SUPERVISORS: Viewing Position Descriptions for your Direct Reports

1) Click the:  https://ukjobs.uky.edu/hr/sessions/new

2) Click the link that says “Click here to log in using your Link Blue Account.” Do not use the “Guest Users:” sign in option on this page.

3) Log in using your Link Blue credentials.

4) In the top right drop down under the word PeopleAdmin, select “Position Management.” Once selected, your screen should have an orange background.

5) In the drop down currently showing “Employee,” select “Supervisor.” Then click the refresh arrow located directly to the right of the drop down box.

6) Under the tab for “Position Descriptions,” click “Staff.”

7) Click the job title of the position to view a particular position description. Scroll down to the header titled “Major Job Responsibilities” to review the position’s duties. The MJRs listed will be the same ones reflected in the Performance Evaluation system.