BOSTON UNIVERSITY

Scenario: Add, Edit, or Remove Position Requirements
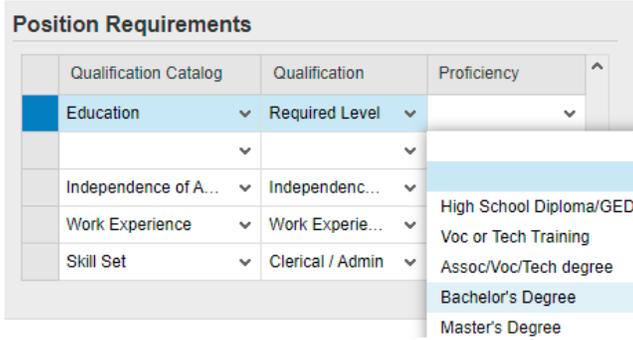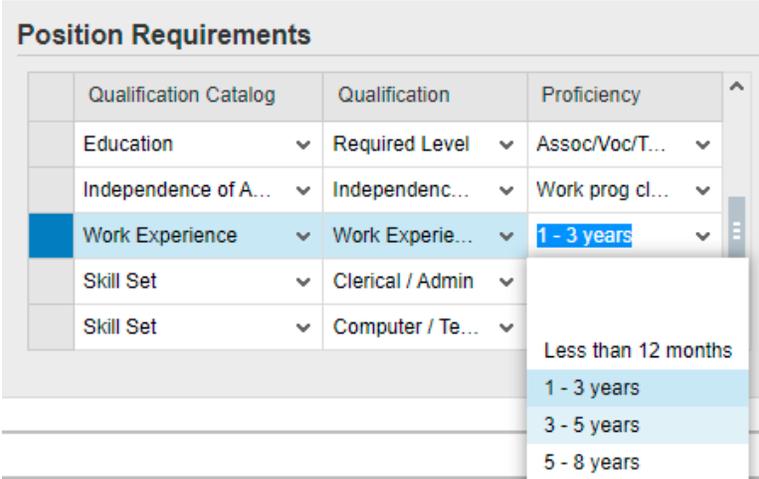
When to use	Use this guide when you need to add new, edit existing, or remove position requirements from a position.
Before you begin	Ensure you have a list of the requirements for the position so you can add, edit, or remove as needed once you are in the OM form.
References	This guide is meant to be used in conjunction with the Create Position and Maintain Position guides.

Add, Edit, or Remove Position Requirements: Step-by-Step

Step	Action
1	Follow the Create Position or Maintain Position instructions until you reach the Position Requirements tab. Keep the other set of instructions open.
2	Highlight the row you want to make a change to by clicking the gray box at the beginning of the table row (see picture). ☑ *Result:* The row will become blue (as is seen in the top row in the above picture).
3	⚠ *Warning:* The order in which the dropdowns are edited is critical. In some cases, you will need to begin by moving right to left and then switch direction from left to right to complete the task, in others you will work from left to right. Please pay careful attention to the directional instructions below.

IF you need to…	THEN…
Add a new position requirement	Working from **left to right**, select the applicable dropdown. *Example:*

Continued on next page…

IF you need to…	THEN…
Modify the Qualification Catalog dropdown	Working from **right to left**, change the dropdowns as follows: 1) Change the Proficiency dropdown to the blank field at the top of the dropdown. 2) Change the Qualification dropdown to the blank field at the top of the dropdown. 3) Change the Qualification Catalog field as needed. Working from **left to right**, change the dropdowns as follows: 4) Select the new Qualification level. 5) Select the new Proficiency level. *Example:*

Position Requirements

	Qualification Catalog		Qualification		Proficiency	
	Education	˅	Preferred Level	˅	Bachelor's Deg	˅
	Education	˅	Required Level	˅		
	Independence of A…	˅	Independenc…	˅	High School Diploma/GED	
	Work Experience	˅	Work Experie…	˅	Voc or Tech Training	
	Skill Set	˅	Clerical / Admin	˅	Assoc/Voc/Tech degree	
					Bachelor's Degree	

Position Requirements

	Qualification Catalog		Qualification		Proficiency	
	Education	˅	Preferred Level	˅		˅
	Education	˅			Assoc/Voc/T…	˅
	Independence of A…	˅			Work prog cl…	˅
		˅	Preferred Level			˅
			Required Level			

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	Modify the Qualification dropdown	Working from **right to left**, change the dropdowns as follows: 1) Change the Proficiency dropdown to the blank field at the top of the dropdown. 2) Change the Qualification (if needed). *Continued on next page…*

		3) Select the Proficiency level.
	Modify the Proficiency dropdown	Leaving the other dropdowns as is, select the new Proficiency. If additional dropdowns need to be adjusted, see the row of instructions relevant to that dropdown. *Example:*
	Remove a position requirement	Working from **right to left**, change each dropdown to the blank option. Please note the blank option is at the top of the dropdown list.
4	Repeat steps 2 and 3 for *each* addition, change, or removal of a position requirement.	
5	Resume the Create Position or Maintain Position instructions for the Additional & Recruitment Info tab.	