






SEARCH FOR CURRENT JOB DESCRIPTION

(JOB PREPARER)

Step #	Directions	Visual Example
1	Job Preparer clicks on Job Catalog and searches for position # to see if a job description already exists and if it is up to date in JDX (this includes job descriptions that were transferred from FastClass)	 Job Catalog
2	<p><u>If the job description already exists in JDX and the job description is <i>not</i> up to date</u>, Job Preparer clicks Update JD in JDX from Quick Links. Then, skip to step 4.</p> <p><u>If the job description already exists in JDX and the job description <i>is</i> up to date</u>, Job Preparer will login to iCIMS to create a job posting.</p>	 Update JD in JDX
3	<p><u>If the job description does <i>not</i> exist in JDX</u>, Job Preparer clicks on Add JD to JDX. Then, see the Quick Guide for “How to Start a Workflow for a JD that Doesn’t Exist in JDX”.</p>	 Add JD to JDX



JOB DESCRIPTION ALREADY EXISTS IN JDX & NEEDS TO BE UPDATED

(JOB PREPARER)

Step #	Directions	Visual Example														
4	<p>Search by the job code or job title or position number, click the check box, then Select and Close.</p> <p>If you are unable to find the job description, try showing inactive jobs as well.</p>	<div><div><div>Search</div><div>it scrty anl</div></div><div><div>Filter</div><div>Advanced</div></div><div><div>Show Active Jobs Only</div></div></div> <div><div>Uncheck All</div><table><tr><th></th><th>ID</th><th>Position ID</th><th>UC Payroll Title</th><th>Working/Business Title</th><th>Department</th><th>Num EEs</th></tr><tr><td><input checked="" type="checkbox"/></td><td>45168</td><td>40727777</td><td>IT SCR TY ANL 2 (007337)</td><td>IT SCR TY ANL 2</td><td>IR8007-POLICE</td><td>0</td></tr></table></div> <div>Select and Close</div>		ID	Position ID	UC Payroll Title	Working/Business Title	Department	Num EEs	<input checked="" type="checkbox"/>	45168	40727777	IT SCR TY ANL 2 (007337)	IT SCR TY ANL 2	IR8007-POLICE	0
	ID	Position ID	UC Payroll Title	Working/Business Title	Department	Num EEs										
<input checked="" type="checkbox"/>	45168	40727777	IT SCR TY ANL 2 (007337)	IT SCR TY ANL 2	IR8007-POLICE	0										



START THE WORKFLOW

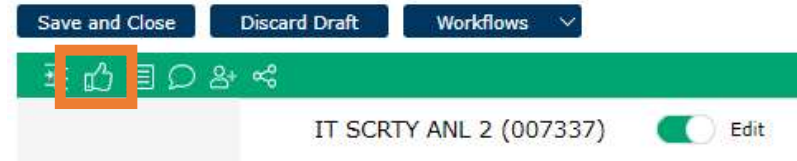
(JOB PREPARER)

Step #	Directions	Visual Example
5	<p>Select the workflow from the drop-down menu. There will be three workflows options for campus:</p> <ol style="list-style-type: none">1. All Campus MSP or Centralized PSS Workflow (4 Steps)2. Decentralized Campus PSS Workflow (3 Steps)3. Campus JD Update Only Workflow (2 Steps) <p>More information in the Workflows section of this training.</p>	<p>Select Workflow</p> <div><div>All Campus MSP or Centralized PSS Workflow (4 steps)</div><div>Campus JD Update Only Workflow (2 steps)</div><div>Decentralized Campus PSS Workflow (3 steps)</div></div> <div><div>Job Preparer</div><div>Classification Approver</div><div>Position Number Updater</div></div> <div><div>+</div><div>+</div><div>+</div></div> <div><div>Start Workflow</div></div>
6	<p>Other stakeholders can be added by clicking on the plus sign such as the supervisor/manager, HRBP, or peers while someone is out of the office.</p>	
7	<p>Job Preparer clicks Start Workflow.</p>	



PROCEED TO DEPARTMENT HR/CLASSIFICATION APPROVER

(JOB PREPARER)

Step #	Directions	Visual Example
8	<p>Complete as much of the Job Description as possible, but at least all the required sections. <u>Remember to customize the Job Description by about 30%.</u></p> <p>When ready, Job Preparer clicks Accept Changes in Current Workflow Step.</p>	



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(JOB PREPARER)

Step #	Directions	Visual Example
9	Job Preparer has an option to edit an email that will be sent from JDX to the next approver in the workflow, the Department HR or Classification Approver. When ready, the final step for the Job Preparer is to click Approve Step .	