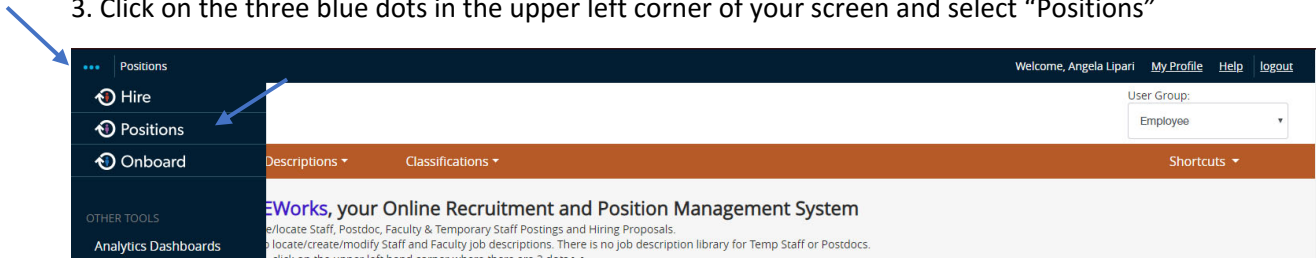


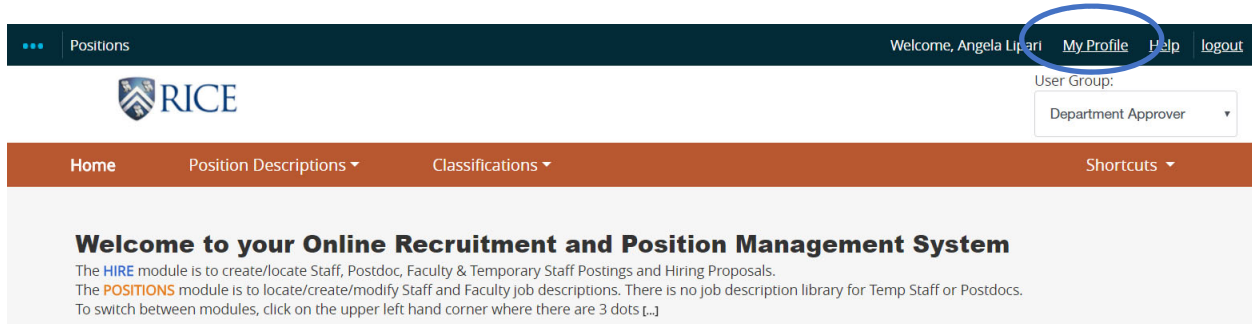
How to Find Your Job Description, Job Classification & Career Profile

Each staff member has access to their job description and career profile in RICEWorks. Follow the step by step instructions below to find yours.

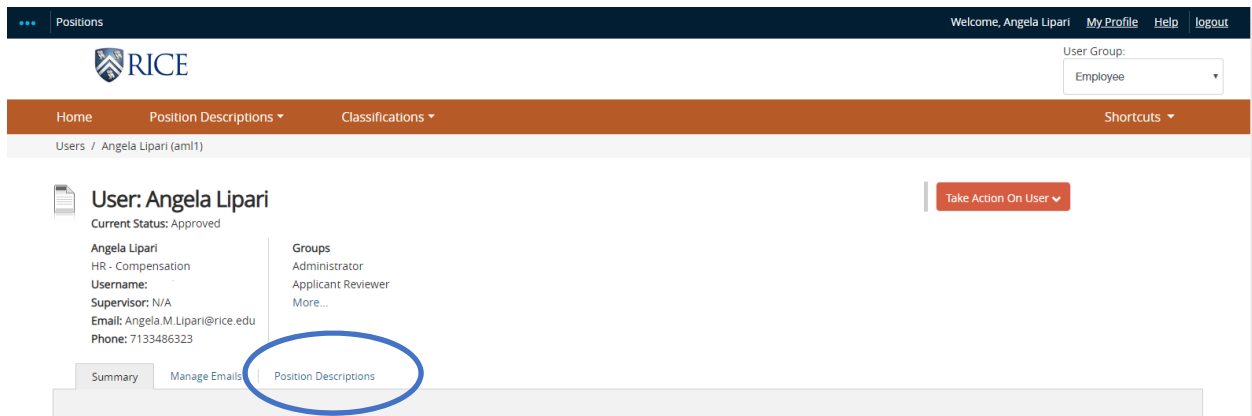
1. Go to [RICEWorks](https://jobs.rice.edu/hr) (<https://jobs.rice.edu/hr>)
2. Login using your NetID and password
3. Click on the three blue dots in the upper left corner of your screen and select “Positions”



4. Click on “My Profile”



5. Click on “Position Descriptions”



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6. Click on your title to see your job description

The screenshot shows the RICE HR system interface. At the top, there is a navigation bar with 'Positions' and a user welcome message: 'Welcome, Angela Lipari'. Below this is a header with the RICE logo and a 'User Group' dropdown menu set to 'Employee'. A secondary navigation bar contains 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. The main content area displays the user profile for 'User: Angela Lipari' with a 'Take Action On User' button. The profile includes fields for 'Current Status: Approved', 'Angela Lipari', 'HR - Compensation', 'Username', 'Supervisor: N/A', 'Email: Angela.M.Lipari@rice.edu', and 'Phone: 7133486323'. A 'Groups' section lists 'Administrator' and 'Applicant Reviewer'. Below the profile are tabs for 'Summary', 'Manage Emails', and 'Position Descriptions'. The 'Position Descriptions' tab is active, showing a list of job titles, with 'Director of Compensation' circled in blue.

Each job description contains 2 sections:

- **Classification Selection:** This includes your job classification information as well as the career profile associated with that job classification
- **Position Details:** This is the information specific to your job. It will contain the most recent job description that has been reviewed and approved by Human Resources

7. Click on “Associated Classification” to see your job classification and career profile

The screenshot shows the RICE HR system interface for a specific position. The navigation bar at the top includes 'Positions' and the user welcome message. The header features the RICE logo and the 'User Group' dropdown menu. The secondary navigation bar highlights 'Position Descriptions'. The main content area displays the 'Position Description: Director of Compensation (Staff)' with a 'Print Preview' button. The profile includes fields for 'Current Status: Active', 'Position Type: Staff', 'Department: Human Resources (659020)', and 'Created by: System Account'. Below the profile are tabs for 'Summary' and 'Associated Classification'. The 'Associated Classification' tab is active and circled in blue, showing a 'Classification Selection' section with a green checkmark.