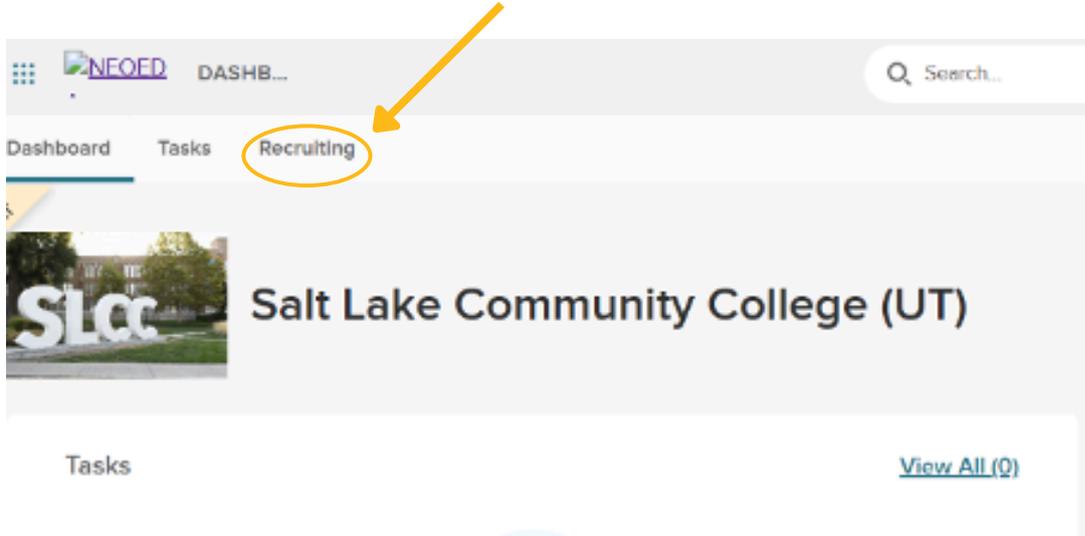
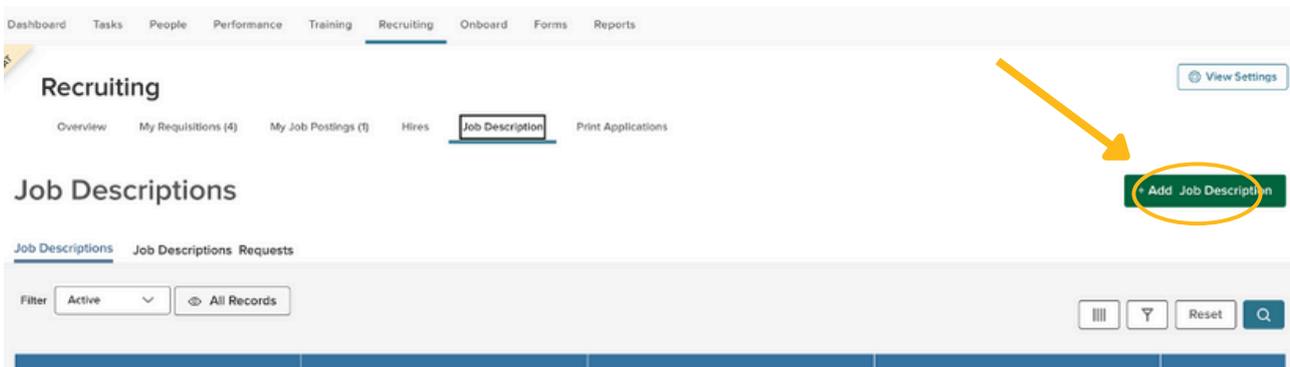


CREATING A NEW JOB DESCRIPTION (OHC)

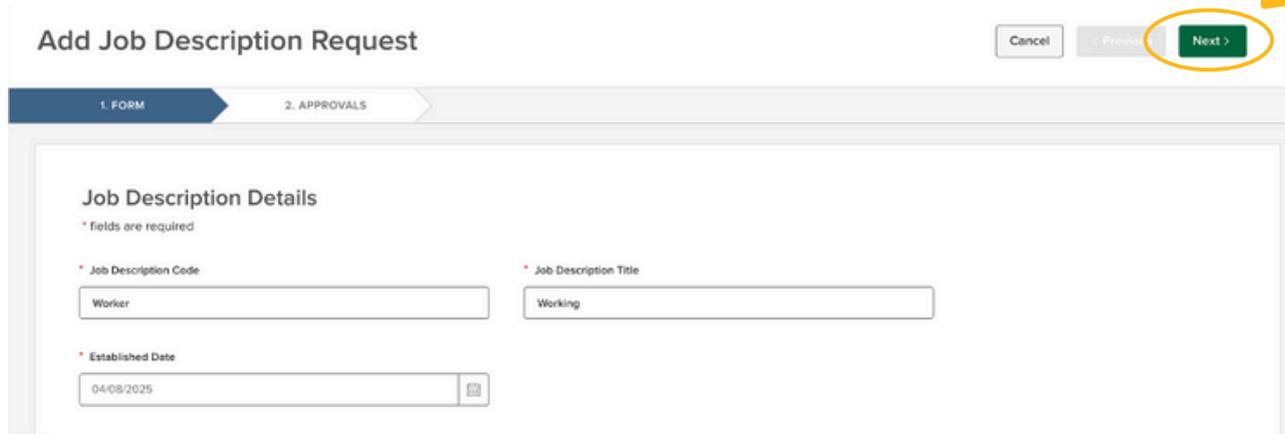
1. After signing into the system, the Dashboard module will display. Click “Recruiting” on the banner below the search bar.



2. From the Recruiting page select “Job Description”, then click the green “+ Add Job Description” button.



3. Fill in applicable fields, then click the green “Next” button.*

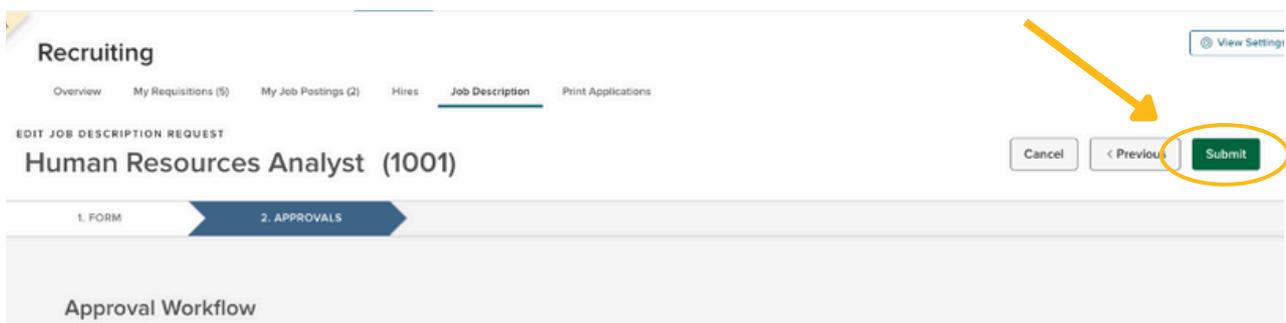


CREATING A NEW JOB DESCRIPTION (OHC)

*Please follow these instructions to complete the fields on the Add Job Description Page:

- Job Description Code: Position Number
- Job Description Title
- Established Date: Date Created
- Activate Job Description
- Minimum Salary
- Salary Frequency
- Show Salary
- Bargaining Unit
- FLSA: *Exempt or Non-Exempt*
- EEO
- Benefit Code: *N/A*
- Occupational Group
- Physical Class
- Job Summary
- Essential Duties and Responsibilities
- Minimum Qualifications
- Preferred Qualifications
- Knowledge, Skills and Abilities
- Special Instructions

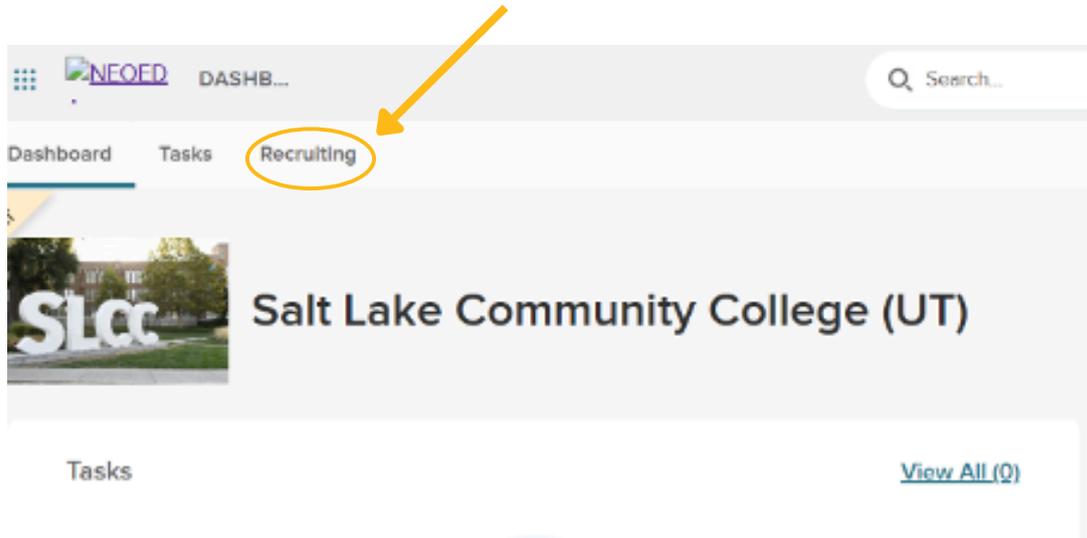
4. Then click the green “Submit” button to finalize the edits. *No approval required for creating job descriptions*



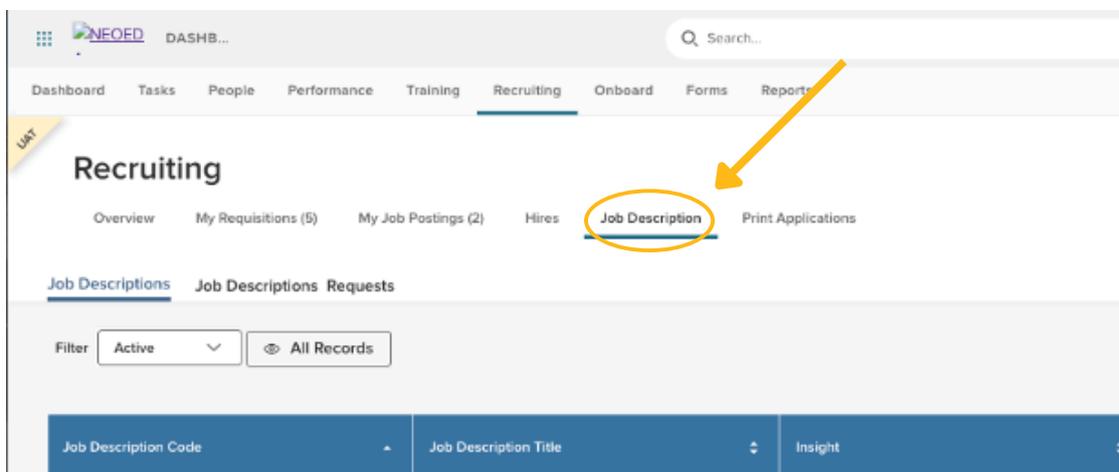
The screenshot shows the 'Recruiting' system interface. At the top, there is a navigation bar with 'Recruiting' and a 'View Settings' link. Below this, there are tabs for 'Overview', 'My Requisitions (5)', 'My Job Postings (2)', 'Hires', 'Job Description', and 'Print Applications'. The 'Job Description' tab is active. Below the tabs, the text 'EDIT JOB DESCRIPTION REQUEST' is displayed, followed by the job title 'Human Resources Analyst (1001)'. At the bottom of the page, there is a progress bar with two steps: '1. FORM' and '2. APPROVALS'. The '2. APPROVALS' step is currently active. In the bottom right corner, there are three buttons: 'Cancel', '< Previous', and 'Submit'. The 'Submit' button is highlighted with a red circle, and a yellow arrow points to it from the top right of the page.

EDITING A JOB DESCRIPTION IN NEOED (OHC)

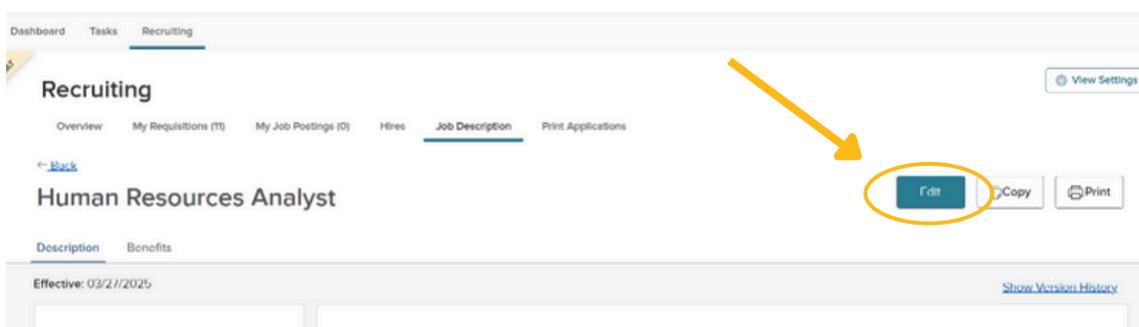
Step 1: After signing into the system, the Dashboard module will display. Click “Recruiting” on the banner below the search bar.



Step 2: From the Recruiting page select “Job Description”, then search for and select the desired Job Description.



Step 3: Once the Job Description you selected comes up, select the blue “Edit” button.



EDITING A JOB DESCRIPTION IN NEOED (OHC)

Step 4: Make any changes to the Job Description, then click the green “Next” button.

Recruiting

Overview My Requisitions (4) My Job Postings (1) Hires Job Description Print Applications

DIT JOB DESCRIPTION REQUEST

Human Resources Analyst (1001)

1. FORM 2. APPROVALS

Current Job Description

Job Description Code
1001

Job Description Change Request

* fields are required

* Job Description Code
1001

Cancel < Previous Next >

Step 5: Then click the green “Submit” button to finalize the edits. *No approval required for editing job descriptions*

Recruiting

Overview My Requisitions (5) My Job Postings (2) Hires Job Description Print Applications

DIT JOB DESCRIPTION REQUEST

Human Resources Analyst (1001)

1. FORM 2. APPROVALS

Approval Workflow

* fields are required

+ Add Approval Group

Cancel < Previous Submit

For more instructions and support with the OHC System, refer to the OHC User Guide:

