

Description: This job aid provides faculty and staff managers instructions on where to find your employees' job profiles in Workday.

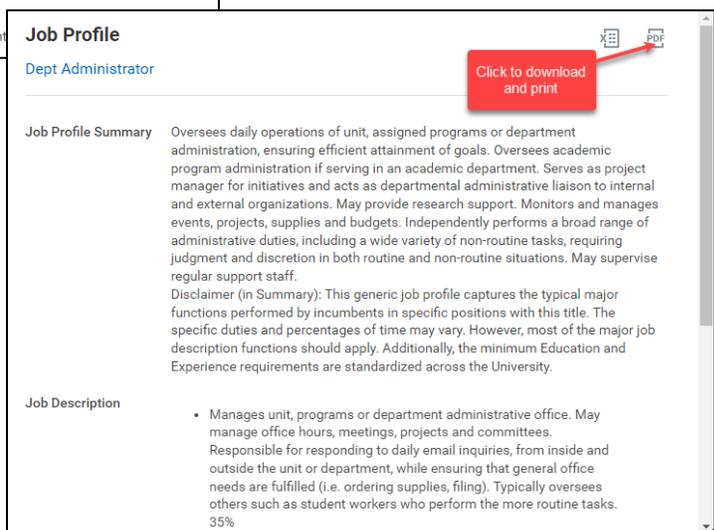
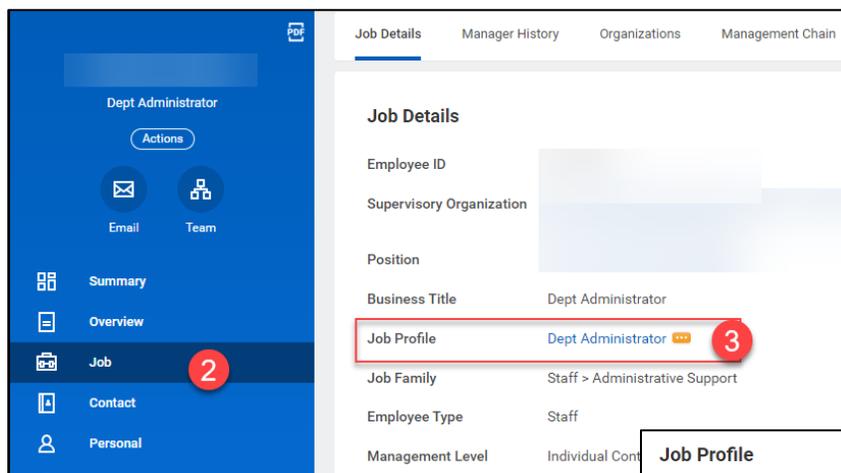
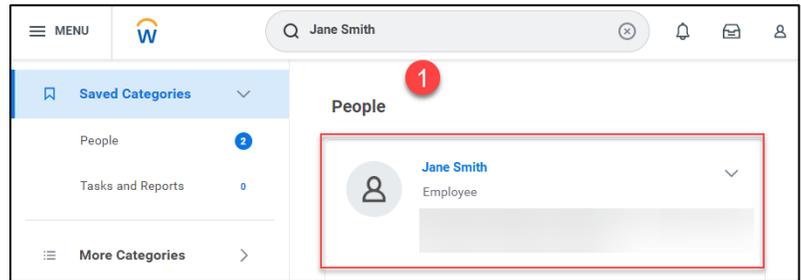
Applies to: Faculty and Staff Managers

Note: Fields not specified in this document are to be skipped or left blank.

FIND YOUR EMPLOYEE'S JOB PROFILE IN WORKDAY

Verify that your employee's Workday Job Profile and Job Description accurately reflect the employee's position and objectives.

1. Type the employee's name in the search box and select their employee profile.
2. From the profile menu, select **Job**.
3. Hover over **Job Profile** and click Related Actions (ellipsis) to see the Job Profile Summary and Job Description.



Note: Work with your HR Business Partner for guidance with resolving discrepancies.

There is one generic Workday Job Profile per title. It may differ from your employees' specific job/position descriptions. In some cases, managers may also maintain specific job/position descriptions for employees after consulting with HR.