




HOW TO SEE MY JOB DESCRIPTION

Directions	Visual Example
Log into JDX . Click on View My Job under Quick Links.	
<p>You can download the Job Description in Word, PDF, or share a link.</p> <p>Note: If you download the Job Description in Word, you will not be able to edit. If you need to edit your job description, work with your manager.</p> <p>Note for Campus and College of Health Sciences: If the Workflow Finalized Date says "1/1/1900", that means that your Job Description has not been updated. Work with your manager to update your Job Description.</p>	