Staff Position Management

Quick Guide to Redefining Classified Positions

Hiring Managers can redefine classified position descriptions changing the core duties of the position as needed. This includes requests for in-band adjustments and role changes.

1. Login to PAPERS7 – https://jobs.odu.edu/hr

2. Verify that you are in the "Positions" module. (Click the blue ellipsis in the top left corner to change modules.)

3. Ensure that you are logged in as the "Hiring Manager" (Check the User Group near the top right corner below the black banner).

4. Click on the "Position Descriptions" tab, then "Staff" or from the Shortcuts box click on "Redefine Classified Position Description".

5. Use the search form to locate the position description by any of the following fields:

    a. Position Number

    b. Working Title

    c. Department

6. Click on the working title of the position you intend to modify.

7. On the Position Description page, click on the "Redefine Classified Position Description" link at the top right of the page.

8. Click on the "Start" shown on the next page. Select the role you've determined to be the most appropriate from those available at the bottom of the page by clicking the radio button next to the role title.