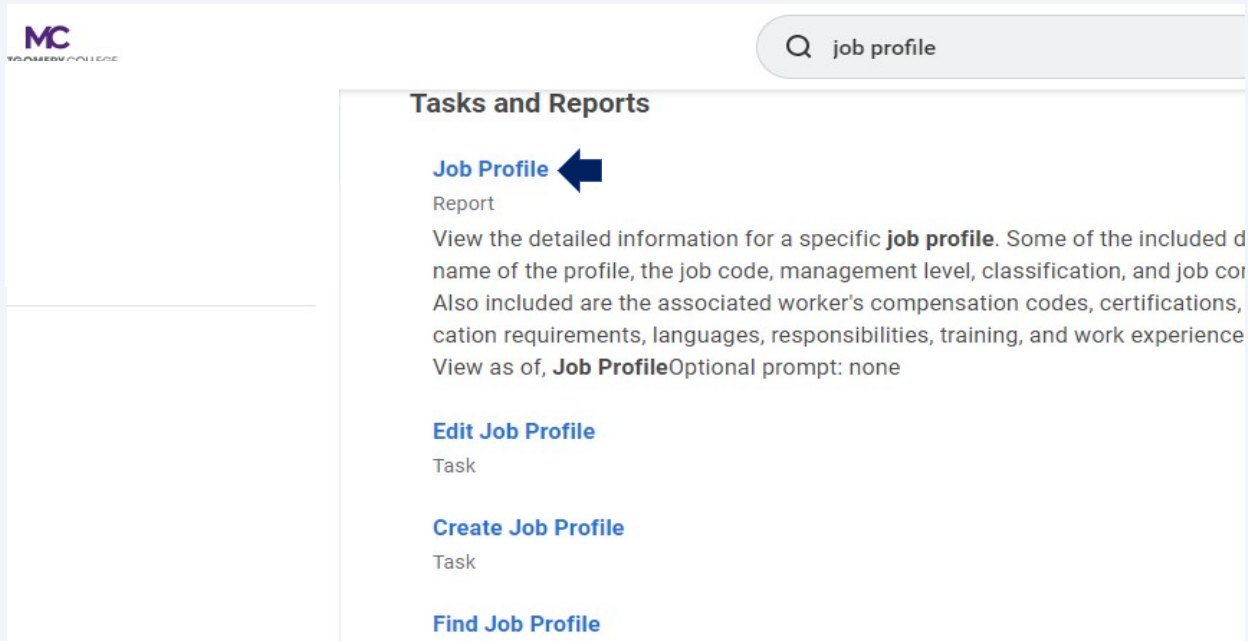


# How to View Job Profile in Workday

1 Navigate to Workday.

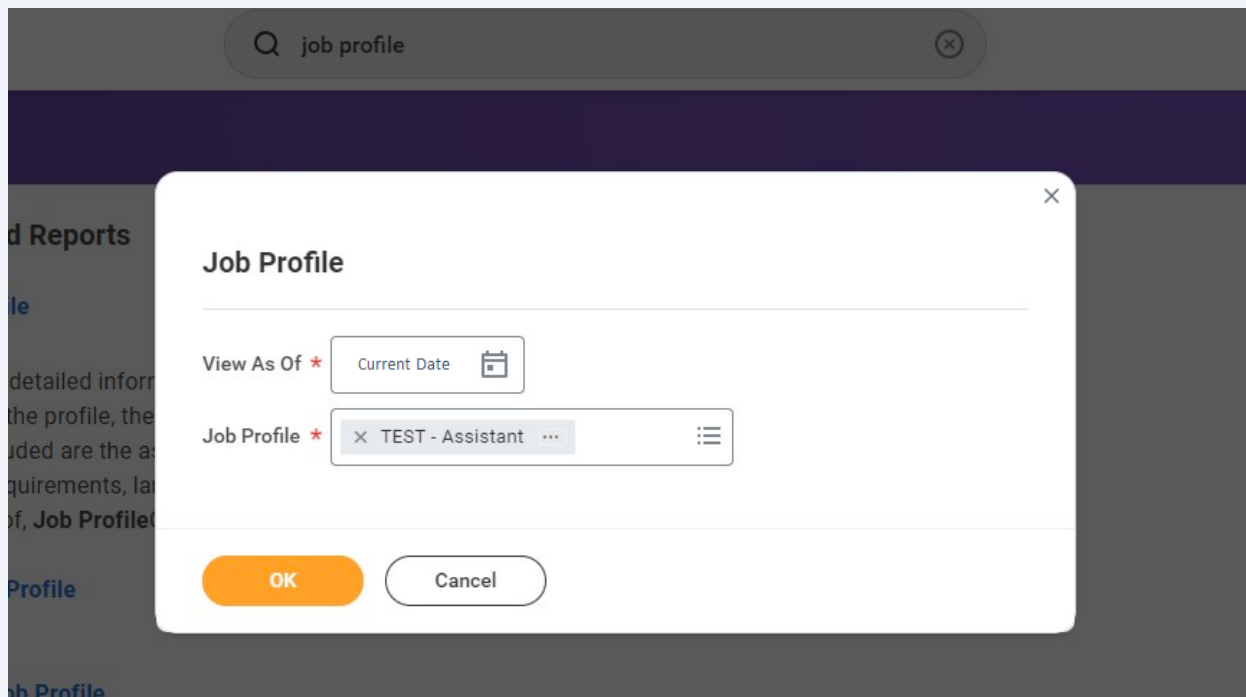
Type **Job Profile** in the Search Bar.

Click on the Job Profile hyperlink.



2 In the Job Profile field, enter in the **Job Profile** name.

Click "OK"



3

Once you have selected the **Job Profile**, the top section of the **Overview** will display:

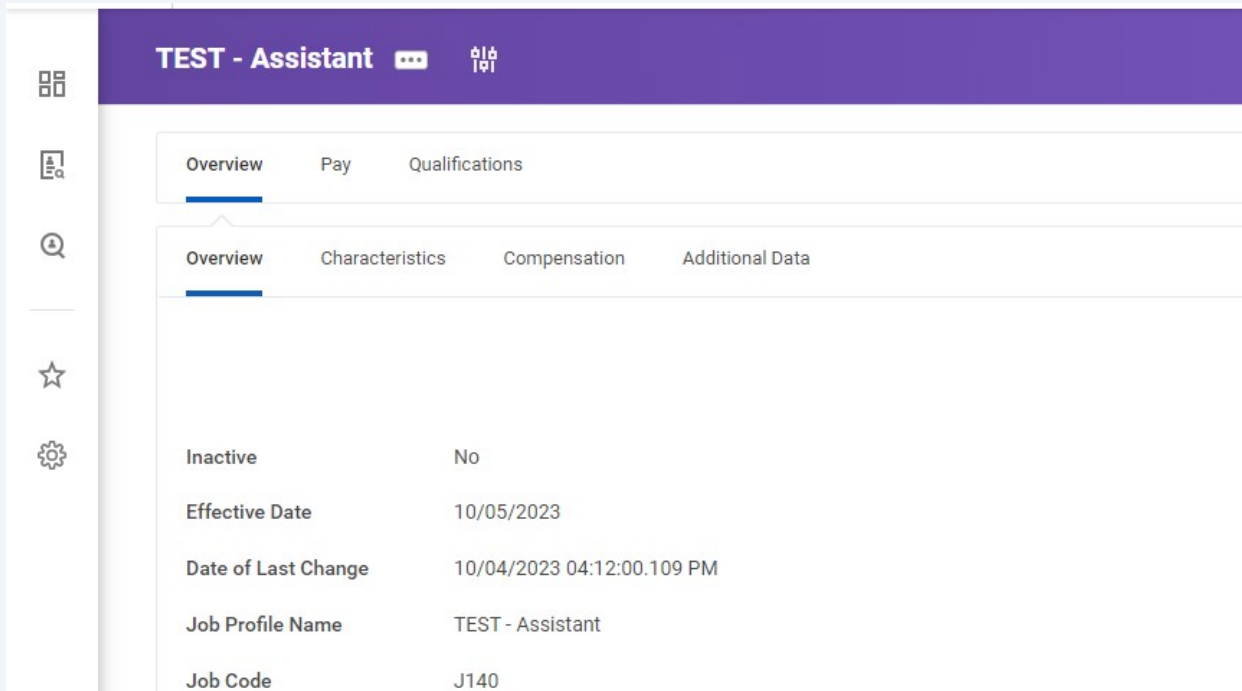
Inactive - Yes/No

Effective Date of the Job Profile

Date of Last Change to the Job Profile

Job Profile Name is the title of the Job Profile

Job Code is the number assigned to the Job Profile



The screenshot shows a web interface for a job profile. At the top, a purple header bar contains the text "TEST - Assistant" followed by a speech bubble icon and a user profile icon. Below the header, there are two tabs: "Overview" (selected) and "Qualifications". Under the "Overview" tab, there are four sub-tabs: "Overview" (selected), "Characteristics", "Compensation", and "Additional Data". The main content area displays a list of job profile details:

Inactive	No
Effective Date	10/05/2023
Date of Last Change	10/04/2023 04:12:00.109 PM
Job Profile Name	TEST - Assistant
Job Code	J140

**4 Job Profile Summary** is a brief overview of the Job Profile.

The **Job Description** section has 3 components:

Essential Functions

Required Knowledge, Skills and Abilities \*

Minimum Education, Training and Experience Required \*

*\*This information will be migrated to the Characteristics section in a future enhancement.*



<b>Job Profile Summary</b>	<p>Under direction/supervision, performs nonexempt technical work to support operations a</p> <p>The work requires knowledge of college human resources functions, requirements, practi relations, classification and compensation, benefits, employee training and development,</p> <p>Positions in this class provide support to other HRSTM staff. May lead student and/or te</p>
<b>Job Description</b>	<p><b>Essential Functions</b> Serves as a technician in the program area(s) assigned or supports and assists specialis</p> <p>Answers and resolves technical and non-technical questions and correspondence in assi</p> <p><b>Required Knowledge, Skills and Abilities</b> Knowledge of HR functions, laws, requirements, practices, procedures, terminology, and p</p> <p>Skills in effective communication to prepare business correspondence, manuals, guides, sure understanding; problem solving to define problems, collect and analyze relevant info tions; utilizes computer software and applications.</p> <p><b>Minimum Education, Training and Experience Required</b> Associate degree from an accredited college. Substantial administrative or clerical exper</p> <p>Five years of related work experience.</p> <p>The equivalent combination of education, training, certification, license and/or experienc</p>

5

The **Additional Job Description** section contains the **Physical Demands** and the **Work Environment** for the role.



**Additional Job Description**

**Physical Demands**

Ability to effectively communicate and exchange information with other employees and the public. Ability to learn information from college and department communications and technical sources. Ability to operate various items of office related equipment, such as, personal computer, calculator, copier, and fax machine.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

Work is performed in an office setting.

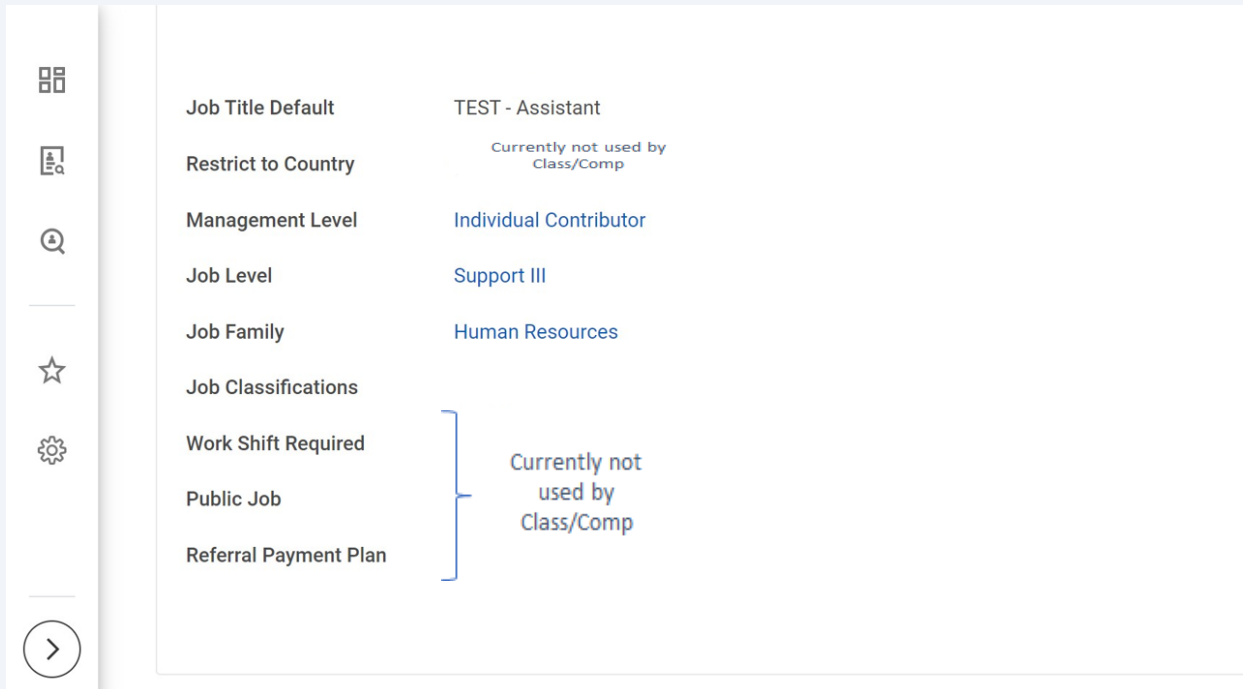
6 Scroll further down within the Job Profile to view additional details.

**Management Level** is the degree of authority and responsibility.

**Job Level** reflects the internal alignment of the job.

**Job Family** is a group of jobs performing similar work based on function and primary duties.

**Job Classification** includes the US Standard Occupational Classification, Equal Employment Opportunity Job Category, Essential Personnel, and Shift Eligibility.



7

For additional information within the Job Profile, scroll up to the **Compensation** tab under Overview.

The Compensation Grade and Compensation Grade Profile are listed.

The screenshot shows a job profile for 'TEST - Assistant'. The page has a purple header with the job title and a user icon. Below the header, there are two sets of tabs. The first set includes 'Overview', 'Pay', and 'Qualifications'. The second set includes 'Overview', 'Characteristics', 'Compensation', and 'Additional Data'. The 'Compensation' tab is selected and highlighted with a blue underline. Under the 'Compensation' tab, the following information is displayed:

Compensation Grade	25
Compensation Grade Profile	<a href="#">Hourly Employees</a>
Impacted Eligibility Rules	

8

Click on **Additional Data** to review Financial Disclosure and Telework eligibility requirements for the role.

The **Financial Disclosure** options are yes, no, and depends on duties of the position.

If "yes," Financial Disclosure is required for the role.

If "no," Financial Disclosure is not required for this role.

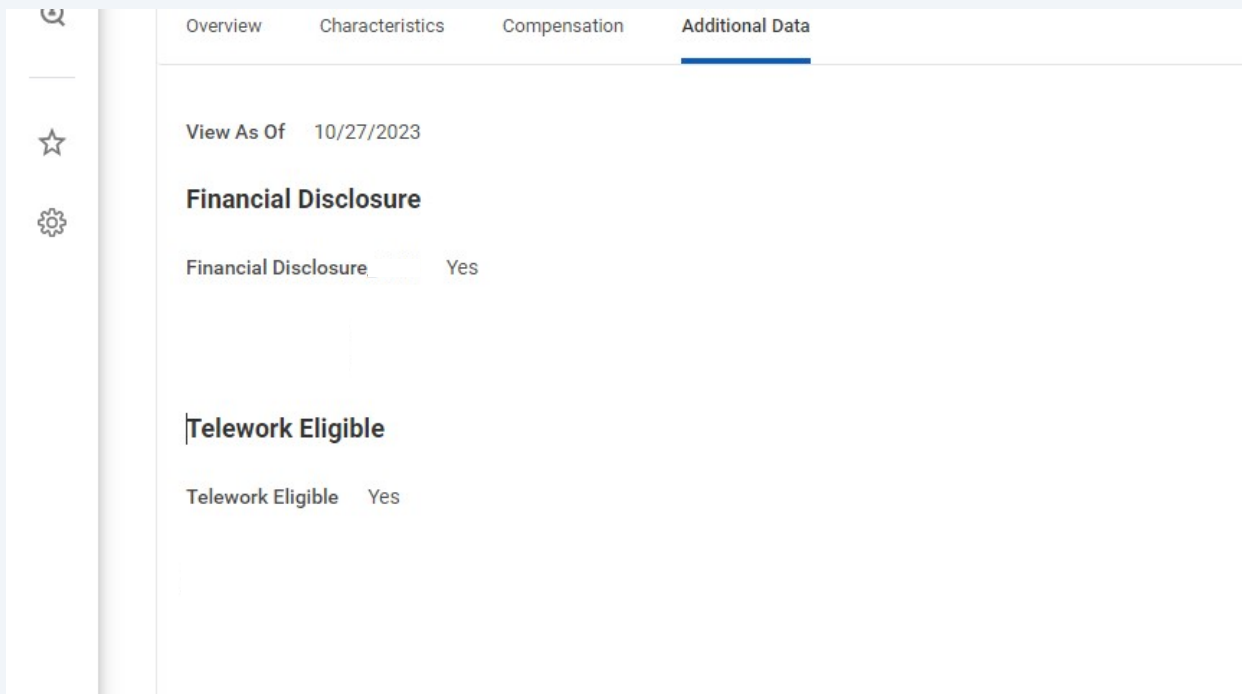
If "depends," Financial Disclosure depends on duties of the position.

The **Telework** options are yes, no, and depends on unit operations.

If "yes," job is eligible for telework.

If "no," job is not eligible for telework.

If "depends," telework depends on unit operations.



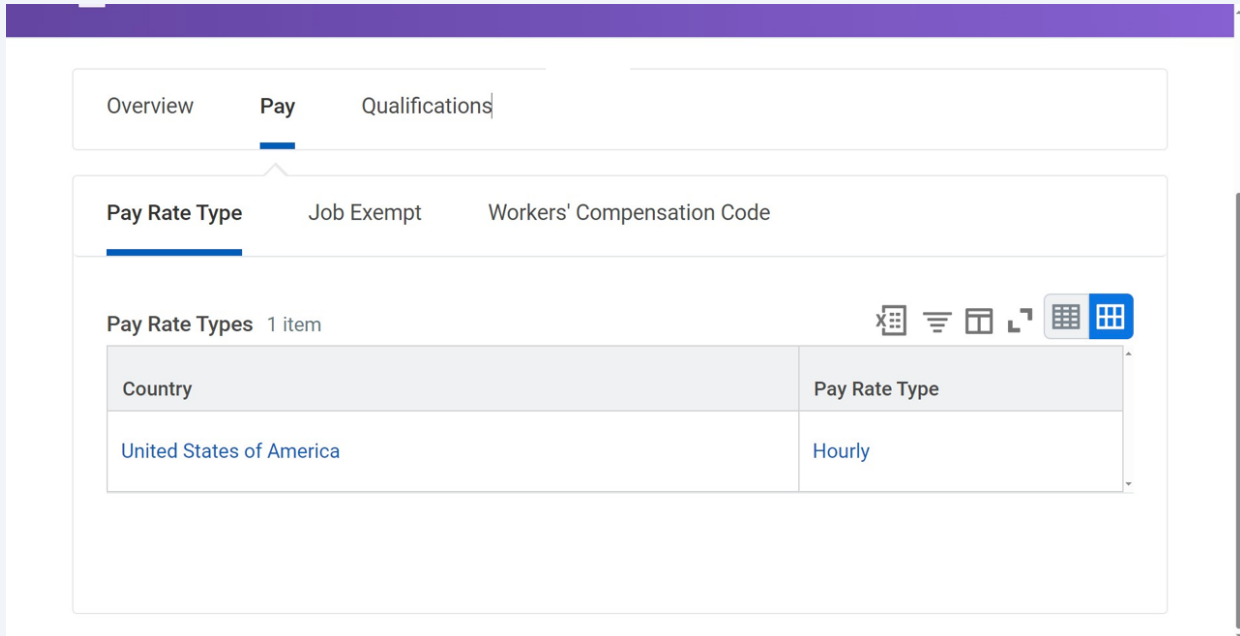


9

For additional information within the Job Profile, scroll up.

Click on **Pay - Pay Rate Type**.

The **Pay Rate Type** indicates if the job is paid on an hourly or salary basis.

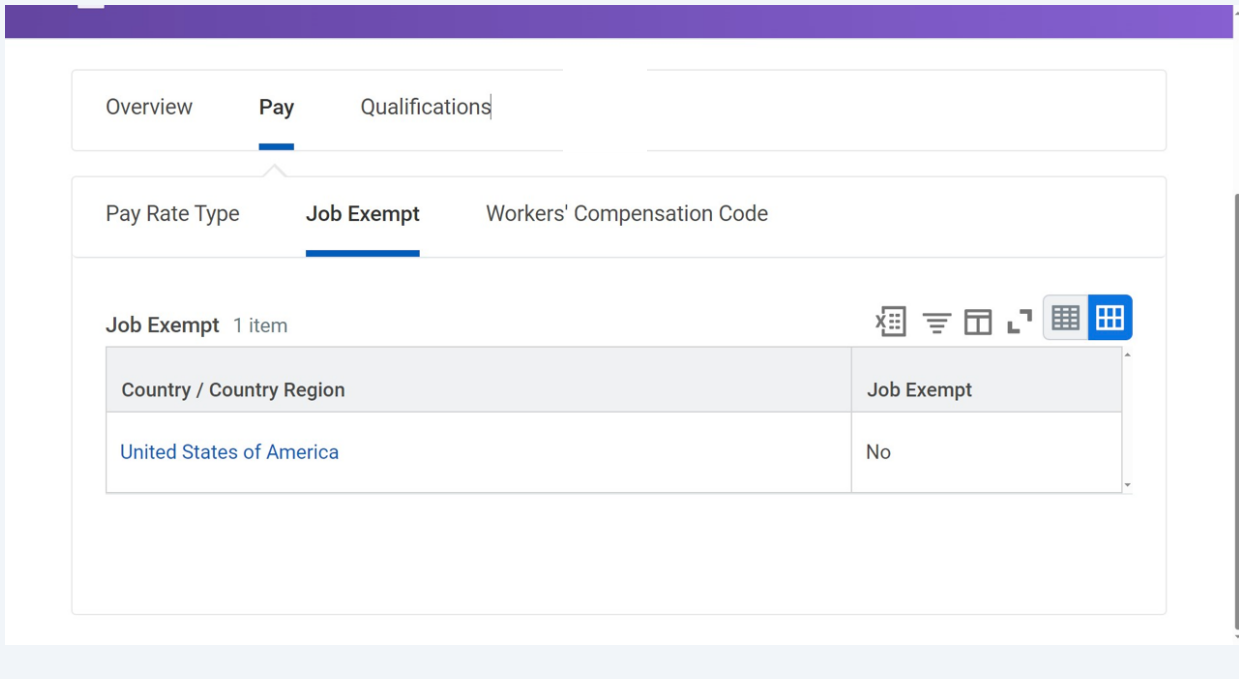


**10** Click on **Pay - Job Exempt**.

Job Exempt, "yes" or "no" will display.

If "no," the job is nonexempt.

If "yes," the job is exempt.



**11** Click on **Qualifications**.

A menu of the **Job Profile Qualifications** currently in use displays.

Click on Certifications.

The **Certification** tab will identify the Certifications/Licenses required for the role.

The screenshot shows a software interface with a top navigation bar containing 'Overview', 'Pay', and 'Qualifications'. Under 'Qualifications', there is a sub-menu with 'Certifications', 'Competencies', 'Skills', 'Education', 'Languages', and 'More'. The 'Certifications' sub-tab is active, displaying a table with one item. The table has columns for 'Required', 'Country', 'Certification (Predefined)', and 'Certification (Not Predefined)'. The data row shows 'Yes' for Required, 'United States of America' for Country, and 'Professional in Human Resources (PHR) - Human Resource Certification Institute (HRCI)' for Certification (Predefined).

Required	Country	Certification (Predefined)	Certification (Not Predefined)
Yes	United States of America	Professional in Human Resources (PHR) - Human Resource Certification Institute (HRCI)	

## 12 Click on **Competencies**.

The **Job Profile Competencies** are broad behaviors associated with the role. There are 4 Job Profile Competencies:

1. Communication and Collaboration - what type of contacts, interactions, or sharing of information does the job have on a regular basis?
2. Decision Making - what is the impact of the decisions typically made by this job?
3. Independence of Action - what is the job's general degree of independence of action?
4. Problem Solving - what is the nature of problems regularly encountered by this job?

Select the Competency statements that characterize the job's role.

The screenshot shows a software interface with a sidebar on the left containing icons for a grid, a magnifying glass, a star, and a gear. The main content area has a navigation bar with tabs for 'Certifications', 'Competencies', 'Skills', 'Education', 'Languages', 'Responsibilities', and 'Training'. The 'Competencies' tab is selected. Below the navigation bar, the title 'Competencies' is displayed, followed by '4 items'. A table with three columns: 'Required', 'Competency', and 'Target' is shown. The 'Required' column contains 'Yes' for all four rows. The 'Competency' column contains the following descriptions: 'Communication and Collaboration - Contacts and information sharing are internal/external to the College, for the primary reason of scheduling, coordinating services, collaborating, etc.', 'Decision Making - Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.', 'Independence of Action - Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.', and 'Problem Solving - Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.' The 'Target' column is empty for all rows. The last row, 'Problem Solving', is highlighted in blue.

Required	Competency	Target
Yes	Communication and Collaboration - Contacts and information sharing are internal/external to the College, for the primary reason of scheduling, coordinating services, collaborating, etc.	
Yes	Decision Making - Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.	
Yes	Independence of Action - Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.	
Yes	Problem Solving - Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.	

**13** Click on **Skills**.

**Job Profile Skills** describe the proficiency, knowledge and training needed in the job.

Each **Skill** is assigned a Skill Level:

- 1. Beginner: Represents an individual relatively new to field or role; entry level.
- 2. Intermediate: Experienced individual who demonstrates the ability to perform the Job's essential functions.
- 3. Experienced: Extensive accumulated experience; may serve as role model and mentor.

Skill	Skill Level
Skill in independent decision making	1 - Beginner
Skill in effective communication (both written and verbal)	2 - Intermediate
Skill in customer service	3 - Experienced

14 Click on **Education** to view the minimum education required for the role.

The screenshot shows the 'TEST - Assistant' job profile page. The 'Qualifications' section is active, and the 'Education' sub-tab is selected. A table displays the required education level.

Required	Degree
Yes	Associates

15 Click **Languages**.

The **Language** required for the role will be listed along with the Ability/Proficiency of the language needed in the role.

The screenshot shows the 'TEST - Assistant' job profile page. The 'Qualifications' section is active, and the 'Languages' sub-tab is selected. A table displays the required language and proficiency.

Required	Language	Ability	Proficiency
Yes	Spanish	Speaking	3- Advanced

**16** Responsibilities, Training and Work Experience tabs will be used in the future.

