

# JOB CONTENT MANAGEMENT – TOOLS FOR SUCCESS

6/18/2012

How to make the job of creating job documentation  
easy, effective – useful!

# Introduction and Timing

- Introductions
  - Speaker: Deb Grigson
  - Facilitators: Patty Fitzgerald and Dennis Shrenk
  - Participants: Introductions
- Timing
  - Now through Noon
  - 3 Sections
    - Discussion regarding current processes
    - Tool review
    - Participant analysis of tools and processes

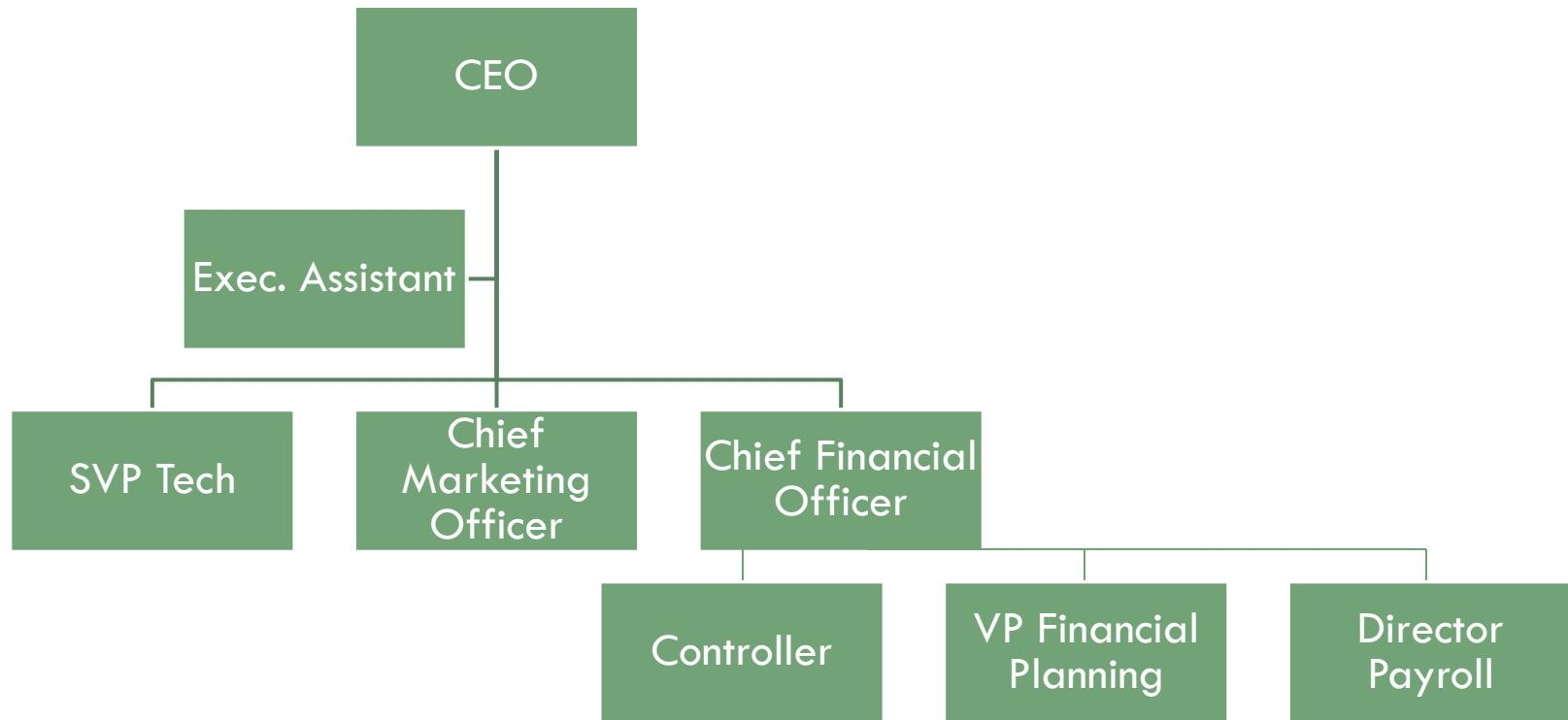
# Learning Points

- Overview of the Job Content Management / Job Documentation Process
- Typical Job Description Content Areas
- Methods of Collection and dissemination
- Analysis of current challenges, when to automate, what problems can be handled via automation
- Lists of automated tools; web addresses; samples
- How are others handling their job of collecting and maintaining job documentation – Pros and Cons

# Defining what you mean by a Job

- Glossary of terms
  - Incumbent Data – one particular employee’s job content
  - Job Data – a category or classification with a unique set of job content
  - Global Job Data Management – a category or classification of that spans more than one country or location

# Building... What is it all about?



# Effective Job Descriptions...

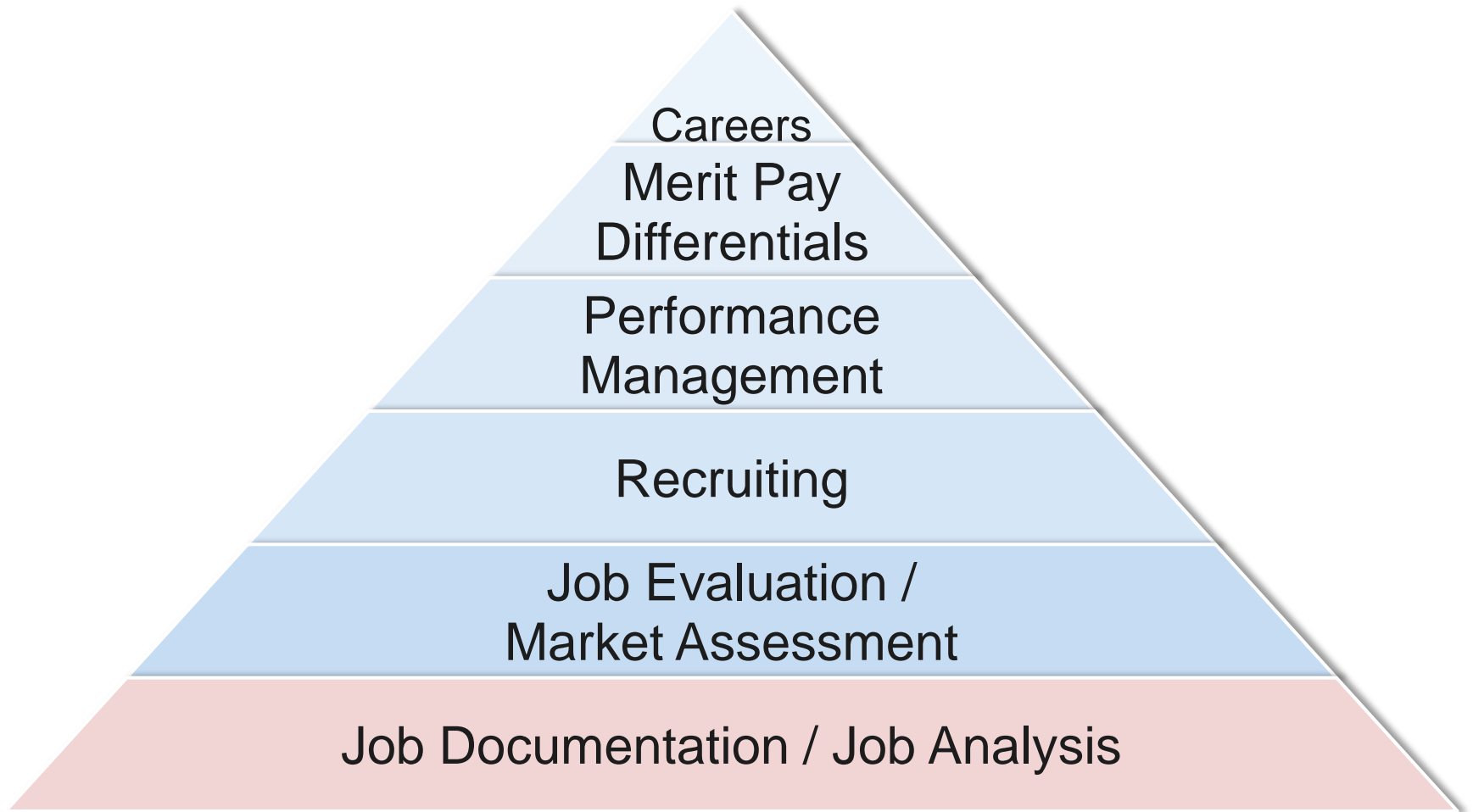
- “Effectively developed, employee job descriptions are communication tools that are significant in your organization's success. Poorly written employee job descriptions, on the other hand, add to workplace confusion, hurt communication, and make people feel as if they don't know what is expected from them.”

**Employee Job Descriptions: Why Job Descriptions Make Good Business Sense, Five Tips About Employee Job Descriptions** By [Susan M. Heathfield](#), About.com Guide

# Documentation For Compliance

- Compliance
  - FLSA
    - Exempt vs. NonExempt
  - ADA (as amended)
    - Essential functions and physical...mental...etc. requirements
  - Title 7
  - JCAHO standard for Healthcare
- “Document, document, document”

# Documentation for developing your people and your company





# Job Content Management the Ongoing Process



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# Job Content Management (usually collected and disseminated in the form of a job description)

- Who collects your job data?
  - HR?
  - Managers?
  - Employee/Incumbents?

# Job Description Content Areas

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- What data do you collect?

# Job Description “Templates”

- Typical Content Areas
  - HRIS Data
  - Summary Description
  - Essential Functions
  - ADAA Requirements
  - Qualifications
    - Skills
    - Knowledge
    - Education / Experience etc.
  - Competencies
  - Job Evaluation / Level Charts

# Collecting Job Content

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- How do you collect the data?
  - Questionnaires
  - Desk Audits
  - Interviews (manager or employee)

# Job Content Data Storage

- Where do you put the data you just collected?
  - Systems
  - Paper
  - Sharepoint

# Job Content Applicability

- What do you use the data for?
- How do you “connect” it to other systems? Do you connect it?
  - i.e. update the job description when requesting a new employee.

# Job Content Updates

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- How do you update or manage the data on an ongoing basis?
- How do you maintain consistent language throughout all of your job descriptions?
- How do you maintain consistent leveling throughout all of your job descriptions?



# Job Content Reliability

- What problems do you have collecting; storing and retrieving the data?
  - Is the data relevant in a week, a month, a year or two?
  - Is the data reliable?
- With your current system, how can you analyze the job content in the actual description (s)?
- With your current system, can you keep history?

# Web Enabling Your Job Content Management / Job Description Process – Requirements

- What do you use now?
- How does it work?
- What would you like a JD **tool** to do for you?
- Prepare a requirements document that describes what is important for you and your organization.

# Evaluating Data Tools

## 1. Essence of a system

- Data In
- Data Manipulation
- Data Out

## 2. Meeting the company needs

- How smart is it
- How well does it fit my organization
- How much does it cost

# Job Description Tool Requirements

Category	Description	Yes	No
Users	HR; Manager; Employees		
Functionality	Store history		
	Tracks versions		
	Provides ADAA content selection		
	Provides workflow - sending job descriptions for modifications or approvals		
	Contains job descriptions libraries		
	Contains customized job description libraries		
	Competencies		
	Links positions with jobs		
	Searchable database		
	Job evaluation		
	Connects market pricing		
	Job leveling		
	Contains a skills library		
Platform	Web-based		
Reports	Access to job description data fields for "ad hoc" reporting		
	Customized Position description template reports		
	Customized Job description template reports		
Security	Secure access 24 x 7		
Accessibility	Simple interface		
	System walks user through the development of the job content		
	Online help screen		
	Customer Service access		
	Online Change Log		
Technology	IE 8; no IT initiatives		
Price	Less than x		
Timing	Ready to go in 3 months time		

# Job Descriptions Tools by Category

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- Job Description Libraries
- Job Content Management
- Integrated Talent/Performance Management Including Job Descriptions

# Sample Library JD Approach

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http://jdm.blr.com/ Job Description Manager: S... x

Powered by: **HR.BLR.com** Username: Password: Login

# Job Description Manager

**Easily Train Your Employees**

## Job Descriptions are Now... Easy as 1, 2, 3!



Now you can easily create, maintain, and organize your job descriptions with:  
**the Job Description Manager online tool.**

This online tool provides you with:

- More than 2,400 Job Titles Makes Your Work Easy!
- Customizable to fit your specific needs
- Accessible 24/7 from any computer, anywhere
- Store job descriptions online for easy access and updating - your latest copy is just clicks away.
- Download and print or even e-mail your job descriptions

[View Online Tour](#) **Access It Now!**

**Learn More**



**Job Description Manager**

[View Online Tour](#)

View sample job descriptions created by the Job Description Manager:

- [Administrative Assistant](#)
- [Bond Analyst](#)
- [Tube Builder](#)

*"The Job Description Manager is like adding another employee to work on your job descriptions full time"*

**Subscribers – please log in at the top right corner of this page**

**Free Instant Access!**

**HR.BLR.com™** [in Your State]

Home | Privacy Policy | About Us | Free Newsletters  
BLR | HR.BLR.com | Compensation.BLR.com | Safety.BLR.com | Enviro.BLR.com

7:58 AM

http://jdm.blr.com

BLR's Job Description tool is a good example of the library approach to building job descriptions on line. Try out the tool for free...

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# BLR – Job Description Manager

HR.BLR.com  
Compliance Tools for HR Professionals

Quick Search

Home Library Time Savers Tools Salary Center Surveys Training Community Find My HR.BLR Help

Job Description Manager Policy and Handbook Manager Newsletter Wizard

### Job Description Manager

New Saved Display Options Rate Ranges Settings Help

#### Search Results

You searched ...

The following job description titles matched your search terms. Click on a position title to view the job description, or change your search terms above and search again.

Position Title	Field	Category
Accountants	Business and Financial Operations Occupations	Exempt

HR.BLR.com Quick Search

Easy job selection; note the connection with O\*Net



# BLR – Associated Pricings

HR.BLR.com®

Compliance Tools for HR Professionals

User: **dgrigson261**

[My Account](#) | [Logout](#)

Quick Search

**search**

[Home](#) | [Library](#) | [Time Savers](#) | [Tools](#) | [Salary Center](#) | [Surveys](#) | [Training](#) | [Community](#) | [Find](#) | [My HR.BLR](#) | [Help](#)

[Salary Finder](#) | [My Saved Jobs](#) | [Demographic Profiles](#) | [Help](#)

## Salary Finder

### Job Selection

Locate a job using menus below, or enter a keyword from a job title to the right and click "Search."

Field	Sector	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Results

[Save Job](#) | [Print Report](#) | [Download to Excel](#) | [Calculate hourly/annual rate](#)

#### Accountants

**Grade: 34 Exempt**

**Effective Date: 1-2012**

**Description:**

Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data

**Alternate job title(s):**

Accountant, Bursar, Auditors, Certified Public Accountant, Accountants and Auditors - (Account Auditor), Accountants and Auditors - (Accountant), Accountants and Auditors

#### Demographic Profile

Select Demographic Profile

- Company Size -
- Industry -
- Sub-Industry -
- State -
- Metro -

[New](#)  [Edit](#) 

	Incumbents	Mean	10th	25th	50th	75th	90th
Nationwide	1072490	\$70,959	\$40,069	\$49,381	\$63,479	\$83,647	\$109,979

Provides access to location specific pricing.

# BLR – Options to edit the job description

HR.BLR.com®

Compliance Tools for HR Professionals

User: **dgrigson261**  
My Account | Logout

Quick Search

search

Home Library Time Savers Tools Salary Center Surveys Training Community Find My HR.BLR Help

Job Description Manager Policy and Handbook Manager Newsletter Wizard

## Job Description Manager

New

Saved

Display Options

Rate Ranges

Settings

Help

### Edit a Job Description

Cancel

Delete

PDF

Print

Save Copy

Save

Position Title: Accountants

Department: -----Select-----

New ★

Reports to: Director Finance

New ★

Created by: -----Select-----

New ★

Category: Exempt

Status: -----Select-----

Field: Business and Financial Operations Occupations

Date Created: 05/28/2012

Date last revised: 05/28/2012

Pay Grade: 34

Alternate Grade:

#### Position Summary:

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

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# BLR – Configure your template

**Job Description Manager**

New Saved Display Options Rate Ranges Settings Help

**Display Options** Save

**Print/PDF Options**  
Select which items to include on printed or PDF job descriptions.

Removed Elements

Selected Elements

Select All

Select All

**Label Options**  
Modify names of labels on job descriptions.

Tasks: Tasks

Skills: Skills

Attributes: Attributes

Experience and Education: Experience And Education

Physical Requirements: Physical Requirements

Save

# [www.culpepper.com/surveys/compensation/jobs/descriptions/default.asp](http://www.culpepper.com/surveys/compensation/jobs/descriptions/default.asp)

## Culpepper Job Descriptions

*Culpepper Job Descriptions* provides descriptions and level-cutter guides for a wide range of jobs in IT, technology, cleantech, life science, and healthcare organizations. With access to job titles across 850+ families, *you can accurately match more of your jobs.*

### Culpepper Job Descriptions and Level-Cutter Guides Include





- Job Title
- Brief Descriptions
- Typical Experience (in Level Cutter Guides)
- Level of Skill & Knowledge (in Level Cutter Guides)
- Scope of Leadership (in Level Cutter Guides)
- Level of Supervision & Independent Judgment (in Level Cutter Guides)

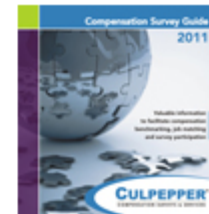
Uses the proprietary survey job descriptions and levels to build out the job content.

Our job descriptions and level-cutter guides are available in PDF, MS Word (.doc), MS Excel (.xls), and web formats, allowing you to easily download them to customize your own descriptions or import them into your HRIS and market pricing systems.

# Culpepper (Continued)

## Annual Online Subscriptions Include

1. **Brief Job Descriptions**     
One-paragraph descriptions for individual jobs and job families in PDF, Word, and Excel formats.
2. **Comprehensive Level-Cutter Guides**
3. **Compensation Survey Guide**  
The *Culpepper Compensation Survey Guide* provides valuable information to facilitate job matching, survey participation, and compensation benchmarking.
4. **Guide to Writing and Using Job Descriptions** 
  - Purpose of Job Descriptions
  - How to Write Job Descriptions
  - Essential Content of a Job Description
  - Sample Job Description Template
  - How to Use Culpepper Job Descriptions
  - Action Verbs



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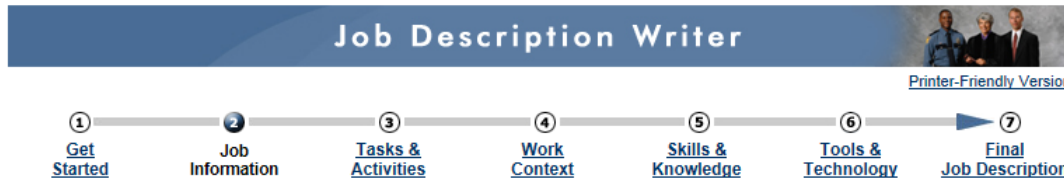
## Availability / Pricing / Order Form

- **Annual Online Subscription License**  
Provides annual subscription license to access to job descriptions and level-cutter guides.
  - \$425 USD  
[Order Form for Annual Online License to Job Descriptions](#)
  - Free to *Culpepper Compensation Survey* subscribers.

# WorldatWork.org (via CareerOneStop)

[http://www.careerinfonet.org/JobWriter/jobwrite\\_info.aspx?ONET](http://www.careerinfonet.org/JobWriter/jobwrite_info.aspx?ONET)

Explore Careers [Home](#) > [Career InfoNet](#) > [Career Tools](#) > [Job Description Writer](#)  
America's Career InfoNet



## JOB INFORMATION

Organization Name:

Organization Web Site:

About Your Organization:

**Occupation:** Aerospace Engineering and Operations Technicians

**O\*NET-SOC code:** 17-3021.00

Job Title:

Job Reference #:

Job Location: City:

State:

Steps you through  
and provides content  
– okay to adlib...

# WorldatWork Job Description

## FINAL JOB DESCRIPTION

### Employer Information [Edit](#)

Organization Name: econsultingnetwork

Organization Web Site: <http://econsultingnetwork.com>

About Our Organization: eConsultingnetwork is a compensation consulting and hr technology provider.

### Job Information: Aerospace Engineering and Operations Technicians

[O\\*NET-SOC code](#): 17-3021.00

**Job Title:** Aerospace Engineer

**Job Reference #:** 001

**Job Location:** Peoria, IL

**Hours/Week:** 40

**Starting Salary:** \$ 60,000 Per Year

**Benefits:**• 401k

- Dental Insurance
- Health Insurance
- Holidays
- Sick Leave
- Vacation

### Job Description: [Edit](#)

#### Job Purpose

- Operate, install, calibrate, and maintain integrated computer/communications systems, consoles, simulators, and other data acquisition, test, and measurement instruments and equipment, which are used to launch, track, position, and evaluate air and space vehicles. May record and interpret test data.

#### Tasks

- Inspect, diagnose, maintain, and operate test setups and equipment to detect malfunctions.
- Record and interpret test data on parts, assemblies, and mechanisms.
- Confer with engineering personnel regarding details and implications of test procedures and results.
- Adjust, repair or replace faulty components of test setups and equipment.
- Identify required data, data acquisition plans and test parameters, setting up equipment to conform to these specifications.

#### Work Context [Edit](#)

- Requires repeating the same physical activities or mental activities over and over
- Requires being exact or highly accurate

#### Work Activities

- Documenting/Recording Information

Designed to connect with  
O\*Net.com; Job  
Description can be emailed  
to a recruiting site

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# Sample Job Content Management JD System

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## Our Services

Founded in 2005, *eConsultingNetwork* is a strategic compensation management firm dedicated to helping clients **design, analyze, deliver, and manage** their compensation programs to meet corporate objectives.

*eConsultingNetwork* helps clients throughout the **entire compensation lifecycle**, including:

- Pay Philosophy Development
- Job Evaluation
- Market Pay Analysis
- Pay Structure Creation
- Pay Program Administration, and
- Implementation

*eConsultingNetwork* also offers:

- **JobBlox™** – EASY • Flexible • Customizable Web-based Job Documentation
- Custom Surveys – industry, geographic surveys

<http://JobBlox.eConsultingNetwork.com>

eConsultingNetwork designed JobBlox to help clients build and maintain job content. We are compensation consultants; we need job documentation to our jobs well.

# JobBlox' Job Description

## DEMO CORPORATION

### Job Description

**JobTitle: HR Specialist (Recommended title: Manager Compensation and Recruiting)**

#### Summary

Reports directly to the Interim Director of HR currently, in the absence of the Director of Human Resources. Provides expertise in the areas of Compensation, Performance Management, Recruiting, Expatriates and HRIS. Conducts annual and as needed job and compensation analysis. Directs the annual performance management process. Provides direction to all levels of employees regarding pay, recruiting, and employee relations as needed. Recommends HR solutions to support the organization. Works cooperatively with management to ensure best practices and cultural fit of HR solutions. Maintains a working knowledge of federal and state legislation and labor contracts that may affect compensation policies.

#### Responsibilities

- Provides compensation policies and analysis to support annual merit increase, recruitment and retention processes.
- Works with management to assess needs, recruit, evaluate, select and ultimately hire or promote employees into open positions.
- Collaboratively works with HR team to effectively disseminate the mission and culture of IntraHeath in the HR message.
- Provides project management for the ongoing performance management and recruiting processes.
- Consults with employees and management on all areas of Human Resources.
- Supports the global organization to hire and compensate expatriates.
- Works collaboratively to provide new hire and ongoing training.
- Performs other duties as assigned.

#### Supervisory

- Reports directly to the Interim Director of Human Resources. Provides employee oversight for HRIS, payroll, outside compensation consultant, outside recruiting firms.

#### Levels

#### Knowledge

Mastery of skills and processes appropriate to area of assignment. Significant knowledge

One of the end results of collecting job content is the Job Description.

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# JobBlox Features

- Secure Login
- Role Based
- Wizard – Steps through process
- Custom prefilled data fields – allows point and click selections
- Key component – Leveling
  - Primary Match with Custom Level Charts
  - Job Evaluation or Point System
- Custom Job Description Template
- Searchable database
- Reports available field by field

# Wizard Collection Tool

Start    Jobs    Positions    Surveys    Reports    Admin    Support

## Job Wizard - Administrative Assistant - Entry (Princeton, NJ) - Pending Version (Edit)

**Basic Information**    Compare    Previous Job Description

**Buttons:** Add New   Save   Save As   Delete   Close   Next

**Job Code:** AA-E    [See Job Description](#)   [See Pricing](#)   ?

**Job Title:** Administrative Assistant - Entry    \* Required Field

**Business Unit:** [Dropdown]

**Structure:** US [Dropdown]

Salary Grade:	Code	Grade	Min	Mid	Max	Eff Date
	3 [Dropdown]	3	24,288.00	30,360.00	36,432.00	01/01/2006

**Company:** [Dropdown]

**Cost Center:** Demo Cost Center One [Dropdown]

**Division:** Demo Division Two [Dropdown]

**Department:** Demo Department Two [Dropdown]

**Location:** Princeton, NJ [Dropdown]

**Line of Business:** [Dropdown]

**Job Family:** Job Family 1 [Dropdown]

**Job Category:** Individual Contributor - Support [Dropdown]

**Job Function:** Services and Support [Dropdown]

Wizard is preloaded with HRIS  
and HR approved content

# Building Job Content – Primary Match

**JobBlox** Technology Center

Start Jobs Positions Surveys Reports Admin Support

## Job Wizard - Aircraft Records Clerk I - Draft Version (Edit)

Basic Information  
Job Properties  
Primary Match  
Responsibilities  
Supervisory Level  
Competencies  
Qualifications  
Physical Activities  
Physical Lifting  
Physical Vision  
Work Environment  
Approval Status

**Add New** Previous Save Save As Delete Close Next

**Primary Match** Compare Previous Job Description

Job Code: C845-1 [See Job Description](#) ?

Job Title: Aircraft Records Clerk I \* Required Field

Survey: SIRS 2008

Survey Job Category: Office/Clerical

Survey Job Function: AIRLINE OPERATIONS

Survey Job Subfunction: PLANNING/SCHEDULING-AIRLINES

Survey Job Sort Order:  Job Title  Job Code

Survey Job: AIRCRAFT RECORDS CLERK (C854) [See Survey Job Description](#)

Survey Job Level: 1 [See Level Description](#)

[Copy Primary Match Survey Job to Company Job](#)

Match Modifier: B

Pricing Effective Date:

**Add New** Previous Save Save As Delete Close Next

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# Assigning Level Charts

## Job Wizard - Aircraft Records Clerk I - Draft Version (Edit)

Basic Information  
Job Properties  
Primary Match  
Responsibilities  
Supervisory Level  
Competencies  
Qualifications  
Physical Activities  
Physical Lifting  
Physical Vision  
Work Environment  
Approval Status

**Add New** Previous Save Save As Delete Close Next

Level Compare Previous Job Description

Job Code: C845-1 [See Job Description](#) ?

Job Title: Aircraft Records Clerk I \* Required Field

Progression:  No Progression  Use Existing Progression  Create New Progression

Job Level Chart: Office / Clerical Nonexempt

Job Level: Entry

Level Description:

Knowledge  
Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received  
Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors  
Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts  
Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Education and Experience  
High School and 0 years experience.

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# Build job content - Leveling

Primary Match

Responsibilities

Supervisory Level

Competencies

Qualifications

Physical Activities

Physical Lifting

Physical Vision

Work Environment

Approval Status

**Level**

Position Code:  [See Position Description](#)

Position Title:

Job Level Chart:  ▼

Job Level:  ▼

Level Description:

Education and Experience (click to open/close)

Information Processing and Latitude (click to open/close)

Type of Contacts and Nature of Contacts (click to open/close)

Individual Impact, Budget/Financial and Influence (click to open/close)

Measures the extent to which the duties are performed

Select	Level	Description
<input type="checkbox"/>	Level 1	Minimal - Position has a limited effect on operations, customer relations, financial performance, etc.; erroneous decisions may have a short term effect on the organization's success.
<input checked="" type="checkbox"/>	Level 2	Moderate - Position has a moderate effect on operations, customer relations, financial performance, etc.; erroneous decisions may cause moderate delays in schedules or may create moderate impact on internal or external customers.
<input type="checkbox"/>	Level 3	Significant - Position can affect internal or external customer operations or relationships to a significant extent; erroneous decisions or failure to achieve results may cause critical delays in schedules or may create significant impact on internal or external customers.
<input type="checkbox"/>	Level 4	Highly Significant - Position has a broad and visible effect on operations, customer relations, financial performance, etc.; erroneous decisions may have a long term effect on the organization's success.

Scope of Budgetary/Financial Responsibility.

Select	Level	Description
<input type="checkbox"/>	Level 1	No Budgetary/Financial responsibility
<input checked="" type="checkbox"/>	Level 2	Unit/Section Budget/Financial Responsibility
<input type="checkbox"/>	Level 3	Division Budget/Financial Responsibility

Education and Experience (click to open/close)

Information Processing and Latitude (click to open/close)

Type of Contacts and Nature of Contacts (click to open/close)

Individual Impact, Budget/Financial and Influence (click to open/close)

Job Skill Level and Technical Difficulty (click to open/close)

Fatigue and Stress and Risk and Exposure (click to open/close)

Organizational Level, Supervisory Scope and Number of Supervisees (click to open/close)

# Data Out

Reports on data fields;  
allowing data analysis in  
unique formats

## Ad Hoc Report Designer - Job Match

[Reports](#) | [Data Sources](#) | [Fields](#) | [Filters](#) | [Summary](#) | [Chart](#) | [Misc](#) | [Style](#) | [Preview](#)  
[Back](#) | [New](#) | [Save](#) | [Save As...](#) | [Print](#) | [SQL](#) | [Excel](#) | [Mail](#) | [Preview Results](#) 100

### Job Match

Department Name ▲	Report To Job Title	Job Code	Job Title	FLSA Status	Salary Grade ▲	Approval Status	Approval Status Date	Survey Name	Survey Job Title	Survey Level	Survey Modifier	Structure Range Code
Quality Assurance		C845-1	Aircraft Records Clerk I	N	1	Draft	8/4/2008 10:53:00 AM	SIRS 2008	AIRCRAFT RECORDS CLERK (C854)	1	B	A1
Human Resources	Manager, Compensation and Benefits	HRG2	Human Resources Generalist	E	3	Draft	4/21/2009 7:18:00 PM	SIRS 2008	HUMAN RESOURCES GENERALIST (A299)	2	B	A3
Engineering		31004	Systems Engineer IV	E	10	Draft	2/13/2008 5:52:00 AM	SIRS 2007	ENGINEERING-SYSTEMS (T395)	4	B	B10
Engineering		59897BR	Project Manager, IM		6	Draft	1/29/2010 8:37:00 AM	SIRS 2009	PROJECT MANAGEMENT - INFORMATION TECHNOLOGY (T350)	4	B	A6
Engineering	Systems Engineer IV	E600.01	Configuration and Data Management Analyst II	E	2	Draft	8/11/2009 10:12:00 AM	SIRS 2007	CONFIGURATION ANALYSIS (A404)	2	B	A2
Engineering	Systems Engineer IV	E600.01	Configuration and Data Management Analyst II	E	2	Draft	8/11/2009 10:12:00 AM	SIRS 2007	CONFIGURATION ANALYSIS (A404)	2	B	A2



# Sample Integrate JD Tools

6/18/2012

**DBCompensation™**  
Enhanced ROI  
Defensibility  
Process  
Proven Methodology  
Equitable Pay  
Planning  
Affordable  
FAQ

**DBDescriptions™**  
Fast  
Efficient  
User Friendly  
Affordable  
FAQ

**DBConsultation™**  
Turnkey Solutions  
Outsourced

## Products/Services: DBDescriptions™ Overview

Welcome to DBDescriptions, your one stop, Web-based job description tool!

[Click here to get started today!](#)

The cornerstone for outstanding compensation management and reward systems is a well-designed job description and a sound job classification system. Complete, consistent and compliant position descriptions help businesses every day to:

- Improve communication
- Clarify duties and responsibilities
- Define performance expectations
- Support effective compensation policies
- Anchor motivating reward systems.

### **Request an online demonstration!**

Try out DBDescriptions today. Go to the website and sign-up today, and you will receive one free job description from our preloaded library of 1,100 to see if our application will fit your needs. Call us at 479-587-0151 or [email us](#) to schedule an online demonstration.

<http://www.dbsquared.com/prodservices/job-descriptions-software.htm>

DBSquared offers integrated job descriptions. (Compensation, Job Descriptions, and consulting)

# DBSquared – Web-based tool



Support: Docu

## Create Job Descriptions Within Minutes

### Key Benefits of DBDescriptions

**•User-Friendly Automated Job Description Writer**

Through minimal data entry and point-and-click selections, create job descriptions quickly.

**•Collaborate With Others Electronically**

E-mail our automated questionnaire to an employee or department head and when completed, HR receives an e-mail that there is completed job description ready for review.

**•Access Our Preloaded Library of 1,100 Editable Jobs**

Find descriptions in classifications such as banking, education, city & county government, health care, airport, accounting, human resources and many more!

**•Compliant with ADA / EEOC / OFCCP Guidelines**

**•A Variety of Output Formats, Including MS Word**

The different format styles offer an easy way to customize the descriptions for your organization.

Notice: offers a library, and provides a low cost.



[Preview sample job description.](#)

Access One  
Job Description  
NOW!

Buy the Full  
Subscription  
NOW!

Package	Number of Descriptions	Cost for Annual Subscriptions
Trial	One	Complimentary
Full	Unlimited	\$195.00

Download our Free White Paper:  
[“Creating ADA-Compliant Job Descriptions”](#)

6/18/2012


[Why Halogen](#)
[Products](#)
[Services](#)
[Customers](#)
[News & Events](#)
[Resources](#)
**Be Brilliant.**
[Home](#) > [Products](#) > Job Description Builder











**HALOGEN**  
Job Description Builder  
Up-to-Date Job Descriptions  
at Your Fingertips

[See the Product Tour >>](#)


<http://www.halogensoftware.com/products/job-description-builder/>

Hallogen is a good example of an integrated tool. Users can use the job description as part of the performance evaluation process.

# Job Descriptions Linked to Performance

- Halogen Job Description Builder™ lets you easily create and manage job descriptions, and link them to your performance and talent management processes.
- Quickly and easily automate the process of updating job descriptions using a configurable workflow that matches your organization's needs.
- Ensure your organization's descriptions capture essential details and are consistent.
- Link key parts of the job description to performance appraisals and job requisitions to create unmatched accountability.

# Features

- Role bases – HR / Managers / Employees
- Workflow – schedule requests for updates
- Integrated with performance management and the talent management suite
- History
- Pricing starts at 100 employees and up
- Reporting
- Employee sign offs
- Competencies (Library) and Requirements
- Configurable job description templates

# Job Description Template

The screenshot displays the HALOGEN Strategic Talent Management software interface. At the top left is the HALOGEN SOFTWARE logo, and at the top right is the slogan "Be Brilliant." The main navigation menu on the left includes "Product Tours" with options for eAppraisal, e360 Multirater, eLearning Manager, eSuccession, eCompensation, Job Description Builder (highlighted), and eRecruitment. Below the menu are buttons for "Free Trial", "Schedule a Demo", and "Share".

The central content area shows a "Job Description Template" for "DUNRITE". It includes a header with the company logo and title. Below the header are input fields for Job Title, Job Number, Department, Employer, Salary Grade, Division, Version, and FLSA Classification. The template is divided into several sections:

- Primary Responsibilities:** A large empty text area for defining job duties.
- Core Competencies:** A section for listing required skills.
- Title and Description:** A section containing three detailed competency descriptions:
  - Leadership:** Articulates compelling visions of how things could be in a given healthcare setting. Influences and inspires others to act in an energetic, committed fashion in pursuit of positive patient outcomes. Models behaviors that create trust and confidence, which encourages others to follow suggested paths or approaches.
  - Continuous Improvement:** Finds it unacceptable when patient and customer outcomes could be improved. Takes personal responsibility for maintaining and upgrading own knowledge, skills and abilities to ensure that service delivery is safe, efficient and effective. Strives to stay abreast of new approaches to healthcare. Demonstrates full commitment to quality improvement initiatives by taking an active role, being a positive model and by encouraging others to be equally committed and accountable. Is proactive in calling attention to service delivery deficiencies or opportunities and offers concrete suggestions for improving processes and systems that affect quality of care and productivity.
  - Organizational Awareness:** Uses the organization's formal and informal social, political, and technical structures to build relationships, negotiate solutions and accomplish goals. Stays open-minded, embracing key elements of diverse perspectives, adapting strategies as needs, expectations or the organizational climate evolve. Gets positive results for patients and other stakeholders, based on accurate assessments of what is realistic and whose support is essential.
- Educational / Training Requirements:** A large empty text area for listing necessary education and training.

At the bottom of the interface, there is a note: "Having difficulty viewing this tour? [Try our alternate YouTube stream.](#)" On the right side of the screen, there is a vertical "Live Chat" button.

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# Online Reporting

**HALOGEN** SOFTWARE Strategic Talent Management **Be Brilliant.**

Product Tours

- HALOGEN eAppraisal™
- HALOGEN e360 Multirater™
- HALOGEN eLearning Manager™
- HALOGEN eSuccession™
- HALOGEN eCompensation™
- HALOGEN Job Description Builder™  
1. Simplifying Job Descriptions
- HALOGEN eRecruitment™

**Job Description Assignment Report** Options

**Job Descriptions**

All Job Descriptions

Job Category: Administrative

Selected Job Descriptions:

Title (ID) ▲

Select

**Employees**

Direct Reports

All Reports

**Assignment and Sign-off Options**

Employment Assignment Count can only be used when All Job Descriptions is selected.

Employee Assignment Count: One or more

Sign-off Status: Not signed-off

Assignment Status: Assigned

Generate Report Reset

06/01/11

**Employee Job Description Assignments** Select Columns

Page 1 of 1

Displaying 1 - 7 of 7

Last Name	First Name	Department	Manager Name	Job Description ID	Job Description Title	Assigned Date	Sign-off Date
Bishop	Larry	Healthcare	Watts, Lisa	000917 20928000	Administrator	06/15/10	
Bishop	Larry	Healthcare	Watts, Lisa	006227 20950010	Licensed Practical Nurse	06/15/10	
Burns	Sylvia	Healthcare	Watts, Lisa	006227 20950010	Licensed Practical Nurse	06/15/10	
Clark	Amy	Healthcare	Watts, Lisa	006227 20950RN	Registered Nurse	06/15/10	
Dixon	Linda	Healthcare	Watts, Lisa	002059 20953ER	Nurse Supervisor ER	06/15/10	
Miller	Rita	Healthcare	Watts, Lisa	006227 20950RN	Registered Nurse	06/15/10	
Taylor	Mindy	Healthcare	Watts, Lisa	006227 20950010	Licensed Practical Nurse	06/15/10	

Free Trial

Schedule a Demo

Share

Having difficulty viewing this tour? [Try our alternate YouTube stream.](#)

Live Chat

6/18/2012



# Sign up for a free online trial

Be Brilliant.

[Home](#) > [Products](#) > [Free Trial](#) > Submission Complete



Employee performance appraisals in a fraction of the time with professional quality results  
[Find out more »](#)



Halogen's Certain to Succeed Guarantee

## Congratulations. Your Free Trial Awaits

Halogen Software is pleased to provide an opportunity for you to try our software for free. Our trial program gives you access to a fully functional version of our talent management software so you can assess its effectiveness and value by using it in your own environment. You won't be using just a restricted demo tool. There's no installation required. You just simply log into the website that we create for you - with no obligation to buy.

### Next Steps:



**1 Product Orientation**  
We'll contact you shortly to set up a time with one of our product trial specialists.



**2 Free Trial Configuration**  
After your product orientation, we'll configure the free trial to meet your needs and create your



**3 Test Drive Our Software**  
You're done. Access a fully functional build of our talent management suite. You'll also

6/18/2012



products



whitepapers

download now

You are here: &gt; Home &gt; Products

## Products

[Talent Portal](#)[Performance Management](#)[Compensation Management](#)[Learning Management](#)[Succession Planning](#)[360 Degree Feedback](#)[Recruiting & Hiring](#)[Social Collaboration](#)[Workforce Management](#)[Expense Management](#)[Payroll & Benefits](#)[HR Management System \(Cloud HRMS\)](#)

Recognized by industry analysts as the most comprehensive solution available, SumTotal provides full employee lifecycle management, including a core system of record, on a single cloud software platform for improved business intelligence. SumTotal offers an end-to-end solution including learning, performance, compensation, succession, career development, 360 degree feedback, recruiting and hiring, social collaboration, workforce management, expense management, payroll and benefits, HR management (HRMS), workforce analytics.

SumTotal is enabling organizations across the globe to more effectively drive business strategy by optimizing resource planning and allocation, reducing operational costs, aligning the workforce with business objectives, engaging and motivating the workforce, increasing productivity, and driving overall business performance.

### Poll of the Month

Which online publications do you visit?

- CLOmedia.com
- TalentmgL.com
- Workforce.com
- HREonline.com
- HCI.org
- HR.com
- Other

submit

<http://www.sumtotalsystems.com/products/index.html>

Sum Total is another example of an integrated system.

# SumTotal - Core Platform Services

- **Talent Profiles:** Includes core employee records in addition to task summaries, performance history, career preferences, awards, certifications, professional experience, payroll history, absence history, equipment and security details, and many other employee specific details in a single, secure location within an easy to use navigation structure.
- **Employee Records:** Centralizes key personal information about employees, including name, address, contact information, military service, Equal Employment Opportunity (EEO) information, and other employee details. When used in conjunction with SumTotal HR Management (an enterprise-class HRMS), historical information about employees is captured and preserved for auditing, compliance, and reporting purposes.
- **Competencies:** Consists of a library of pre-defined competencies that are leveraged across the entire SumTotal platform, along with a configurable management framework and set of tools designed for managing competencies, including competency categories, supporting definitions, behaviors, on-the-job activities, and development opportunities. SumTotal also enables its customers to easily import their existing competencies into the platform.
- **Job Profiles:** Provides a standard mechanism for defining positions by articulating required skills, competencies, certifications, experience, and other user-defined criteria. Managers and administrators only have to define a Job Profile once. The same profile is then leveraged by several products within the SumTotal platform, including Recruiting & Hiring and Succession Planning.
- **Reports:** Consists of hundreds of pre-defined, out-of-box reports that provide metrics and analysis of the data contained within the SumTotal talent platform. Every product – for instance, Performance Management or Succession Planning – provides a standard set of reports that are easily accessible to end users. Reporting is built around SumTotal's robust security model to ensure that access is provided only to individuals with the proper credentials.

# Other tools....

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- [davanti-hr-solutions.com](http://davanti-hr-solutions.com)
- Hrtms.com
- [Lawson.com](http://Lawson.com)

# Job Description Tools - Pros and Cons

- What did you like about the tools that you saw?
  - Why?
- What problems do you think the tools solve?
  - How?
- Would a tool like any of these help you in your current job?

# Participant Analysis

- If you were going to implement a tool to help you do your job documentation ...
  - What problems would you like to solve for your organization?
  - What enhancements would you like to offer your organization?
  - What requirements would you need? And why?