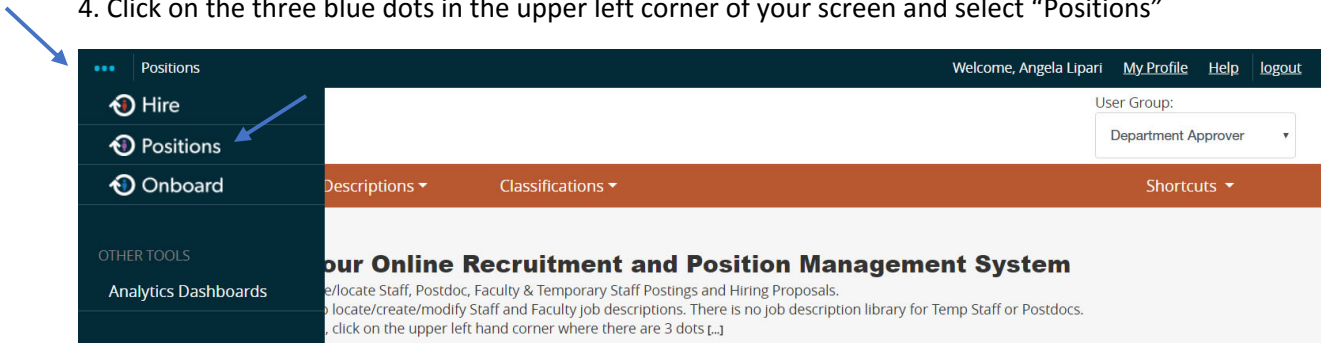
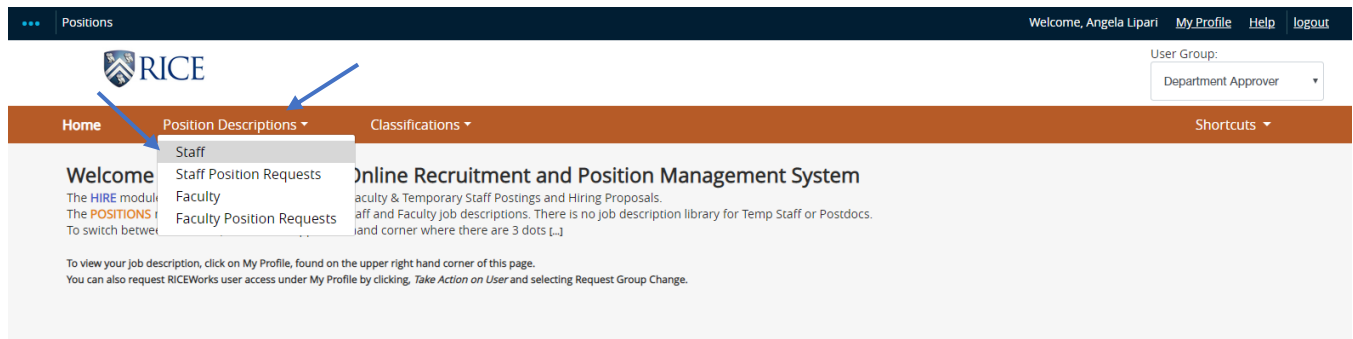


How to Create a New Job Description in RICEWorks

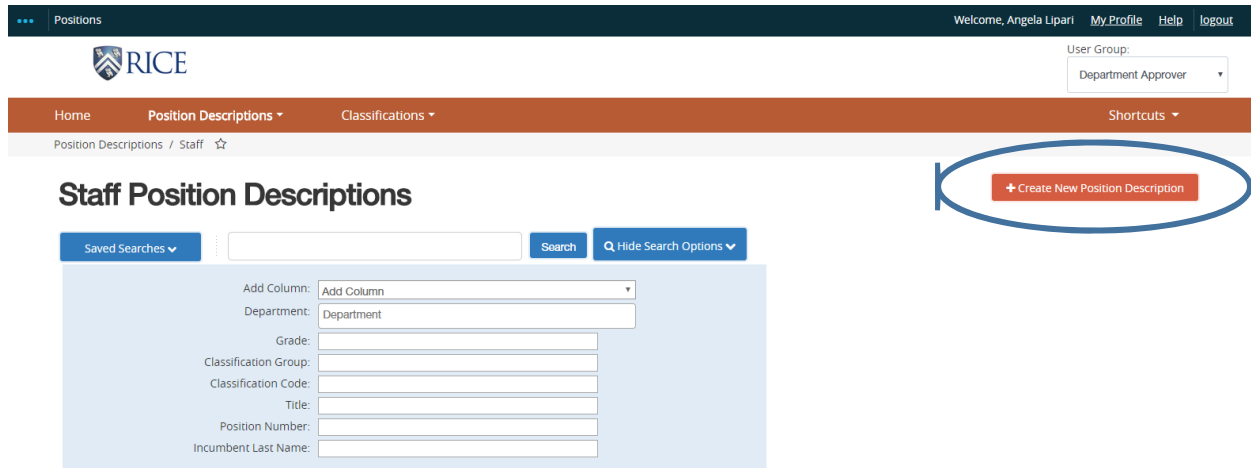
1. Follow the step-by-step job description instructions [here](#)
2. Once you've complete the **job description template**, go to the RICEWorks website: <https://jobs.rice.edu/hr> to initiate the creation of the new job description
3. Login using your NetID and password
4. Click on the three blue dots in the upper left corner of your screen and select "Positions"



5. Click on "Position Descriptions" in the top orange navigation bar and then on "Staff"

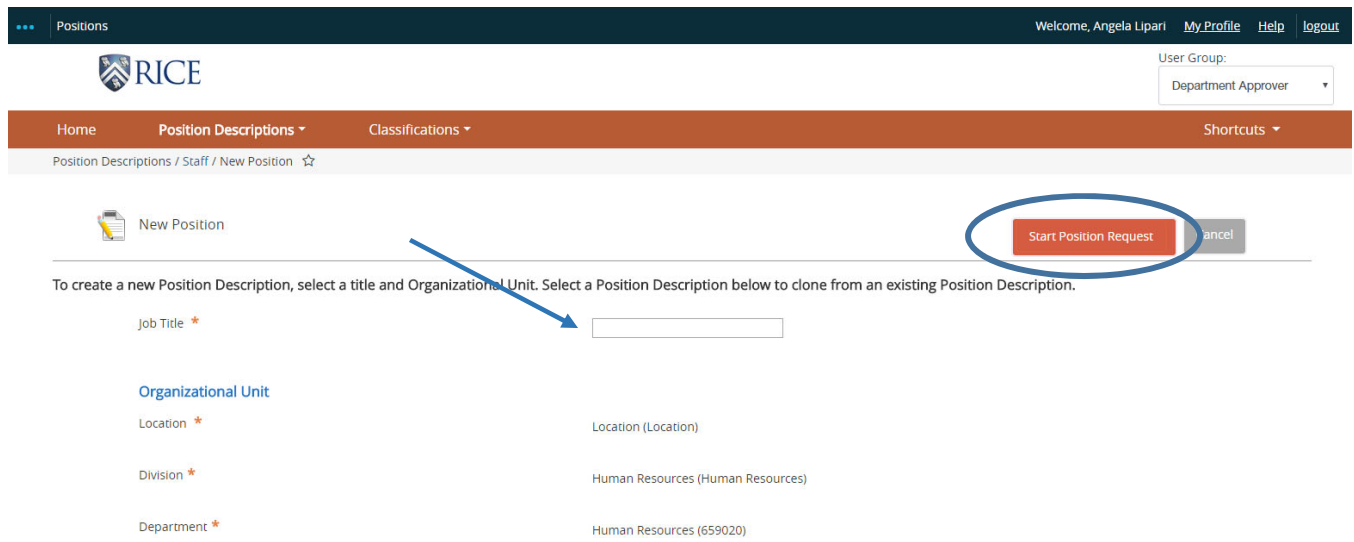


6. Click on the orange "Create New Position Description" button on the right side of the screen.



How to Create a New Job Description in RICEWorks

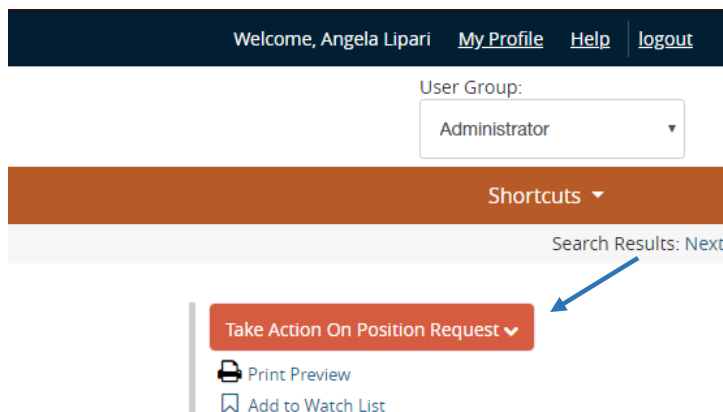
7. Enter the Job Title and department information and click on the orange “Start Position Request” button.



8. Complete the fields in the new position request, making sure to copy and paste from the RICEWorks job description template you completed. Remember: you must copy and paste the following fields from the career profile into the listed field in the job description

Career Profile Field		Job Description Field
Minimum Education Required	→	Education Required
Minimum Experience Required	→	Experience Required
Minimum Skills Required	→	Skills Required
Essential Functions	→	Job Duties

9. Once you have completed all the required fields, click on the “Take Action on Position Request” button in the upper left hand corner of the page.



How to Create a New Job Description in RICEWorks

10. Submit your action to the next approver.

If your "User Group" is:	Select the Workflow Action:
Initiator	Submit (Move to Department Review)
Department Approver	Submit (Move to School/Division Review)
Division Approver	Submit (Move to Compensation Review)