JOB ANALYSIS LIBRARY

Attaching a Job Analysis to a Position Description

Introduction

The purpose of the Job Analysis (JA) Library is to improve our ability to share job analyses throughout the CHCO community.

Guide Contents

This guide provides instructions on attaching a job analysis to a position description.

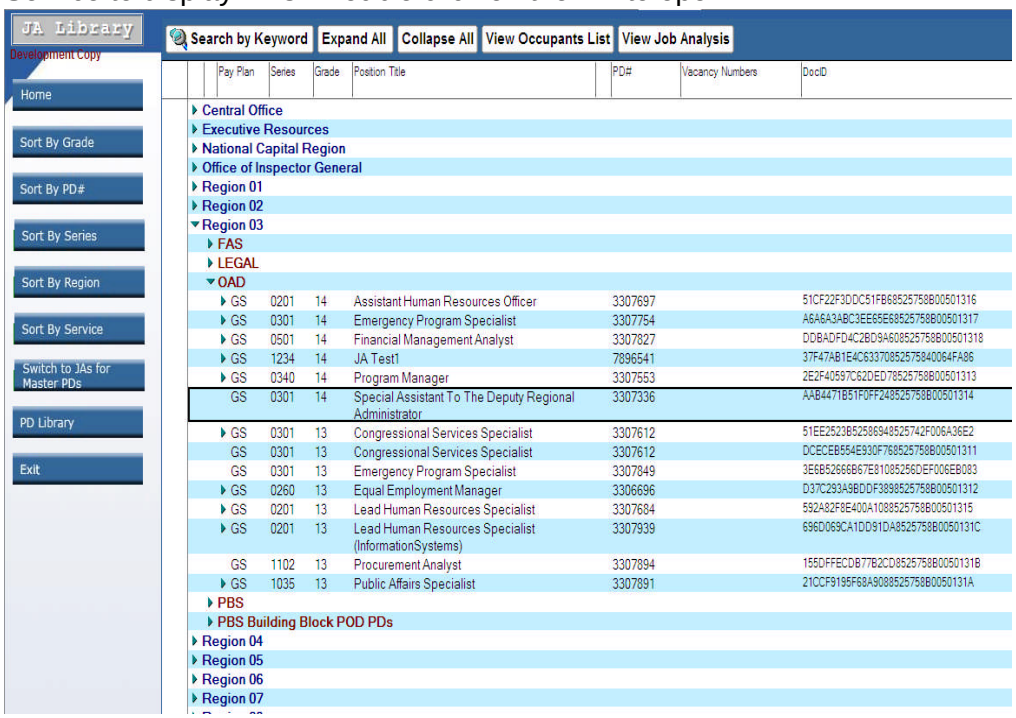
Attaching a Job Analysis to a Position Description

Step 1

After logging into Lotus Notes, double click on the PD Library ICON .
This will take you to the Job Analysis (JA) Library. Click on Job Analysis (JA) Library.

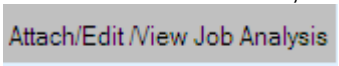
Step 2

This will bring up a list that contains position descriptions throughout GSA. Click triangle ▸ Region 05 next to Region to display Service. Click triangle ▸ PBS next to Service to display PDs. Double click on the PD to open.



Step 3

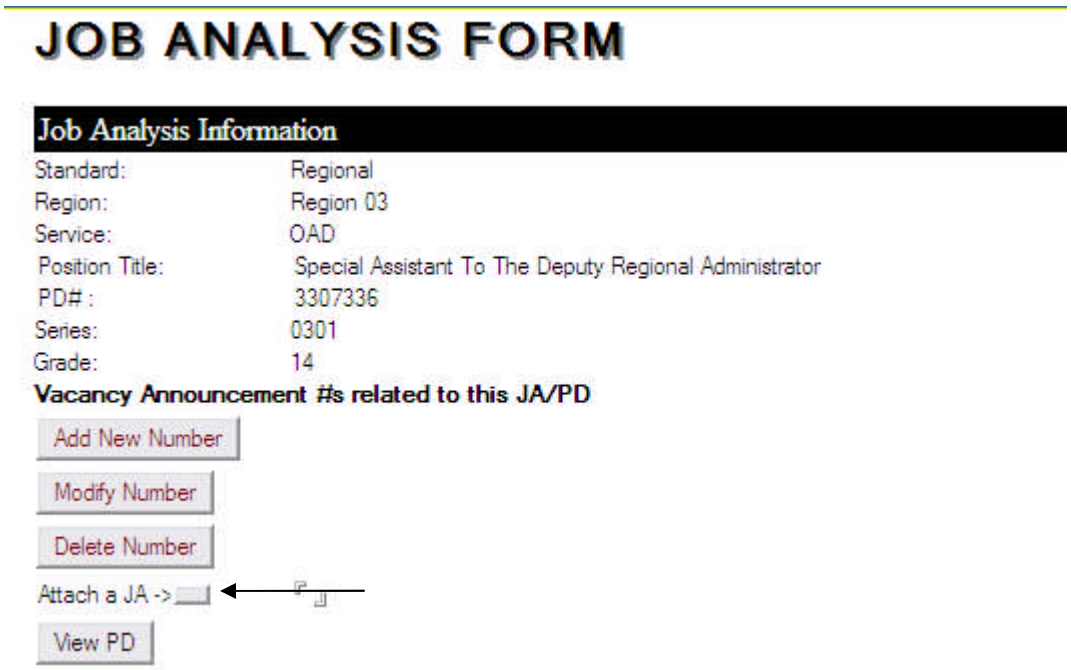
To add a JA to the PD, click on the Attach/Edit/View Job Analysis



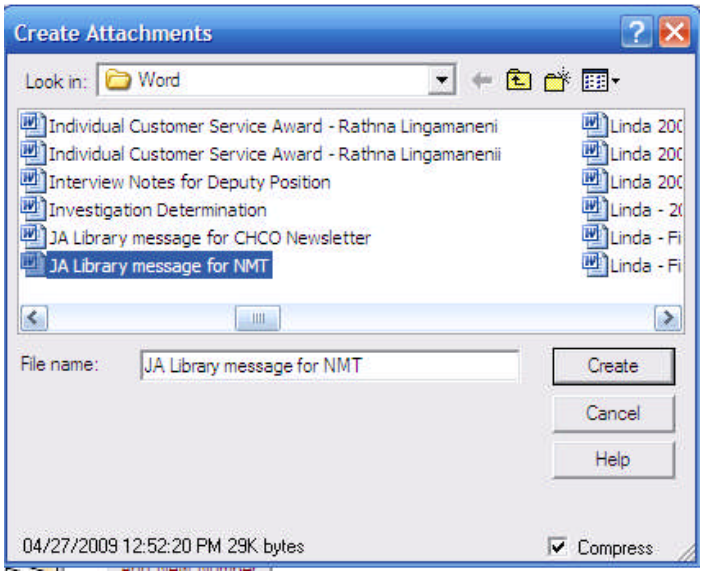
button at the top.

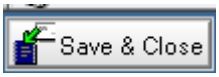
Step 4

The Job Analysis Form will open. Click in the small box next to "Attach a JA".

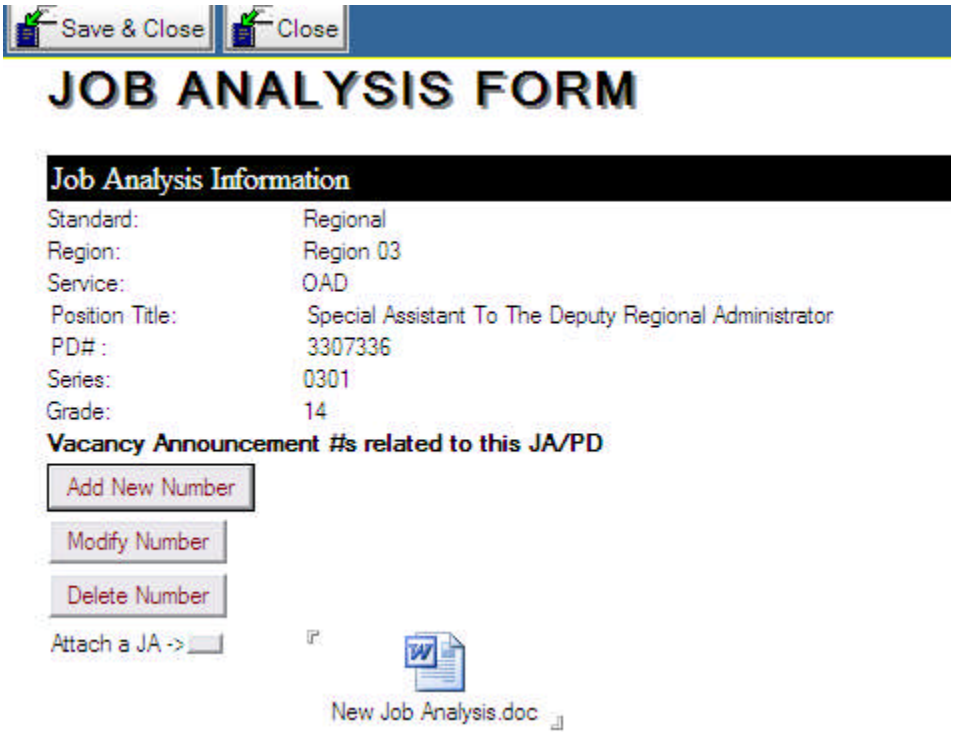


The "Create Attachments" window opens. Search for the file and select the JA you want to attach. Click on the create button to attach the file.

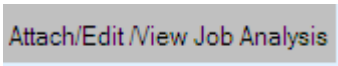


To save the Job Analysis click on the “Save and Close” 

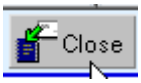
button at the top of the screen. The Job Analysis is attached and saved.



You can also view and edit JA from this area. Click the Attach/Edit/View Job Analysis button.



However, you can only edit if the file attached is a Word document.
The same procedures apply to attaching a JA in the Master Library.

Click Close 

button to exit form.