Entering Position Descriptions

Position descriptions can be added or edited via Edit Position Restrictions, performed by either the Management Partner, HR Partner or a newly created, assignable Position Description role. Position description data can also be entered when new positions are created, as part of the Job Requisition process.

1. In the Search field, enter the position number and then click the Search button, or press Enter. The Search Results page is displayed, select the position.

2. Next to the position, click the Orange Prompt icon.


4. In the Position Change Reason field, select Edit Position Restrictions > Update Job Description Summary. By selection this reason, the business process will not take you through the extra sub-process steps.

5. Currently the Job Details Summary data does not pull into the Workday job posting as formatted text. As such, we are suggesting to limit the Job Details Summary to only one paragraph as a high-level summary of the position. Avoid all formatting such as bullets, underline, bold and also carriage returns.

6. Enter the specific position required, preferred qualifications and education levels in the Job Description field. This field will pull into the Workday job posting template as formatted text so we suggest you use bullets, underline, bold, multiple paragraphs, as applicable.

Note: To expand the editor, click on the double arrow icon on the top right-handed side.

7. It is also recommended, in the same Job Description field, enter any specific Working Conditions (Essential Physical Requirements, Visual and Hazards), as found on the Factors page of the current Cornell template.

8. For more details about the position, click on the Qualifications tab. Within the Education section, click on the button to add a new row. Check the Required box, as appropriate. Enter the applicable Degree, and if needed, the corresponding Field of Study. If you want to remove rows, click on the button.
9. Go to **Responsibilities** Section, located on the same **Qualifications** tab. Click on the button to add a row. Click on the **Format Text** button to expand the editor tool.

10. On the **Qualifications** tab, within the **Education** section, click on the button to add a new row. Check the **Required** box, as appropriate. Enter the applicable **Degree**, and if needed, the corresponding **Field of Study**. If you want to remove rows, click on the button.

11. Go to **Responsibilities** Section, located on the same **Qualifications** tab. Click on the button to add a row. Click on the **Format Text** button to expand the editor tool.

12. Using the current position description as a reference, start by entering the last, lowest percentage of the **RESPONSIBILITIES/ESSENTIAL FUNCTIONS**. Click on the button to add additional rows.

**Important Notes:**
- At this time, Workday does not provide the functionality to move rows up and down, as such it is critical that you enter the lowest percentage first, building from bottom upwards.
- Enter the percentage of function in parenthesis as part of the function title (see below).

<table>
<thead>
<tr>
<th>Required</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Data Analysis, Reporting, and Resource Development (35%)</td>
</tr>
<tr>
<td></td>
<td>In collaboration with the Assistant Director of HR, provide complex data reporting and analysis to support Science as well as for responding to external salary and HR surveys (ASEE, USNWR, EDG, etc.). Utilize develop reports in a variety of formats, including spreadsheets, pivot tables, and scatterplots, ensuring comprehensive and effective reporting through Activity Insight, serving as a point person for departmental questions and concerns and pro</td>
</tr>
<tr>
<td>Yes</td>
<td>Human Resource Functions (30%)</td>
</tr>
<tr>
<td></td>
<td>Act as a primary contact for individuals in the College of Engineering and Computing &amp; Information Science</td>
</tr>
</tbody>
</table>

### Printing the Position Description (for employee, manager and HR)

1. In the **Search** field, enter the position number and then click the **Search** button, or press the **Enter** key. The **Search Results** page is displayed. Select the position.

2. Next to the position, click the **Orange Prompt** icon.

3. Under **Available Actions**, select **Edit Position > View Position Restrictions**.

4. Click on the print icon, in the top right corner of the page.

5. Select all of the parts you wish to print.

**Important Note:** Employees will not be able to see incumbent data.