Overview/Description

This document provides step-by-step instructions on Creating Non-Person (Job) Profiles.

Prerequisite(s)

Non-person profiles are used to store job and position-specific information in HCM. Data stored in profile management can easily be printed, used in queries, and used when creating job postings.

Instructions

Navigate to Non-Person Profiles Page.

Navigation

Navigator > Workforce Development > Profile Management > Profiles > Non-person Profiles

1. The Non-Person (Job) Profile page can be reached by following the above navigation.

2. Search for a Profile or Add a Profile
3. When adding a NEW non-person profile, you must first name it using the naming conventions below:

Sample naming conventions below are recommended, but not required. Currently NO security on Job Profiles. Each school will be able to see all Profiles in the system.

We have 12 characters to work with for the JOB Profile ID. Assuming no security, a sample naming convention is attached below.

a. Position Data Match - Sample: 980_11002211

<table>
<thead>
<tr>
<th>Character #</th>
<th>Use</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Company</td>
<td>980</td>
</tr>
<tr>
<td>4</td>
<td>Space</td>
<td></td>
</tr>
<tr>
<td>5-12</td>
<td>Position Number</td>
<td>11002211</td>
</tr>
</tbody>
</table>

b. Jobcode / Department Match - Sample: 980_3100101

<table>
<thead>
<tr>
<th>Character #</th>
<th>Use</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Company</td>
<td>980</td>
</tr>
<tr>
<td>4</td>
<td>Space</td>
<td></td>
</tr>
<tr>
<td>8-12</td>
<td>Department</td>
<td>3100101</td>
</tr>
</tbody>
</table>
c. Job Code only match - Sample: 980_304X00

<table>
<thead>
<tr>
<th>Character #</th>
<th>Use</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Company</td>
<td>980</td>
</tr>
<tr>
<td>4</td>
<td>Space</td>
<td>_</td>
</tr>
<tr>
<td>5-10</td>
<td>Job Code</td>
<td>304X00</td>
</tr>
</tbody>
</table>

4. Adding a New Profile

a. Click “Add a Profile”.

b. On the next page, follow the naming convention from above to replace the value of “NEW” then click “Add”
c. Click on the magnifying glass next to the “Profile Type” box. Choose “Job”. Fill in the Description (which is required) and Short Description (which is optional).

d. Scroll down to the “Profile Identities” section. Click on “Add Profile Identity”.
5. Add a Job Code

All **Non-Person (Job) Profiles** should have a **JOB CODE** or **POSITION NUMBER** associated with them. You only need to add a **DEPARTMENT** if there is a specific department associated with the job description. The ‘**Profile Identities**’ can also be mismatched.

a. To add a **JOB CODE**, choose “**Job Code**” from the drop-down menu.
b. Click on the magnifying glass next to “Set ID” and choose the applicable school info. (Select the 5-character value associated with your school)
c. Add an “Effective Date” to the Profile Identity. Once all fields are completed, click “OK”.

* NOTE: In order to locate the job code in the lookup box, the EFFECTIVE DATE on the PROFILE IDENTITY PAGE must be ON or AFTER the date the job code became “ACTIVE” in PeopleSoft. You can locate that information on the JOB CODE TABLE if needed. The importance of the effective date would also be significant when adding a department if a new department was created in the organization.

d. Review the added Profile Identify.

* If you need to add one or multiple departments to the profile as identities, do so by following the instructions in 5a – 5d above, but choose “Department” instead of “Job Code”. The same goes for position data.

Once all identities have been added, you can start building your profile. Begin at the top. Change the “Profile Status” to “Active”. (NOTE: This step can only be done after one or more Profile Identities have been added.

e. Enter the full, official JOB TITLE in the “Description field” – this is required. Make sure you get this information from the job code table so that it
matches across all of PeopleSoft. The short description field is not mandatory but may be used.

6. Add Job Summary

   a. Add the **Job Summary** from the job description by clicking “**Add New Job Summary**”. Fill in the **Job Summary** Description box. Copy and Paste (or type) general information about the position into the **Job Summary** box. You have 1325 free form characters. If too long for one entry, you can always add another job summary with another 1325 characters. Then, Click “**OK**”. 
7. Add Job Duties/Responsibilities

a. Now you can move on to Job Duties/Responsibilities. Here you'll be adding the Job Responsibilities and Duties from the job description by clicking “Add New Job Duties/Responsibilities”.

Notes for Responsibilities/Duties entries:

- Each individual duty/responsibility will be its own row.
- Precede each row with a “-” to serve as a 'bullet' with one space, then text.
- If there are multiple lines within a single duty, use the return key, then enter the next line.
- Do not use the Tab key or any special characters.

b. Copy and Paste (or type) the body of each individual duty into the “Job Summary” box. The “Description” serves to help you identify each duty on the main profile page. Only the second, longer “Description” will show on the print out document (i.e. new job description).
c. When you are finished completing all fields for the first duty, you will click “Apply and Add Another” at the bottom of the screen, to move on to the next page and duty, until you reach the very last duty/responsibility on the job description. At that point you will click the “OK” button.

8. Add Required Qualifications

a. Once all duties have been entered, you can then move on to the Required Qualifications. In this section, you’ll be adding the Required Job Qualifications (Education, Experience, and Skills/Certifications/Licenses) from the job description. Click the “Required Experience” blue underlined hyperlink.

b. Copy and paste (or type) any Required Qualifications (education, experience, licensures, etc.) from the job description into the corresponding boxes in PeopleSoft. Click “Apply and Add Another” at the bottom of the screen to enter an additional qualification, if applicable. Once you have reached the very last Required Qualifications on the job description, you will click the “OK” button.
9. Add Preferred Qualifications

   a. Copy and paste (or type) any Preferred Qualifications (education, experience, licensures, etc.) from the job description into the corresponding boxes in PeopleSoft. Click “Apply and Add Another” at the bottom of the screen to enter an additional qualification, if applicable. Once you have reached the very last Preferred Qualifications on the job description, you will click the “OK” button.
10. Add New Knowledge, Skills, & Abilities

Non-person Profile

Add New Knowledge, Skills, & Abilities

Profile ID: NEW
Profile Type: JOB
Intermediate IT Client Support Pro
Job Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: 12/09/2019</td>
</tr>
<tr>
<td>Type of KSA:</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Last Update Date/Time: 12/09/2019 3:39:10PM</td>
</tr>
<tr>
<td>Last Updated by:</td>
</tr>
</tbody>
</table>

OK Cancel Apply and Add Another

Look Up Type of KSA

Search by: Description begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 3 Last

<table>
<thead>
<tr>
<th>Description</th>
<th>Content Item ID</th>
<th>Content Group</th>
<th>Type</th>
<th>Content Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abilities</td>
<td>ABILITIES</td>
<td>(blank)</td>
<td>(blank)</td>
<td></td>
</tr>
<tr>
<td>Knowledge</td>
<td>KNOWLEDGE</td>
<td>(blank)</td>
<td>(blank)</td>
<td></td>
</tr>
<tr>
<td>Skills</td>
<td>SKILLS</td>
<td>(blank)</td>
<td>(blank)</td>
<td></td>
</tr>
</tbody>
</table>

11. Add Competencies

Non-person Profile

Add New Competencies

Profile ID: NEW
Profile Type: JOB
Intermediate IT Client Support Pro
Job Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: 12/09/2019</td>
</tr>
<tr>
<td>&quot;Competency&quot;:</td>
</tr>
</tbody>
</table>

OK Cancel Apply and Add Another
12. Add New Proposed Salary

13. Add New Background Check Package
14. Add New Physical Requirements
15. Add New Contact Information
16. Add New Conditions of Employment

Add New Conditions of Employment

Add New Condition of Employment

Profile ID: NEW  Profile Type: JOB

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Effective Date: 12/9/2019

*Conditions of Employment:

Last Update Date/Time: 12/9/2019 3:30:10 PM

Last Updated by: [Redacted]

OK  Cancel  Apply and Add Another

17. Add New Locations

Add New Location Details

Profile ID: NEW  Profile Type: JOB

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Effective Date: 12/9/2019

*Location Details:

Last Update Date/Time: 12/9/2019 3:30:10 PM

Last Updated by: [Redacted]

OK  Cancel  Apply and Add Another

18. Add New Required Documents to Attach

Add New Required Documents to Attach

Profile ID: NEW  Profile Type: JOB

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Effective Date: 12/9/2019

*Required Attachment:

Last Update Date/Time: 12/9/2019 3:39:10 PM

Last Updated by: [Redacted]

OK  Cancel  Apply and Add Another
19. Add New Optional Documents to Attach

Non-person Profile

Add New Optional Documents to Attach

Profile ID: NEW
Profile Type: JOB

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

- Effective Date: 12/09/2019
- Optional Attachments:
- Last Update Date/Time: 12/09/2019 3:39:10PM
- Last Updated by: 

OK  Cancel  Apply and Add Another

Look Up Optional Attachments

Search by: Description

Look Up  Cancel

Advanced Lookup
20. Add New Special Applicant Instructions

Add New Special Applicant Instructions

Profile ID: NEW  Interim IT Client Support Pro
Profile Type: JOB  Job Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

Effective Date: 12/09/2019

Description: INSTR

Special Applicant Instructions:

Last Update Date/Time: 12/09/2019 3:39:10 PM

Last Updated by: [Blank]

OK  Cancel  Apply and Add Another

21. Add New Apply Before Date

Add New Apply Before Date

Profile ID: NEW  Interim IT Client Support Pro
Profile Type: JOB  Job Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

Effective Date: 12/09/2019

Title: APPLY BY

Apply Before Date:

Last Update Date/Time: 12/09/2019 5:45:38 PM

Last Updated by: [Blank]

OK  Cancel  Apply and Add Another

22. Add New Equal Employment Opportunity

Add New Equal Employment Opportunity

Profile ID: NEW  Interim IT Client Support Pro
Profile Type: JOB  Job Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

Title: EEO

Equal Employment Opportunity:

Last Update Date/Time: 12/09/2019 3:36:19 PM

Last Updated by: [Blank]

OK  Cancel  Apply and Add Another
23. Continue Adding to the Sections, if applicable. You are now finished building the non-person (job) profile. At the bottom of any tab, Click “Save”.

![Image of the job profile screen with options to add new conditions, locations, required documents, special instructions, apply before data, equal employment opportunity, and profile identities and associations. There are also options to save the profile.]

Return to Previous Page
## 24. Saving Profile

a. Once saved, you will receive a notification stating: **“You have successfully saved those profile changes which do not require approval.”**

<table>
<thead>
<tr>
<th>Site Duties/Responsibilities</th>
<th>Percentage of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Operations</td>
<td>50%</td>
</tr>
<tr>
<td>Research and Resolution</td>
<td>20%</td>
</tr>
<tr>
<td>Manage databases/execute reports</td>
<td>20%</td>
</tr>
</tbody>
</table>
25. Printing Profile

a. To **Print** the profile, click on the print **Print** icon. This will generate a .pdf file in a new tab.

Note Profile history can be pulled in the BOR_JOB_PROFILE_AUDIT query