Quick Reference Guide: Viewing Your Position Description

**Instructions**: People Admin 7 is the ISU Classification and Hiring System. Use this guide to log into People Admin 7 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 7**. To log out, click the link on the upper right hand side.

7. Click **My Profile**.
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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, HR Liaison or the Classification and Compensation Office.

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