

Positions on Job Profiler

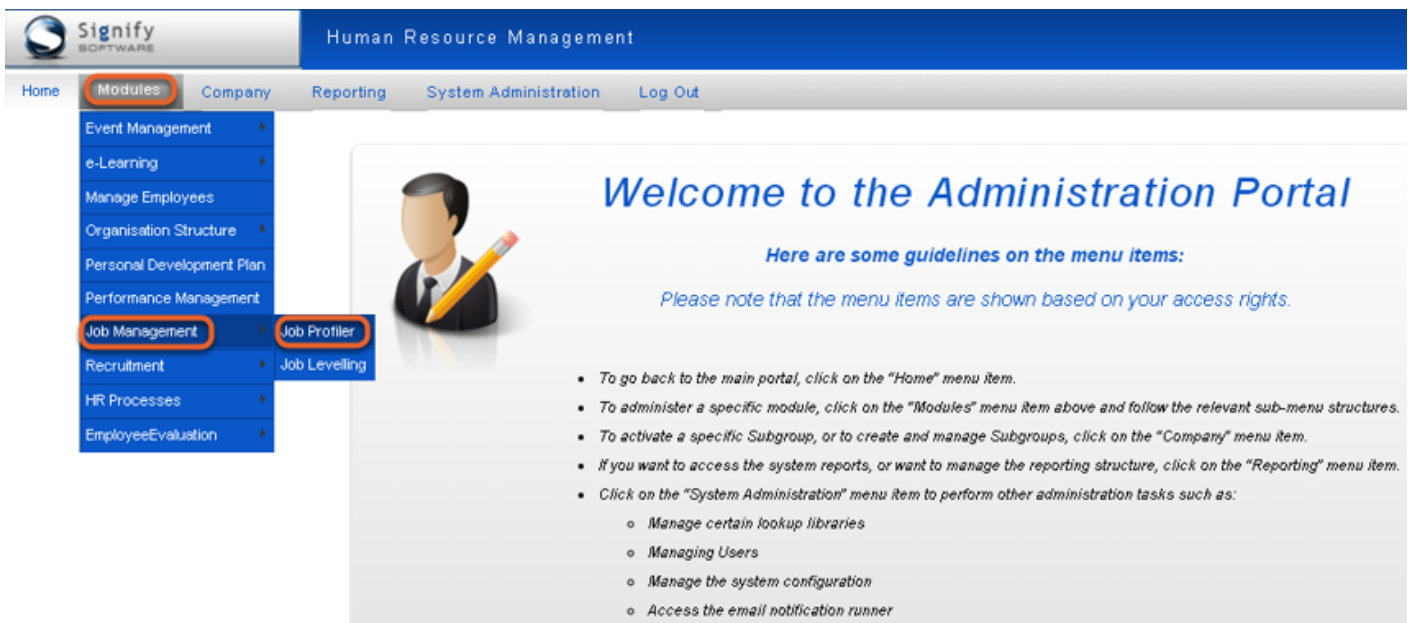
In order to advertise a position, that position must exist in the Job Profiler module.

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.



The screenshot shows the Signify Software Human Resource Management Administration Portal. The 'Modules' menu is open, and 'Job Profiler' is highlighted under 'Job Management'. The main content area displays a welcome message and a list of guidelines for navigating the portal.

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

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
Click here to	KHM284	Assistant HR Officer Systems	1	1	Signed off	1		Locked	Signify Signify	
Click here		intendent ase nistration	1	1	Signed off	1		Locked	Signify Signify	
Click here		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
Click here to...	KHM284	HR Officer Administration Assistant	BA Team More Info	[Currently vacant]	Draft	1			

Delete Records

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