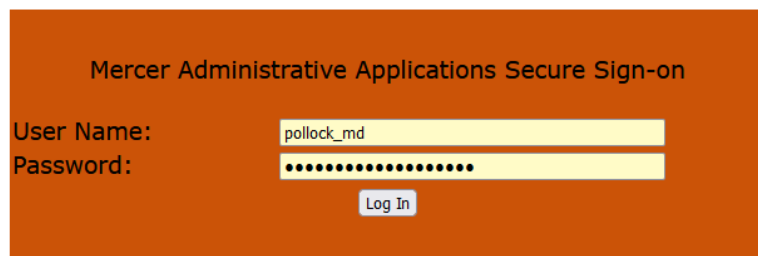


# POSITION DESCRIPTION QUICK GUIDE

## Navigating and Viewing Position Descriptions

1. Log in to the portal using the same username and password you use to log in to your computer.

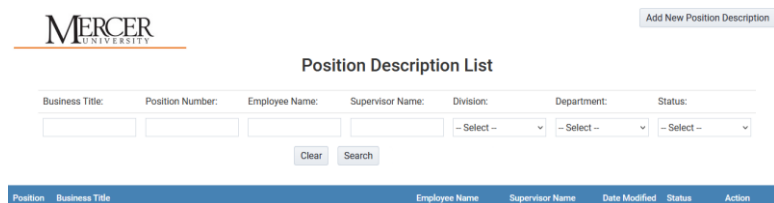


Mercer Administrative Applications Secure Sign-on

User Name:

Password:

2. On the homepage, you have seven different search options. You should only have access to position descriptions (PDs) for your employees and yourself.



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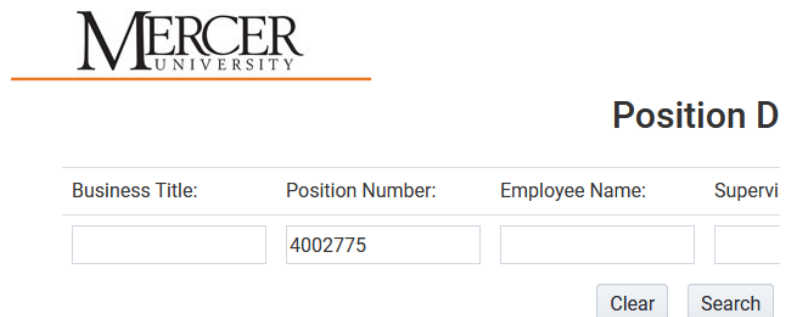
Position Description List

Business Title:  Position Number:  Employee Name:  Supervisor Name:  Division:  Department:  Status:

Position	Business Title	Employee Name	Supervisor Name	Date Modified	Status	Action
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3. If searching by **Position Number**, you must have the exact position number. Hit enter or click on the "Search" button to find results.

Remember to click on "Clear" when starting a new search.



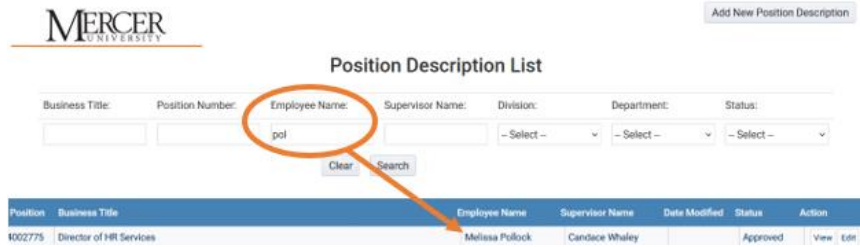
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Position D

Business Title:  Position Number:  Employee Name:  Supervi:

4. For searches by **Business Title, Employee Name, and Supervisor Name**, you can search on any part of the title or name. Hit enter or click the "Search" button to find results.

Remember to click on "Clear" when starting a new search.

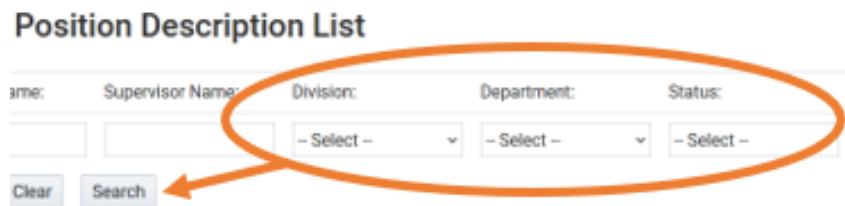


5. When searching by **Division, Department, or Status**, you must hit enter or click the "Search" button to find results.

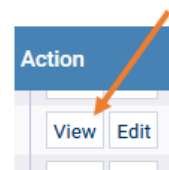
Status options are:

- Approved
- Draft
- Pending

Remember to click on "Clear" when starting a new search.



6. To "View" a position description, click on the "View" button under the "Action" column on the far right side of your screen.



7. While in the "View" screen, you have the option to "Print" the PD or "Cancel" to return to the home page. Both options are located at the bottom of the PD. You also have the option to click on the "Position Description List" button at the very top of the PD, which will return you to the home page.

