

Competency File Challenges

- **Per HR** (Source – Jill Melton):
 - Competency documents without signatures:
 - Current Manager to sign incomplete documents upon discovery or during the annual review process.
 - It is okay to sign the existing document and include one of the statements as noted below after reviewing it with the Team Member. Use the current date of the review when signing the form(s).
 - Statement Options:
 - 1) For JD: “As the New Manager of this unit, I have met with (insert Team Members’ Name) and reviewed this Job Description with her/him.”
 - 2) For OCA, DSC: “As the New Manager of this unit, I have met with (insert Team Members’ Name), reviewed this record with them, and deem her/him competent.”
 - 3) For ACR: “As the New Manager of this unit, I have met with (insert Team Members’ Name), reviewed this record with them, and deem her/him in compliance.”

Competency File Challenges

- **Per Risk Management** (Source – Ms. Denise Barth):
 - **HUCs, Scrub Techs:** These individuals “need to have JD, OCA” and evidence of “ongoing training and competency related to their job role” (e.g., summary/record of classes/CBLs they took during the FY).
 - **For missing / misplaced files:** “...re-create them using, the current date. Place a cover page or note at the top explaining it is a re-creation due to a missing file.”

Process for Accessing Job Descriptions

Access to Job Descriptions permitted only by:

- 1) Manager
- 2) Employee

Onboarding: Print Job Description for Signature – Medical Center

As part of Medical Center policy, managers must maintain a copy of a team member's signed job description in the team members unit file.

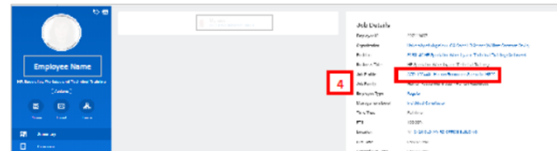
Only the team member and the manager have the ability to print the job description in Workday.

Print Job Description for Signature

The job description includes multiple sections (job duties, education, certifications, etc.). Before printing, do not include sections with sensitive employee information.

Team members: start at step 2.

1. Type the team member's name in the global address and select it when it appears in the index (before hitting the enter key).
2. Click on the team member's profile photo in the top right corner.
3. Click on the team member's name at the top of the drop down.
4. The profile Summary is displayed. On the right side of the page, locate **Job Profile** and click the adjoining link.

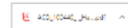


Screen shot 1: Profile Summary page

5. Click the print icon in the upper right corner.
6. The sections of the job profile appear. Deselect checkboxes where the information is not needed as part of the documentation for survey review. (i.e. compensation, equivalency rules, pay, etc.).
7. Click **Print**.
8. Click the **Click to download** link.
9. Click the **.pdf download** at the bottom left of the screen.



Screen shot 2: Profile section selection page



Screen shot 3: Document download link