

Quick Reference Guide: Viewing Your Position Description

Instructions: Use this guide to log into PeopleAdmin 7 and to view your own position description (PD).

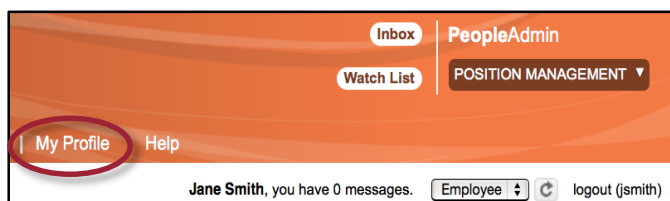
How to Log in to PeopleAdmin 7

Use the steps below to log in to PeopleAdmin 7 (PA7) to view your position description.

1. Open a **web browser** (e.g. Firefox, Safari, Chrome or Internet Explorer)
2. **Navigate** to <http://www.jobs.uark.edu/hr/shibboleth>
3. Enter your **UARK ID** (the ID used for e-mail, the component that precedes @uark.edu), followed by your UARK ID/e-mail **password**. Enter your **email address password** in the password field
4. Click **Login**
5. Select **Employee** as the user type
6. Click the Refresh Icon



1. Click My Profile
2. Click the Position Description tab
3. Click the listed PD to view more information



Note: If this is not available, you are not currently seated in a PD. Please contact your supervisor, HR Partner, or the Classification and Compensation Office.

There are options to **Print** on the upper right side of your position description:

