

To access position descriptions for your employees via the ISU Classification & Hiring System go to

<https://www.iastatejobs.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1251129376060>

and follow the instructions on the screen. Note, if you have not set up a user account, you will need to create one by clicking on "Create User Account" from the menu on the left.

The screenshot shows a web browser window titled "Employment Opportunities at Iowa State University - Windows Internet Explorer". The address bar contains the URL: <https://www.iastatejobs.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1251129376060>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a search bar with "Bing" and a search icon. The main content area features a red banner with the text "IOWA STATE UNIVERSITY AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER" and "CLASSIFICATION & HIRING SYSTEM". On the left side, there is a navigation menu with "USERS" and "CREATE USER ACCOUNT" highlighted. The main content area contains the following text:

university business. It is not to be provided or released to any individual or organization except for the purpose of conducting university business within the requirements of your position. By continuing, I agree to these conditions.

SUPERVISORS & DEPARTMENTS WHO NEED TO ACCESS EMPLOYEE POSITION DESCRIPTIONS OR VACANCIES: Please login to the system using your User Name and Password. If you have not set up a user account and do not have a User Name and Password assigned, click **Create User Account**.

EMPLOYEES who need access to their Position Description do not need to create a user account. Login with your 9-digit university ID as your username and as your password.

If you have questions, please email or phone [Recruitment & Employment](#) (515-294-4800 or Toll Free: 1-877-477-7485).

The login form is enclosed in a red border and contains the following fields and buttons:

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

IOWA STATE UNIVERSITY

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

CLASSIFICATION & HIRING SYSTEM

USERS
CREATE USER ACCOUNT

Create User Account

University employees responsible for initiating and/or approving classification requests, vacancy announcements and hiring decisions for Faculty, Merit, P&S and K base vacancies may submit a user account request for approval. Notification of approval will come by email when the account has been approved. Please fill in the following information and click on the Continue button to submit your account request.

Please make a note of your Username and Password. The Username and Password is what you will use to access the system in the future.

Click on the cancel button if you wish to return to the login page.

If you have questions regarding user accounts for this system, please email [Recruitment & Employment](#) or call 515-294-4800 or Toll Free: 1-877-477-7485.

*Required information is denoted with an asterisk.

Create User Account																												
* Username (Requires at least 6 characters)	<input type="text"/>																											
* Password (Requires at least 6 characters)	<input type="password"/>																											
* Confirm Password	<input type="password"/>																											
* First Name	<input type="text"/>																											
* Last Name	<input type="text"/>																											
Employee ID	<input type="text"/>																											
Phone Number (Format: 'xxx-xxx-xxxx')	<input type="text"/>																											
* University Email	<input type="text"/>																											
* Do you want to receive vacancy emails routing to your department(s) for your approved user type?	Select One <input type="button" value="v"/>																											
Department	<table border="1"><thead><tr><th>Not Selected</th><th></th><th>Selected</th></tr></thead><tbody><tr><td>Sample Office</td><td>></td><td>Select One</td></tr><tr><td>ACAD INFO TECH-26150</td><td>></td><td></td></tr><tr><td>ACCOUNTING-08100</td><td><</td><td></td></tr><tr><td>ACCOUNT RECEIVABLES-1204</td><td>></td><td></td></tr><tr><td>ADM TCH SRV-12900</td><td>>></td><td></td></tr><tr><td>ADMISSIONS-14020</td><td><<</td><td></td></tr><tr><td>AEROSPACE ENG-02100</td><td>></td><td></td></tr><tr><td>AESHM-10100</td><td><</td><td></td></tr></tbody></table>	Not Selected		Selected	Sample Office	>	Select One	ACAD INFO TECH-26150	>		ACCOUNTING-08100	<		ACCOUNT RECEIVABLES-1204	>		ADM TCH SRV-12900	>>		ADMISSIONS-14020	<<		AEROSPACE ENG-02100	>		AESHM-10100	<	
Not Selected		Selected																										
Sample Office	>	Select One																										
ACAD INFO TECH-26150	>																											
ACCOUNTING-08100	<																											
ACCOUNT RECEIVABLES-1204	>																											
ADM TCH SRV-12900	>>																											
ADMISSIONS-14020	<<																											
AEROSPACE ENG-02100	>																											
AESHM-10100	<																											
1) Click on the name of the department(s) and click the top arrow (>) to select - please only select the department(s) for which you have the authority to initiate or approve an action. 2) Selected department(s) appear in the right hand box.																												
Requested User Type	Employee <input type="button" value="v"/>																											

User Account Status

Submit for Approval

Enter your personal information as prompted. For the specific fields listed below, enter the following responses:

Select "No" when asked if you want to receive vacancy e-mails routing to your department(s) .

Under Department, scroll down to "Ames Laboratory – 45000", click to highlight, and then click on the > to select.

Select "Hiring Supervisor or Proxy" for your Required User Type.

When you are finished, click on "continue" to submit your request.

Once you have received confirmation that your user account has been set up, you may access the ISU Classification & Hiring System to view position descriptions of your employees.

Once you have logged in, and have reached the “Welcome” screen, from the menu on the left, select “Search Position Descriptions”

IOWA STATE UNIVERSITY AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
CLASSIFICATION & HIRING SYSTEM

Welcome Rhonda DeShong. You are logged in with Department View. Monday, March 8, 2010

Welcome

Please make a selection from the menu on the left.

- HELP/RESOURCES
- ROUTING INFORMATION

Enter the supervisors name and click search, a list of your employees should appear, select the employee’s position description that you want to view and click on “Get Reports List”

View Position Descriptions

Approved Position Descriptions

3 Records

Title	Position Number	Department	Supervisor	Employee Last Name	Last Action	Date of Last Action
CLERK IV Get Reports List View Summary Only	001554	AMES LABORATORY-25000	Diane Muncrief	Hill	Access to Position Description Changed/Employee Edited View History	Oct 5 2009 12:02PM
DIRECTOR OF OCCUPATIONAL MEDICINE Get Reports List View Summary Only	003416	AMES LABORATORY-25000	Diane Muncrief	Sheldahl	Modification Approved View History	Jun 8 2007 1:31PM
ASSISTANT PERSONNEL OFFICER Get Reports List View Summary Only	004130	AMES LABORATORY-25000	Diane Muncrief	Witt	Access to Position Description Changed/Employee Edited View History	May 29 2008 11:37AM

For best results, search for only 1 field but "Check All" boxes.

Search Position Descriptions

Position Number: Job Title: Any

Employee First Name: Employee Last Name:

Supervisor's Name:

SEARCH **CLEAR RESULTS**

Select "Position Information Questionnaire (P&S)" and click on GENERATE REPORT

IOWA STATE UNIVERSITY AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
CLASSIFICATION & HIRING SYSTEM

Welcome **Rhonda DeShong**. You are logged in with Department View. Monday, March 8, 2010

Position Description Report(s)

DIRECTOR III

[Return to Previous](#)

Report Choices

Position Description Questionnaire (Merit)

Position Information Questionnaire (P&S)

GENERATE REPORT

VACANCIES
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
CREATE NOTICE OF VACANCY
FROM TEMPLATE
FROM PREVIOUS

POSITION DESCRIPTIONS
BEGIN NEW ACTION
PENDING ACTIONS
HISTORICAL ACTIONS
SEARCH POSITION DESCRIPTIONS
VIEW MY POSITION DESCRIPTION

ADMIN
HOME
CHANGE DEFAULT VIEW
REPORTS
CHANGE PASSWORD
LOGOUT

• [HELP/RESOURCES](#)

• [ROUTING INFORMATION](#)

Internet | Protected Mode: Off 100%

Scroll down to the “Duties and Responsibilities” section and you should be able to cut and paste the major responsibilities from the position description to the performance evaluation form.

II. DUTIES AND RESPONSIBILITIES

List and explain the essential duties and responsibilities of the position starting with the most important and working through to the least important. Be complete. Indicate the average percentage of time spent performing each separate job duty. Consider work performed over a 12-month period to account for cyclical variations. The percentages should total 100%. Please describe only those duties that occupy **at least 5% of the incumbent's time**. Be specific and use action verbs in describing your duties; express in quantitative terms when possible. (Attach additional sheets if necessary)

% of Time	Duties and Responsibilities
30	To practice medicine for the purpose of treating acute illnesses and injuries for university employees; of facilitating definitive care, by cooperating with consulting physicians, and specialized care facilities, as well as the Student Health staff, University Health Committee, and Iowa State University community.
10	To conduct work site visits for general evaluation and for obtaining further insight into work related issues.
5	To direct and assist in the development of the entire Occupational Medicine Program to include quality assurance guidelines, self assessment, and related employee assistant strategies.
30	To prepare and conduct complete history and appropriate physical examinations to determine fitness for duty as well as justification for work accommodations and job placements.
15	To administer the Occupational Medicine Program as directed by the Department of Energy, and Iowa State University. To liaison with the Director of Operations at Ames Lab, Environmental Health and Safety of the University and Ames Lab, with unit managers, supervisors, and Occupational Medicine personnel.
5	To develop and maintain accurate and standardized medical records and standing orders.
5	To direct and encourage patient education and counseling with regard to wellness strategies, personal health and safety.

Total of all percentages should equal 100%.

Done 

When you have finished entering the “Duties and Responsibilities”, be sure to close the form and LOGOUT of the Classification & Hiring System.