

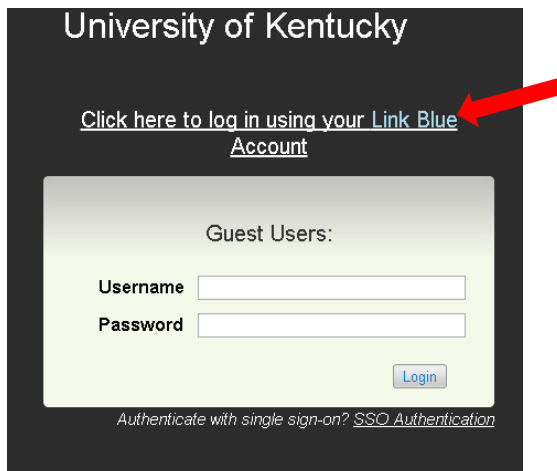
## How to View Your Own Position Description

All Employees are able to access their own Position Description (formerly called JAQ) online with our new IES system. To utilize this feature, follow the instructions below:

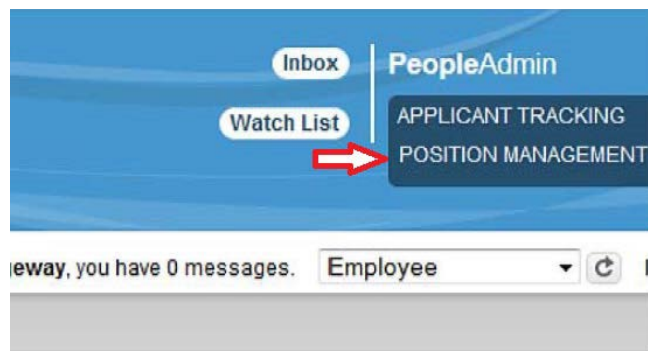
- (1) Navigate to either of these links:
  - a. <https://ukjobs.uky.edu/hr/login> (Save this link to your favorites for quick access.)
  - b. <http://www.uky.edu/hr/employment/hiring-officials> (This is the UK HR Employment website.)
    - i. On the Hiring Officials page, click on the box below:



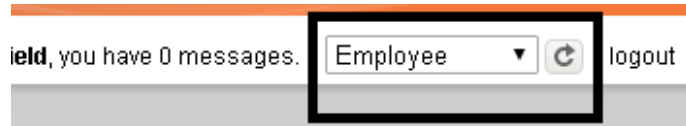
- (2) Select “Click here to log in using your [Link Blue Account](#)”. Do not sign in under “Guest Users:”.



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



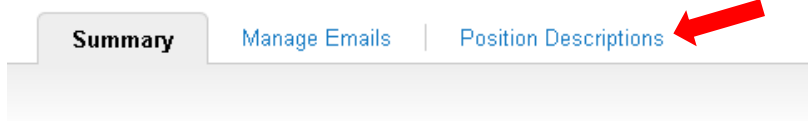
(4) Confirm you are logged in as an Employee:



(5) Select "My Profile":



(6) Click on the "Position Descriptions" tab:



(7) Click on your official HR classification/title listed in blue font (i.e. [Conference Coordinator.](#)). Your position description should appear on the screen.