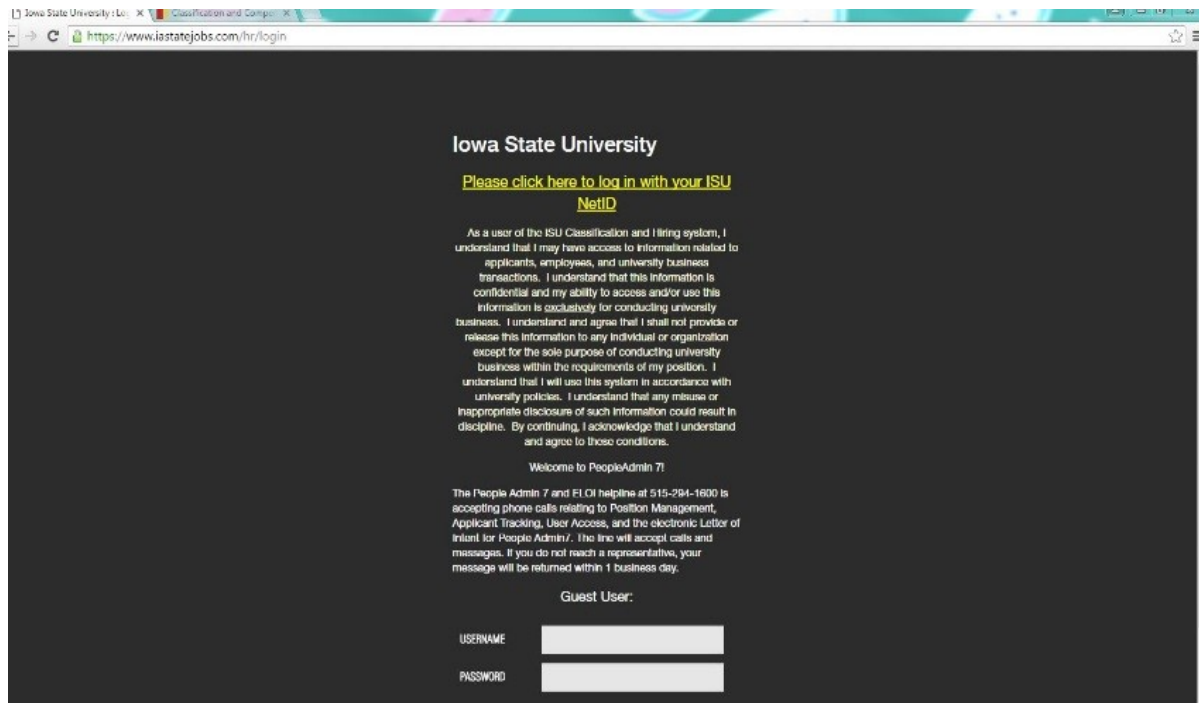


Classification Information in People Admin

Quick Reference Guide: Reviewing Classification Information

The Classification and Compensation website will no longer house Merit, P&S, and Faculty/other classification information. In order to view classification information for Merit, P&S, and Faculty utilize the following steps:

1. Go to People Admin7 website <https://www.iastatejobs.com/hr/sessions/new>



2. Select “Please click here to log in with your ISU NetID” link at the top of the page. It will redirect you to the site for log in. Log in using your ISU NetID and password.

Classification

3. Confirm you are on the “**Position Management**” module and select the “**Classifications**” tab at the top of the screen. Select the category of the classification you want to view (i.e. Merit, Faculty/Other, and P&S).
4. Select or search for the classification you wish to view. Note: Classifications are in alphabetical order.
5. Select a classification by clicking the title link.

http://www.hrs.iastate.edu/hrs/PA7Classifications

6. Search for a classification by typing the title in the search bar, click the search button, and then click on the title of the classification you wish to view.

The screenshot shows the Iowa State University Online Recruitment System interface. At the top, there is a navigation bar with the university logo and a menu with options: Home, Position Descriptions, **Classifications**, My Profile, and Help. A dropdown menu is open under 'Classifications', listing: Morit, Faculty/Other, P&S, P&S Temp/Emergency, and Morit Temp. To the right of the navigation bar, there is a user profile for 'PeopleAdmin' with an 'Inbox' button and a 'POSITION MANAGEMENT' dropdown. Below the navigation bar, a message says 'Kelly Sierens, you have 0 messages. Current Group: UJR Class & Comp' with a 'logout' link. The main content area is titled 'Welcome to your Online Recruitment System'. It features an 'Inbox' section with a sub-header 'Displaying items for group "UJR Class & Comp"'. Below this are tabs for 'Postings (0)', 'Users (10+)', 'Hiring Proposals (1)', and 'Position Requests (10+)'. A table with columns 'Job Title', 'Type', 'Current State', and 'Owner' is partially visible. Below the 'Inbox' is a 'Watch List' section with tabs for 'Postings (0)', 'Hiring Proposals (0)', and 'Position Requests (0)'. A table with columns 'Job Title', 'Type', 'Current State', and 'State Owner' is also partially visible. On the right side, there are sections for 'My Links' and 'Useful Links', including 'Your Applicant Portal (How Applicants access your PeopleAdmin system)', 'Position Management Training Tools', and 'Applicant Tracking Training Tools'.

P&S Classifications

+ Create New Classification

Saved Searches Search More Search Options

Ad hoc Search All Classifications

"All Classifications" 118 Actions

Previous 1 2 3 4 5 6 7 8 9 ... 13 14 Next

<input type="checkbox"/>	University Title	Title Status	Actions
<input type="checkbox"/>	Academic Adviser I - 2050	Approved	Actions
<input type="checkbox"/>	Academic Adviser II - 2051	Approved	Actions
<input type="checkbox"/>	Academic Adviser III - 2052	Approved	Actions
<input type="checkbox"/>	Academic Adviser IV - 2053	Approved	Actions
<input type="checkbox"/>	Academic Fiscal Officer I - 2025	Approved	Actions
<input type="checkbox"/>	Academic Fiscal Officer II - 2026	Approved	Actions