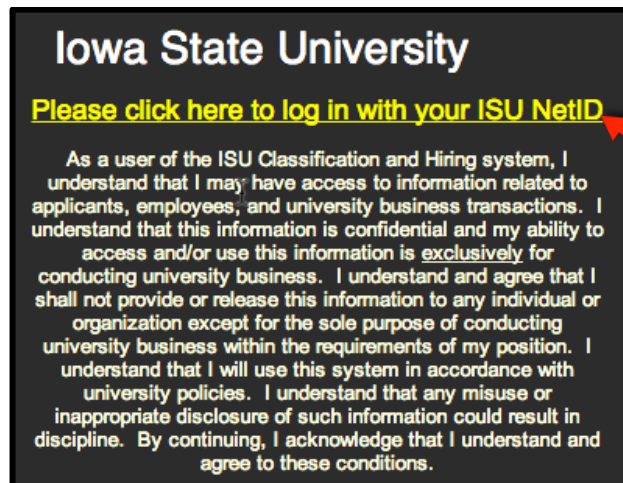


Quick Reference Guide: Viewing Your Position Description

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).

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



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

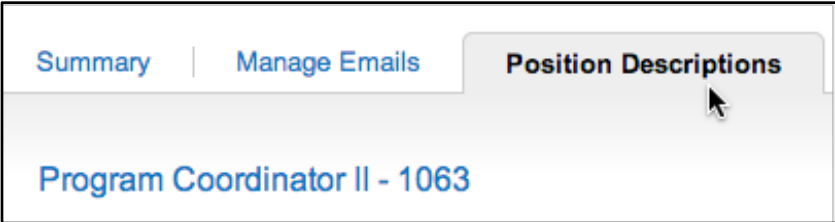
You are now logged into **PeopleAdmin**. To log out, click the link on the upper right hand side.

7. Click **My Profile**.



Quick Reference Guide: Viewing Your Position Description

8. Click the **Position Description** 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:

