Determining if a Position Already Exists

1.	Click the **Develop Workforce** link. Develop Workforce
2.	Click the **Manage Positions (USF)** link. Manage Positions (USF)
3.	Click the **Use** link. Use
4.	Click the **Position Data** link. Position Data
5.	Click the **Advanced Search** link. Advanced Search
6.	Click in the **Business Unit** field.
7.	Enter the desired information into the **Business Unit** field. Enter a valid value, e.g. "**PSC00**".
8.	Click the **Search** button. Search
9.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
10.	Note the position number and job code number. **End of Procedure.**