## How to Create a Job Profile Update Request Scribe

1 Navig	ate to Wor	kday	
Type	Create Rec	quest in the Search Field - "Enter"	
MONTGOMERY COLLEG	E	Q create request	$\otimes$
d Categories	~ î	Tasks and Reports	
le	0	Create Request	
ning	4		
s and Reports	3		
uiting	0		
• Categories	> -		

## 2 Type "Job Profile Update" in the Request Type field - "Enter"

	Q create request	$\otimes$
earch R	Create Request	×
ories ×	Request Type * X Job Profile Update :=	
ports (s	OK Cancel	

## 3 Click "OK"

88	Fe	derated Search R	Create Request
	Д	Saved Categories	Request Type * × Job Profile Update :=
٩		People	
000		Learning	
—		Tasks and Reports	OK Cancel
☆		Recruiting	
ŝ			
	:=	More Categories	Didn't find what you were looking for?
$\langle \rangle$	ŝ	Configure Search	Try searching under More Categories. <u>More Categories</u>

4 Enter the reason(s) for the update in the Describe the Request field.

Enter the Job Profile Name.

Job Prof	ile Update	ţļ		
Describe the Re	equest *			
Enter the Jo	bb Profile Name			
				le

5 Enter the Job Profile Code.

If applicable, enter recommended changes to the Job Profile Summary Section.

Job Profile	Update 🙀		
			(1)
Enter the Job Pr	ofile Job Code (located o	on the Overview tab of the Job Profile):	
-	1		le
	Overview Pay	Qualifications	
	Overview Characteris	stics Compensation Additional Data	
_			
-	Inactive	No	
	Effective Date	01/12/2024	
	Date of Last Change	12/19/2023 02:43:30.467 PM	
	Job Profile Name	TEST - Assistant	

6 If there is a change to the Job Description section, enter the changes.

If there is a change to the Additional Job Description section, enter the changes.

Alternatively, you can upload a document such as the Job Description Questionnaire.

If there is a char	nge to the Job Description section, enter the changes here (alternatively, you can upload a document)
If there is a char	nge to the <mark>Additional Job Description</mark> section, enter the changes here (alternatively, you can upload a

If there is a change to the required Certifications, enter the change.

In the Competencies section, enter the changes.

7

Note: the Job Descriptions Questionnaire would be a helpful tool as you review the Job Profile Competencies.

If there is a chang	ge to Certifications, enter the changes here (alternatively, you can upload a document:):
	6
If there is a chang	ge to Competencies, enter the changes here (alternatively, you can upload a document:):
If there is a chang	ge to <mark>Competencies</mark> , enter the changes here (alternatively, you can upload a document:):
If there is a chang	ge to <mark>Competencies</mark> , enter the changes here (alternatively, you can upload a document:):
If there is a chang	ge to <mark>Competencies</mark> , enter the changes here (alternatively, you can upload a document:):

8 Enter changes in the Education section as needed.

If there is a change to the Languages required for the Job Profile, please enter in the Languages Section.

If there is a chang	e to <mark>Educatio</mark> n, enter the cha	anges here (alternatively, y	you can upload a document	:):
If there is a chang	e to Languages, enter the c	hanges here (alternatively	ı, you can upload a docume	nt:):

9 In the Skills section, enter the changes.

Note: the Job Descriptions Questionnaire would be a helpful tool as you review the Job Profile Skills.

Job Profile	Update 🙀
If there is a char	je to <mark>Skills,</mark> enter the changes here (alternatively, you can upload a document:):

**10** Upload supporting documentation for the requested changes to the Job Profile, if applicable.

Click Submit.

Job Profile Update	¢ià Iei	
Attachments		
	Drop files here	
(	or Select files	
Submit		