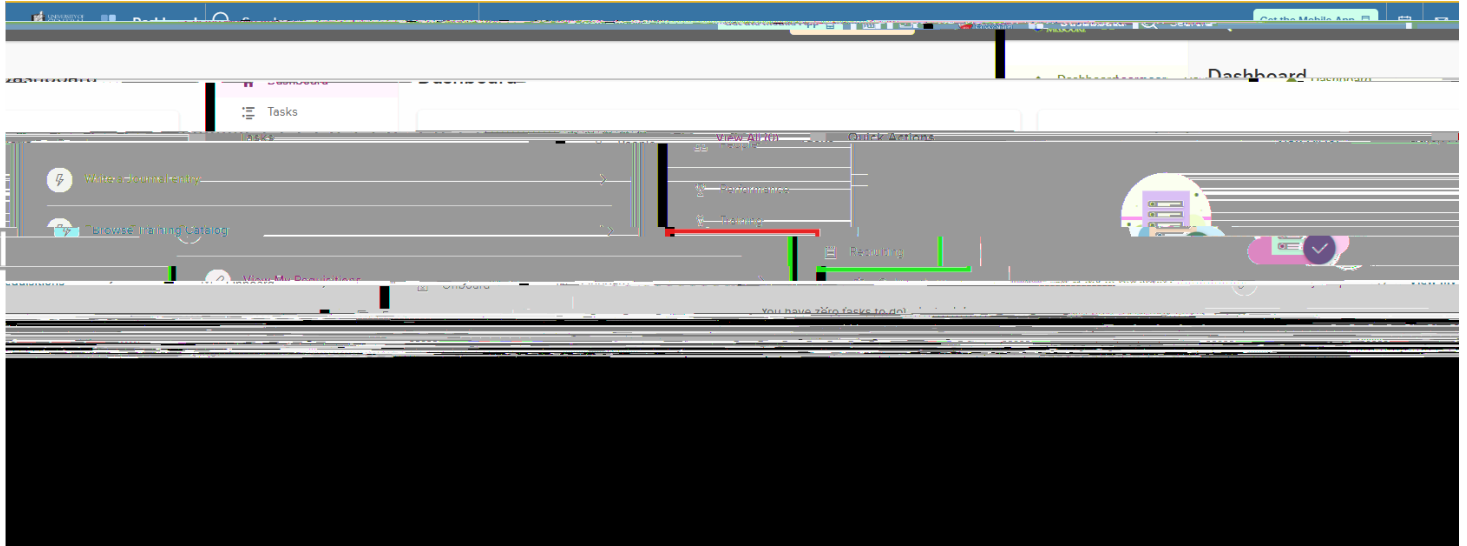




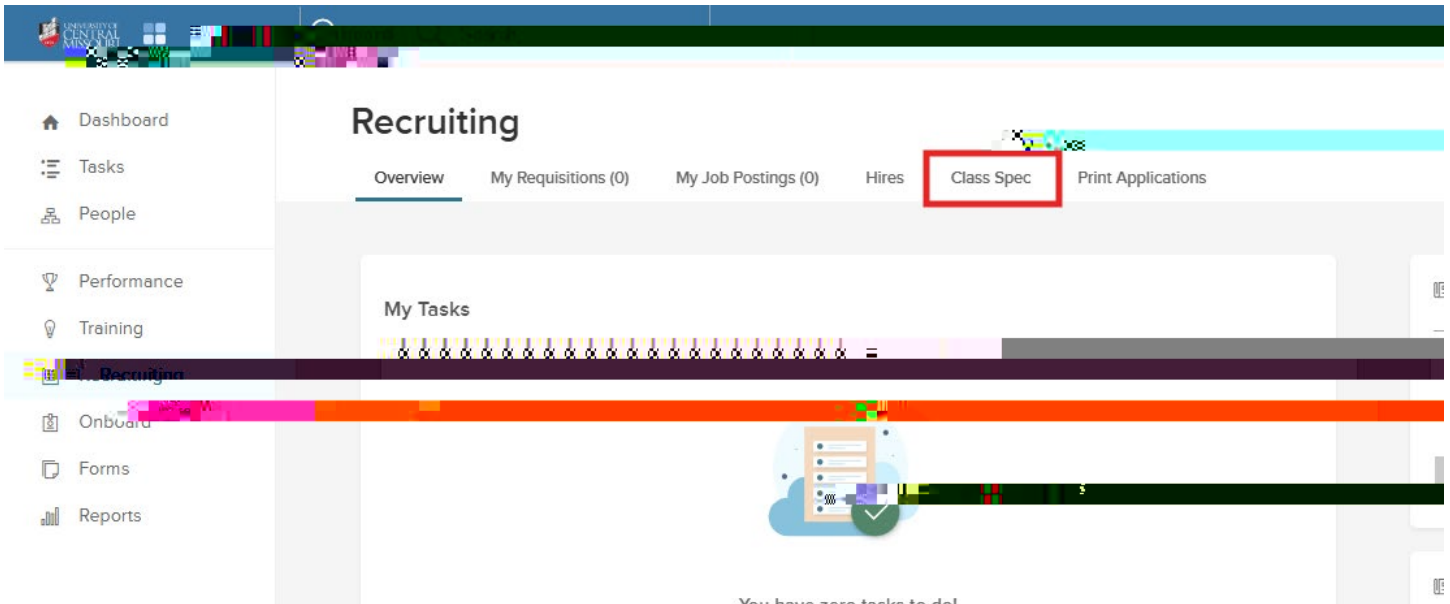
Editing a Position Description

If you are set as a hiring manager within NEOED, you can make changes to position descriptions and submit them to HR for approval.

When logging into NEOED, select “Recruiting” in the left toolbar.



Your recruiting dashboard will appear. Select “Class Spec” in the top toolbar.



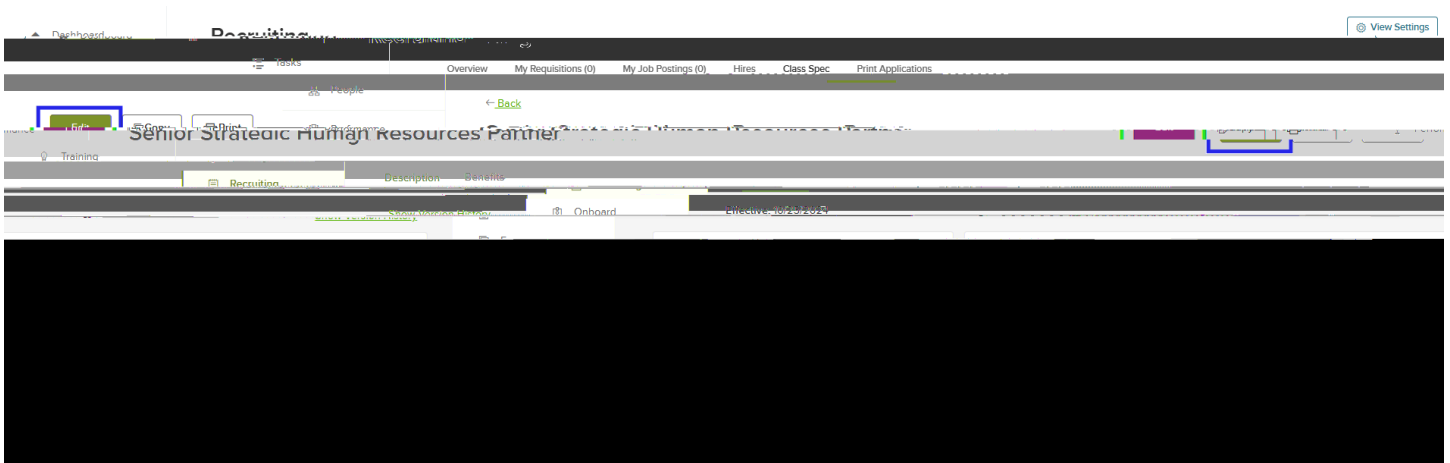
Search for the position you wish to make edits to. You can search by position number or title

Note: If this is your first time searching you may need to click the magnifying glass, so the search bars appear.

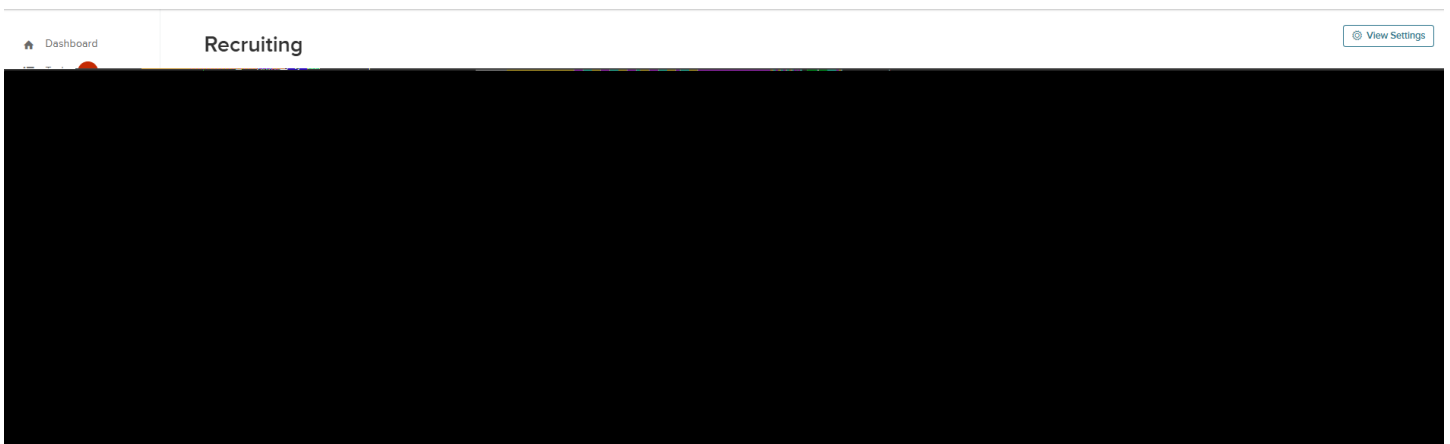


Click on the title you want to make changes to.

It will open the current position description. Choose “Edit”.



Make your requested changes and select “Next”.



Under the “Approvals” tab, the HR Partners approval work low will automatically default in. Leave that approval work low there. If you remove it, the position will sit in draft. Once ready, select “Submit”. HR will review the changes, regrade if necessary, and approve/deny the requested changes.