Cloning a Position Description

Purpose: Human Resources offers the option for users (with appropriate access) to duplicate an existing position description (PD) that has been approved in PeopleAdmin 7 (PA7). It is called **Cloning a PD**.

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What are the benefits of cloning a PD?

- Takes less time than creating a unique position description
- Can be used to maintain internal consistency
- Can reduce turnaround time for approvals

When should a PD be cloned?

- When hiring multiple people for the same position
- When adding a new position that is identical to an existing position
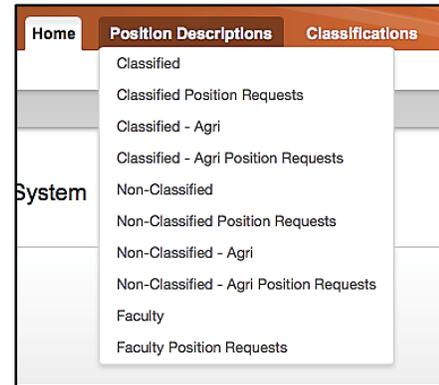- When creating a new position description that is similar to an existing approved position

How is a PD cloned?

To clone an existing approved PD, follow these steps:

1. Log into PeopleAdmin 7 with your **uark ID and password** and navigate to the **Position Management** module

2. Hover over **Position Descriptions** and click on the appropriate position type

3. Click **Create New Position Description** and click the blue **New Position Description** link

4. Scroll down to select the **radio button** of the appropriate **Position Description** to clone

Note: *By clicking Filter these results, you can narrow down the search*

5. Click **Start Position Request** in the upper right corner

6. Complete all required fields indicated with a red box and route through the workflow steps as appropriate

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What are additional considerations before routing?

All fields within a PD will pull from the cloned PD including the position number. This means users will need to review the PD and change information as appropriate for the requested action. Note in the comments when transition through the approval process that this is a cloned PD and note the position number it was cloned from.