






# SEARCH FOR CURRENT JOB DESCRIPTION



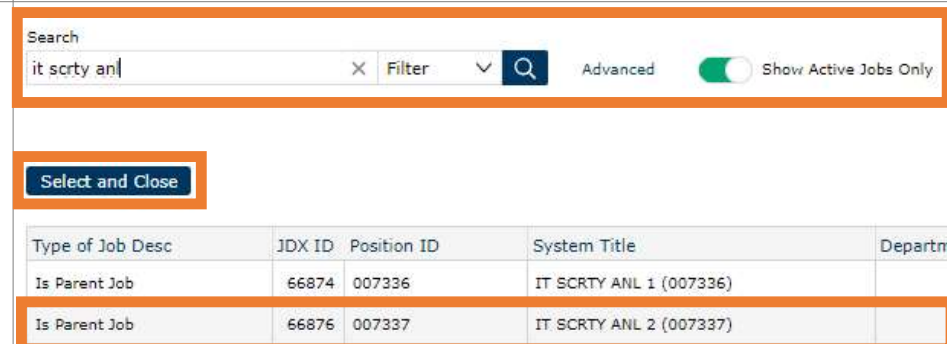
## (JOB PREPARER)

Step #	Directions	Visual Example
1	Job Preparer clicks on <b>Job Catalog</b> 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>, see the Quick Guide "How to Start a Workflow for a JD that Does Exist in JDX".</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 <i>does not</i> exist in JDX</u>, Job Preparer clicks on <b>Add JD to JDX</b>.</p>	 Add JD to JDX



# JOB DESCRIPTION DOES NOT EXIST IN JDX

## (JOB PREPARER)

Step #	Directions	Visual Example															
5	Job Preparer clicks <b>Add JD to JDX</b> .																
6	Job Preparer clicks on <b>Base Job</b> to pick which Job Title/Job Code they want to use for base of the job description.  Do not click on Blank Job.																
7	Search by the job code or job title, click the title once, then <b>Select and Close</b> .  You must select a Job Standards language by selecting a Parent job.	 <table><tr><th>Type of Job Desc</th><th>JDX ID</th><th>Position ID</th><th>System Title</th><th>Departn</th></tr><tr><td>Is Parent Job</td><td>66874</td><td>007336</td><td>IT SCRTY ANL 1 (007336)</td><td></td></tr><tr><td>Is Parent Job</td><td>66876</td><td>007337</td><td>IT SCRTY ANL 2 (007337)</td><td></td></tr></table>	Type of Job Desc	JDX ID	Position ID	System Title	Departn	Is Parent Job	66874	007336	IT SCRTY ANL 1 (007336)		Is Parent Job	66876	007337	IT SCRTY ANL 2 (007337)	
Type of Job Desc	JDX ID	Position ID	System Title	Departn													
Is Parent Job	66874	007336	IT SCRTY ANL 1 (007336)														
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# START THE WORKFLOW


## (JOB PREPARER)

Step #	Directions	Visual Example
8	<p>Select the workflow from the drop-down menu. There will be three workflows options for campus:</p> <ol style="list-style-type: none"><li>1. All Campus MSP or Centralized PSS Workflow (4 Steps)</li><li>2. Decentralized Campus PSS Workflow (3 Steps)</li><li>3. Campus JD Update Only Workflow (2 Steps)</li></ol> <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>
9	<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>	
10	<p>Job Preparer clicks <b>Start Workflow</b>.</p>	



# PROCEED TO DEPARTMENT HR/CLASSIFICATION APPROVER

(JOB PREPARER)

Step #	Directions	Visual Example
11	<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 <b>Accept Changes in Current Workflow Step.</b></p>	



# PROCEED TO DEPARTMENT HR/CLASSIFICATION APPROVER

(JOB PREPARER)

Step #	Directions	Visual Example
12	Job Preparer has an option to <b>edit</b> 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 <b>Approve Step</b> .	