TALENT LINK

How to Create a New Job Description Without a Position Number

This job aid provides step-by-step directions for creating a new job description within TalentLink. Please follow these directions when no position number exists or when an existing position number needs to be modified.
Use ***How to Create a New Job Description With an Existing Position Number*** whenever there is an existing position number.

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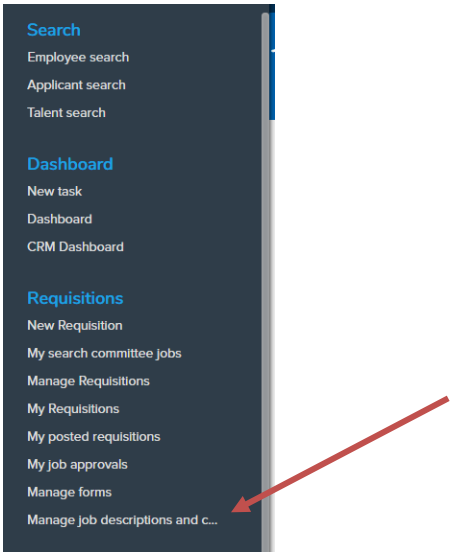
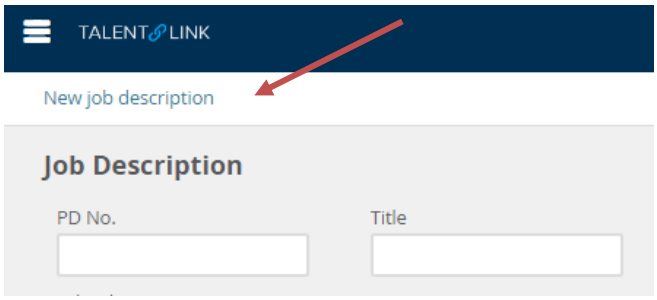
1. Log in to my.columbia.edu; under the HR Manager Resources tab, select "TalentLink".

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.

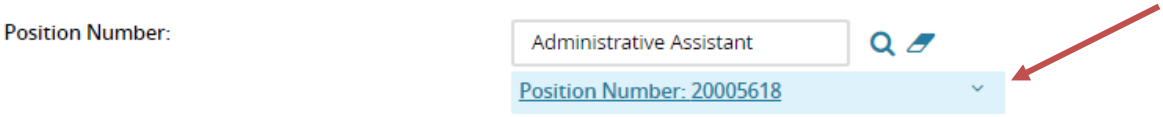
   Skip steps 5 and 6 if you need to create--not modify--a new position number.

5. If you need to modify an existing position number, enter it in the **Position Number** field. If you need to search for a position number, click the magnifying glass icon. Then, select from the popup window list and click "Okay". To expedite search, fill in any of the search fields. Skip this field if you need to create a new position number.

   Note: Position numbers are now created by and added to TalentLink by the Human Resources Processing Center (HRPC) after job descriptions are approved by Central HR.

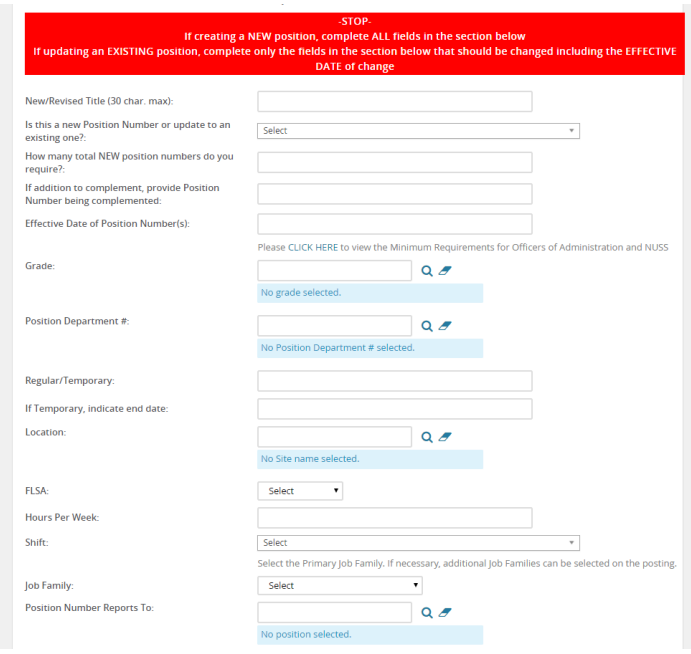
6. Confirm position details by clicking the blue box under the position title.

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



7. Fill in remaining fields, as applicable.

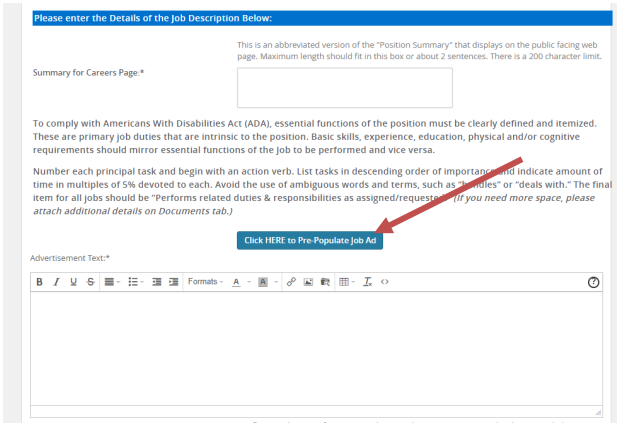
8. Fill in all fields under the red **STOP** section if creating one or more new positions numbers. If modifying an existing position number, only fill in the fields that require modification.



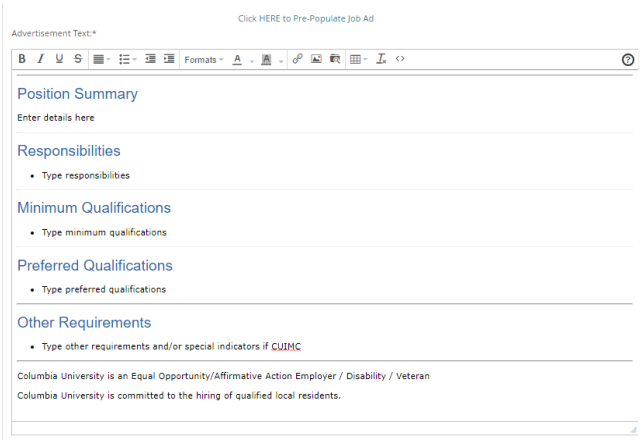
9. Go to the **Please enter the Details of the Job Description Below** section.

10. 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.

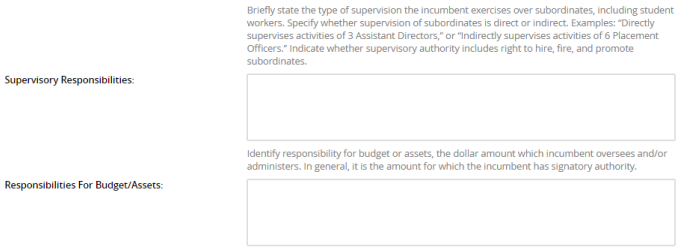
11. Click “Click HERE to Pre-Populate Job Aid” (above the **Advertisement Text** field) for the standard job postings template. You must follow this template for all postings.



12. 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 fields you do not need (i.e. Preferred Requirements). Do not delete the disclaimer language at the bottom.

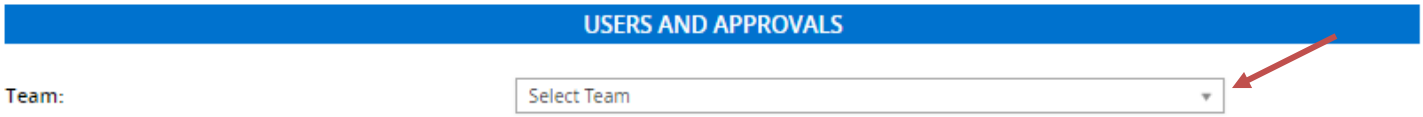


13. Fill in the **Supervisory Responsibilities** and **Responsibilities For Budget** if applicable.



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

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

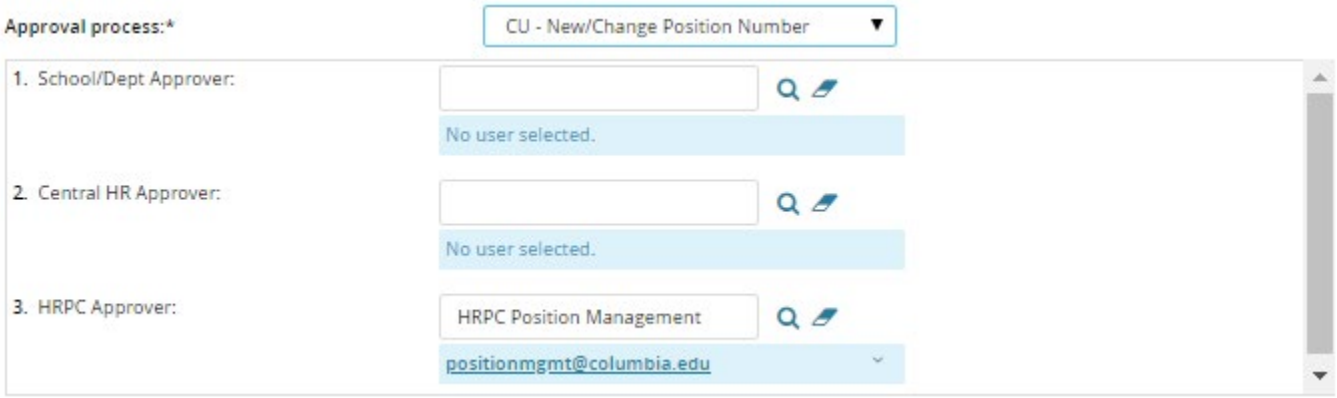


15. Confirm **School/Department HR (Initiator)** is populated with your name (it's automatic).

16. Select either "CU - New/Updating Position Number" or "CUIMC - New/Updating Position Number" from the **Approval process** dropdown menu, depending on where the position is located.

17. 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.

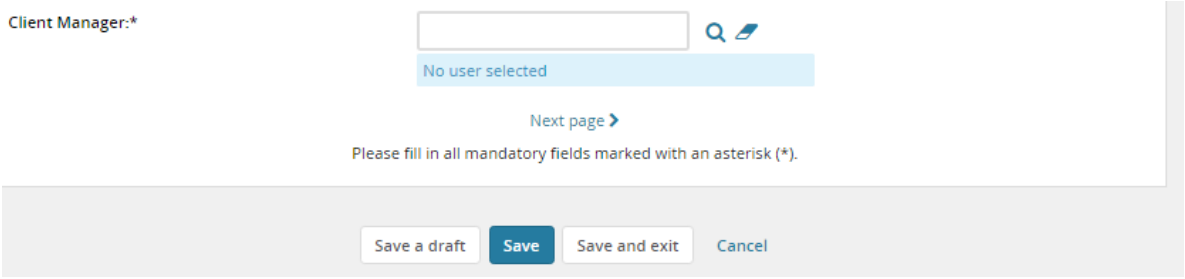


18. If you are the Initiator and the School or Department Approver, fill in your name in the **School/Dept Approver** field.

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

20. Do not change the email in the **HRPC Approver** field.

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



22. Click “Next page” to add a note (optional).

23. Click “Next page” to add a document (optional).

24. Click “Save a draft” if you are not ready to send to approver(s).

25. Click “Save” to send the job description to the approvers. Confirm send by scrolling down to the **Approval process** field.

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

26. 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.

When you receive an email indicating the job description is approved, it’s also confirmation that the position number(s) have been created and added to the job description. After receiving this email, you will be able to create the requisition. Refer to ***Creating a Requisition*** for guidance.