**JDXpert FAQ**

**Q: Can I edit Job Descriptions after they have been loaded into the system?**

**A:** Yes, you can easily edit and preview any Job Description anytime. Use the Job Management link, and search based on Job ID or Job title.

**Q: I need to create a Job Description for a brand new position, where should I start?**

**A:** When creating a new JD, you have a few options.

* + - First, start by checking the Compensation webpage to see the Job Description templates located here, [Job Description Guidance | Jefferson Lab (jlab.org)](https://www.jlab.org/human_resources/compensation/positiondesc)
		- Pull an existing Jefferson Lab description to see how it is written that may be similar, and some of the specific job functions that go with that job
		- Or use JDXpert’s expansive Job Description library of thousands of different job titles at various levels to pull from

**Q: Do I need to update the salary range for the job?**

**A:** No, Compensation will update the salary ranges for all jobs every time there is an update to salary ranges

**Q: Do I need to enter the salary range when creating or editing a JD?**

**A:** No, the salary ranges are stored in JDXpert and based on the classification level.

**Q: How does this link to the matrix?**

**A:** The Classification Matrix is not visible within JDXpert. When developing/editing a job description, like today, the creator will need to review the matrix to ensure consistency.

**Q: When will a supervisors have access to JDXpert?**

**A:** Supervisors will receive an email from compensation within 24 hours of this training with login instructions.

**Q: How will a supervisor know if a job description is approved?**

**A:** Supervisors will receive an email indicating that a job description has been approved or if changes are necessary. Compensation’s goal is to have these approved within two business days.

**Q: Do I have to be connected to the VPN to use JDXpert?**

**A:** No, JDXpert is a website that can be accessed from anywhere. The website is whitelisted so that you can access it if you are on the VPN.

**Q: Where can I find additional information?**

**A:** The compensation website has a page dedicated to job descriptions. On this page you will find a manual, a link to JDXpert, the training slides, and a FAQ.

**Q: What is a JobID?**

**A:** It is a 5 digit number that will be assigned to each job given to you by Compensation.

**Q: Do we have to enter the % of time spent on each job duty?**

**A:** Not at this time, but it is recommended to review every year.