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

Human Resources, Administrative Services Division
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](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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