## **Quick Reference Guide: Viewing Your Position Description**

**Instructions:** People Admin is the ISU Classification and Hiring System. Use this guide to log into People Admin and to view your own position description (PD). For more detailed training resources, navigate to peopleadmin.hrs.iastate.edu. If you are unsure of your username/password, please contact the Solution Center (515-294-4000).

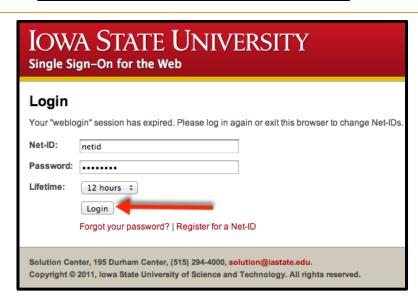
- Open a web browser (e.g. Internet Explorer, Safari, Firefox, Chrome).
- Navigate to www.iastatejobs.com/hr
- 3. Click the yellow link "Please click here to log in with your ISU Net-ID".

## Iowa State University

Please click here to log in with your ISU NetID

As a user of the ISU Classification and Hiring system, I understand that I may have access to information related to applicants, employees, and university business transactions. I understand that this information is confidential and my ability to access and/or use this information is exclusively for conducting university business. I understand and agree that I shall not provide or release this information to any individual or organization except for the sole purpose of conducting university business within the requirements of my position. I understand that I will use this system in accordance with university policies. I understand that any misuse or inappropriate disclosure of such information could result in discipline. By continuing, I acknowledge that I understand and agree to these conditions.

- 4. Enter the first part of your **ISU Email address** as your Net-ID.
- Enter your email address password in the password field.
- 6. Click **Login**.



You are now logged into **PeopleAdmin.** To log out, click the link on the upper right hand side.

7. Click My Profile.



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Click the **PositionDescription** tab.

9. Click the **listed PD** to view more information.



**Note**: If this is not available, you are not currently seated in a PD. Please contact your supervisor or College/Division HR Liaison.

There are options to **Print** or initiate a **Modification** (such as a update or reclassification) on the upper right side of your position description:

