



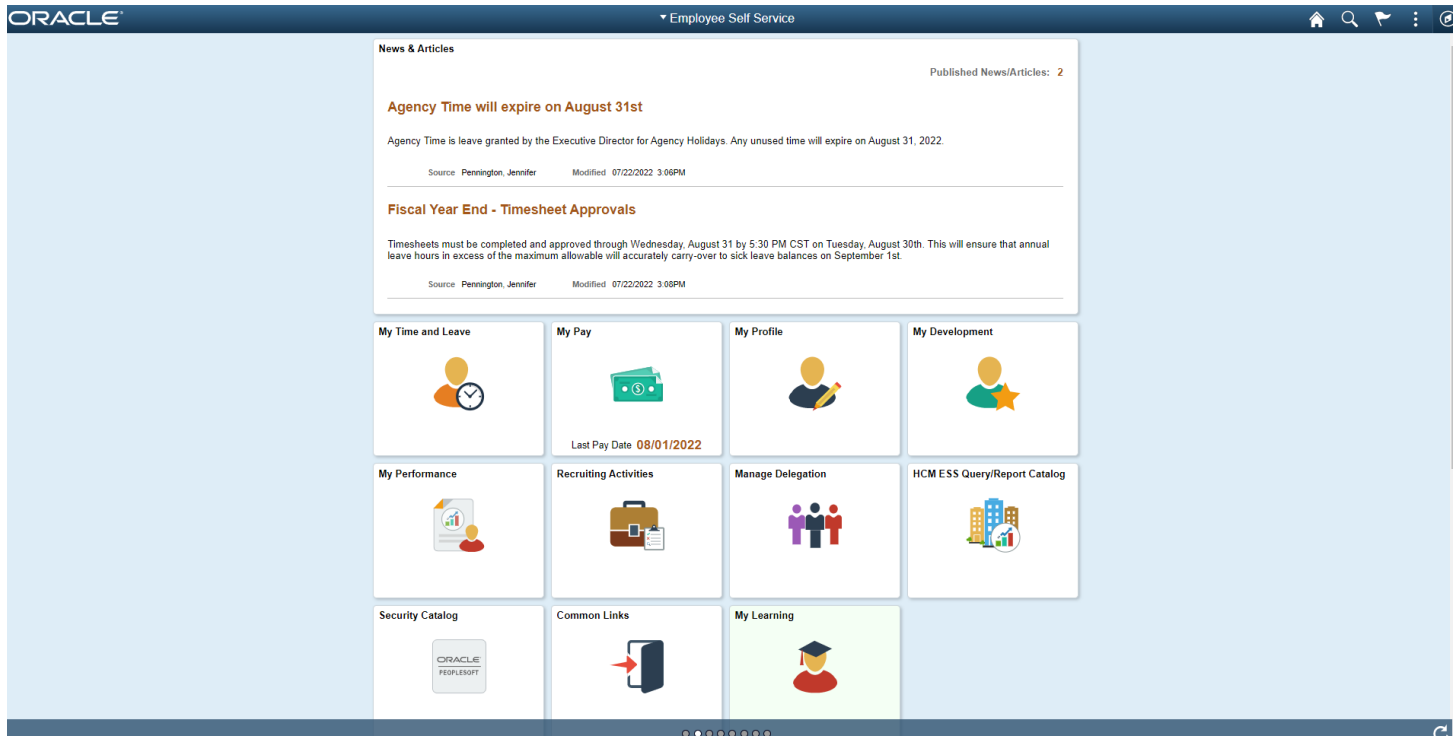
# Non-Person (Job) Profile User Guide

08/06/22

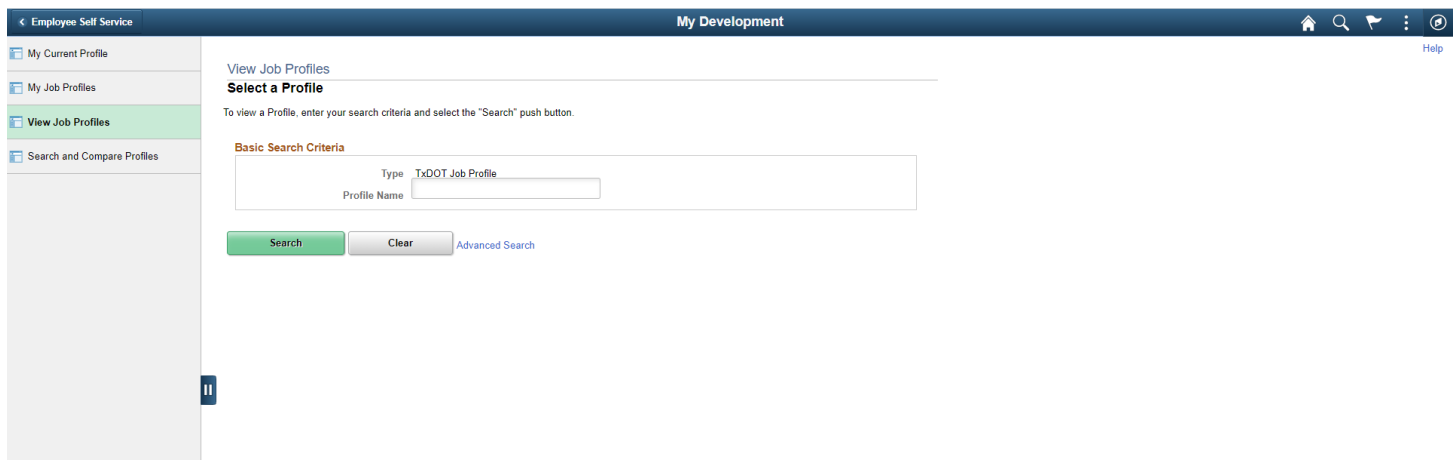
## How to find and print a Job Profile

Note: PeopleSoft will time out in 20 minutes, if inactive.

After identifying the job code/title on the [Job Profile page](#), log into Employee Self Service in PeopleSoft. Select My Development.



Select View Job Profiles.  
Select Advanced Search.





The Advanced Search offers users two options to locate a Job Profile. By Job Profile Name, Group Type, or Job Code. Partial information can also be entered. For example, the beginning of the Job Code. Select Search. All searches take you to this next screen. Select the Job Profile Title.

[View Job Profiles](#)

**Select a Profile**

To view a Profile, enter your search criteria and select the "Search" push button.

**Advanced Search Criteria**

Type TxDOT Job Profile  
 Profile Name

**Group Types**  
 Group Type    
 Group ID

**Profile Identities**  
 Related to Job Code  
 Set ID    
 Job Code A

[Basic Search](#)

✔ Your search has returned 178 results.

**Profile Search Results**

1-10 of 178 | [View 100](#)

Profile Type	Profile Name	Job Code	Set ID	Job Code
TxDOT Job Profile	<a href="#">Summer Support Technician</a>	Job Code	TXDOT	A001
TxDOT Job Profile	<a href="#">Summer Graduate Support Tech</a>	Job Code	TXDOT	A007
TxDOT Job Profile	<a href="#">Administrative Assistant I</a>	Job Code	TXDOT	A026
TxDOT Job Profile	<a href="#">Administrative Assistant II</a>	Job Code	TXDOT	A035
TxDOT Job Profile	<a href="#">Administrative Assistant III</a>	Job Code	TXDOT	A040

The selected Job Profile appears.  
 Select Print.

Employee Self Service | My Development | [New Window](#) | [Help](#) | [Personalize Page](#)

**View TxDOT Job Profile Profile**  
 Summer Support Technician  
 This profile displays competencies, qualifications, and responsibilities of a certain job code, position, job family, salary grade, or other defined business entity.

Profile Actions:

**Responsibilities** | Minimum Qualifications

View Responsibilities detail by selecting the item name link.

▼ **Responsibilities** | 1-5 of 14 | [View All](#)

Responsibility	Level Cutter
<a href="#">Answers the telephone, evaluates requests, answers questions, routes messages, and/or serv</a>	<input type="checkbox"/>
<a href="#">Assists in maintaining confidential information and records.</a>	<input type="checkbox"/>
<a href="#">Assists in performing inventory of materials, supplies, and equipment.</a>	<input type="checkbox"/>
<a href="#">Assists in processing routine documents such as vouchers, personnel records, titles or reg</a>	<input type="checkbox"/>
<a href="#">Assists with general warehousing duties such as stocking and issuing materials and supplie</a>	<input type="checkbox"/>

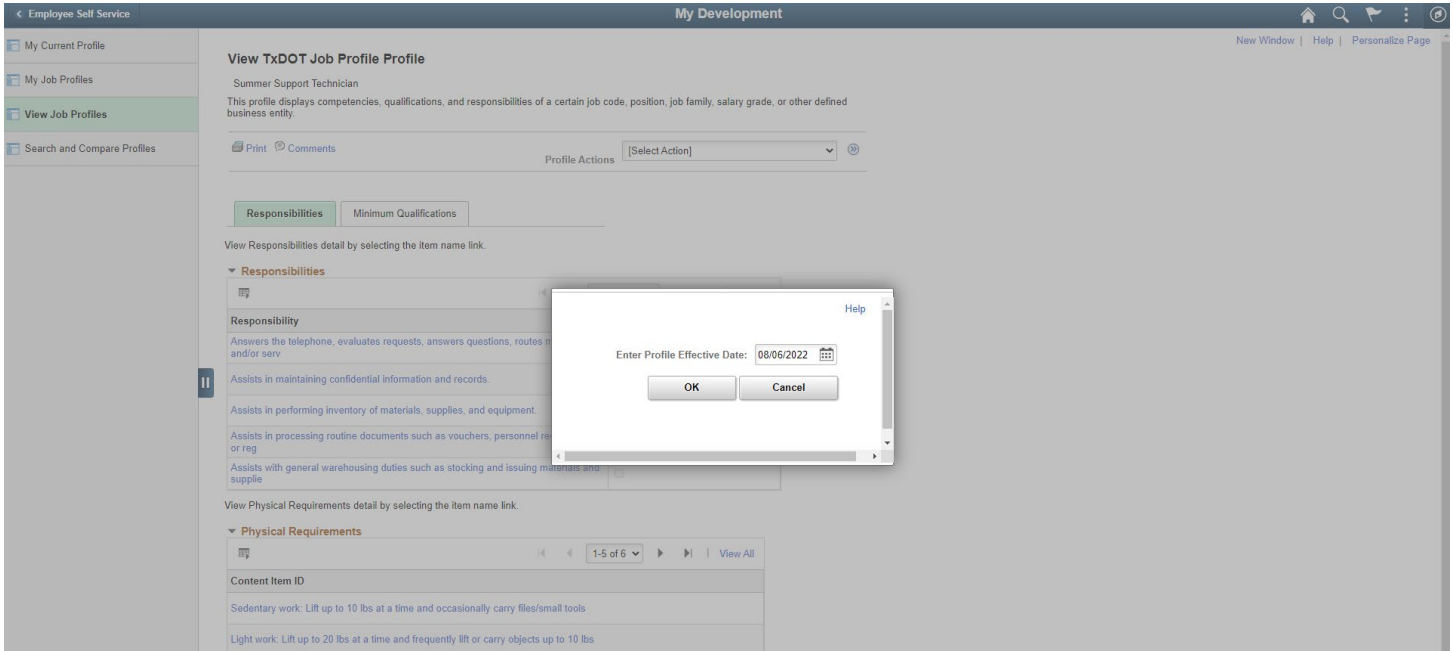
View Physical Requirements detail by selecting the item name link.

▼ **Physical Requirements** | 1-5 of 6 | [View All](#)

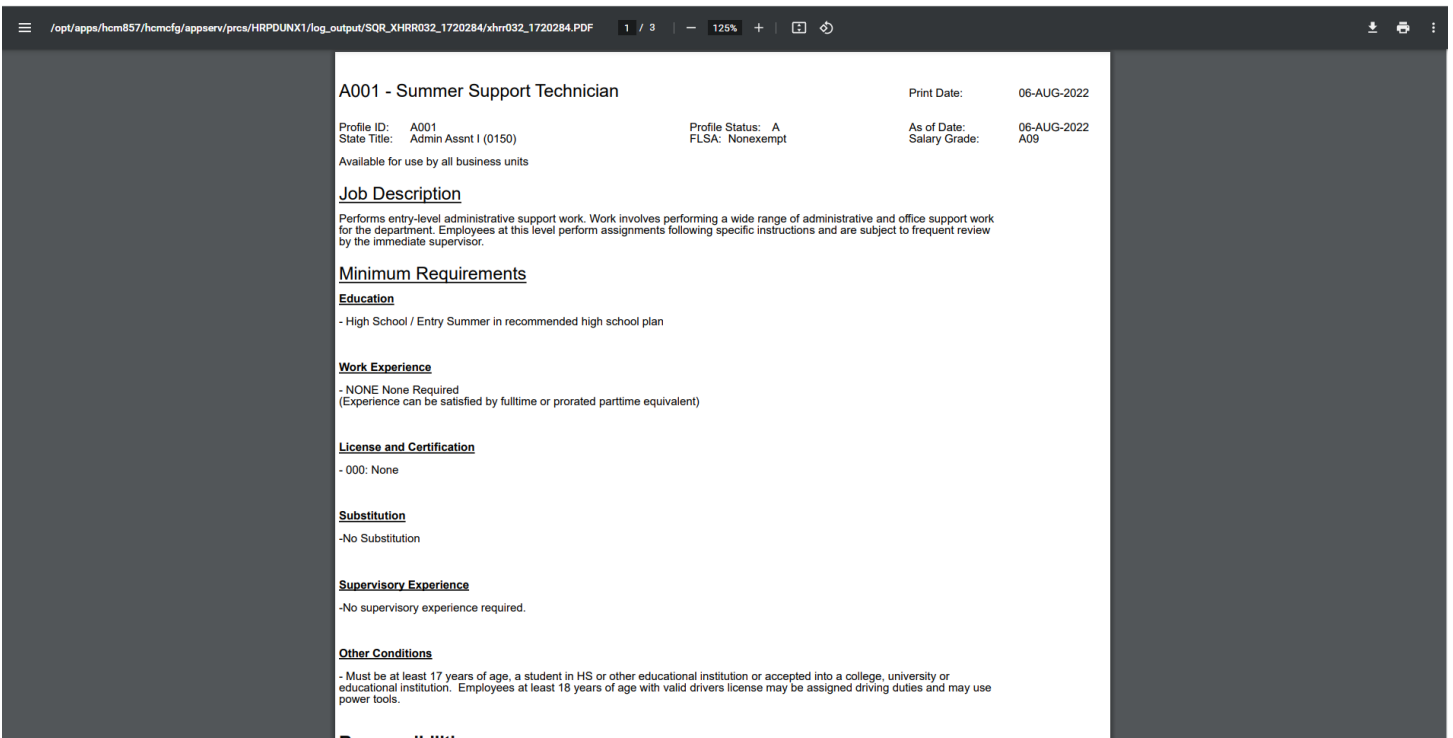
Content Item ID



The Job Profile will default to the current date, ensuring the most recent version of the job profile. Select OK.



A new window will pop up, returning your search results in a PDF document. You may save it or print it. If the print queue returns an error, press F5 on your keyboard repeatedly to refresh the screen.



After viewing or printing the job profile, close the window. You can search for another job profile by clicking on Return to Previous Page.