

# STANDARD OPERATING PROCEDURE

## For Viewing Your Own Position Description

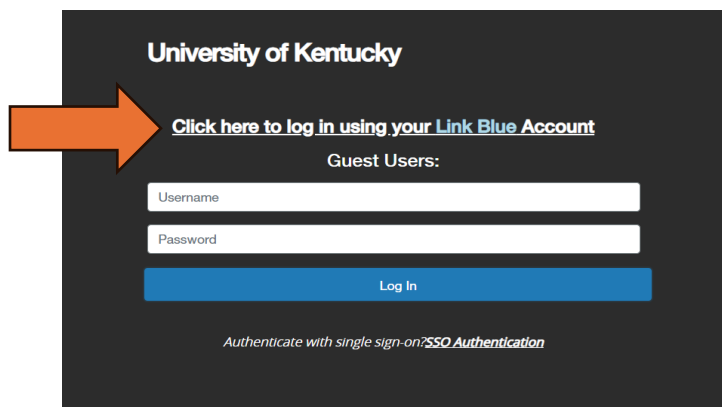
Revised: February 2024

**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:

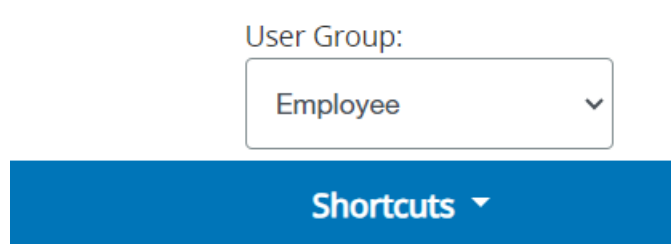
(1) Navigate to this link:

<https://ukjobs.uky.edu/hr>

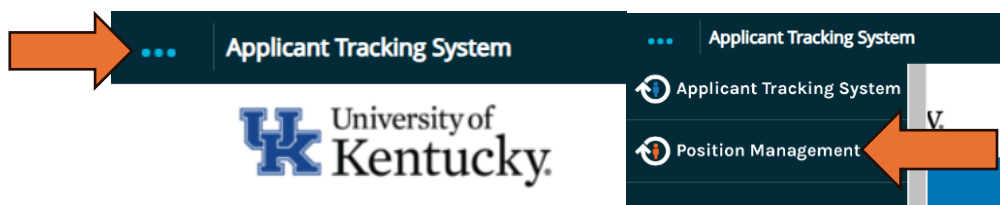
(2) Click on "Click here to log in using your Link Blue Account". Do not sign in as Guest User.

The image shows the University of Kentucky login page. At the top, it says "University of Kentucky". Below that is a link "Click here to log in using your Link Blue Account" which is highlighted by an orange arrow. Underneath the link is the text "Guest Users:". There are two input fields: "Username" and "Password". Below these fields is a blue "Log In" button. At the bottom, there is a small text link: "Authenticate with single sign-on?SSO Authentication".

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

The image shows a "User Group:" selector. It is a dropdown menu with "Employee" selected. Below the selector is a blue button labeled "Shortcuts" with a small downward arrow.

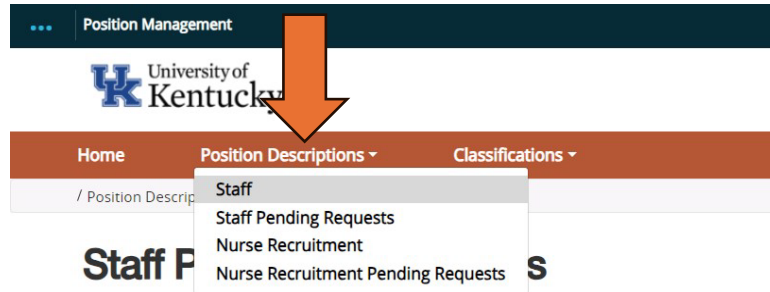
(4) Next, click on the three recurring dots in the upper left-hand corner. Select "Position Management" to move from the Applicant Tracking module (blue side) to the Position Management module (orange side).



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(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.

## Staff Position Descriptions

Position Descriptions

Position Descriptions 1 Selected records 0 Clear selection?

	Position Number	Job Title	Department	First Name	Last Name	Status	(Actions)
<input type="checkbox"/>	51010264	Administrative Services Assistant	3J540:Employment (3J540)	Theodore	Sabino	Active	Actions

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

University of Kentucky

User Group: Employee

Home Position Descriptions Classifications Shortcuts

/ Position Descriptions / Staff / Administrative Services Assistant

Position Description: Administrative Services Assistant (Staff)

Current Status: Active

Position Type: Staff Created by: Tamara Anding

Department: 3J540:Employment (3J540)

Print Preview

Print Preview (Employee View)

Summary Associated Classification