Updating a Job Description (New or Current) Payfactors Compensation Software

Introduction This job aid will demonstrate how to update a job description.

Step by Step Guide:

Step:	Action:
1	Email the SR HR Consultant requesting to update or create a new job description.
2	The SR HR Consultant will email you a link with your request. Matthew Wright <noreply@payfactors.com> PLEASE REVIEW: RECRUITER Job Description
3	Click on the blue hyperlink to begin reviewing or editing. payfactors Matthew Wright has asked you to review the RECRUITER job description. Please click here to view the Job Description. You will now see your description.
4	There are six (6) sections to the job description. **Summary:** A job summary provides an overview of the college and the expectations that comes with the job. It summarizes the main point of the job description, which may include key responsibilities, functions, and duties. **Duties & Responsibilities:** Job responsibilities are what an organization uses to define the work that needs to be performed in a role and the functions that an employee is accountable for.

	Minimum Qualifications: Minimum qualifications is a term used in job descriptions to refer to the education and experience needed for a particular position. **Knowledge, Skills and Abilities:** Knowledge, skills, and abilities are what a person must possess in order to perform the duties of the position. **Work Environment:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. **Physical Demands:** The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.
5	Scroll Down to the section you would like to edit.
6	Start typing what you want to edit or you can use the Library of job description Payfactors has in the system to use in your description. Compare Versions Library Discard Edits
6a	By Clicking on the Library button. The system will search based on the title of your description. If no results are found, delete the title and enter in another title of your choice. **Job Description Library** RECRUITER Keyword Searching by Keyword will search for job descriptions that have your keyword in the details of the description.

6b	Once you receive results you will see the information below.
	  Select which section you would like to review (Summary, Duties, etc.)
6c	When you find the language you want to add simply click and drag to the section where you want it to go. When finished click the X to close the library section.
7	Once you are ready to approve or reject, click one of the follow. You can also add a comment to describe your changes for HR or the next approver to review. Reminder some descriptions are used across multiple departments, so each Department Director or Supervisor will have to approve the language to move forward.
8	The Payfactors system will close.
9	Once the workflow is complete, you will receive an email that the job description has been approved or rejected. If rejected you will receive another email with hyperlink to resubmit. If approved you are ready to use. If there are significant changes to the duties and responsibilities, that job will need to be marketed with the possibility of a change to the salary.