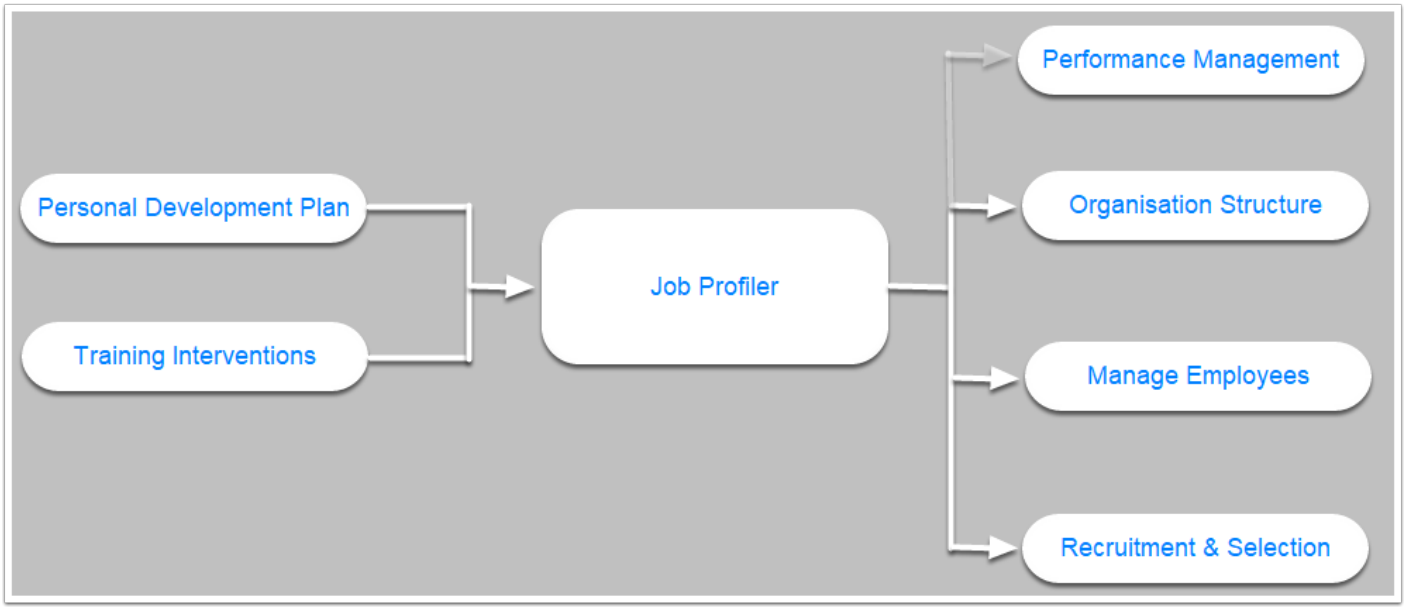
Getting Started with Job Profiler

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	**V**eto decisions - **A**ssign tasks - **R**eward and recognition - **I** nitiate removal - Problem 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.

Status	Definition
All	Show both locked and not locked profiles.
Locked	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.
Not Locked	When a Job Profile is not locked, the attributes can be edited by any user with access to the Job Profile module.

Revision #3
Created 2021-03-27 14:47:36 UTC
Updated 2022-11-24 15:45:19 UTC