Delete a Job Profile

In this section you will learn how to delete a job profile. Deleting job profiles is a protected right given only to the Job Profile Administrator.

Navigation from the Home page:

- ***System Administration*** **|** ***Modules*** **|** ***Job Management*** **|** ***Job Profiler*** to open the *Job Profile List* screen.

- In order to delete an existing job profile, select to open **Administration** from the side menu.
- Select to expand the **Configuration Settings**.
- Select **Delete Job Profiles** to open the following screen where a list of all job profiles can be seen.




- Search for and locate the applicable job profile you want to delete.
- Select the **Delete** check box.
- Select **Delete** to display the following confirmation message.



- Select **OK** to confirm the delete action.

How to Delete Locked Job Profiles

When a job profile displays the **Lock** icon it means the job profile cannot be deleted since there are employees appointed in positions linked to this profile. The steps required to open up such a profile for deletion are the following:

- From the main Job Profile screen (**Job Profile**) locate the profile and go to its positions.
- Check each position for, and note, its incumbent.

- From the **Manage Employees** module, locate each position’s incumbent and terminate either the employee entirely or only the selected position of the employee.
- Return to the **Delete Job Profiles** screen and delete the profile.

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