

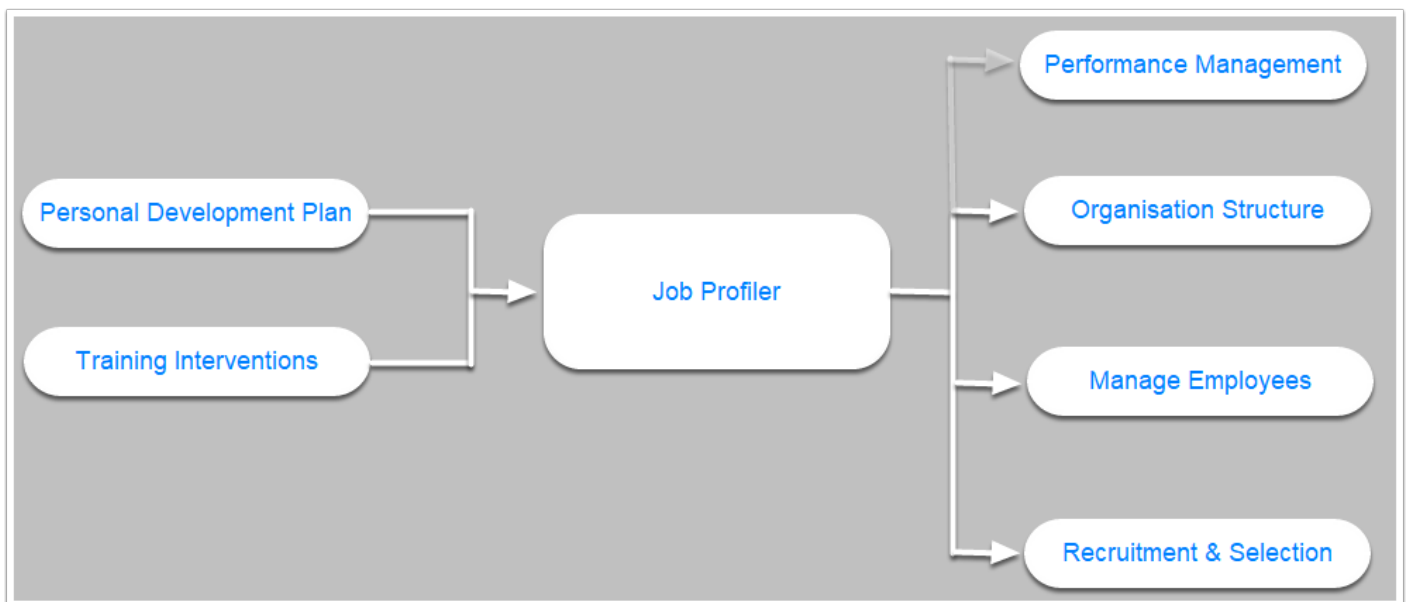
# Getting Started with Job Profiler

## Introduction to the Job Profile Module

The **Job Profile** module allows a user to define and create a profile or job description for every job in an organisation. A job consists of a number of attributes, one of which is positions which could inherit the job profile's attributes.

## Modules Sharing Information With Job Profiler

The Job Profile Module shares information with other Signify HR modules. Find below a diagram indicating some of these relationships.



## Definitions, Abbreviations and Acronyms

Terminology	Definition
Profile	A job description consists of job attributes and serving as a template for creating job positions. An employee is not appointed in a profile.
Position	A position belongs to a profile and depending on the settings, can inherit all or some of its parent profile's information. Employees are appointed in positions.
SETA	Sector Education & Training Authority
OFO	Organising Framework for Occupations
VARI	<b>V</b> eto decisions - <b>A</b> ssign tasks - <b>R</b> eward and recognition - <b>I</b> nitiate removal - <b>P</b> roblem solving
Competency	Competency is the ability of an individual to perform a job properly.
KPA	Key Performance Area

# The Menu Structure

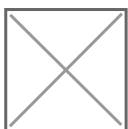
Below is the menu structure, as seen by a System Administrator, BEFORE a specific job profile is selected.

1. Clicking the **Administration** tab would allow a user access to the Administrator lookup menu and other administration functionalities e.g. unlocking and deleting multiple profiles.
2. When a specific Job Profile is selected, the menu changes to allow access to the profile's attributes.



# Search

The user will be able to search the database for job profiles by making use of the following search criteria:



The only field that requires a discussion is **Lock Status**. Below is the meaning of the different lock statuses. In essence this state protects profiles from being simultaneously changed by different

users.

<b>Status</b>	<b>Definition</b>
<b>All</b>	Show both locked and not locked profiles.
<b>Locked</b>	When a normal user opens a new or a currently unlocked Job Profile, that profile is immediately locked (or limited) to that user's name and he becomes the owner of the profile. A profile can be unlocked by a System Administrator or the Job Profile's owner. While the Job Profile is in a locked state, other users will only be able to view the profile.
<b>Not Locked</b>	When a Job Profile is not locked, the attributes can be edited by any user with access to the Job Profile module.

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