

Instructions for Certifying Job Descriptions

1. From the ECU Homepage, Select One Stop.
2. Enter you pirate ID and passphrase.
3. Under Employee, Select People Admin.
4. Click on the People Admin Employee/Supervisor Website link.
5. If you have used the Applicant Tracking module of People Admin in the past, you will use the same username and password. If this is your 1st time using People Admin, your Username will be your Pirate ID, and your Password will also be your Pirate ID. After your 1st sign in, the system will prompt you to change your password.
6. Under Job Descriptions in the list on the left, select 'Begin New Action'.
7. Select, 'Start Action'.
8. View your job description via each tab. Select 'Continue to Next Page/, or you can click on the next tab.
9. On the last tab, 'Confirm Review of Position Description,' click and view the two links: 'Employee Expectations' and 'Core Work Values'.
10. Once you have viewed all tabs and the Employee Expectations, Core Work Values, you can click 'Yes' (I have reviewed the duties and details of my position) – this is a required field, you will not be able to proceed without changing the option to Yes.
11. You now will have an option of printing a copy. Click 'Printer-Friendly Version'.
12. The action status will now show as 'I have reviewed the duties/details of my position, ECU's Core Work Values and Employee Expectations'.
13. If there is an area that you need to revisit, before selecting 'Continue', you can select 'Edit'.
14. If you do not need to revisit an area, select 'Continue' – you will see the Action Status again. (you will also have another change to go back before confirming).
15. If you are done viewing your job description, select 'Confirm'.
16. You will receive a message – The status of action has successfully been changed to Position Description Certified by Employee.