Creating a New Job Description with a Career Profile

Before beginning a new job description request, you need to select the appropriate job classification. The career profile associated with the classification selected will serve as the basis for populating four key areas of the job description:

- Education Required (from “Minimum Education Required” in the career profile)
- Experience Required (from “Minimum Experience Required” in the career profile)
- Skills Required (from “Minimum Skills Required” in the career profile)
- Job Duties (from “Essential Functions” in the career profile)

To search the job classifications and find the associate career profile, follow these steps:

1. Login using your NetID and password
2. Click on the three blue dots in the upper left corner of your screen and select “Positions”
3. Click on “Classifications”
4. Click on “Staff”
5. Click on “More Search Options”
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6. Use the fields included the narrow your search

7. Click on the job classification to view the career profile and pay range information on the job classification

8. Read the career profile

9. Once you have selected the desired classification, click on “Position Descriptions” in the top orange navigation bar → right click on “Staff” → click on “Open link in new window.” This will allow you to have the career profile open as you modify the job description.
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10. Click on the orange “Create New Position Description” button on the right side of the screen.

11. Enter the Job Title and department information and click on the orange “Start Position Request” button.

13. Complete the fields in the new position request, making sure to copy and paste the following fields from the career profile directly into the listed field in the job description:

<table>
<thead>
<tr>
<th>Career Profile Field</th>
<th>Job Description Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Education Required</td>
<td>Education Required</td>
</tr>
<tr>
<td>Minimum Experience Required</td>
<td>Experience Required</td>
</tr>
<tr>
<td>Minimum Skills Required</td>
<td>Skills Required</td>
</tr>
<tr>
<td>Essential Functions</td>
<td>Job Duties</td>
</tr>
</tbody>
</table>

For more information about completing the job description, review the document titled “SAMPLE Job Description using Career Profile.”