

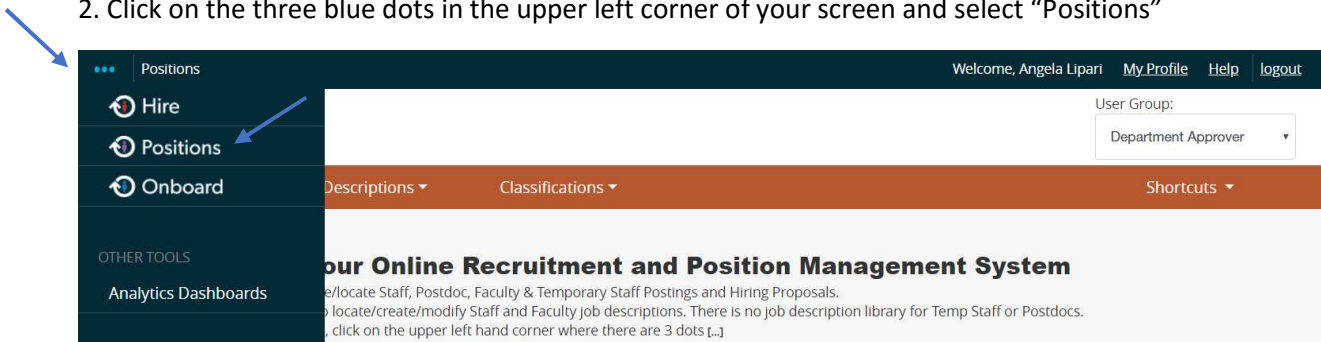
Modifying an Existing Job Description with a Career Profile

Before beginning a job description modification, 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”

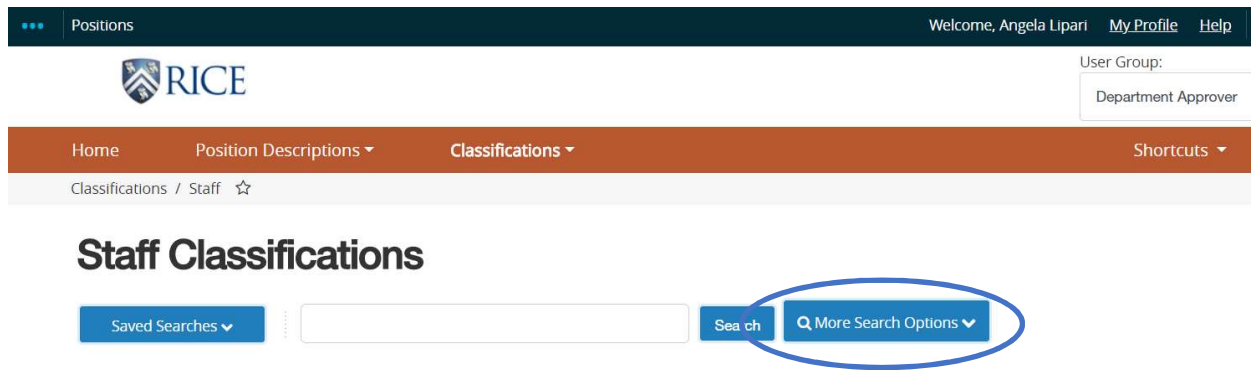


3. Click on “Classifications”



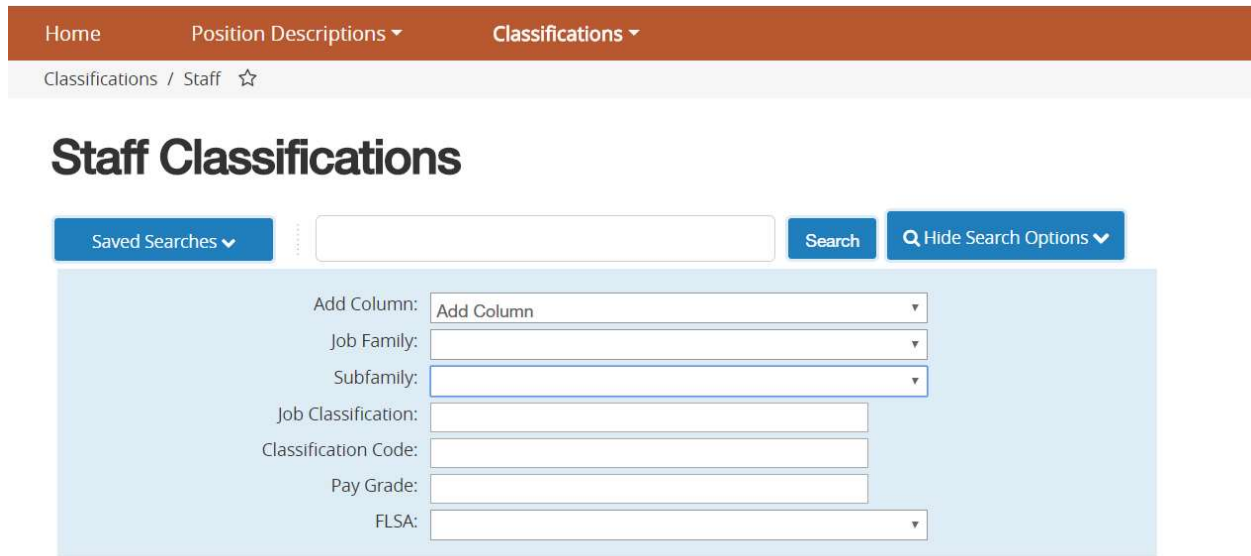
4. Click on “Staff”

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

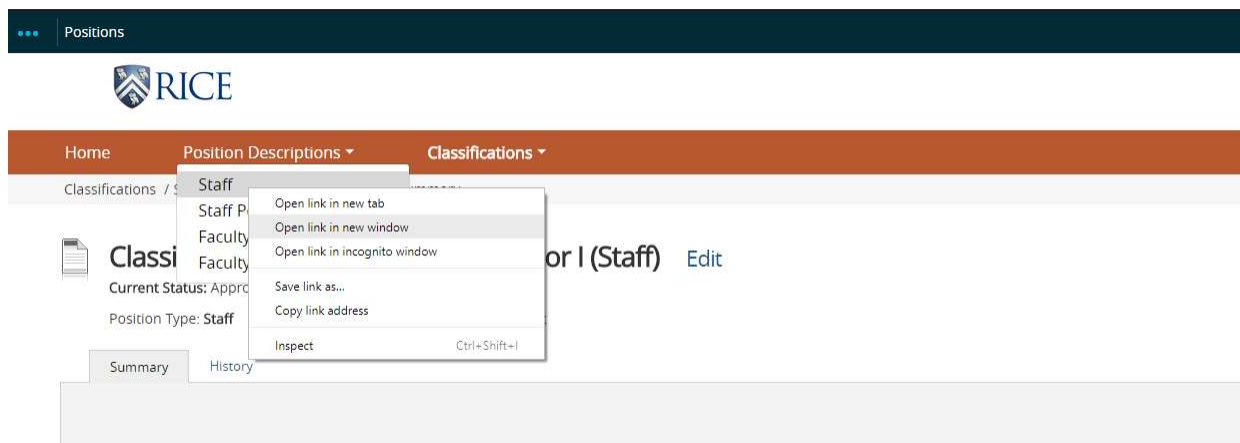
Ad hoc Search 101 Save this search? Selected records 0 Clear selection? Actions

← Previous 1 2 3 4 Next →

<input type="checkbox"/>	Job Classification	Classification Code	Classification Status	Pay Grade	FLSA	(Actions)
<input type="checkbox"/>	Administrative Assistant I	ES000	Approved	D	Nonexempt	Actions
<input type="checkbox"/>	Customer Service Assistant I	ES001	Approved	C	Nonexempt	Actions
<input type="checkbox"/>	Data & Records Assistant I	ES002	Approved	C	Nonexempt	Actions

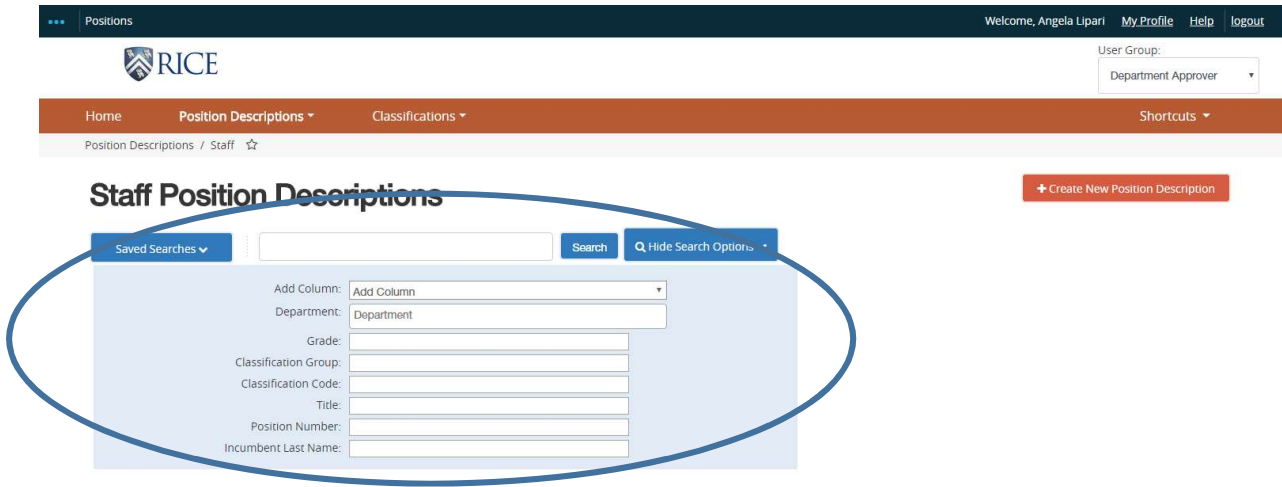
8. Read the career profile

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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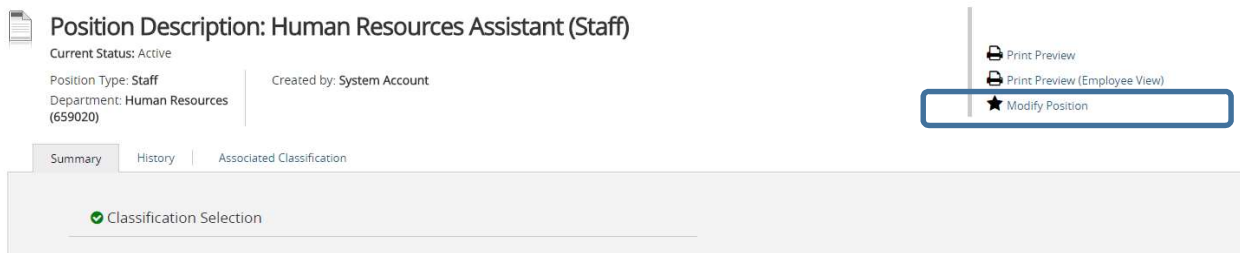
10. Search for the position you wish to modify



11. Click on the title of the position



12. Click on Modify Position



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

Career Profile Field	→	Job Description Field
Minimum Education Required	→	Education Required
Minimum Experience Required	→	Experience Required
Minimum Skills Required	→	Skills Required
Essential Functions	→	Job Duties

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