**View Your Own Position Description**

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



1. Select “Click here to log in using your **Link Blue** Account”. Do not sign in under “Guest Users”:

 

1. In the top-left corner of the screen, click the three dots and then “Positions”:



Once selected, the menu bar on the top of the screen should change from blue to orange.

1. Confirm you are logged in as an Employee by checking your user group setting located at the top-right of the screen:



1. Select “My Profile”:
2. Click on the “Position Descriptions” tab:



1. Click on your official HR classification/title listed (i.e. **Compensation Consultant**). Your position description should appear on the screen.