

Welcome to job profile navigation. So first log in to Workday, and in Workday in the search bar, you're going to enter job profile. And automatically the first hyperlink is the job profile hyperlink. You want to click on job profile. Next, you're going to type in the name of the job profile. In this example, we'll use test assistant. Click enter and then click on okay. So right away, you see that we have entered into the job profile for this example, test assistant in the blue banner. And automatically, it will take us to the overview tab. So let's take a look at the overview job profile for test assistant. First, I'd like to point out the edit function here is not available to everyone. so that is something you will not see when you enter into a job profile for review. So let's go scroll down a little bit so we can get into the job profile itself. The first few items you're going to see are fairly straightforward. It tells us whether or not the job is active or inactive, the effective date of the job, and the date of last change of the job profile. Again, this doesn't have to necessarily be a substantial change. It could be something simple as adding a comma or a period.

So that date of last change might not be something that we have made any substantial changes to.

You'll see the job profile name and then you'll also see the job code in this example J140.

This is important to note that if you want to make any changes and work with class and comp in the future on a job profile, we'll need to know this job code. So this is where you can find that information. So let's scroll down a bit further and take a look at some additional information in the job profile. First, we have the job profile summary, which is fairly standard. We've had this here before.

Next, you'll find the job description and that's broken into three areas.

Essential functions, which again, this is fairly standard. This was in our job profiles previously.

Next, you'll find the required knowledge, skills and abilities.

And again, this information shouldn't be new to you either. And then third, we have the minimum education training and experience required for the role. Again, this area is not new either within the job profile. We'll scroll down a bit further and you'll see the next section of the job profile, which is the additional job description section.

This is fairly standard in all job profiles.

It will list the physical demands as well as the work environment for the job. Scroll down a bit further and you'll see some additional data in the job profile.

You're gonna see management level and that one is has a hyperlink there in blue, job level again with the hyperlink, and job family.

So let's talk about those three for a little bit. The management level is the degree of authority and responsibility. So in this specific role, test assistant, they are an individual contributor in this job profile. Next, you'll see the job level, and the job level reflects the internal alignment of the job. So this is a support level job, you see there with the blue hyperlink. And then lastly, you see the job family, and this specific job family is human resources. So a job family is a

group of jobs performing similar work based on function and primary duties. So let's take a look at that specific job family, just to give you an idea of what that hyperlink will take you to. So in this example, again, its job family name is

human resources. It's a staff position. And then it goes into additional job profiles that are within the human resources family. So you'll see some listed here as active, inactive, And you'll see that there are an additional 15 job profiles within the human resources family. So that kind of gives you an idea of what you will see if you were to click on the hyperlink for job family. So let's hit the back button, and I'm going to scroll down again to where we were previously. Job classification, I did not enter this data for this test assistant role, but just wanted to point that out that that typically does have some data there. S.

The job classification includes the U. standard occupational classification, equal employment opportunity, job category, essential personnel, and any shift eligibility. So again, some additional data here, work shift required, yes or no, public job, yes or no. So that is the overview tab for the job profile in Workday. So let's scroll back up. And next, we are going to take a look at the compensation tab. Important to note, there is no data currently in the Characteristics tab. So I'm going to pop over to the Compensation tab. We're not currently using this tab, Characteristics. So compensation tab, this tab shows us the grade of the test assistant role, which is 25, and it also shows us that the compensation is hourly. Next, we have the additional data tab. Under additional data, you'll find two areas that are important to note. First, we have financial disclosure and then we also have telework eligibility. So is the job profile, does the individual need to report under financial disclosure? So we have three answers here for financial disclosure, yes, no, or depends. And the depends, reads, depends on duties of the position. Under telework, we also have three answers, yes, no, or depends, and depends for telework eligibility, states, depends on unit operations. So under additional data, you will find financial disclosure and telework eligibility. So next, let's click on the pay tab. Automatically, it's going to pull up the pay rate type, and again, we saw this in a prior tab as well as the overview tab and the pay rate type is hourly for this specific position. If it were a salary, that would be listed here, so you would see either hourly or salary here. Next, we're going to click on job exempt and you'll notice here that it gives an answer of yes or no. This simply indicates whether or not the job is eligible for overtime. So that's where you would find the eligibility piece for overtime, whether or not the job is exempt or non-exempt. This tab here for workers' compensation code, again, we're not going to be reviewing that today, and that data is not populated. Next let's click on the qualifications tab. And this area, you will find several tabs under qualifications. A good majority of them are new to us. So let's first take a look at the certifications tab. For this job profile, we are asking that the individual for this job have a professional and human resources certificate. So this is where you will find any certifications required for the role. Under the Competencies tab, you will find our job profile competencies. There are four of them, and let's go through those. So job profile competencies are broad behaviors associated with the role. And again, there are four of them. The first being communication and collaboration. So what type of contacts, interactions, or sharing of information does the job have on a regular basis? Those are the questions we need to answer for communication and collaboration. The second job profile competency is decision making. So what's the impact of the decisions typically made by this job? The third job profile competency is independence of action. What is the job's general degree of independence of action? Those are the questions we would answer there for that question. and lastly, problem solving is our last job profile competency.

So what is the nature of problems regularly encountered by this job? And again, these are broad behaviors associated with the role. It is important to note that these are different from the college-wide competencies. Next, let's take a look at skills.

You will see here we have three skill levels.

Beginner, intermediate, intermediate, as well as experienced. So job profile skills

describe the proficiency, knowledge, and training needed in the job. So beginner represents an individual relatively new to the field or role entry level.

Intermediate is an experienced individual who demonstrates the ability to perform the job's essential functions. and third, we have experience, which is extensive accumulated experience and may serve as a role model and mentor in the role. So those are new to us as along with the competencies and those skill levels are listed here. If you want to find the definitions, you can click on the view skill level descriptions and that will give you those definitions I just shared. Next is the education tab, again required for this specific role, we are asking that the candidate have an associate's degree. So this is where any education required for the role would be listed under the education tab. Next, we have the languages tab, and again, a requirement for the role, we're asking that the candidate speak Spanish, and you can see here too that we're asking for speaking ability. you can also enter writing ability as well, and then the proficiency that we are requesting. So in this specific role, the requirement is advanced for speaking Spanish. You'll see three more tabs here, responsibility, training, and work experience. These are currently not being utilized, but we will save those tabs for any possible future use. So that's the end of our navigation video. you can find this out on our class and comp website as well as our study page in addition to some other job aids that will assist you with the job profile in Workday.