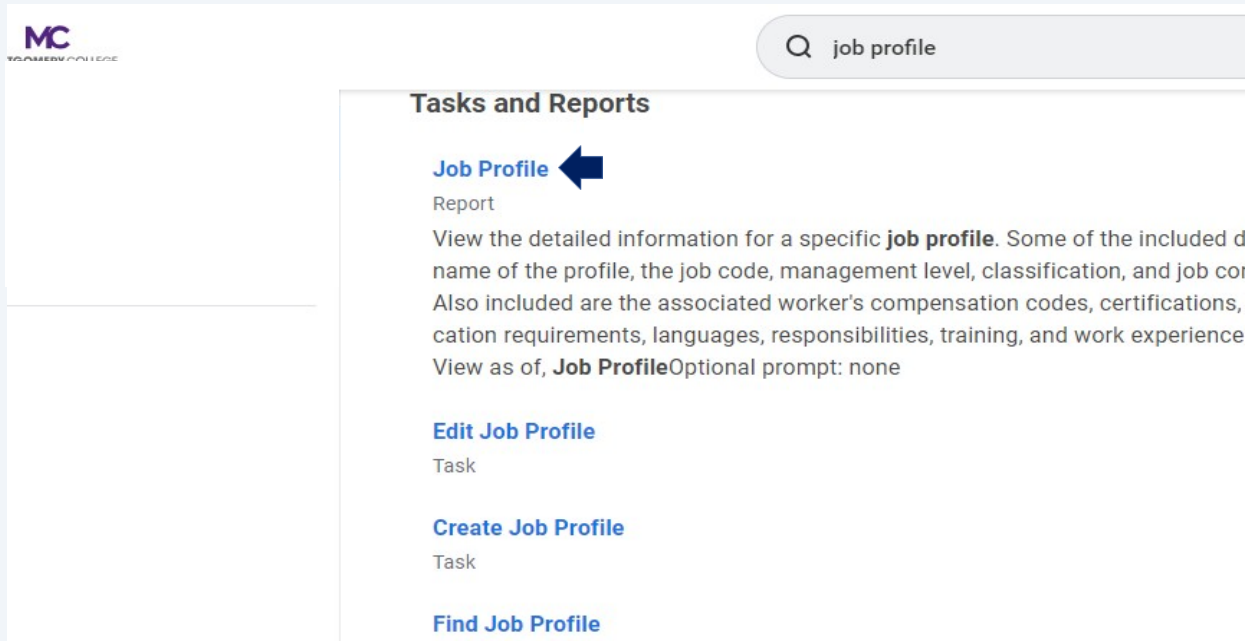


1 Navigate to Workday.

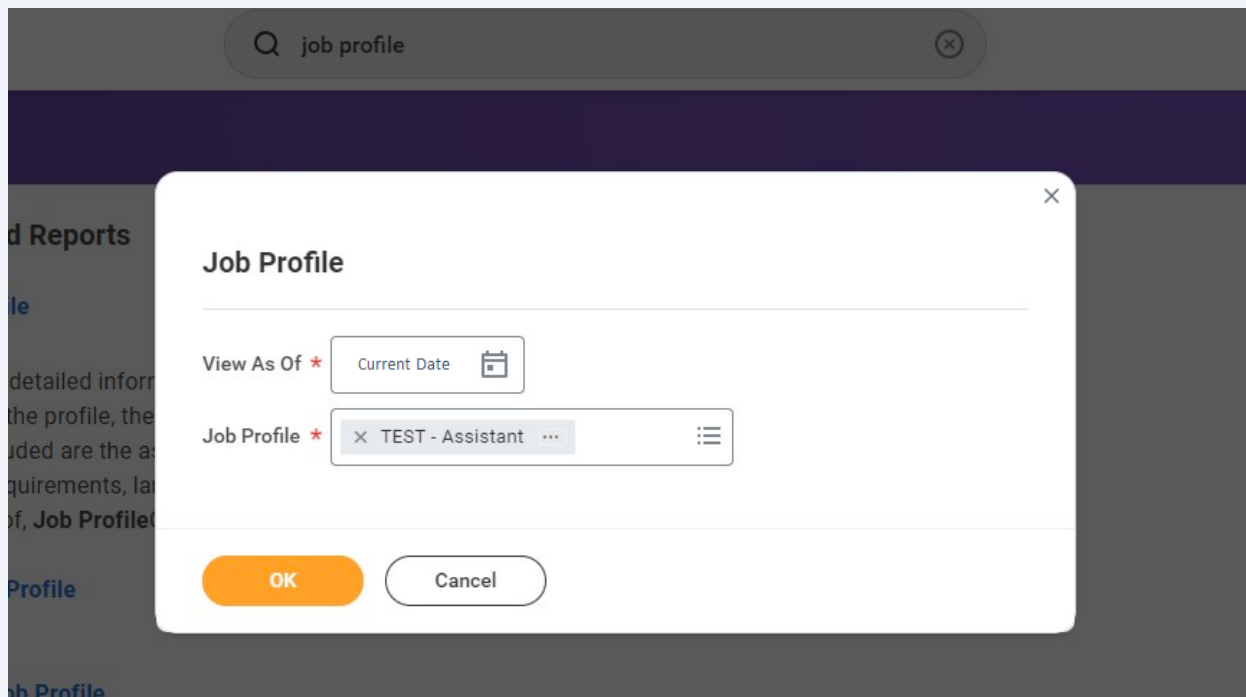
Type **Job Profile** in the Search Bar.

Click on Job Profile hyperlink.



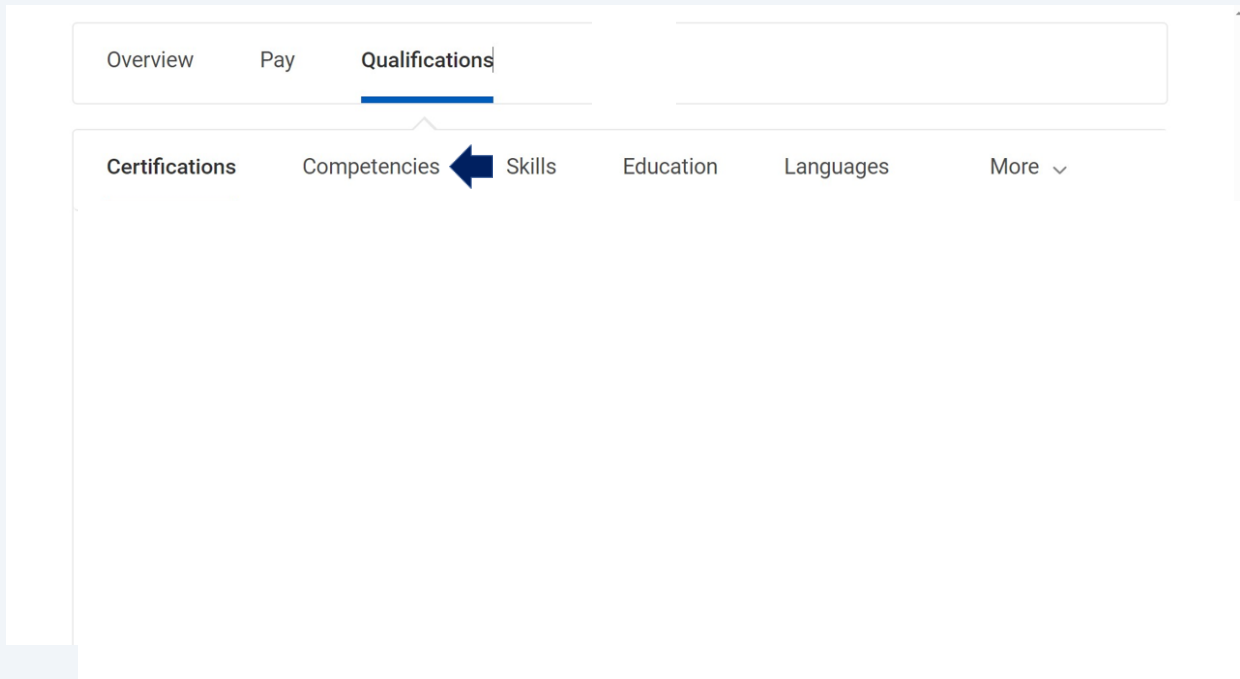
2 In the Job Profile field, enter in the **Job Profile** name.

Click "OK"



11

Click on **Qualifications -Competencies**



12 The Job Profile **Competencies** will display.

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.

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.	