

How to Submit a Position Description

All **full-time** position descriptions will need to be put into the PARS system: <https://jobs.slcc.edu/hr> PARS will be used by hiring managers and departments for recruitment and job evaluation purposes. Word documents position description will no longer be accepted by Human Resources.

Please refer to our training manual for PARS for detailed information:

http://www.slcc.edu/hr/docs/PARS_Training_Page.pdf

If you don't have access to PARS, please attend one of our monthly training sessions.

http://www.slcc.edu/hr/docs/PARS_Training_Dates_Information.pdf

To post **part-time** positions, you will still create a requisition.

For Assistance, please contact Human Resources at ext. 4210 and they will direct your call to your primary HR contact.

