STANDARD OPERATING PROCEDURE
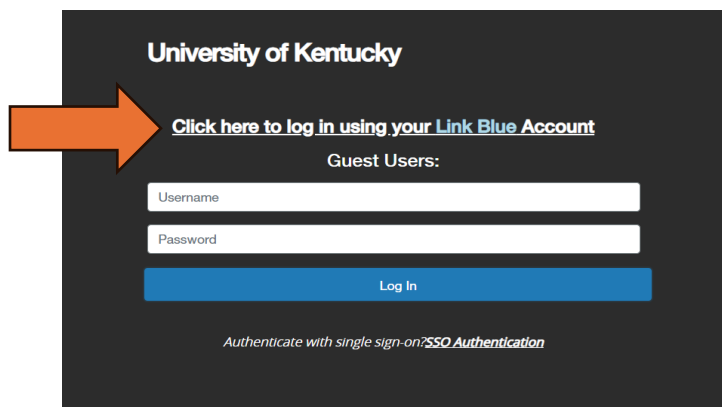## For Viewing Your Own Position Description
Revised: February 2024

Overview: In the Integrated Employee Systems (IES), all regular staff and nursing positions have position descriptions the seated employee can view at any time. To view your own position description, follow these instructions:
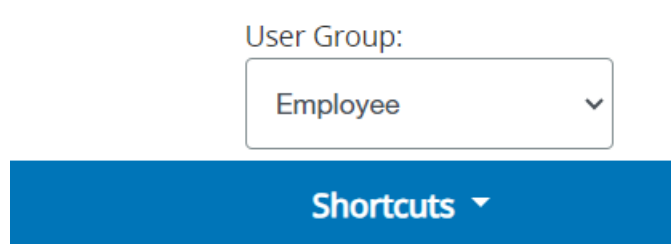
(1) Navigate to this link:

https://ukjobs.uky.edu/hr

(2) Click on "Click here to log in using your Link Blue Account". Do not sign in as Guest User.

(3) Once signed in, navigate to the top right-hand corner of the page to select 'Employee' in the User Group selector.


(4) Next, click on the three recurring dots in the upper left-hand corner. Select "Position Management" to move from the Applicant Tracking module (blue side) to the Position Management module (orange side).
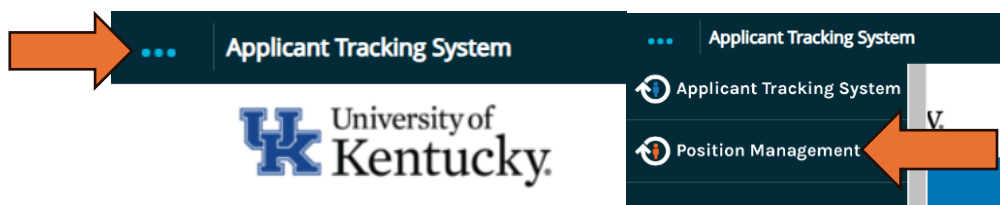
STANDARD OPERATING PROCEDURE
For Viewing Your Own Position Description

(5) Once on the Position Management module, click on "Position Descriptions". Select "Staff" if you are in a regular staff role OR "Nurse Recruitment" if you are in a nursing role. If you have direct reports, you will also be able to view their position descriptions from this page.
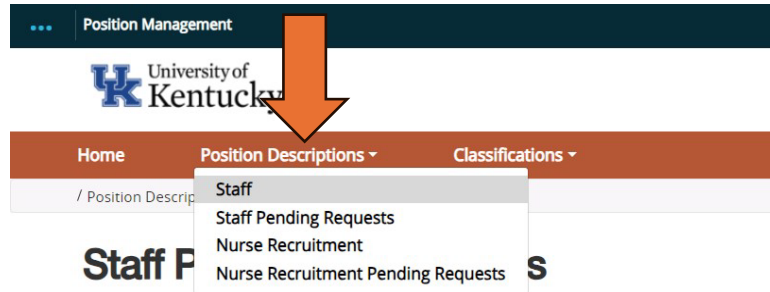
(6) Click on your position number or job title to display your position description.

(7) Scroll up and down to view all sections of your position description including the Major Job Responsibilities (MJR).