Non-Faculty* – not *Non-Faculty Position Requests*.
6. You will see all the positions for your department.
7. Click on the blue job title to open the position description.
8. To print the job description, select *Print Preview*.