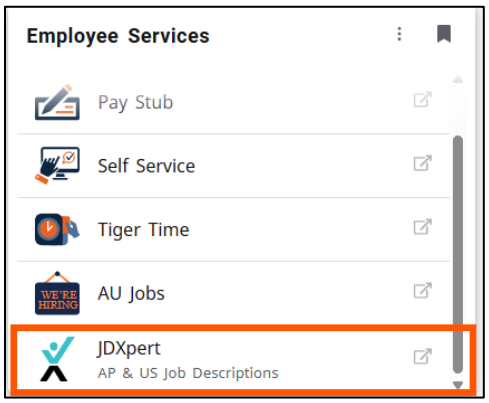
SUPERVISOR GUIDE

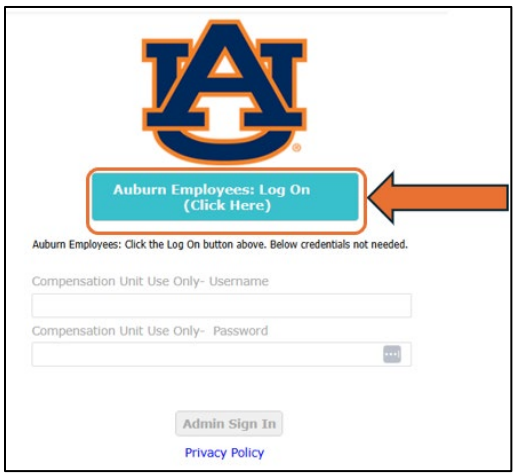
HOW TO VIEW YOUR EMPLOYEE'S JOB & POSITION DESCRIPTION IN JDXPERT

How to View Your Employee's Position Description:

1. Log into JDXpert
   - Log into AUAccess and locate the JDXpert logo in the Employee Services section.

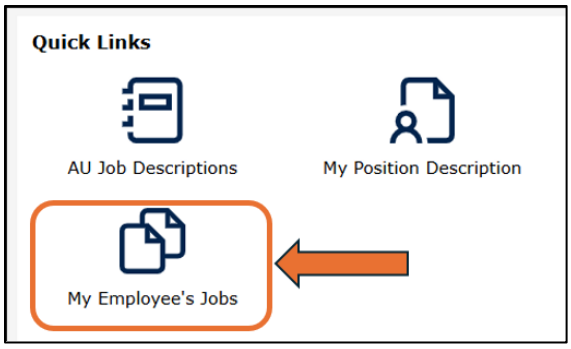


   - Proceed by clicking on the blue "Auburn Employees: Log On (Click Here)" button, which will redirect you to Auburn's single sign-on (SSO) platform.

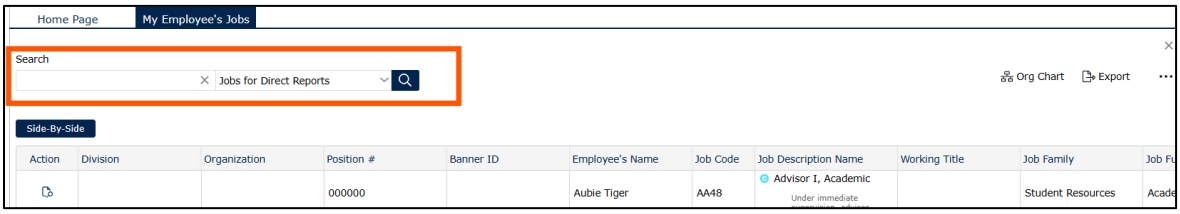


2. On your JDXpert home page, click the "My Employee's Jobs" icon.

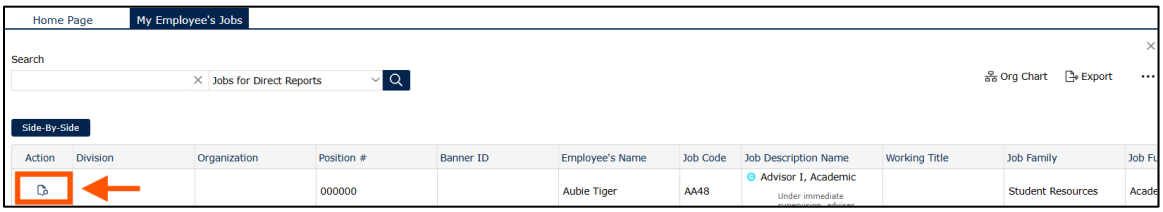
- The "**My Employee's Jobs**" icon allows you to view and download the position descriptions of your direct and indirect reports and view your organizational chart.



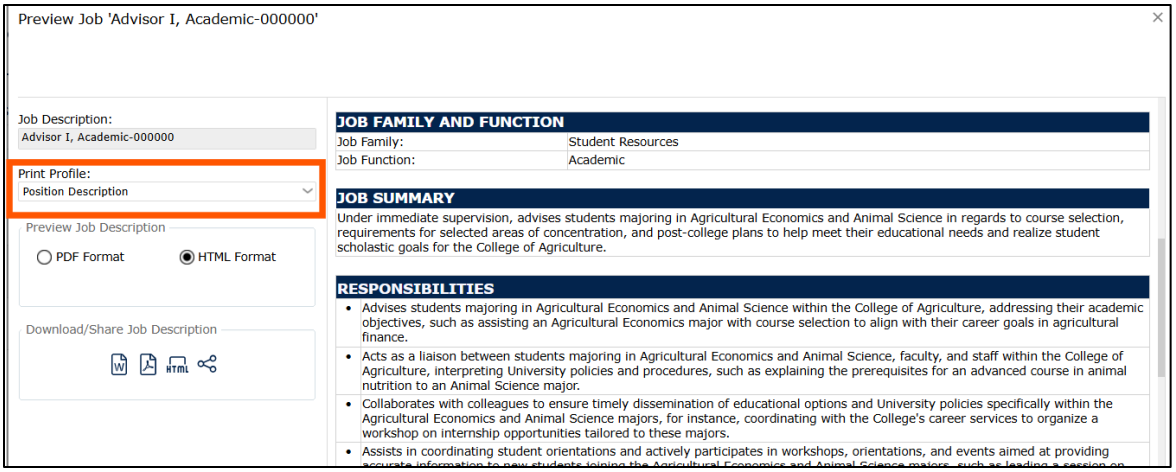
3. Use the search bar if needed to find a specific employee.



4. Double-click the employee's row or click the **"View"** button under the **"Actions"** column on the left.



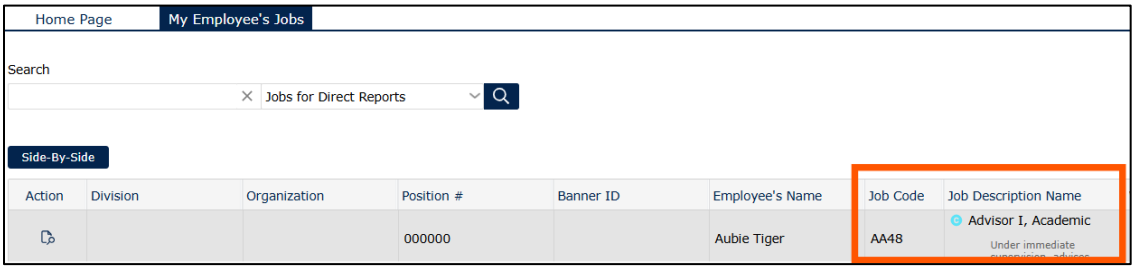
5. The employee's position description will appear. Verify that the Print Profile is set to "Position Description".
    - Position descriptions are typically more specific than job descriptions, as they outline responsibilities and expectations unique to a specific department or unit.



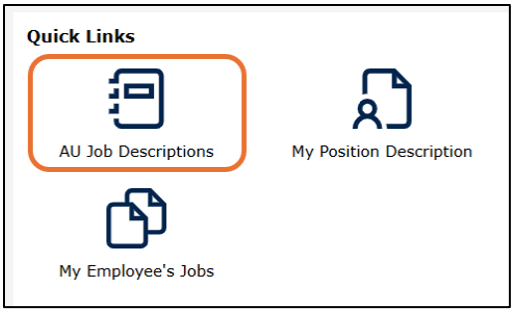
- If needed, you can download the position description as Word, PDF, or HTML.
- During the performance review process, you may copy and paste your employee's responsibilities from their position description into their performance review form.

How to View Your Employee's Job Description:

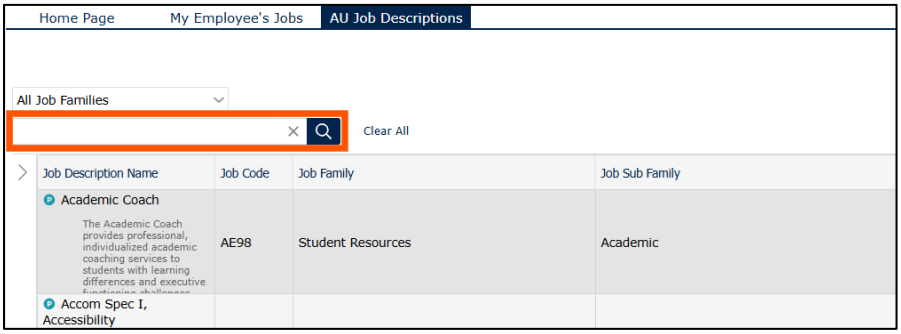
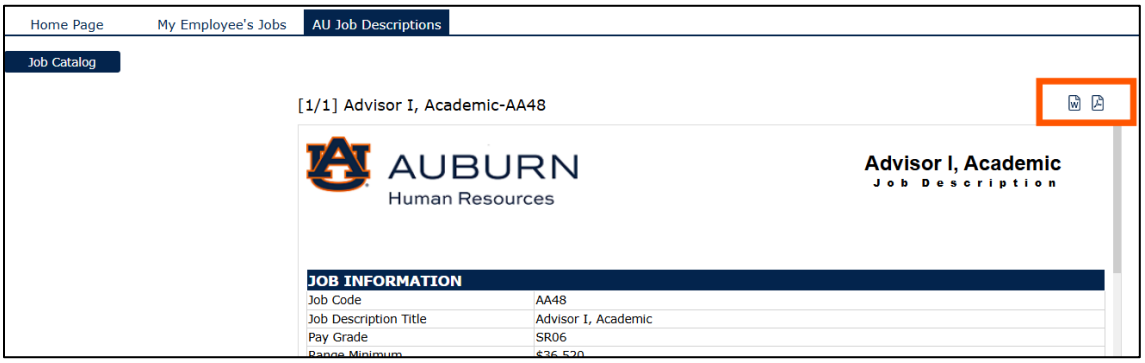
1. If you are unsure of your employee's job description title or job code, first check the "My Employee's Jobs" icon.
2. Locate the employee's name and find their "Job Code" or "Job Description Name" in the table.



3. Return to the home page and select the "AU Job Description" icon.



4. Enter the job code or job description title in the search bar.



5. Double-click the job description to view it and download if needed.