

Printing a Generic Job Description Form

Summary:

-Generic Job Descriptions are created in HRIS

-A designated person in the department/school wants a printed copy of a generic job description

Step 1 - Sign into Self Service using your Net ID and Password. Navigate to the Generic Job Description Form page by following the breadcrumbs listed below:

*Home,
Self Service,
Recruiting/Job Openings,
Forms,
Generic Job Description Form*

(See Page A)



Page A

Step 2 - When the Generic Job Description From link is clicked, the Generic Job Description Form page appears.

-If a run control id is already established click the **Search** button and click on the appropriate id.

-To add a run control id, click the [Add a New Value](#) link.

(See Page B)

NW Generic Job Desc Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Page B

Step 3 - When the Add a New Value link is clicked, the Add a New Value page appears.

-Add any combination of letters and numbers in the Run Control ID field.

-When finished, click the **Add** button.

(See Page C)

NW Generic Job Desc Form

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Page C

Step 4 - When the Add button is clicked, the Generic Job Description page appears.

-Type in the job code in the Job Code field or click the **Magnifying Glass** button to search for a job code.

(See Page D)

Generic Job Description

Run Control ID: SLM15 [Report Manager](#) [Process Monitor](#) [Run](#)

Generic Job Description to be Printed

Job Code:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

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Step 5 - When the Magnifying Glass button is clicked, the Lookup Job Code page appears.

-Click the **Lookup** button to view a list of job codes.

-Click on the Job Code link that is to be printed.

(See Page E)

Look Up Job Code

Search by: begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View All First 1-31 of 31 Last

Job Code	Job Code Description
100004	Asst Professor Adjunct
100027	Department Assistant 1
100082	Research Technologist 2
100093	Secretary 1
100113	Research Technologist 1
100124	Program Assistant
100133	Program Asst 2
100140	Administrative Secretary
100208	Mgr Research Data
100221	Program Coordinator
100229	Project Coordinator 1
100234	IT Software Engineer 3
100241	Nurse Specialist
100242	Secretary 2

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Step 6 - When the link is clicked, the Generic Job Description page reappears.

-The selected job code defaults into the Job Code field.

-Click the **Run** button

(See Page F)

The screenshot displays a web interface for printing a generic job description. At the top, a blue header bar contains the text "Generic Job Description". Below this, the "Run Control ID" is shown as "SLM15". To the right of the ID are two blue links: "Report Manager" and "Process Monitor", followed by a yellow "Run" button. A central window titled "Generic Job Description to be Printed" is open, showing a "Job Code" field with the value "100242" and a search icon, with "Secretary 2" displayed next to it. At the bottom of the page, there is a row of navigation buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".

Page F

Step 7 - When the Run button is clicked, the Process Scheduler Request page appears.

-Enter the following information:

- **Server Name:** PSUNX
- **Run Date:** Will default to the day the form is printed
- **Recurrence:** Leave blank
- **Run Time:** Will default to the time the form is printed
- **Time Zone:** Leave blank
- **Select:** Box should be checked
- **Type:** Web
- **Format:** PDF

-Click the **OK** button.

(See Page G)

Process Scheduler Request

User ID: HRISSLM Run Control ID: SLM15

Server Name: PSUNX Run Date: 05/22/2006

Recurrence: Run Time: 11:33:26AM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	NWERC001	NWERC001	SQR Report	Web	PDF	Distribution

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Step 8 - When the OK button is clicked, the Generic Job Description page reappears.

-The Process Instance number is displayed under the **Run** button.

-Click the [Process Monitor](#) link.

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Page H

Step 9 - When the Process Monitor link is clicked, the Process Requests page appears

-Under the Run Status column the process will go through the following statuses:

- Initiated
- Processing
- Posting
- Success

-Click the **Refresh** button until the Run Status shows Success and the Distribution Status shows Posted.

(See Page I)

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	125078		SQR Report	NWERC001	HRISEE0	04/29/2006 12:37:05PM CDT	Success	N/A	Details

Page I

Step 10 - When the Run Status shows Success and the Distribution Status shows Posted the form is completed.

-Click the [Details](#) link.

(See Page J)

Page J

Step 11 - When the Details link is clicked, the Process Detail page appears.

-Click the [View Log/Trace](#) link.

(See Page K)

Page K

Step 12 - When the View Log/Trace link is clicked, the View Log/Trace page appears.

-Click [nwerc003](#) link to view the form

(See Page L)

View Log/Trace

Report			
Report ID:	62132	Process Instance:	125137 Message Log
Name:	NWERC003	Process Type:	SQR Report
Run Status:	Success		

Distribution Details	
Distribution Node:	hr89prod Expiration Date: 05/08/2006

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,809	05/01/2006 3:31:11.000000PM CDT
nwerc003_125137.PDF	7,292	05/01/2006 3:31:11.000000PM CDT
Trace File	2,156	05/01/2006 3:31:11.000000PM CDT

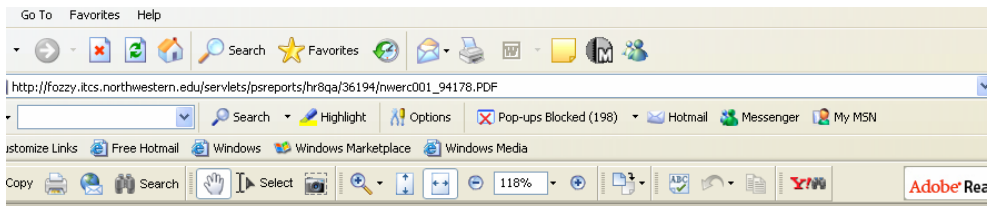
Distribute To	
Distribution ID Type	*Distribution ID
User	HRISLMM

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Step 13 - When the nwerc003 link is clicked, the Generic Job Description form appears.

-Click the button that looks like a **printer** at the top of the page to print the form.

(See Page M)



NORTHWESTERN UNIVERSITY
Department of Human Resources
Generic Job Form

Report Date: 07/03/2005

Job Code: 100242 **Job Title:** Secretary 2
Salary Grade: 10 **Salary Plan:** NEX

Job Summary

Provide administrative support to Department of Surgery Chair, Department Administrator, and Manager, Professional Affairs

Position Scope

None

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