JDXpert – Job Description Acknowledgement

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JDX Job Description Acknowledgement Overview:

1. Job Description Acknowledgement requests will be sent to you via email from Illinois Human Resources <jdadmin@hrtms.com>.

2. Job Description Acknowledgements are completed in JDXpert. You will be prompted to login using single sign on.

3. Use this job aid to learn how to complete your Job Description Acknowledgement.

4. If you have any questions, please contact ihr-classificationadministration@illinois.edu or ihr-hrais@illinois.edu

Email Request for Job Description Acknowledgement:

1. Employee will receive an email from Illinois Human Resources <jdadmin@hrtms.com> indicating that a Job Description Acknowledgement is being requested.
a. Click on the https://go.illinois.edu/JDX link within the email to access your Job Description acknowledgement.

Accessing the JDXpert System:

1. When you click on the https://go.illinois.edu/JDX link within the email, you will be brought to the single sign on page for JDX.
   
a. Enter your network credentials and click “LOG IN”.
Accessing the Job Description Acknowledgement:

1. Once you login to JDXpert, you will see the Dashboard:
2. To access the Job Description Acknowledgement, **double click** on the “Please Review: <<JOB TITLE>>” under your Task List on the Main Dashboard.

Completing your Job Description Acknowledgement:

1. Once you **double click** on the Job Acknowledgement in your Task List, you will see this Overview screen:
   
   a. Click on the “View Job Description <<JOB TITLE>>”
2. When you click on the View Job Description, your Job Description will open and you will have the chance to view it, export it in several different formats or print it.

   a. When you have read, exported and/or printed your Job Description, click the “Red X – Close Form” in the top left corner to close the Job Description.
3. Once you View your Job Description, the “I Acknowledge My Job Description” checkbox will no longer be grayed out.

   a. NOTE: You must open your Job Description before you can acknowledge your Job Description.

   b. Click the check box next to “I Acknowledge my Job Description”.

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c. Once you check the box to “I Acknowledge my Job Description”, you will now see the “Complete Workflow Step” button at the bottom.

i. Click “Complete Workflow Step”
d. Once you have clicked the “Complete Workflow Step”, you will see this screen that is asking you to confirm that you have received your job description and that if changes are needed, you will contact your manager or Human Resources.

   i. Click the check box:
ii. Then click “Confirm”

iii. Once you click Confirm, it will return you to your Dashboard where the

Please Review <<JOB TITLE>> will no longer be under your Task List.
Congratulations! You have now completed your Job Description Acknowledgement!

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