# TALENT🔗LINK

## How to Create a New Job Description With an Existing Position Number

This job aid provides step-by-step directions for creating a new job description within TalentLink. Please follow these directions whenever there is an existing position number.

Use *How to Create a New Job Description Without a Position Number* when no position number exists or when an existing position number needs to be modified.

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1. Log in to my.columbia.edu; under the HR Manager Resources tab, select "TalentLink".

2. Click the menu icon (three horizontal lines) at the top left of the page; in the dropdown menu, select "Manage job descriptions and create a new requisition".
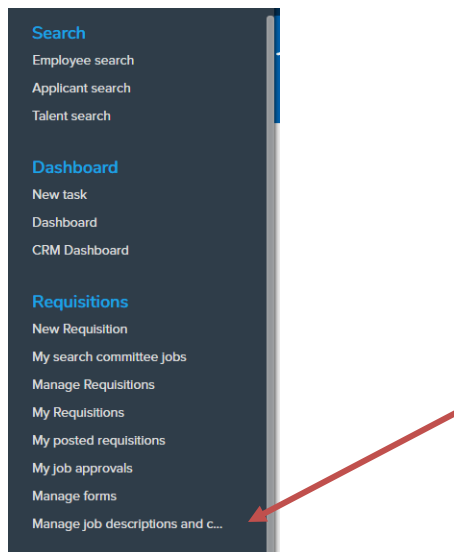
3. Click "New job description" at the top left corner of the page.
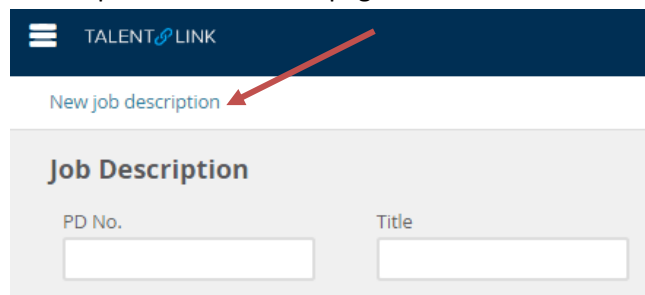
4. Fill in applicable fields. Fields marked with an asterisk are mandatory.

5. Enter existing position number in the **Position Number** field, or search for it by clicking the magnifying glass icon. Then, select the position number from the popup window list and click "Okay". To expedite search, fill in any of the search fields.
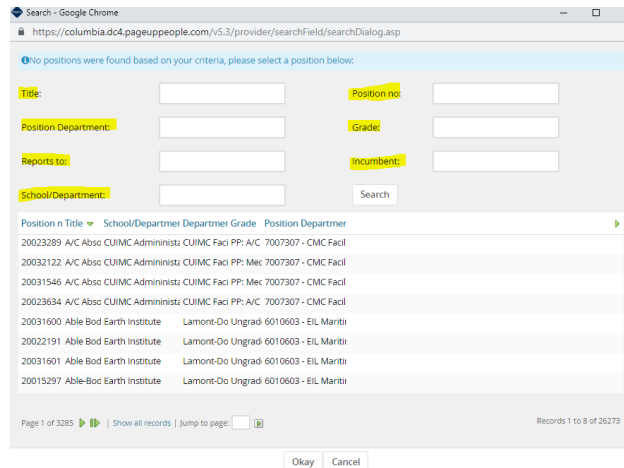
6. Confirm position details by clicking the blue box under the position title.

    TalentLink Tip: Blue boxes contain data from PAC. Click on them for greater detail.

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7. Fill in remaining fields, as applicable.

8. Skip to the next section: **Please enter the Details of the Job Description Below**. Do <u>not</u> fill out the red **STOP** section.

9. Enter the details of the job description in the **Summary for Careers Page** field. This is the text that the applicant will see and will display on the Careers website. Summarize the description into one or two sentences, limit 200 characters.

10. Click "Click HERE to Pre-Populate Job Ad" (above the **Advertisement Text** field) for the standard job postings template. You must follow this template for all postings.

11. Fill in the template. If your job description is in a Word document, you can copy and paste the text into each applicable section (Position Summary, Responsibilities, etc). You can delete sections you do not need (i.e. Preferred Qualifications). Do not delete the disclaimer language at the bottom.

12. Fill in the **Supervisory Responsibilities** and **Responsibilities For Budget** fields if applicable.

13. Go to the last section, **USERS AND APPROVALS** and select your team in the dropdown menu.

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Note: This job description will be visible to all HR users if you do not select a team (the field will show "Select Team").

USERS AND APPROVALS
Team:	Select Team ▾

14. Confirm **School/Department HR (Initiator)** is populated with your name (it's automatic).

15. Select "JD Approval" from the **Approval process** dropdown menu. The other processes are for requesting or updating a position number.

Approval process:*	JD Approval ▾
1. School/Dept Approver:	🔍 ✐
	No user selected.
2. Central HR Approver:	🔍 ✐
	No user selected.

16. Search for your **"School/Department Approver"** in the Approval Process field by clicking on the magnifying glass. Or, fill in approver's name or UNI and hit Return/Enter on your keyboard.

Note: If you need to re-enter or search again for a name, before starting over, clear any visible text by clicking the eraser icon.

17. If you are the initiator and the school or department approver, fill in your name in the **School/Dept Approver** field.

18. In the **Central HR Approver** field, fill in or search for the name of the Client Manager.

19. In the **Client Manager** field, fill in or search for the name of the Client Manager (duplicated for reporting purposes only).

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Client Manager:*

No user selected

Next page ❯

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft   **Save**   Save and exit   Cancel

20. Click "Next page" to add a note (optional).

21. Click "Next page" to add a document (optional).

22. Click "Save a draft" if you are not ready to send to approver(s).

23. Click "Save" to send the job description to the approver(s). Confirm send by scrolling down to the **Approval process** field.

    Note: Approval requests are automatically sent via email from the system.

24. Click "Save and exit" to return to **Job Description** library.

    Note: If you are the Initiator and School/Dept Approver, after clicking "Save," the page will refresh. Scroll down to the **Approval process** field to confirm the job description is approved and awaiting Central HR approval.

Approval process:*   JD Approval

1. School/Dept Approver:	Darlene Director ✔ Approved 12 Mar 2019
2. Central HR Approver:	Sam Search ❶ You are here
	Resend email to approver

Update JD

After you receive an email indicating the job description is approved by Central HR, you will be able to create the requisition. Refer to **How to Create a Requisition** for guidance.