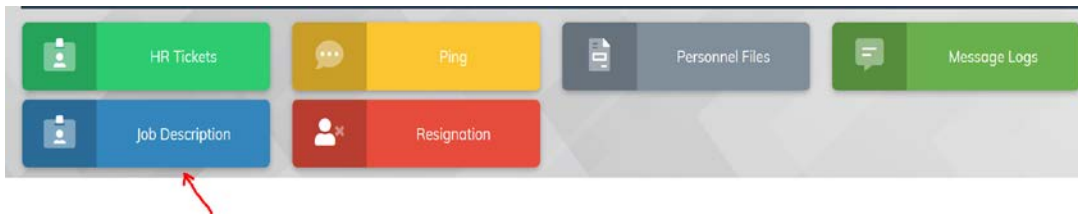


# HRS – Job Description Guide

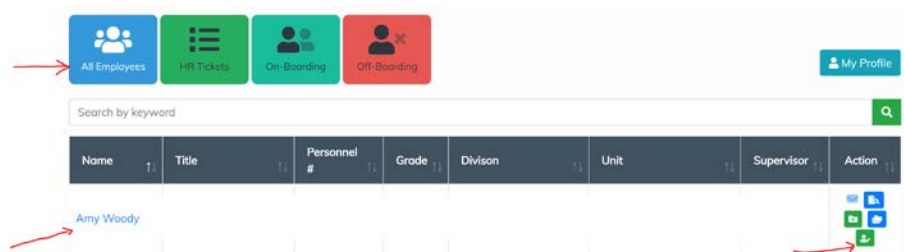
## 1. How to Start/Edit the Job Description?

Employee should login into HROBS portal and go under 'My profile' to start the Job Description.



## 2. How Supervisor can review and update Employees Job Description?

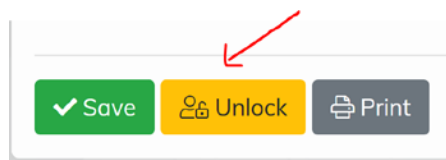
Supervisors once login into HROBS portal can click on 'ALL Employees' → click on Employee name to view/update the Job Description. Supervisors can also click on the Job Description icon under the Action column for review/update



Once Supervisor reviewed by clicking the 'Review' button, the Job Description is locked and cannot be edited by Employee.

## 3. Who can unlock the Job Description for editing?

Only HR can unlock using the 'Unlock' button for Edit.



4. Job Description View/Edit Authorization: Which Areas can be viewed and which areas can be edited?

Job Description Category	Employee	Supervisor	HR
Level of Criticality	View	Edit	View
Position Summary	View	Edit	View
Essential Duties & Responsibilities	Edit	Edit	View
Qualification	View	Edit	View
Education & Experience	Edit	View	View
Certification, Licenses, Registration Required	View	Edit	View
Certification, Licenses, Registration Attained	Edit	View	View
Language Skills	Edit	Edit	View
Physical Demands	View	Edit	View
Work Environment	Edit	Edit	View

