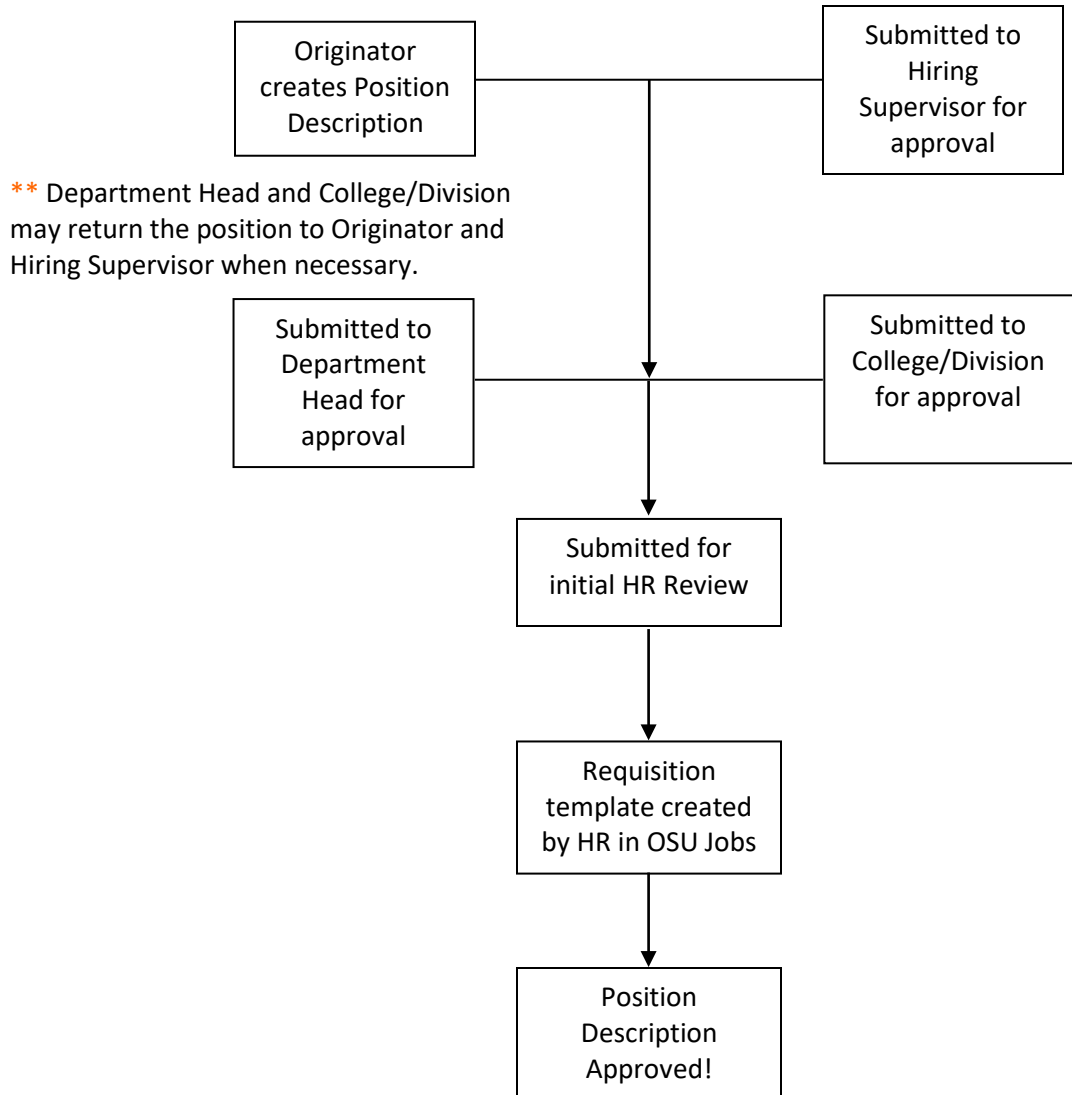


OSU Jobs System Work Flow

Refer to the *OSU Jobs System Guide* for Detailed Instructions

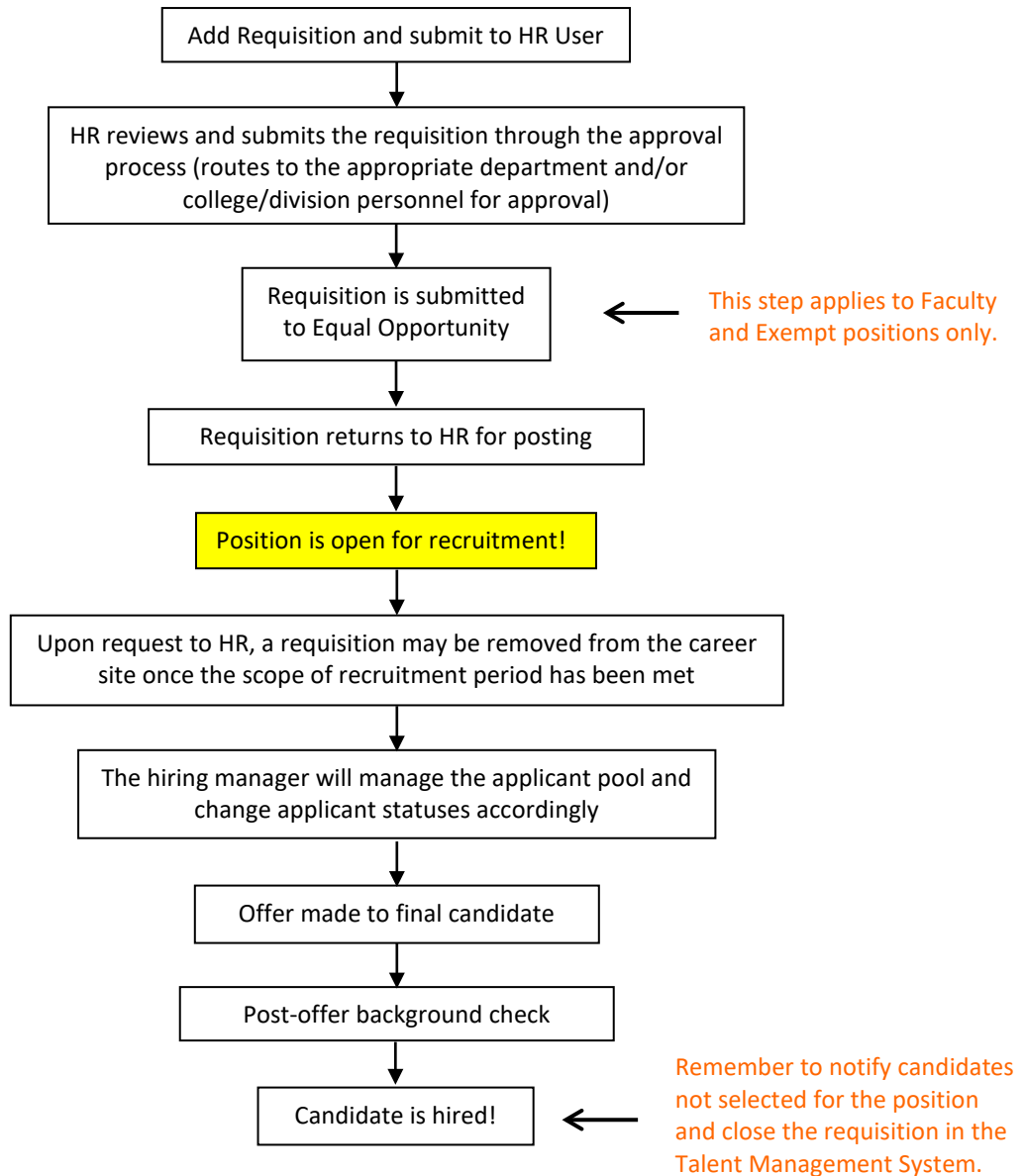
Recruitment begins with a review of the job description. The job description is an accurate description of the position and serves as documentation of the duties, responsibilities and qualifications. To access job descriptions, log into [PeopleAdmin](#).

Supervisors must review and update a job description at least once every three years. OSU Human Resources will review all job descriptions.



Questions about job descriptions? Contact your [HR Consultant](#).

Once the job description is approved, you may create the job listing through the requisition process in the [Talent Management System](#). A requisition is the request to post the position online for recruitment.



Questions about job listings? Contact OSU Human Resources at (405) 744-2909 or by email at osu-hr@okstate.edu.