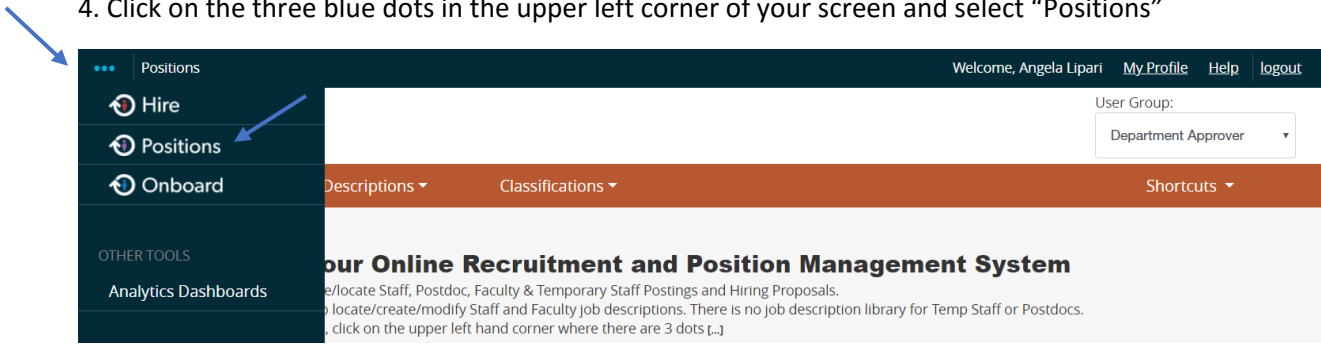
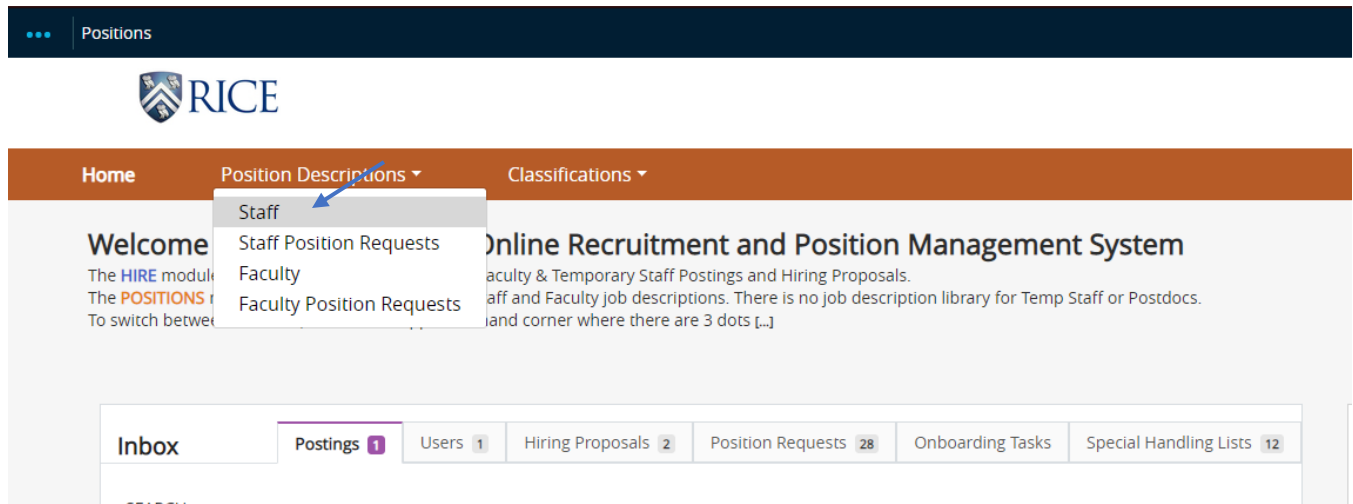


How to Modify an Existing Job Description in RICEWorks

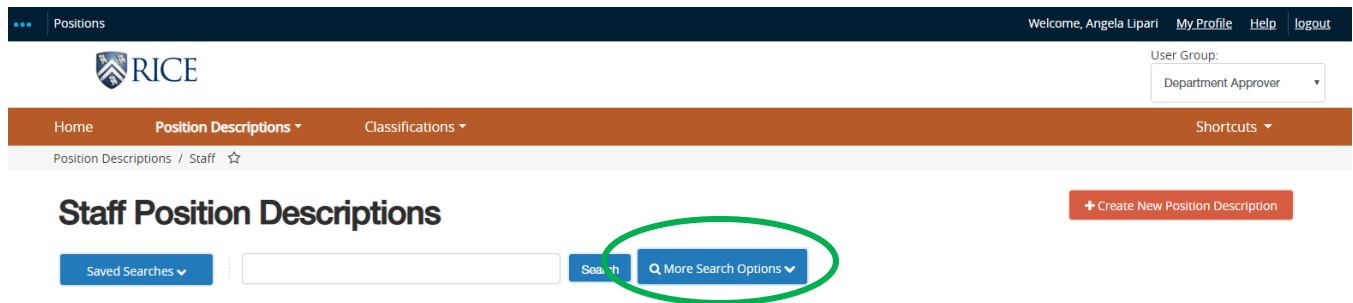
1. Follow the step-by-step job description instructions [here](#)
2. Once you've complete the **job description template**, go to the RICEWorks website: <https://jobs.rice.edu/hr> to initiate the creation of the new job description
3. Login using your NetID and password
4. Click on the three blue dots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



5. Click on "Position Descriptions" in the top orange navigation bar → click on "Staff"

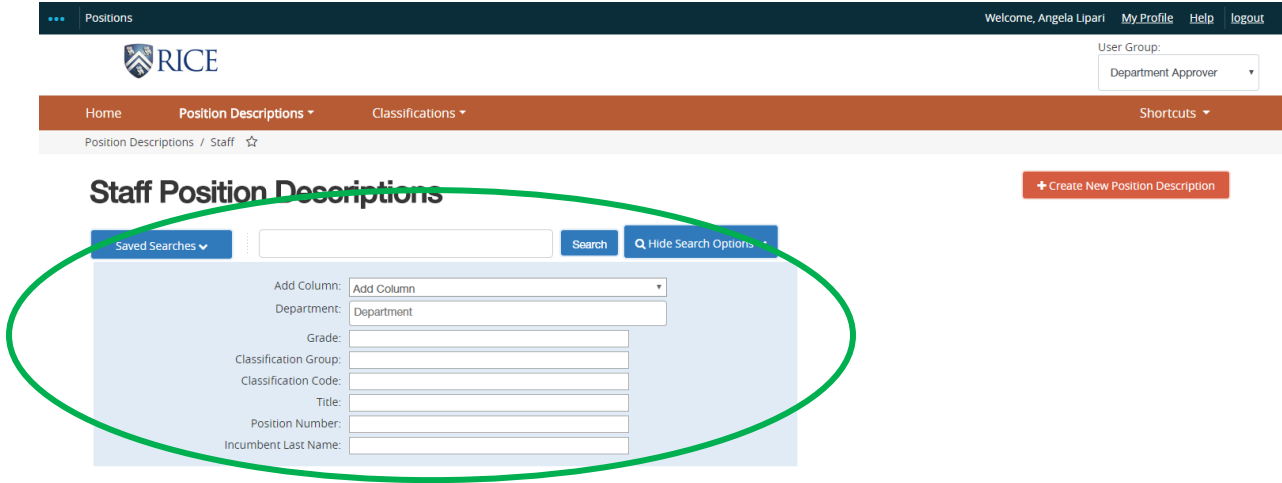


6. Click on "More Search Options" next to the search bar

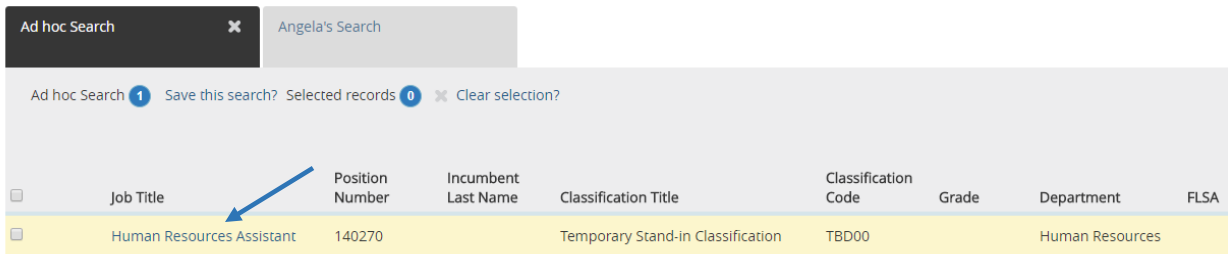


How to Modify an Existing Job Description in RICEWorks

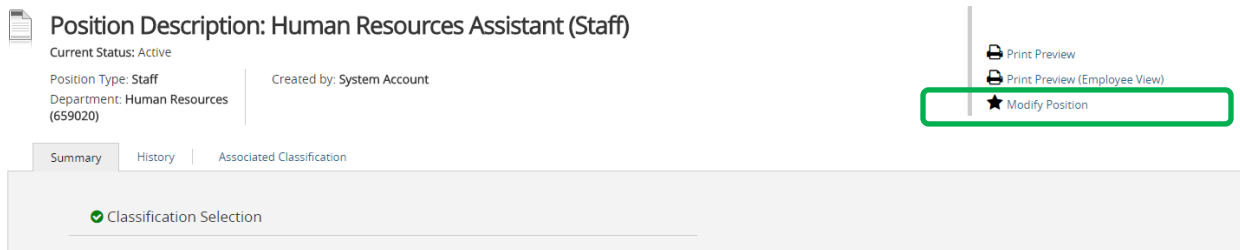
7. Use any of the fields below to search for the position you wish to modify (tip: use the position number if you have it)



8. Click on the title of the position



9. Click on “Modify Position”

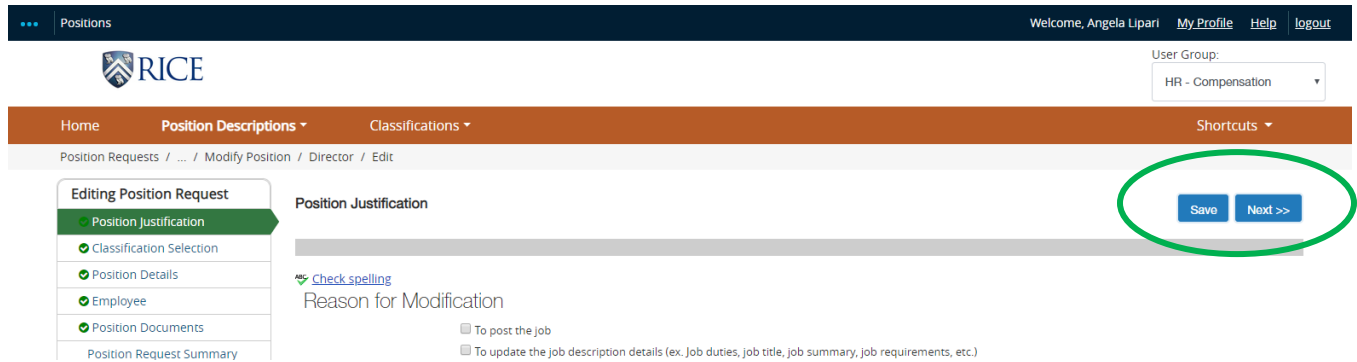


10. Complete the fields in the position modification request, making sure to copy and paste from the RICEWorks job description template you completed. Remember: you must copy and paste the following fields from the career profile into the listed field in the job description

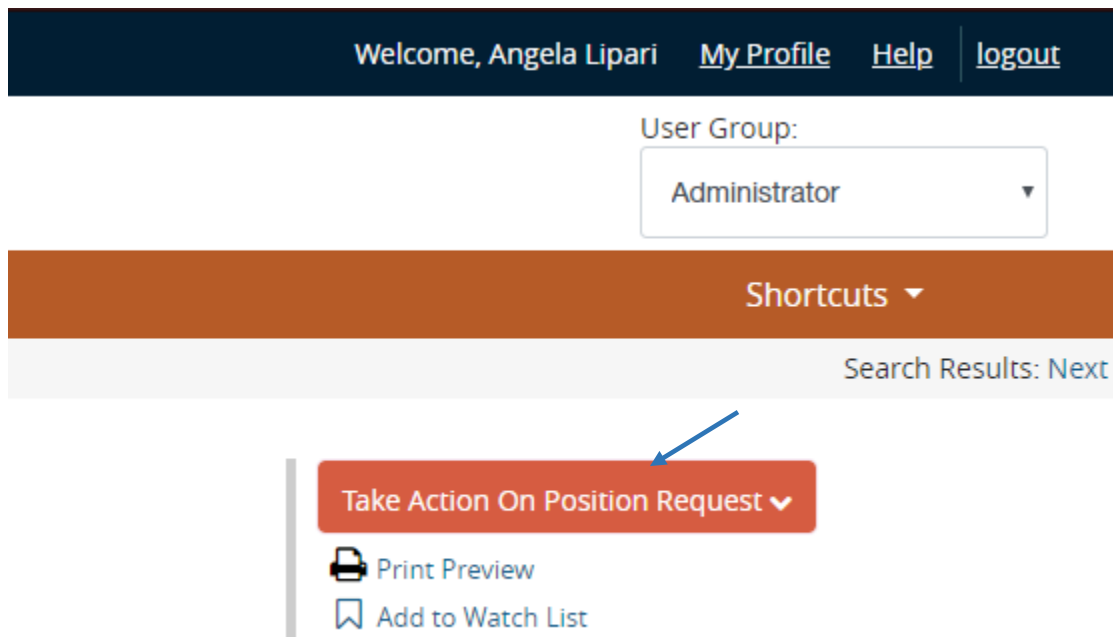
Career Profile Field		Job Description Field
Minimum Education Required	→	Education Required
Minimum Experience Required	→	Experience Required
Minimum Skills Required	→	Skills Required
Essential Functions	→	Job Duties

How to Modify an Existing Job Description in RICEWorks

11. Make sure to click “Save” or “Next” to save your work



12. 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



13. 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)