

Job Profiler: Quick Add Option

An alternative to creating the full job profile is to use the **Add New Profile (Quick Add)** button on the Job Profile List screen, this option enables the user to create a job profile that includes the most important details relating to the new position, without completing all the available fields.

When using the quick add option, it is however advised to complete the profile in as much detail as possible, as the information that is entered onto the profile is linked to other modules in the system.

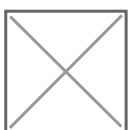


- Select **Add new Profile (Quick Add)** to create a job profile that contains only the most important required information.
- On the **Profile Detail** screen, an accordion style menu, becomes available displaying the following options:
 - Step 1 Job Information
 - Step 2 Career Path
 - Step 3 Job Description
 - Step 4 Key Performance Outputs
 - Step 5 Job Requirements (Education/Qualification)
 - Step 6 Job Requirements (Experience)
 - Step 7 Job Requirements (Technical Skill Set)
 - Step 8 Key Competencies
 - Step 9 Job-Fit Attributes

The screens on the profile detail screen are self-explanatory, with only two requirements:

- Once all the information has been entered on a step, the **Save** button must be selected in order save the changes made.
- In order to proceed to the next step, the previous step must be completed.

The screenshots included provide an indication of what the screen will look like once information has been entered.



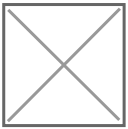
Step 1 - Job Information

Once all information relating to the job information have been entered and saved, the **Proceed to step ...** button becomes available.



Step 2 - Career Path

The fields on this screen are free text field and not linked to positions with the same name as given here.



Step 3 - Job Description

Depending on the selected tab, the information that is required will change.



Step 4 - Key Performance Outputs



Step 5 - Job Requirements (Education/Qualification)

Qualifications listed here are the same qualifications as listed in the qualifications library accessed via System Administration.



Step 6 - Job Requirements (Experience)



Step 7 - Job Requirements (Technical Skill Set)



Step 8 - Key Competencies



Step 9 - Job-Fit Attributes



Revision #1

Created 2021-03-27 14:50:39 UTC

Updated 2021-03-27 14:50:53 UTC