To create a position description

1. Access the position descriptions for the appropriate position type.
2. Select Create New Position Description. A dialog box asks what you would like to do. Select the desired action.
3. Provide a name for the position description and specify its location in the organizational tree.
4. If you want to create the position description from an existing position description, filter and search for the desired position description from the list at the bottom of the page.
5. When you have located the desired position description, you may wish to open it for viewing to be sure it is the one you want to use as the basis for the new one. Select its working title, or select View from its Actions control.
6. If this is the position description you wish to copy, use your browser’s back button to return to the list of position descriptions, and use the selector control associated with it to mark it as the position description to clone.
7. Select Start Action. The cloned position description opens for editing.

You may see an error message stating that the reason for the action cannot be left blank; this happens because the reason is a required field on the form, and it is cleared when the position description is cloned.

8. Continue as for editing.