As a Hiring Manager, or Hiring Manager Assistant, you are able to look up the position description (PD) of employee's who are assigned to your organization. Using this method you can review, but not modify, a job description.

1. Login to YourFuture using the "Manager Login" link on the SNAP HR tab or go to http://yourfuture.sdbor.edu/hr , use your SNAP username and password.

2. Verify that your Current Group is "Hiring Manager" or "Hiring Manager Assistant w/Org Access." This can be found at the top of the screen, right under your name. If you need to change the group follow these steps:
   a. Click "Change User Type" on the left, blue menu.
   b. Select the appropriate group radio button and click "Change Group."
   c. Your Current Group should now be "Hiring Manager" or "Hiring Manager Assistant w/Org Access."
   d. Click "Default View" on the left, blue menu.
   e. Select the "Institution/Department" radio button*, and then click "Change for Future Sessions."
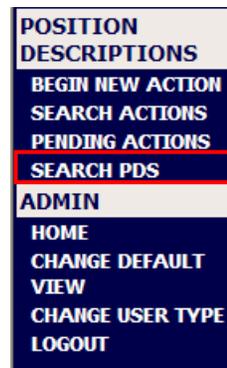   f. You will now be returned to the home screen.

Change Default View

Here you may change your default view.

A user's default view affects how they will see information when they first come to a screen. If information seems to be missing, one cause may be that the view limited what was shown on the screen.

The advantages to using a more limited view (personal vs. Institution/Department or Institution/Department vs. system) is that you see more complete information. Depending on the number of records in the system for the system, the information may be more than you require, and may take longer for web pages to load as a result of more data.

Change View:
- ○ User
- ⦿ Institution/Department

CHANGE FOR THIS SESSION

CHANGE FOR FUTURE SESSIONS   CANCEL

3. Under the Position Description section of the main, blue menu (left side of screen), select "Search PD's."

4. Enter search criteria as appropriate. An "Employee Last Name" search is usually sufficient.

5. Review the results. If the proper PD is not found, try other search criteria. If you cannot find the proper PD contact your HR Department.

6. Select "View History" to review historical versions of the PD, or the action history of the PD.

JOB POSTINGS
- VIEW ACTIVE JOB POSTINGS
- VIEW PENDING
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

APPLICANTS
- SEARCH RESUMES

POSITION DESCRIPTIONS
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH PDS

ADMIN
- HOME
- CHANGE DEFAULT VIEW
- CHANGE USER TYPE
- LOGOUT

POSITION DESCRIPTIONS
- BEGIN NEW ACTION
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View Approved Position Descriptions

Approved Position Descriptions								
1 Record								
▼ **Working Title**	▼ **Position Title**	▼ **Position Number**	▼ **Class Code**	▼ **Employee Id**	▲ **Employee Last Name**	▼ **Organization**	▼ **Date**	▼ **Last Action**
HR/Research Analyst Get Reports List	Analyst	RE9995	00561	A00079670		1DOHR1-Human Resources	Aug 31 2009 5:16PM	NFE: Hiring Proposal Updated View History

7. Select "Get Reports List" to review summaries of the current PD.
8. Select the desired summary:
    a. "Detailed Summary" shows a highly detailed, often lengthy report of information to include summary of actions taken, classification information, etc.
    b. "Essential Functions" – shows the standard PD which would be used to give to employees, job applicants, etc. – can be neatly printed**.**
    c. "Budget report" – shows a summary focusing on information related to payroll accounts and budget information.

Note:
*The "Institution/Department" view allows you to view all job descriptions or actions in the departments for which you have organization permission. This is the recommended view for most occasions.

 *The "User" view allows you to see only job descriptions or actions for which you have specifically been given permission to see, regardless of your organizational permission. (For example, viewing a job description in another department for which you have been given access by name.)