Quick Reference Guide: Viewing Your Position Description

Instructions: People Admin 7 is the ISU Classification and Hiring System. Use this guide to log into People Admin 7 and to view your own position description (PD). For more detailed training resources, navigate to peopleadmin.hrs.iastate.edu. If you are unsure of your username/password, please contact the Solution Center (515-294-4000).

1. Open a web browser (e.g. Internet Explorer, Safari, Firefox, Chrome).
3. Click the yellow link “Please click here to log in with your ISU Net-ID”.
4. Enter the first part of your ISU Email address as your Net-ID.
5. Enter your email address password in the password field.
6. Click Login.

You are now logged into PeopleAdmin 7. To log out, click the link on the upper right hand side.

7. Click My Profile.
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8. Click the Position Description tab.

9. 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 Liaison or the Classification and Compensation Office.

There are options to Print or initiate a Modification (such as a update or reclassification) on the upper right side of your position description: