

Scenario: Add, Edit, or Remove Position Requirements

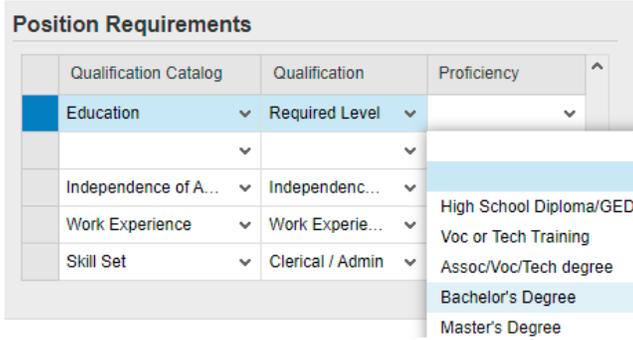
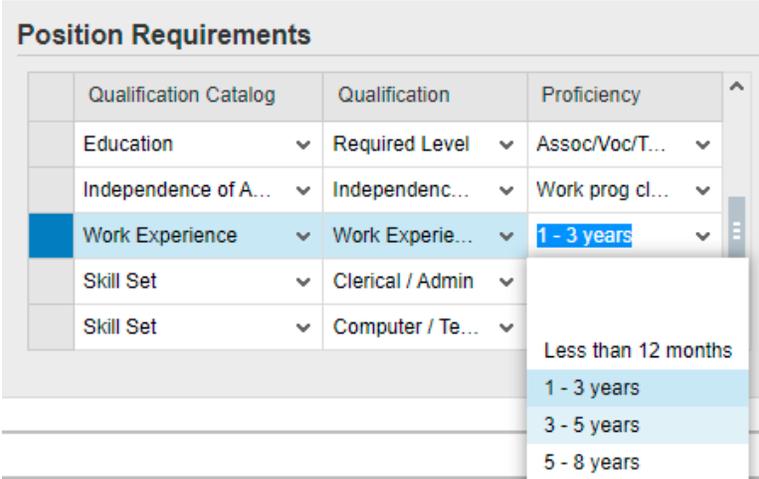
- When to use** Use this guide when you need to add new, edit existing, or remove position requirements from a position.
- Before you begin** Ensure you have a list of the requirements for the position so you can add, edit, or remove as needed once you are in the OM form.
-  **References** This guide 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	<p>Highlight the row you want to make a change to by clicking the gray box at the beginning of the table row (see picture).</p> <div data-bbox="248 558 1092 808" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Position Requirements</p> <table border="1"> <thead> <tr> <th></th> <th>Qualification Catalog</th> <th>Qualification</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;"></td> <td>Budget Fiscal Res... ▾</td> <td>Budget Fiscal... ▾</td> <td>Not Applicable ▾</td> </tr> <tr> <td style="background-color: #e0e0e0;"></td> <td>Skill Set ▾</td> <td>Analytical Skills ▾</td> <td>Intermediate ▾</td> </tr> </tbody> </table> </div> <p><input checked="" type="checkbox"/> Result: The row will become blue (as is seen in the top row in the above picture).</p>		Qualification Catalog	Qualification	Proficiency		Budget Fiscal Res... ▾	Budget Fiscal... ▾	Not Applicable ▾		Skill Set ▾	Analytical Skills ▾	Intermediate ▾																
	Qualification Catalog	Qualification	Proficiency																										
	Budget Fiscal Res... ▾	Budget Fiscal... ▾	Not Applicable ▾																										
	Skill Set ▾	Analytical Skills ▾	Intermediate ▾																										
3	<p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="240 1050 610 1102">IF you need to...</th> <th data-bbox="610 1050 1398 1102">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1102 610 1543">Add a new position requirement</td> <td data-bbox="610 1102 1398 1543"> <p>Working from left to right, select the applicable dropdown.</p> <p><i>Example:</i></p> <div data-bbox="618 1228 1385 1539" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Position Requirements</p> <table border="1"> <thead> <tr> <th>Qualification Catalog</th> <th>Qualification</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> </tbody> </table> </div> </td> </tr> </tbody> </table> <p style="text-align: right;"><i>Continued on next page...</i></p>	IF you need to...	THEN...	Add a new position requirement	<p>Working from left to right, select the applicable dropdown.</p> <p><i>Example:</i></p> <div data-bbox="618 1228 1385 1539" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Position Requirements</p> <table border="1"> <thead> <tr> <th>Qualification Catalog</th> <th>Qualification</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> </tbody> </table> </div>	Qualification Catalog	Qualification	Proficiency																					
IF you need to...	THEN...																												
Add a new position requirement	<p>Working from left to right, select the applicable dropdown.</p> <p><i>Example:</i></p> <div data-bbox="618 1228 1385 1539" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Position Requirements</p> <table border="1"> <thead> <tr> <th>Qualification Catalog</th> <th>Qualification</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;"></td> <td style="background-color: #e0e0e0;"></td> </tr> </tbody> </table> </div>	Qualification Catalog	Qualification	Proficiency																									
Qualification Catalog	Qualification	Proficiency																											

IF you need to...	THEN...																																				
Modify the Qualification Catalog dropdown	<p>Working from right to left, change the dropdowns as follows:</p> <ol style="list-style-type: none"> 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. <p>Working from left to right, change the dropdowns as follows:</p> <ol style="list-style-type: none"> 4) Select the new Qualification level. 5) Select the new Proficiency level. <p><i>Example:</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Position Requirements</p> <table border="1"> <thead> <tr> <th>Qualification Catalog</th> <th>Qualification</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>Education</td> <td>Preferred Level</td> <td>Bachelor's Deg</td> </tr> <tr> <td>Education</td> <td>Required Level</td> <td></td> </tr> <tr> <td>Independence of A...</td> <td>Independenc...</td> <td>High School Diploma/GED</td> </tr> <tr> <td>Work Experience</td> <td>Work Experie...</td> <td>Voc or Tech Training</td> </tr> <tr> <td>Skill Set</td> <td>Clerical / Admin</td> <td>Assoc/Voc/Tech degree</td> </tr> <tr> <td></td> <td></td> <td>Bachelor's Degree</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Position Requirements</p> <table border="1"> <thead> <tr> <th>Qualification Catalog</th> <th>Qualification</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>Education</td> <td>Preferred Level</td> <td></td> </tr> <tr> <td>Education</td> <td></td> <td>Assoc/Voc/T...</td> </tr> <tr> <td>Independence of A...</td> <td>Preferred Level</td> <td>Work prog cl...</td> </tr> <tr> <td></td> <td>Required Level</td> <td></td> </tr> </tbody> </table> </div> <p style="text-align: right;"><i>Continued on next page...</i></p>	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	Qualification Catalog	Qualification	Proficiency	Education	Preferred Level		Education		Assoc/Voc/T...	Independence of A...	Preferred Level	Work prog cl...		Required Level	
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																																			
Qualification Catalog	Qualification	Proficiency																																			
Education	Preferred Level																																				
Education		Assoc/Voc/T...																																			
Independence of A...	Preferred Level	Work prog cl...																																			
	Required Level																																				

	<p>Position Requirements</p> <table border="1"> <thead> <tr> <th>Qualification Catalog</th> <th>Qualification</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>Education</td> <td></td> <td></td> </tr> <tr> <td>Communication / Writing</td> <td></td> <td>Assoc/Voc/T...</td> </tr> <tr> <td>Decision-Making Responsibilities</td> <td></td> <td>Work prog cl...</td> </tr> <tr> <td>Education</td> <td></td> <td></td> </tr> <tr> <td>Environmental Conditions</td> <td></td> <td></td> </tr> <tr> <td>Independence of Action</td> <td></td> <td>Basic</td> </tr> <tr> <td>Mentoring / Interpersonal Advancement</td> <td></td> <td></td> </tr> <tr> <td>Occupational Conditions</td> <td></td> <td></td> </tr> <tr> <td>Supervisory Responsibilities</td> <td></td> <td></td> </tr> <tr> <td>Work Experience</td> <td></td> <td></td> </tr> </tbody> </table>	Qualification Catalog	Qualification	Proficiency	Education			Communication / Writing		Assoc/Voc/T...	Decision-Making Responsibilities		Work prog cl...	Education			Environmental Conditions			Independence of Action		Basic	Mentoring / Interpersonal Advancement			Occupational Conditions			Supervisory Responsibilities			Work Experience								
Qualification Catalog	Qualification	Proficiency																																						
Education																																								
Communication / Writing		Assoc/Voc/T...																																						
Decision-Making Responsibilities		Work prog cl...																																						
Education																																								
Environmental Conditions																																								
Independence of Action		Basic																																						
Mentoring / Interpersonal Advancement																																								
Occupational Conditions																																								
Supervisory Responsibilities																																								
Work Experience																																								
<p>Modify the Qualification dropdown</p>	<p>Working from right to left, change the dropdowns as follows:</p> <ol style="list-style-type: none"> 1) Change the Proficiency dropdown to the blank field at the top of the dropdown. <div data-bbox="716 926 1377 1266" data-label="Image"> <p>Position Requirements</p> <table border="1"> <thead> <tr> <th>Qualification Catalog</th> <th>Qualification</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>Education</td> <td>Preferred Level</td> <td>Bachelor's Deg</td> </tr> <tr> <td>Independence of A...</td> <td>Independenc...</td> <td></td> </tr> <tr> <td>Work Experience</td> <td>Work Experie...</td> <td>High School Diploma/GED</td> </tr> <tr> <td>Skill Set</td> <td>Clerical / Admin</td> <td>Voc or Tech Training</td> </tr> <tr> <td></td> <td></td> <td>Assoc/Voc/Tech degree</td> </tr> <tr> <td></td> <td></td> <td>Bachelor's Degree</td> </tr> <tr> <td></td> <td></td> <td>Master's Degree</td> </tr> </tbody> </table> </div> <ol style="list-style-type: none"> 2) Change the Qualification (if needed). <div data-bbox="716 1383 1377 1661" data-label="Image"> <p>Position Requirements</p> <table border="1"> <thead> <tr> <th>Qualification Catalog</th> <th>Qualification</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>Education</td> <td>Preferred Level</td> <td></td> </tr> <tr> <td>Independence of A...</td> <td></td> <td>Work prog cl...</td> </tr> <tr> <td>Work Experience</td> <td>Preferred Level</td> <td></td> </tr> <tr> <td></td> <td>Required Level</td> <td>1 - 3 years</td> </tr> </tbody> </table> </div> <p style="text-align: right;"><i>Continued on next page...</i></p>	Qualification Catalog	Qualification	Proficiency	Education	Preferred Level	Bachelor's Deg	Independence of A...	Independenc...		Work Experience	Work Experie...	High School Diploma/GED	Skill Set	Clerical / Admin	Voc or Tech Training			Assoc/Voc/Tech degree			Bachelor's Degree			Master's Degree	Qualification Catalog	Qualification	Proficiency	Education	Preferred Level		Independence of A...		Work prog cl...	Work Experience	Preferred Level			Required Level	1 - 3 years
Qualification Catalog	Qualification	Proficiency																																						
Education	Preferred Level	Bachelor's Deg																																						
Independence of A...	Independenc...																																							
Work Experience	Work Experie...	High School Diploma/GED																																						
Skill Set	Clerical / Admin	Voc or Tech Training																																						
		Assoc/Voc/Tech degree																																						
		Bachelor's Degree																																						
		Master's Degree																																						
Qualification Catalog	Qualification	Proficiency																																						
Education	Preferred Level																																							
Independence of A...		Work prog cl...																																						
Work Experience	Preferred Level																																							
	Required Level	1 - 3 years																																						

	<p>3) Select the Proficiency level.</p> 
<p>Modify the Proficiency dropdown</p>	<p>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.</p> <p><i>Example:</i></p> 
<p>Remove a position requirement</p>	<p>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.</p>
<p>4</p>	<p>Repeat steps 2 and 3 for <i>each</i> addition, change, or removal of a position requirement.</p>
<p>5</p>	<p>Resume the Create Position or Maintain Position instructions for the Additional & Recruitment Info tab.</p>