When should I clone a position?

Cloning a position should be used when you are creating a new position that is identical or very similar to an existing position that reports to you. When you clone a position description, all information will be copied over from the exiting position to the new position. You will be able to edit the fields to customize for the new position. Lastly, the position number from the existing position will be carried over to the cloned position. You must contact HR for removal of this position number.