How to Review Your Team's Position Descriptions

1. Click on https://ukjobs.uky.edu/hr
2. Click the link that says "Click here to log in using your Link Blue Account, and log in using your Link Blue credentials.
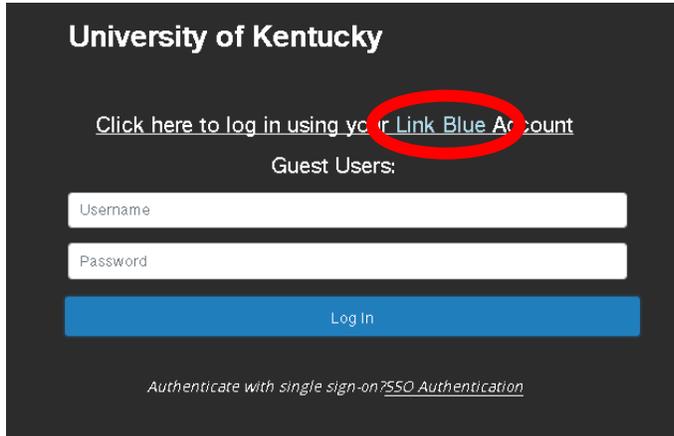
3. In the top left corner above the UK logo, click on the 3 dots to show 'Hire' and 'Positions' then select 'Positions' to open the position management module. Once selected, the blue ribbon below the UK logo will change to orange.
4.
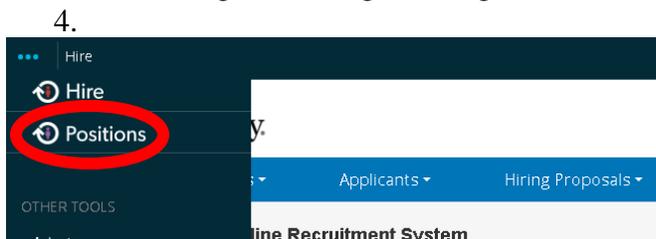
5. In the drop down currently showing 'Employee', select 'Supervisor' to change your view from an employee to Supervisor.
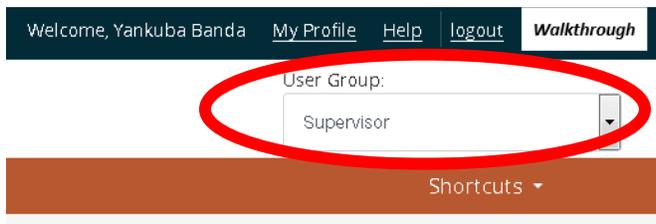
6. Under the tab for 'Position Descriptions', click 'Staff' to open your own position descriptions and everyone who reports to you.
7. Click the job title of the position to view a position description. The MJRs listed will be the same ones reflected in the Performance Evaluation system.