



## HUMAN RESOURCES

The University of Alabama at Birmingham

*HR Compensation*

*November 2020*

### Instructions for Using JobArchitect

#### **Adding JobArchitect to myAPPs in the myUAB Employee Portal**

1. Login to the myUAB Employee Portal using your BlazerID and password.
2. Locate the myApps section on the main page and click the “Manage Apps” link.
3. Clicking this link will open the App Store and from here, you can find JobArchitect and add it to your collection of apps.
4. Once you click “Add”, click “Close” at the bottom right section of the page to return to the main page.
5. You can now click on JobArchitect in myApps to access the system.

## Overview of JobArchitect

The screenshot displays the 'Company Job Descriptions' section of the JobArchitect system. At the top, there is a search bar with the placeholder text 'Job Title or Code...' and a 'Go' button. To the right of the search bar are icons for a document, a filter, and a list view. Below the search bar, there are 17 results listed, each with a cloud icon to its right. At the bottom of the results list, there are navigation buttons for 'Prev', 'Page 1 of 4', and 'Next'. At the bottom of the page, there is a 'Chat Now' button.

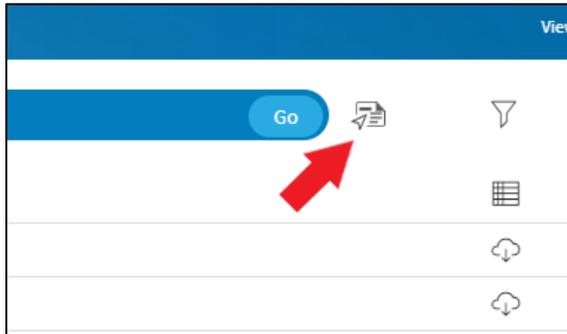
Red circles and letters A, B, C, and D are overlaid on the screenshot to highlight specific features:

- A**: The search bar.
- B**: The cloud icon next to the first result.
- C**: The document icon to the right of the search bar.
- D**: The 'Chat Now' button.

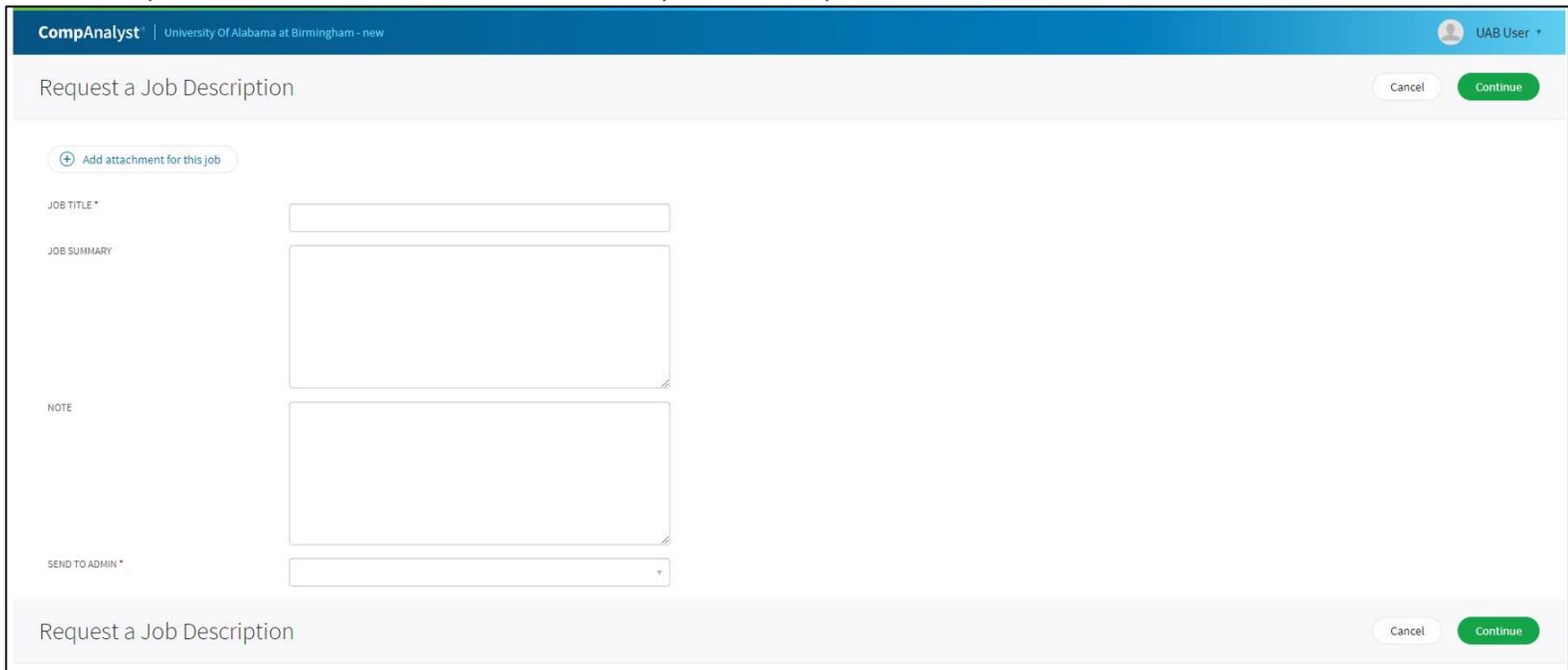
- A. Search for job descriptions here using the job title or job code (if known) or by keyword to find the job title.
- B. Click the cloud icon to download a PDF copy of the job description, which can then be saved and/or printed.
- C. Unable to find a job description? Click this icon to submit a request.
  - a. Please include your name, department and email address in the notes section.
- D. The “Chat Now” feature should not be used to inquire about job descriptions.
  - a. This link connects directly with Salary.com and not with UAB Compensation.

## Requesting a Job Description through JobArchitect

1. Click the icon to the right of the “Go” button.



2. Enter the requested information into the form, as well as your name, department and email address in the “Note” section.

A screenshot of the 'Request a Job Description' form in the CompAnalyst application. The header shows 'CompAnalyst | University of Alabama at Birmingham - new' and 'UAB User'. The form has a title 'Request a Job Description' and 'Cancel' and 'Continue' buttons. Below the title is an 'Add attachment for this job' button. The form fields are: 'JOB TITLE \*' (text input), 'JOB SUMMARY' (text area), 'NOTE' (text area), and 'SEND TO ADMIN \*' (dropdown menu). The footer shows 'Request a Job Description' and 'Cancel' and 'Continue' buttons.

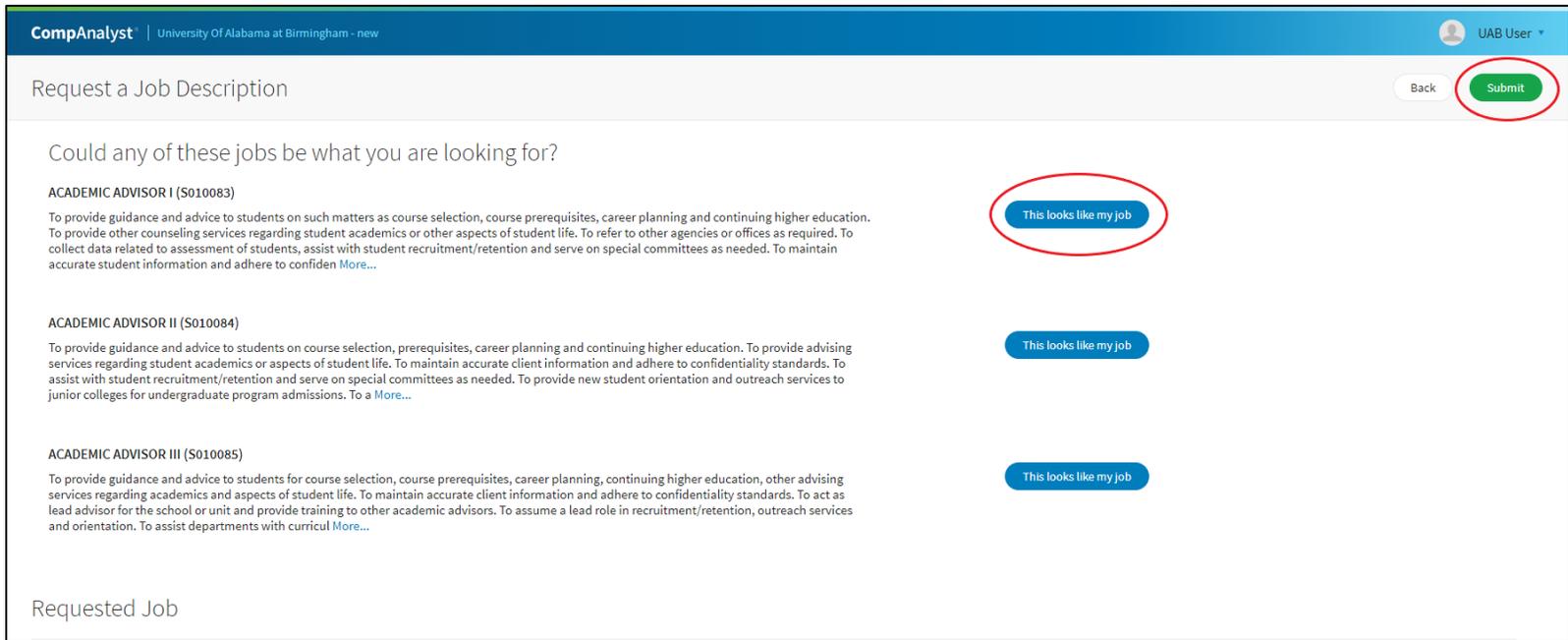
3. Once the information has been entered, click "Continue".

The screenshot shows the 'Request a Job Description' form in the CompAnalyst system. The form is titled 'Request a Job Description' and is located in the University of Alabama at Birmingham - new environment. The user is identified as 'UAB User'. The form contains the following fields:

- JOB TITLE \***: Academic Advisor
- JOB SUMMARY**: (Empty text area)
- NOTE**: Name: John Smith  
Department: HR Compensation  
E-mail: employee@uab.edu
- SEND TO ADMIN \***: Compensation Admin (compensation@uab.edu)

The 'Continue' button is highlighted with a red circle and a red arrow, indicating the next step in the process. The 'Cancel' button is also visible next to it.

4. Based on the information entered, JobArchitect will provide some job descriptions that may fit the entered criteria.



- a. If you see the job description you are looking for, click “This looks like my job.”
  - i. You will be rerouted to a screen where you can download a PDF copy of the job description, which can then be saved and/or printed.
- b. If you do not see the job description you are looking for, click “Submit” at the top right of the screen.