

# Positions on Job Profiler

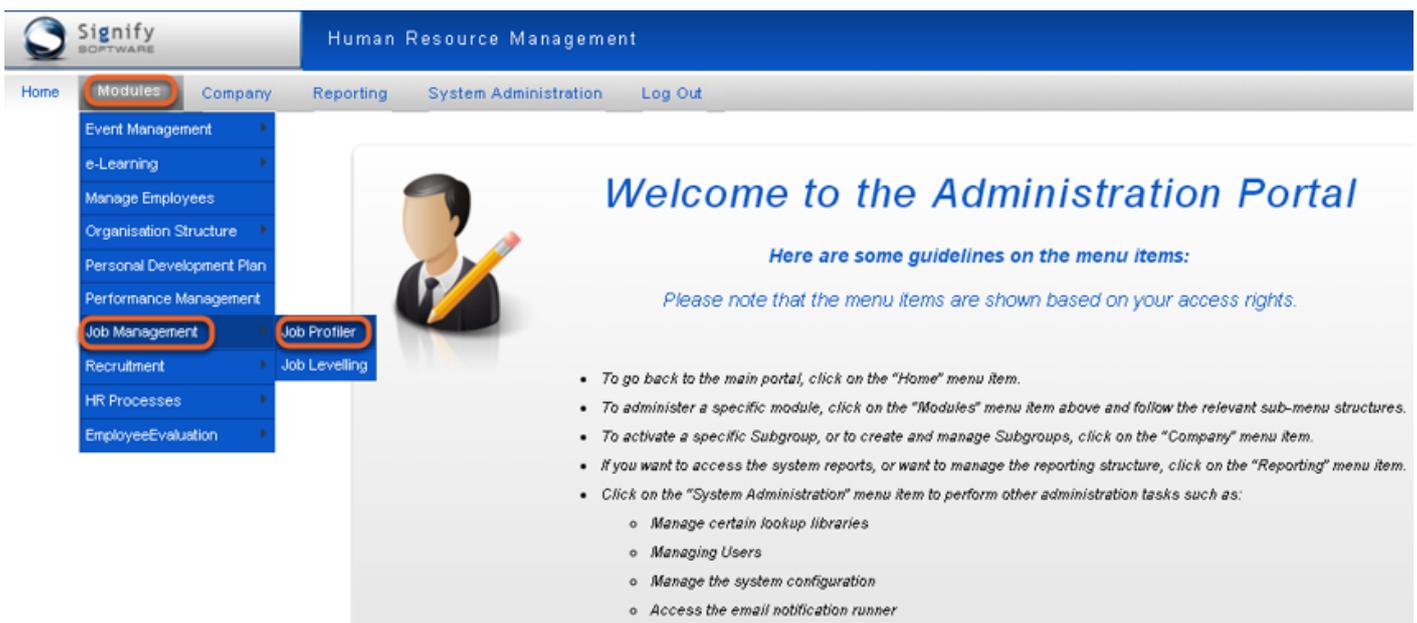
In order to advertise a position, that position must exist in the Job Profiler module.

## Verify the position's details

As mentioned, the first step before building a position's advertisement is to verify the position's details in the Job Profiler module.

## Check the job's profile

Open the *Job Profiler* module from the main menu.



Signify SOFTWARE Human Resource Management

Home Modules Company Reporting System Administration Log Out

Event Management  
e-Learning  
Manage Employees  
Organisation Structure  
Personal Development Plan  
Performance Management  
Job Management Job Profiler  
Recruitment Job Levelling  
HR Processes  
EmployeeEvaluation

### Welcome to the Administration Portal

Here are some guidelines on the menu items:

Please note that the menu items are shown based on your access rights.

- To go back to the main portal, click on the "Home" menu item.
- To administer a specific module, click on the "Modules" menu item above and follow the relevant sub-menu structures.
- To activate a specific Subgroup, or to create and manage Subgroups, click on the "Company" menu item.
- If you want to access the system reports, or want to manage the reporting structure, click on the "Reporting" menu item.
- Click on the "System Administration" menu item to perform other administration tasks such as:
  - Manage certain lookup libraries
  - Managing Users
  - Manage the system configuration
  - Access the email notification runner

## Locate the applicable Job Profile

- Locate the applicable job profile by searching for it on the list of job profiles.
- When found, in the **Action** field, click **Click here to...** and select **Edit** from the available options.



Job Profile Search

Job Code  Job Title  Status

Compiler  Lock Status

[Search](#)

[Add new Profile](#) [View printable version](#) [Add new Profile \(Quick Add\)](#)

Total number of Profiles: 519

Previous 20 | [Next 20](#)

Action	Code	Title	Number of Positions	Number of Vacant Positions	Status	Version	Compiler	Lock Status	Locked By	Print
<a href="#">Click here to</a>	KHM284	Assistant HR Officer Systems	1	1	Signed off	1		Locked	Signify Signify	
<a href="#">Click here</a>		intendent ase nistration	1	1	Signed off	1		Locked	Signify Signify	
<a href="#">Click here</a>		s Control nistrator	1	1	Signed off	1		Locked	Signify Signify	

# Confirm where the position is located on the Organisation Structure

From the side menu for the applicable profile, locate and click *Positions* to view a list of positions created in this profile

[Confirm where the position is located on the Organisation Structure](#)

## Job Profile positions list

On the list of positions in this profile, every position is qualified with the following information:

- Where on the organisation structure the position is located.
- A hyperlink **"Link position to Org"** will be displayed next to positions that have not yet been linked to the Org.
- Who the current incumbent is or it will display if the position is vacant.
- To view the location of the position, click **"More Info"** and a portion of the Org Structure will be displayed.



Job Profile Positions List

[Locked - Marili Kruidenier]

Job Title: Assistant HR Officer - Systems  
Job Code: KHM284  
Version: Version 1



**Search Criteria**

Position Code  Position Title  Status  Compiler

[Search](#)

[Add a new Position](#) [View printable version](#)

Action	Code	Title	Where is this position?	Employee currently in Position	Status	Version	Owner	Print Template	Delete
<a href="#">Click here to...</a>	KHM284	HR Officer Administration Assistant	BA Team <a href="#">More Info</a>	[Currently vacant]	Draft	1			

[Delete Records](#)

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