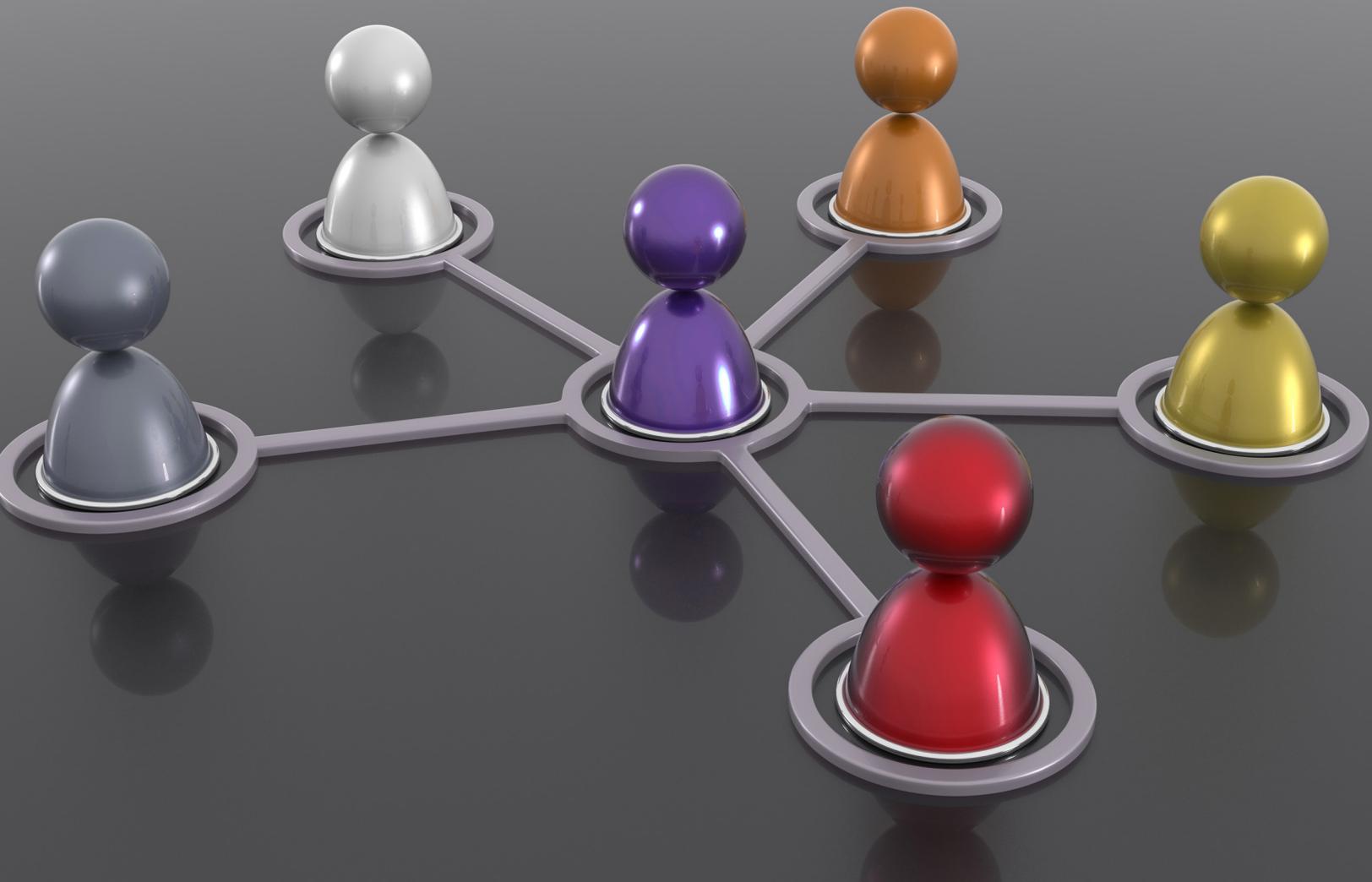




PeopleAdmin Positions

Effortlessly maintain a comprehensive, single source of truth for position descriptions, classifications and organizational structure.





Streamline position management with flexible permissions workflows, audit-ready historical documentation, and more

A transparent, configurable job classification system, position description library and quality position frameworks are key to an effective talent management strategy for any college or university. But inefficient, difficult-to-oversee position management processes can get in the way.

Fortunately, PeopleAdmin's Positions was specifically designed to streamline these processes, enabling you to focus your attention on other critical tasks.

Positions' highly customizable design — including configurable permissions that improve transparency and accountability, editable position descriptions that meet the unique needs of each position type, and customizable workflows and formviews, such as budget approvals, reclassifications and position description updates — aligns online processes with your institution's needs, not the other way around.

Integrations between Positions, Hire and Performance solutions further simplify the entire higher education talent management process, and organize position description transitions all the way from the hiring process to employee development.

Position descriptions

- Map position descriptions to supervisory positions to better understand organizational structure.
- Customize workflows to ensure that position changes are managed appropriately.
- Manage a title classification library to easily create position descriptions or requisitions.

Auditable and defensible

- Review position description audit information and track changes over time.
- Maintain position information to enable benchmarking against internal and industry standards to build a fair and defensible compensation plan.

Powerful integrations

- Seamlessly integrate position descriptions with job requisitions.
- Ensure job postings reflect your organizational needs as they are today, not as they were when you last filled the position.
- Automatically align individual performance reviews with the job duties listed in each employee's position description.

Oversight and control

- Allow designated users to create new position description records for review and approval.
- Initiate position description reclassification requests.
- Control whether certain users can see or edit information at different phases of your workflow.

Features & Benefits

Increased control over classification structure and position descriptions

Enhanced visibility into the way your institution functions

Improved compliance

Easily defensible classification and position description practices

Unmatched visibility into every change made to positions over time

A higher degree of talent management.

For more information, please call 877.637.5800 or visit peopleadmin.com



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