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

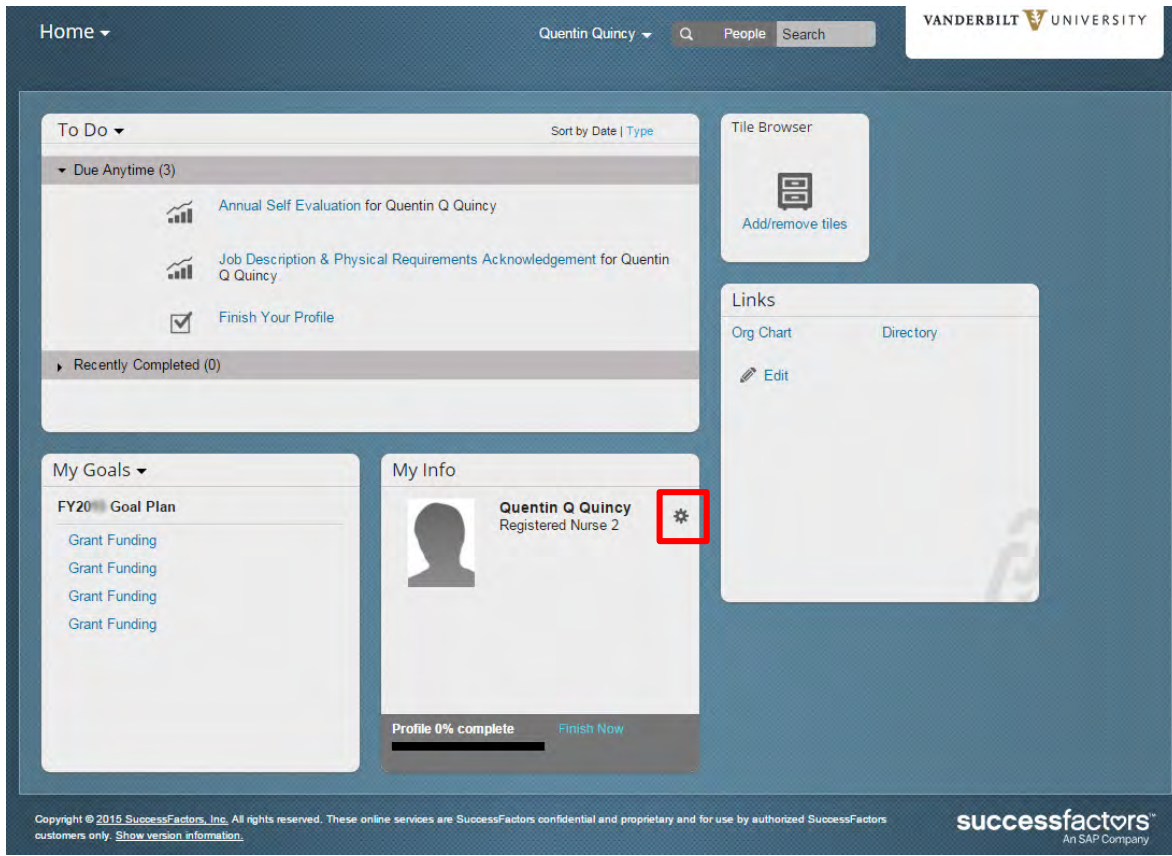1. Login to Performance Central from the HR Performance Central website.
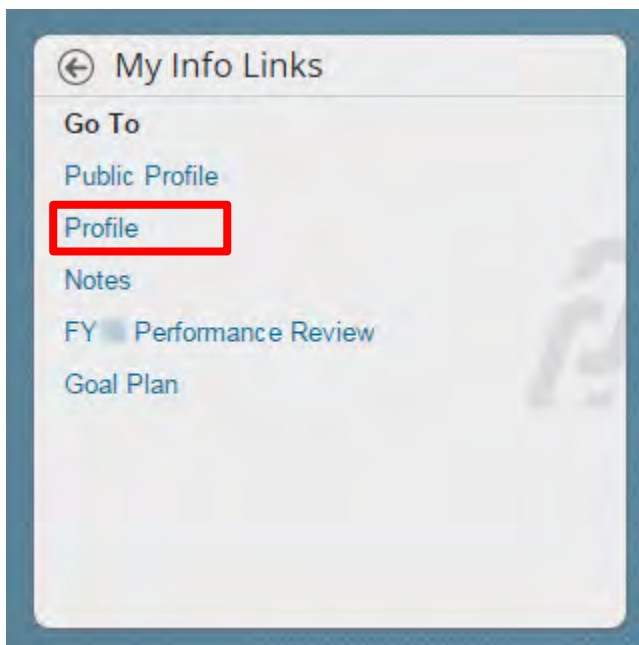
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2. From the home page, click the gear icon in the My Info tile.

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.

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

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