Job Profile Tool (JPT) Frequently Asked Questions

Why am I being asked to complete JPT?

UHRCC is asking all P&S employees and their managers to summarize what each employee does at ISU. The process is designed to give UHR and Aon Consulting a better understanding of the variety of work being done on campus in order to properly identify and categorize our jobs. Employee and supervisor feedback is extremely important to the review process. It is important to note that this tool will not replace your current position description and is not intended to be as detailed.

How will the JPT be used?

Input from the JPT is being utilized to create new classifications that encompass the diversity of positions across campus. This JPT process will inform and shape the future P&S classification structure by giving us the ability to properly categorize jobs into new classifications and families.

How long do I have to complete the JPT?

Employees will have approximately four weeks to fill out the tool and route to their immediate supervisor. Supervisors will have an additional two weeks to fill out their comments and route to UHR.

What information do I need prior to starting?

P&S employees will need to know their netID, job classification title and number, their supervisor's name, their department, and pay grade. The tool will also cover the following:

- Brief summary of the employee's position
- Essential/primary duties
- Supervisory responsibilities
- Level of education and experience employees think should be required and preferred for their position
- Certifications and licensures employees think should be required and preferred for their position
- The employee's level of education and certifications and licensures they posses that are applicable to their position
- Physical demands
- Working conditions
- Any additional comments such as title that is more reflective of the job the employee does

Where can I find information about my job classification and number, which department I'm in, and my pay grade?

You can view this information by logging into PeopleAdmin 7 using your NetID and password. Click on "My Profile," then "Position Descriptions." By viewing your PD, you will find your University Title and the number associated with it, your department affiliation, and your pay grade. If you are unable to access your PD or have further questions, contact uhrcc@iastate.edu or your HR Liaison.

How do I know who my supervisor is? What if I have more than one?
Your direct supervisor is the individual who completes your annual performance evaluation and is responsible for your position. This is the person you should route the JPT to. Still not sure? Ask your HR Liaison.

**How detailed should my answers be?**

Please keep answers brief and include broad, key information that encompasses the primary duties and purpose of the position – it doesn’t need to be every detail of what a position does on a daily basis. It is anticipated that the tool will take the average employee approximately 30 – 60 minutes to complete.

**There is a section with tips for writing “free form text.” What does this mean?**

This means you can input whatever information you feel may be relevant to your position – in other words, there is no drop-down menu.

**My position requires a PhD, but there isn’t an option in the dropdown menu for it. What should I do?**

Do not select a dropdown option and use the description cell next to it to write in that a PhD is required.

**What is the difference between "supervisory responsibility" and "providing direction"?**

Supervisory responsibilities include hiring/firing, completing performance appraisals, disciplinary actions, and scheduling/approving annual leave. Providing direction means assigning work to another employee or giving them direction on their work on a daily basis.

**What information should I provide if I am currently on Special Assignment?**

Please do not provide duties that are temporary in nature. Instead, please provide the permanent expectations and duties of your job.

**I am planning to request a reclassification in the next few months. How should I fill out the Tool?**

The JPT collection will not interfere with the reclassification process. Information provided in the tool should be reflective of what an employee is currently doing, including new duties that may have been acquired leading to a reclassification. The JPT does not replace the reclassification process.

**Will there be a reclassification freeze as part of this project?**

At this time, there are no plans to freeze reclassifications. If there is a need to put a hold on reclassifications, it likely would be toward the end of the project. Should that change, HR Liaisons will be notified and communications will be sent out to the university as a whole.

**What if managers disagree with the information shared by employees in the tool?**

Managers are expected to share these concerns in their section of the JPT, however they are not to alter the information provided by employees. UHRCC will review these situations on a case-by-case basis.

**What if an employee or their supervisor is out of the office during the submission period?**

If an employee is unable or chooses not to fill out a JPT, their most recent position description will be utilized to identify specific information relating to their position. This information will be utilized to identify and categorize the position into the new classification structure at the discretion of the
Compensation and Classification Team based upon a recommendation by the supervisor, unit, and/or Human Resources Liaison.

Will employees have the opportunity to see supervisor’s comments?

Only if the supervisor chooses to share their comments with the employee.

I think my PD is up-to-date. Do I need to complete a JPT?

Employees are still encouraged to complete the JPT. There are sections of the JPT that capture information not currently included in the PD. The tool allows you to elaborate on and give your input as to what you think the minimum and preferred qualifications for your job should be, identifying your level of education, and other working titles that you may utilize.

What happens if employees don’t complete the JPT?

While employees are strongly encouraged to complete the tool, no one will be forced to fill out a JPT. If an employee chooses not to fill out a JPT, their most recent position description will be utilized to identify specific information relating to their position. This information will be utilized to identify and categorize the position into the new classification structure at the discretion of the Compensation and Classification Team based upon a recommendation by the supervisor, unit, and/or Human Resources Liaison.

What happens if supervisors don’t complete their review of the JPT?

UHRCC will still use the tool submitted by the employee and assume the information provided by the employee is correct.

How do I submit my completed JPT?

Once you have completed and saved the JPT, attach it to an email addressed to your direct supervisor, making sure to use your netID in the subject line of the email. Please make sure to CC uhrcc@iastate.edu to this same email. Don’t forget to save a copy of the tool for yourself.

I have more questions not covered by this FAQ. Who can I contact?

Don’t forget to review the detailed instructions provided in the JPT. Also, you can feel free to contact your HR Liaison or the UHR Classification & Compensation team at uhrcc@iastate.edu.