

Reading Your New Job Description

Definitions

Job Description: The updated job descriptions provide consistent expectations that include accountabilities and capabilities.

Capabilities: Capabilities describe the expectations for how the work should be accomplished. The capabilities reflect the 'softer skills' required to perform a job.

Accountabilities: Accountabilities are the four major categories of what a job is responsible for: organizational impact, problem solving/complexity of work, knowledge, and team interaction. Accountabilities are used to compare jobs to one another and map to the job structure.

Icons in this job aid



Information



Do Not Edit

Steps

Accessing Your New Job Description

1. Login to Performance Central from the HR Performance Central website.

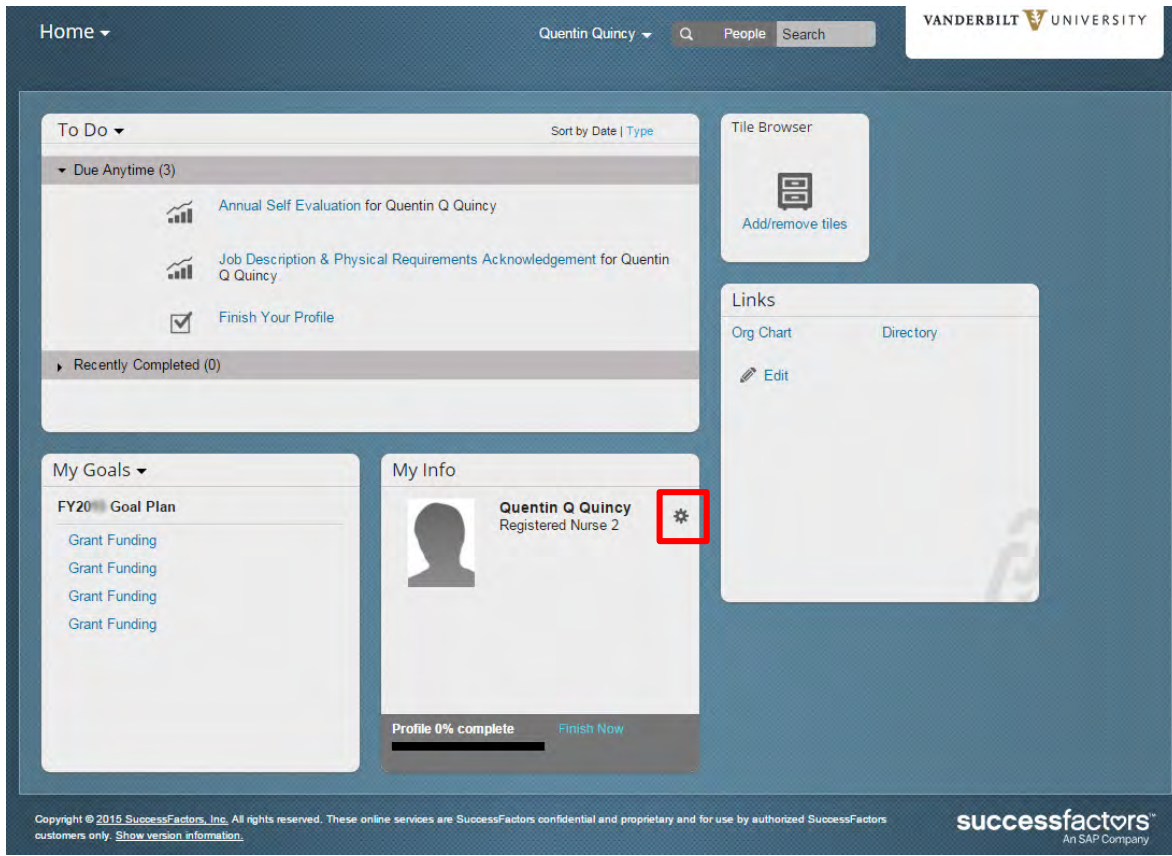
PERFORMANCE Central



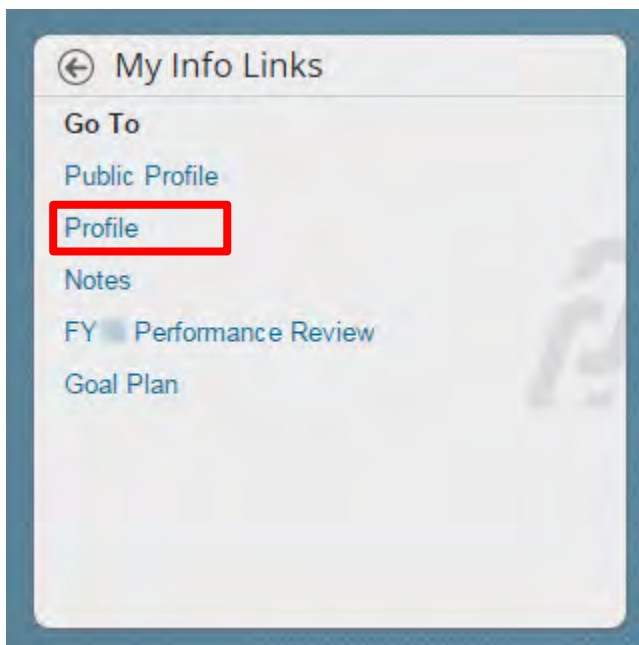
PERFORMANCE Central

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2. From the home page, click the gear icon in the My Info tile.



3. More options are now displayed in this tile. Click “Profile”



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4. From your job profile, locate your Job Code. Click the title next to the code.

My Employee File ▾ Quentin Quincy ▾ Q People Search VANDERBILT UNIVERSITY

Quentin Q Quincy ▾ Profile ▾ Your profile is 0% complete. Finish Now Take Action ▾

Registered Nurse 2

Personal Information

The Personal Information listed below comes from Vanderbilt records. To update your personal address information, please login to C2HR (<http://hr.vanderbilt.edu/>). For any other updates, please contact your supervisor.

VUNet ID qqqq
First Name Quentin
Middle Q
Last Name Quincy
Title Registered Nurse 2
Email nomail@invalidemail.com
Home Department Marketing
Organization
Division
Job Code 6643 Registered Nurse 2
Manager Henry H Howard
Hire Date 10/24/2003
Rehire Date

5. Within the job summary, click the link to read your new job description. This opens a new browser tab.


View Job Profile

Registered Nurse 2
Role: 6643 - Registered Nurse 2

T Job Summary

Applies the nursing process to plan and implement the care of patients, including patient and family education and continuum of care planning. Effectively communicates pertinent patient/family information to the health care team. Collaborates in establishing patient goals and evaluates progress to ensure effective outcomes. Furthers professional growth by engaging in learning activities according to the Board of Nursing standards. For more information regarding the job description, physical requirements, and environmental conditions for this job, please visit:

<https://hr.vanderbilt.edu/secure/careerframework/nursing/RegisteredNurse2.pdf>

 Note: the square icons by section titles are part of the software, and not related to your specific job.