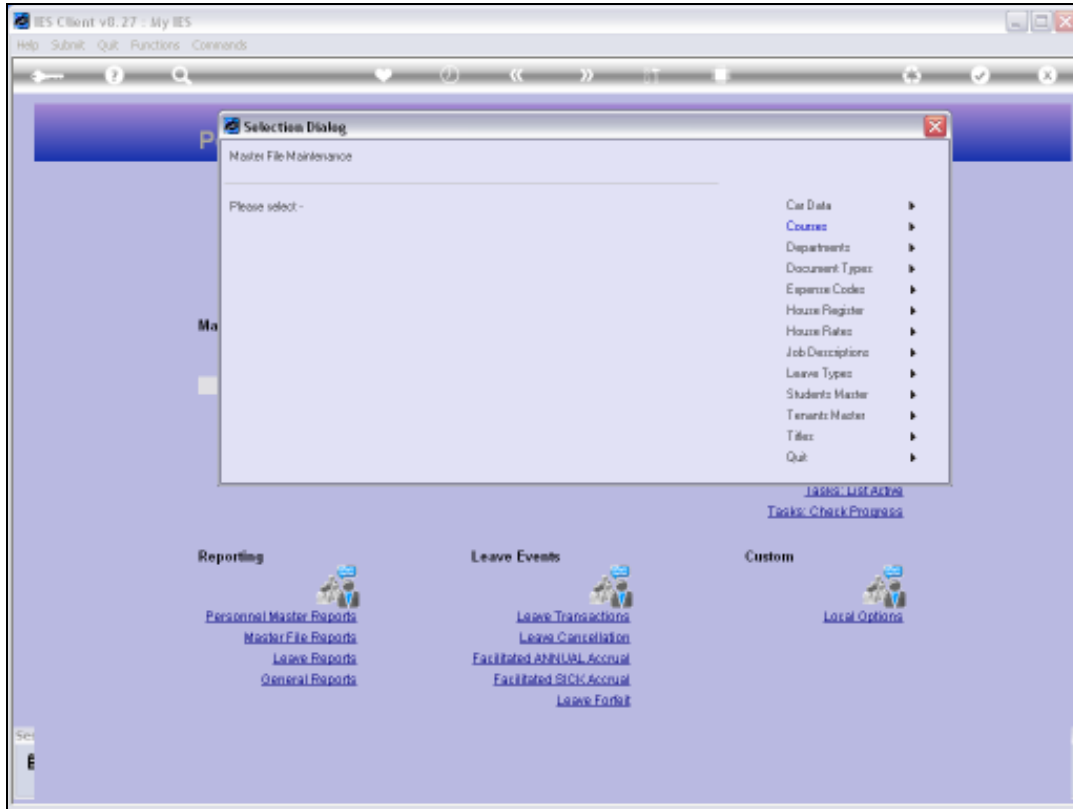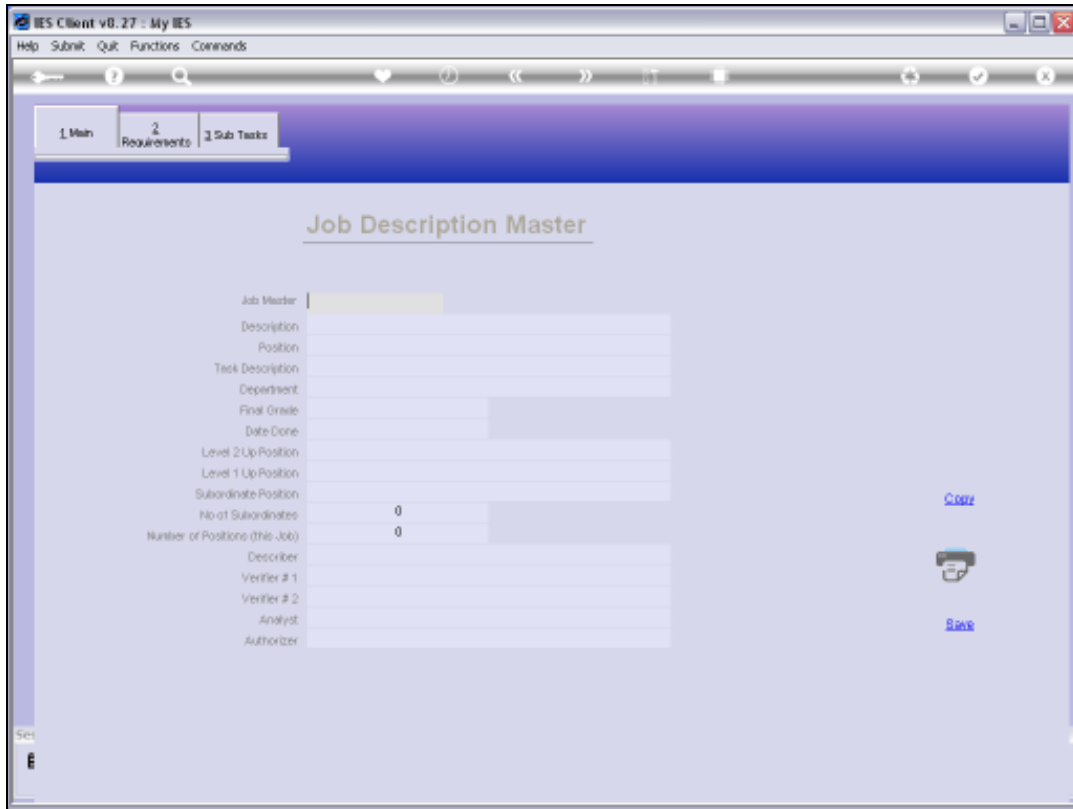Slide 1

Slide notes: From the File Maintenance Menu, we reach the option for defining and maintaining Job Descriptions.
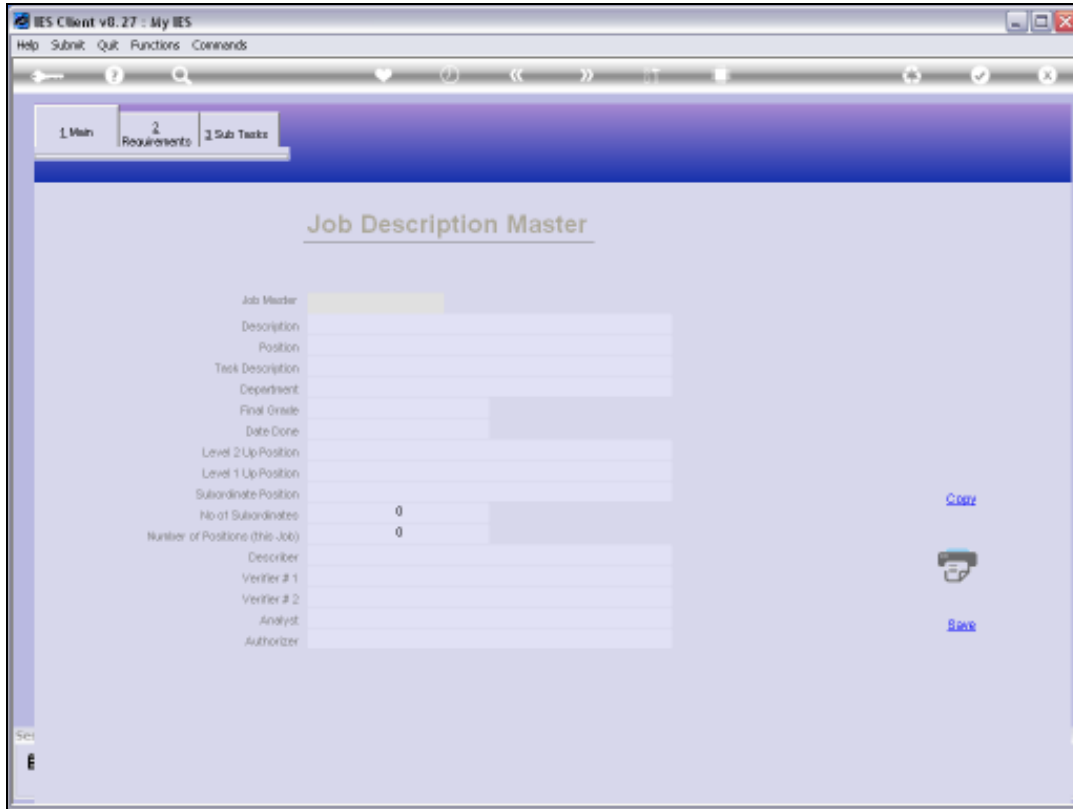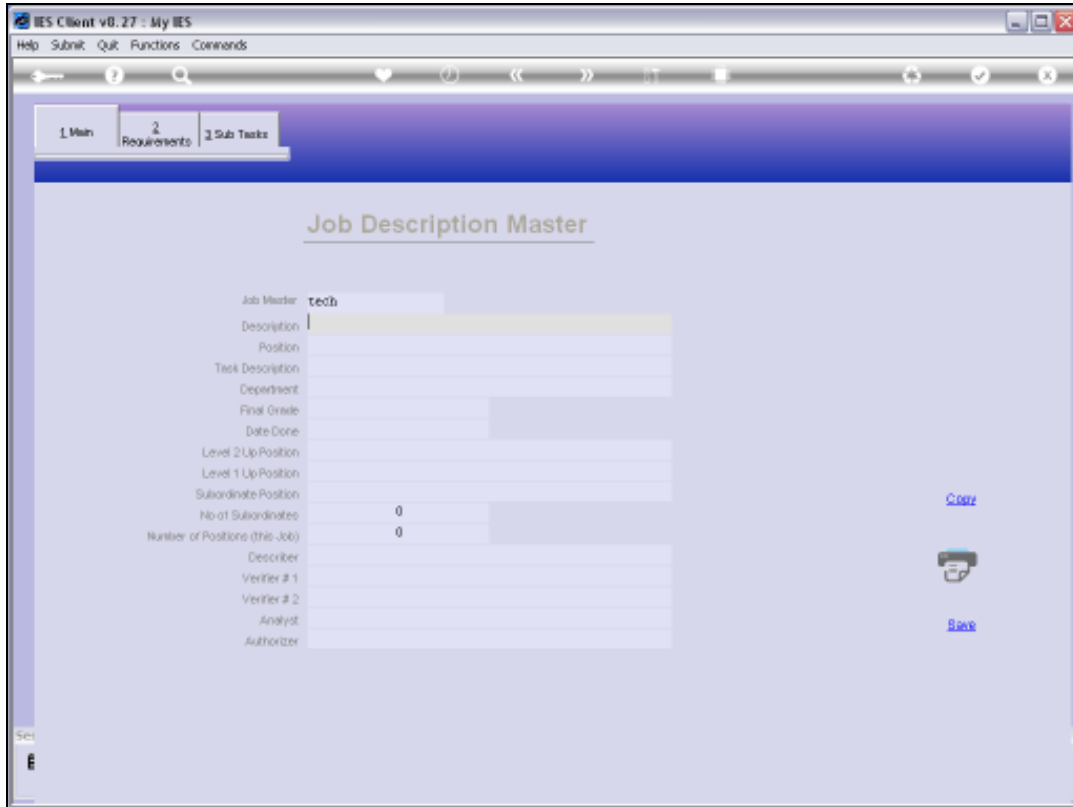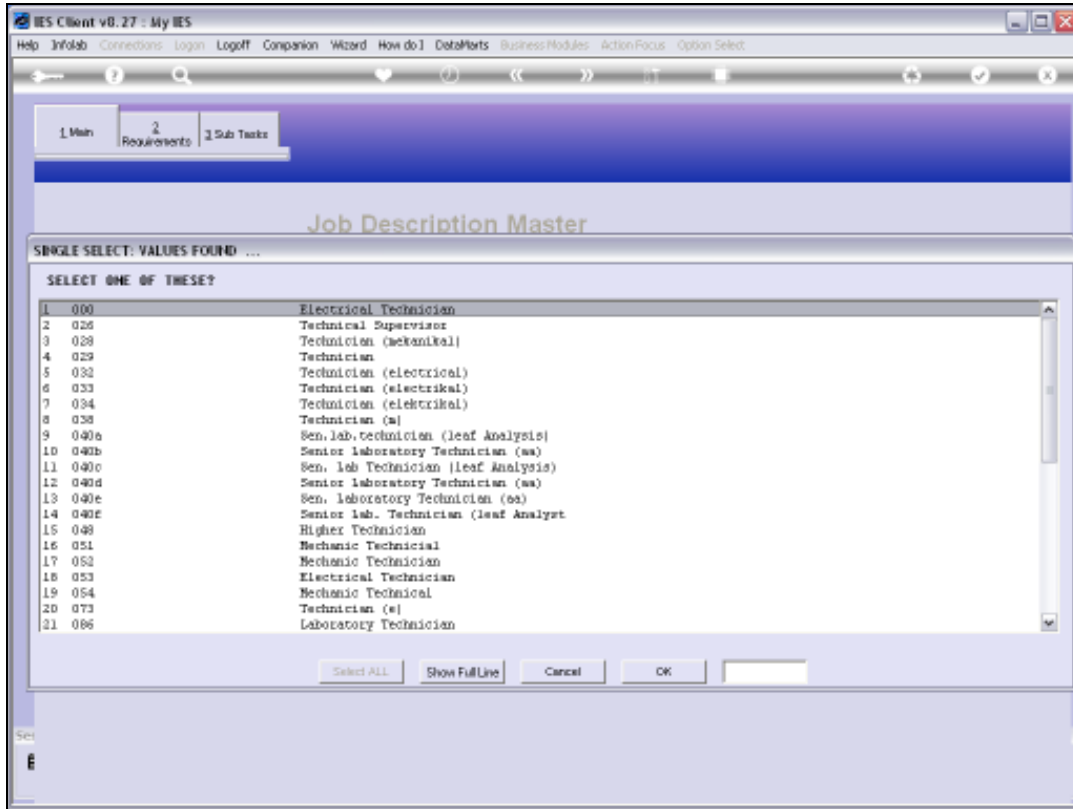
Slide 2
Slide notes:

Slide 3

Slide notes: Job Descriptions may be used fully for Job Grading and task specification, or simply as a list of Job Positions. In the latter case, we need only list the Key and Description for each position.
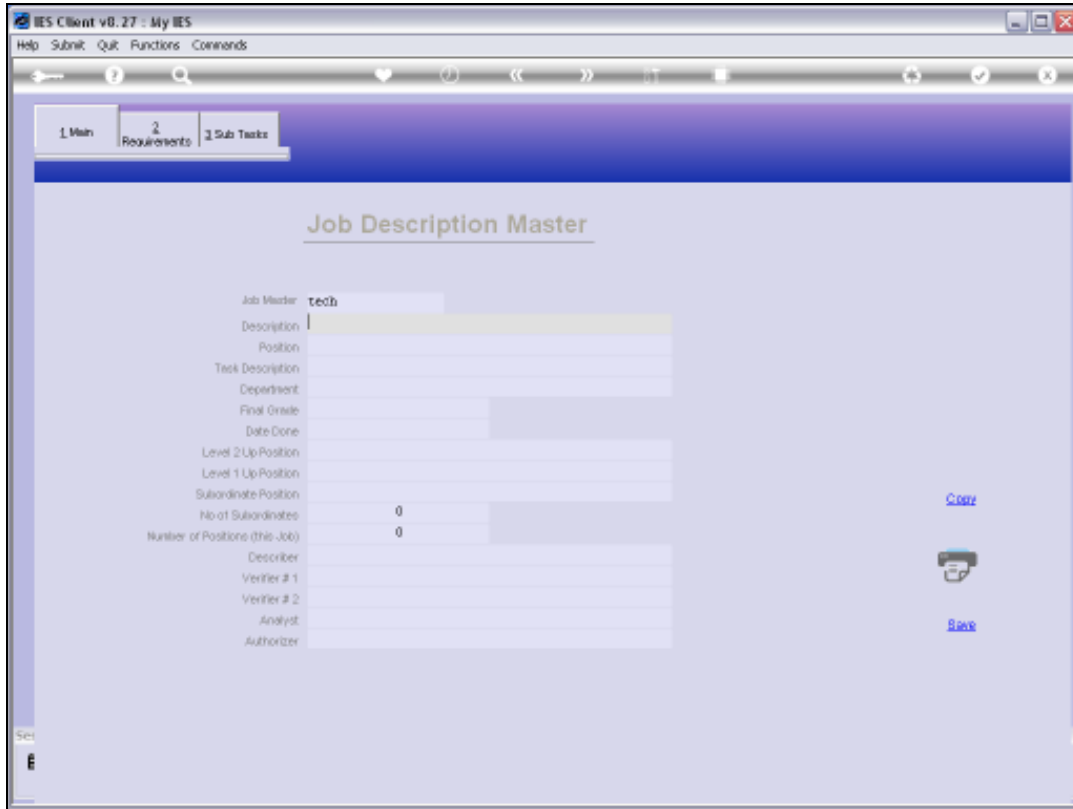
Slide 4

Slide notes:

Slide 5
Slide notes:

Slide 6
Slide notes:

Slide 7

Slide notes:

Slide 8

Slide notes: When we apply the Job Description fully, then of course we will fill most of the fields.

Slide 9

Slide notes: On the 2nd page of the form, we may list the various requirements for this Job Position.

Slide 10

Slide notes: And on page 3 of the form we may list all the Tasks and Sub Tasks.

Slide 11

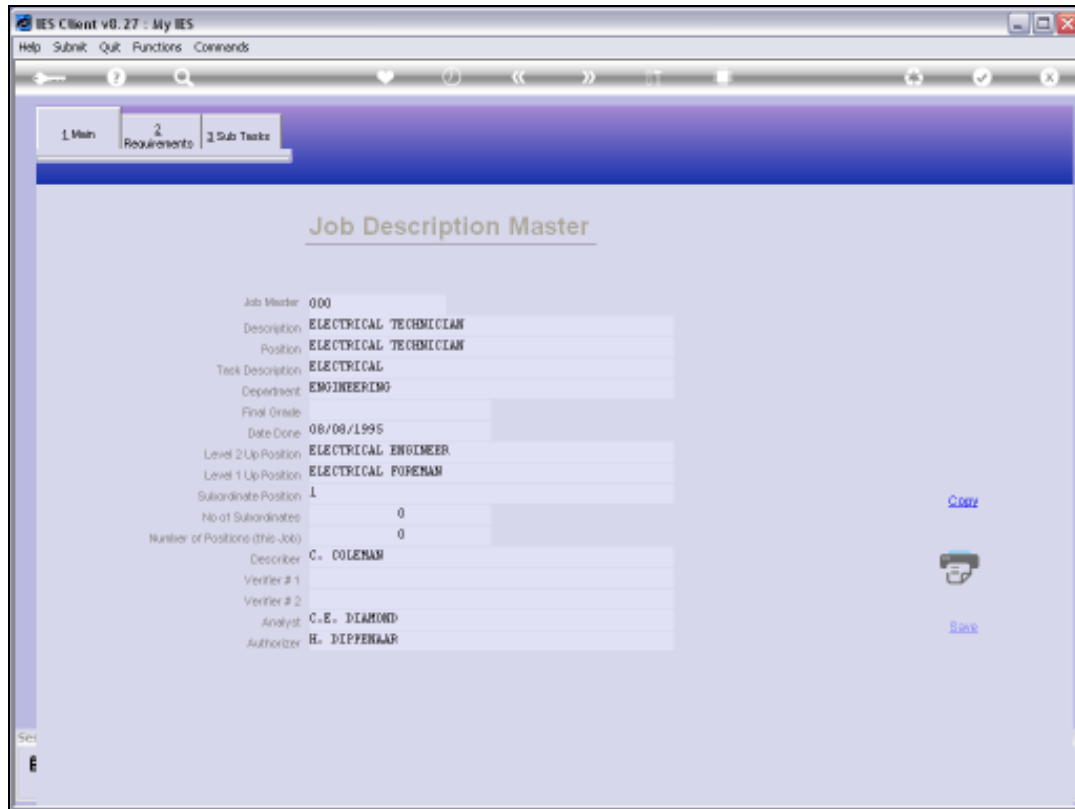Slide notes: We can also copy a Job Description to a new Key, which gives a good start for a similar kind of Job, in which case we do not have to define everything from scratch.
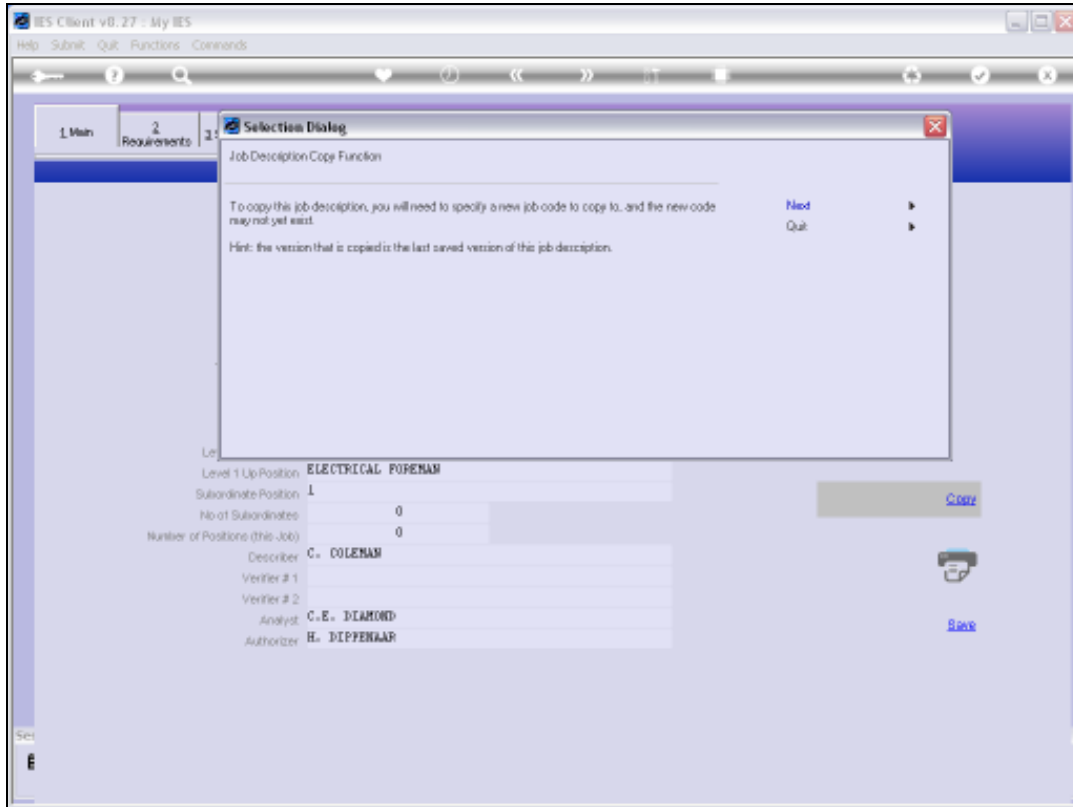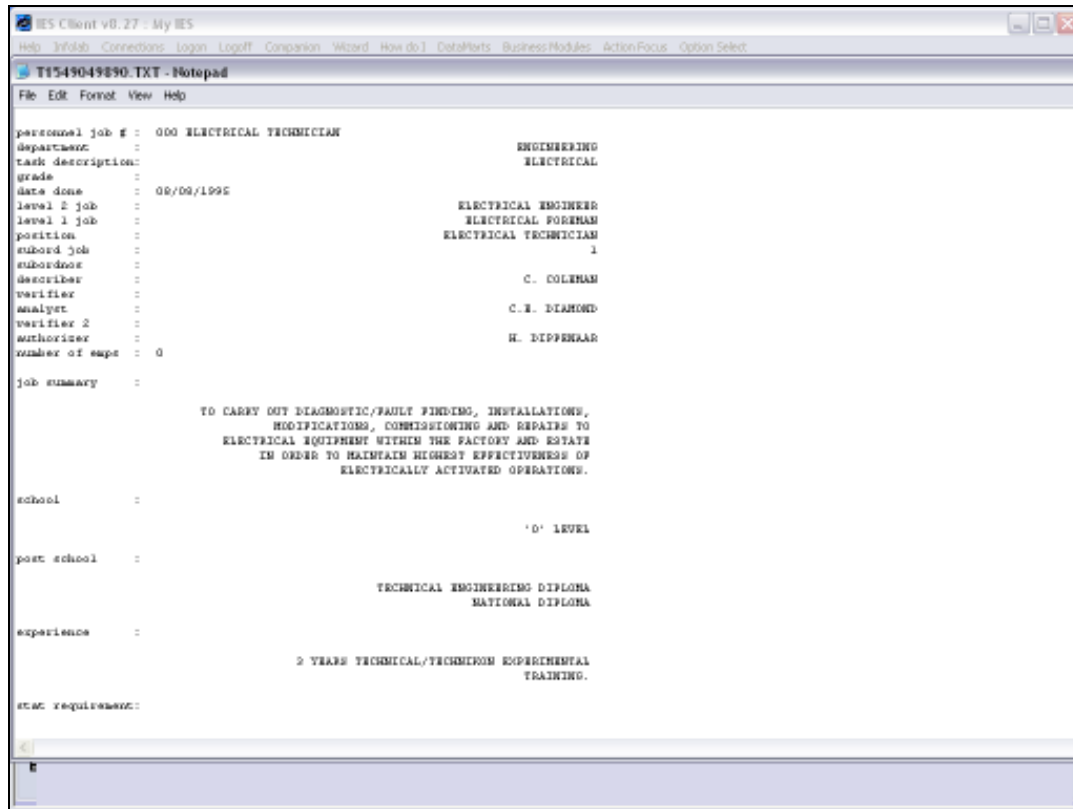
Slide 12
Slide notes:

Slide 13

Slide notes: And the Job description can also be printed from here.

Slide 14
Slide notes: This is an example of a Job description print.

Slide 15

Slide notes: When Job Description records are fully used together with Grading System, then we will usually have Describers, Verifiers and Analysts listed, and possibly even have periodic reviews of the Job Description.