How to Review Your Team's Position Descriptions

- 1. Click on https://ukjobs.uky.edu/hr
- 2. Click the link that says "Click here to log in using your Link Blue Account, and log in using your Link Blue credentials.

University of Kentucky				
<u>Click here to log in using your Link Blue Argount</u> Guest Users:				
Username				
Password				
Log In				
Authenticate with single sign-on7 <u>550 Authentication</u>				

3. In the top left corner above the UK logo, click on the 3 dots to show 'Hire' and 'Positions' then select 'Positions' to open the position management module. Once selected, the blue ribbon below the UK logo will change to orange.

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5. In the drop down currently showing 'Employee', select 'Supervisor' to change your view from an employee to Supervisor.



- 6. Under the tab for 'Position Descriptions', click 'Staff' to open your own position descriptions and everyone who reports to you.
- 7. Click the job title of the position to view a position description. The MJRs listed will be the same ones reflected in the Performance Evaluation system.