



Cloning a Staff Position Description

1. As **Initiator**, navigate to the **Position Management** module (orange side)

This screenshot shows the top navigation bar of the University of Idaho system. On the left, a dark blue bar contains a menu icon and the text 'Position Management', which is highlighted with a red box. On the right, the user is identified as 'Mandy Brocke' with links for 'My Profile' and 'logout'. Below the navigation bar, the 'University of Idaho' logo is centered. A secondary navigation bar has 'Home' and 'Position Descriptions' (with a dropdown arrow), with 'Position Descriptions' highlighted in orange. Below this, a 'Users' section is visible. On the right side, a 'User Group:' dropdown menu is open, showing a list of roles: 'HRS', 'Employee', 'HRS', 'HRS Administrator', and 'Initiator'. The 'Initiator' role is highlighted with a red box.

2. Click on **Position Descriptions** and select **Staff/Professional** for the position type.

This screenshot shows the 'Position Descriptions' dropdown menu from the previous step. The 'Position Management' header is visible at the top. The 'Position Descriptions' dropdown is open, showing a list of position types: 'Staff/Professional', 'Staff/Professional Actions', 'Faculty', 'Faculty Actions', 'Temporary Faculty', and 'Temporary Faculty Actions'. The 'Staff/Professional' option is highlighted with a red box. The background shows the 'University of Idaho' logo and the 'Position Descriptions' dropdown arrow.

3. In the upper-right hand corner of the page, click **Create New Position Description**.

4. On the next page, enter in the **Working Title** as well as the **Organizational Unit** information. These fields may already be filled in depending on the scope of access you have.

Working Title *

Organizational Unit

Division/College (mid-level) *

Department *

5. Below the title and organization fields, you can then search for the position you want to clone by putting in the **PCN, employee name, title, or job family ID**.

Make sure to hit the **Search button** to find the PD you want to clone, **not** your Enter key. If you hit Enter, the action will automatically start as a new, blank action not a clone.

If you are cloning from a job family template, be sure to select the PD labeled TEMPLATE not a PD with someone seated in it.

6. Once you have found the position description/template you wish to clone, click the radio button next to the title field and then click **Start Action**.

Working Title * Administrative Support S

Organizational Unit

Division/College (mid-level) * Human Resources

Department * Benefit Services

Saved Searches v AD00005 Search Q Hide Search Options v

Add Column: Add Column v

Clone an existing Position Description?

Ad hoc Search x PDs with dates and suffix

Ad hoc Search

Working Title	Department	Employee First Name	Employee Last Name	Position Control Number	Status	Last Updated	Suffix Number	Position Title	Actions
TEMPLATE Administrative Support Specialist	Human Resource Services			TEMPLATE Administrative Support Specialist	Active	February 24, 2023 at 02:11 PM	00	TEMPLATE AD00005	Actions v

Cancel Start Action

If you would like to review the position description before you clone it, click the title. You can then click **Clone this Position Description** on the top right side of the position description to start the action.

Welcome, Mandy Brocke [logout](#)

User Group:

Initiator v

Shortcuts v

Support Specialist (Staff/Professional)

[Print Preview](#)

[Print Preview \(Employee View\)](#)

[Clone this Position Description](#)

7. When cloning a position description, be aware that most of the information will be flooded in. Please be sure to review/update as needed:

- Funding
- Suffix
- Org chart
- Hiring Approval
- Supervisor
- Posting Information
- Provide a suggested PCN if you are cloning the PD to update a filled position OR if you have one to repurpose for a new position. If not, put NEW in that field.

8. In the "What is the purpose of this action?" box, please include a comment stating that you cloned the PD for PCN XXXX or TEMPLATE XXXXXX and need to deactivate the old version of the job description for PCN XXXX. This will archive the old version so that only the new version is active.

If you have any questions about cloning a position, please reach out to employment@uidaho.edu or 885-3611.