

Cloning a Position Description Job Aid

Purpose: University Human Resources (UHR) offers the option for users at Hiring Manager scope and above to duplicate an existing position description (PD) that has been approved in PeopleAdmin 7 (PA7). It is called **Cloning a PD**.

In this document you will find:

What are the benefits of cloning a PD?	1
When should a PD be cloned?	1
How is a PD cloned?	1
What are additional considerations before routing?	2

What are the benefits of cloning a PD?

- Takes less time than creating a unique position description
- Can be used to maintain internal consistency
- Can reduce turnaround time for approvals

When should a PD be cloned?

- When hiring multiple people for the same position
- When adding a new position that is identical to an existing position
- When creating a new position description that is similar to an existing approved position

How is a PD cloned?

To clone an existing approved PD, follow these steps:

1. Log into PeopleAdmin 7 with your ISU **Net ID and password** and navigate to the **Position Management** module
2. Hover over **Position Descriptions** and click on the appropriate position type (Merit or P&S)
3. Click **Create New Position Description** and click the blue **New Position Description** link
4. Scroll down to select the radio button of the appropriate PD to clone

Cloning a Position Description Job Aid

Hint: By clicking Filter these results, you can narrow down the search

Clone an existing Position Description?

[Filter these results](#)

The screenshot shows a search results page with a header 'All Position Descriptions' and a sub-header 'Saved Search: "All Position Descriptions" (2987 Items Found)'. Below the header is a pagination control with 'Previous' and 'Next' buttons and a series of numbered links from 1 to 100. Below the pagination is a table with the following columns: Working Title, Position Number, Employee First Name, Employee Last Name, Status, and Supervisor.

5. Click **Start Position Request** in the upper right corner
6. Complete all required fields indicated with a red box and route through the workflow as appropriate

What are additional considerations before routing?

All fields within a PD will pull from the cloned PD except the position number. This means users will need to review the PD and change information as appropriate for the requested action. See below for areas to pay special attention to.

- Action Justification tab
 - Are you going to fill this position?
 - Justification for Action
 - Remove any previous information
 - Supply new information relevant to this action
 - Provide PD # it was cloned from
 - Are you advertising as a series?
 - Are you filling multiple positions from one posting?
- Verification tab
 - Supervisor Verification, Department Chair/Director Verification, Dean/AVP Verification, president/ Senior VP Verification
 - Remove names and route through the workflow to recertify at each appropriate level
- Posting Position Details, Supplemental Questions, and Applicant Documents
 - Review all fields in these tabs if the PD is not a duplicate for the same posting

The screenshot shows a vertical menu titled 'Editing Position Request'. The menu items are: Action Justification (highlighted in yellow), Classification Selection, Position Details, Job Factors, Essential Physical Fun..., Qualifications, Verification (highlighted in yellow), Posting Position Details (highlighted in yellow), Supplemental Questions (highlighted in yellow), Applicant Documents (highlighted in yellow), Supervisor, Position Documents (highlighted in yellow), and Position Request Summary.

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- Position Documents
 - Update the organizational chart if it is out of date