

Accessing Your Position Description

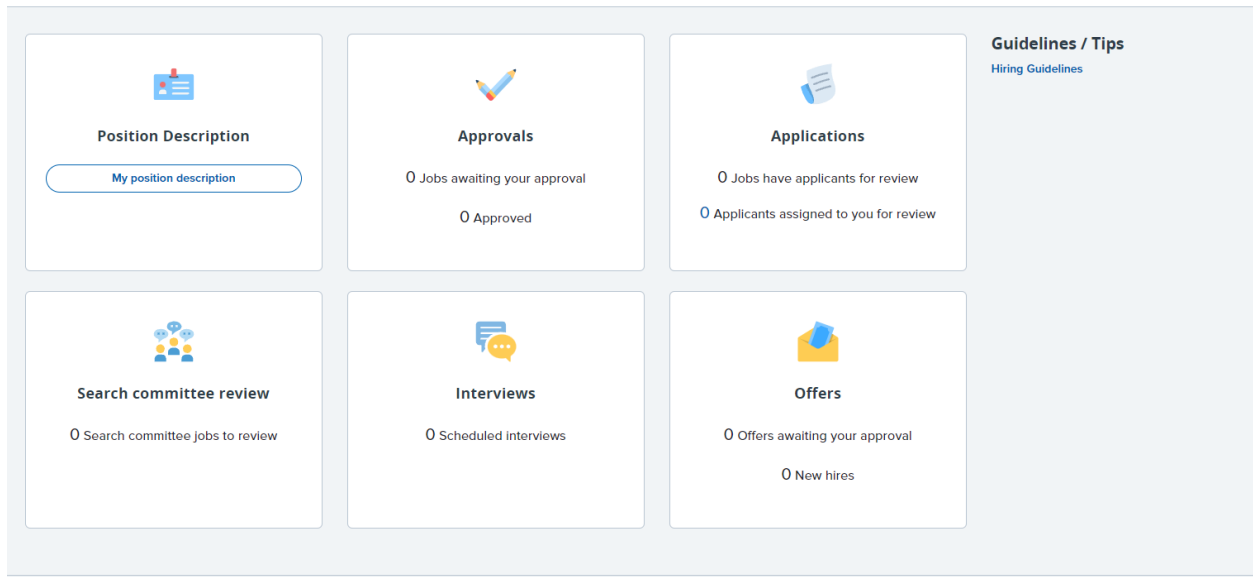
Website to PageUp- <https://hokies.pageuppeople.com>

Uses 2 Factor Login credentials

Most Employees are a **Role 1** in the system and will see this upon login:

My Dashboard

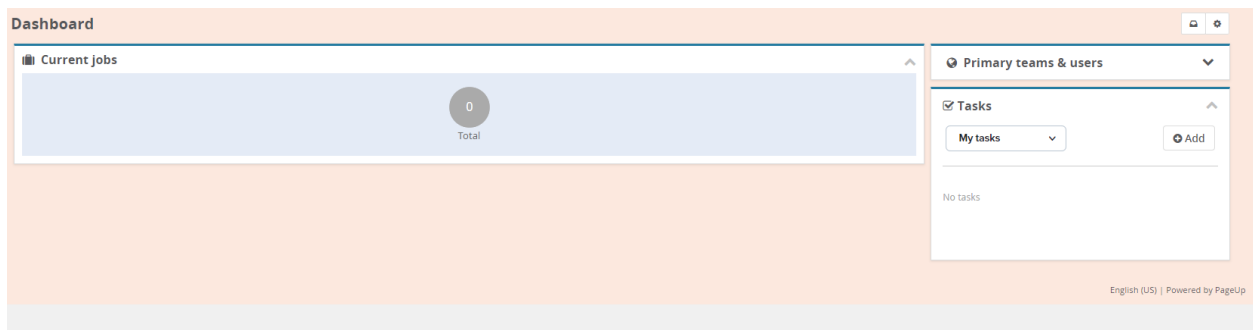
Welcome Raksha, this is your Dashboard where you will see all your tasks organized in various stages.



You would then select- My position description and all the details of your job will be displayed for you to review.

Role 2(and higher) Users

Dashboard will look like this:



You would select from the “hamburger” menu in the top left “Manage position descriptions” under the *Jobs* section.

Then in the ‘Employee Name’ section- Type in your legal name, then select “View”

Position Description

System Number	Title	Position Number	Role Number	Employee Name	Supervisor Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Jeffrey Cumberland"/>	<input type="text"/>
Job Type	Senior management	Department	Organization	Approval status	Status
<input type="text" value="All"/>	<input type="text" value="VP of Human Resources"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="Active"/>

Clear

Search

System Number	Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-17943	Talent Acquisition Manager	120304	BASE	Jeffrey Cumberland	Sandee Cheynet	Jul 15, 2019	Approved	Edit View Recruit for position Archive