

Webinar will
begin in a few
minutes.

Job Builder Training - Part 2

Searching and Viewing Job Descriptions, Employee Data
and Career Tracks Job Standards

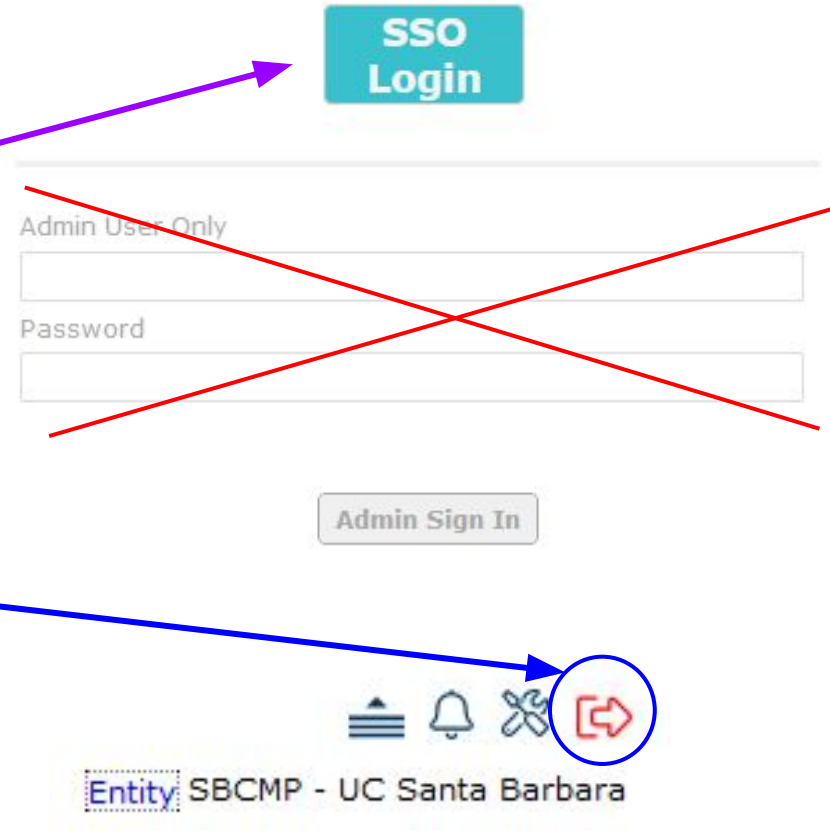
Presented by Kathy Moore, Compensation Manager, Human Resources
Facilitated by Linda Broen, Senior Compensation Analyst, Human Resources

Agenda

- Logging in/out
- Home Page
- Quick Links:
 - View My Job
 - Jobs that Report to Me
 - My Employees
 - Job Library
 - Job Catalog
 - My Job Tasks
 - CT Job Standards Matrix
 - CT Job Standards
- Resources
- Contacts / Questions

Logging In/Out

- **Log into Job Builder using the SSO Login (single sign-on) button**
 - The other sign in boxes are for system admins only
 - The SSO Login button will direct you through UCSB's multi-factor authenticated login process
- **To log out of the system, click on the red arrow button in the upper right hand of the screen.**
- Job Builder URL will be posted on HR website by 8am, Nov 8th.



Live System Demo

Resources

- HR/Compensation Website -
<https://www.hr.ucsb.edu/hr-units/compensation/oacis>
 - Job Builder communications
 - Training Schedule
 - Slide Presentations
 - Recorded Trainings
 - User Guides
 - FAQs

Contacts / Questions

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Questions?

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