



PageUP: Viewing A Position Description

1. Login to your MyJaxState account.



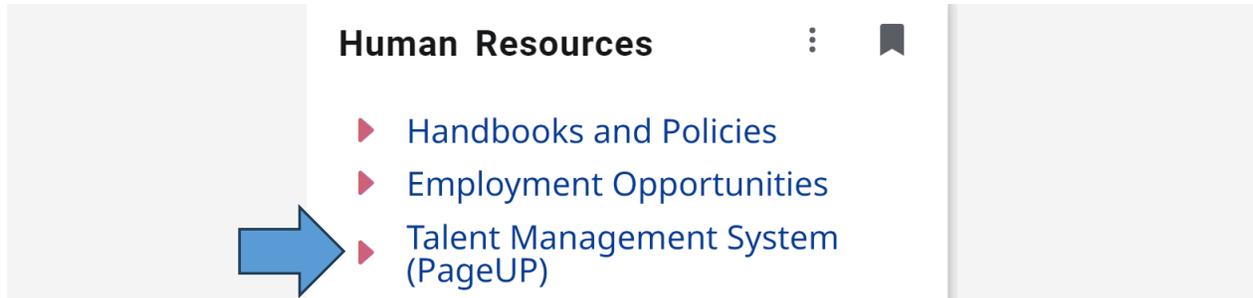
2. Select the Human Resources card
 - You may have to search in Discover More for the card.
 - You can bookmark it for later use.

Human Resources

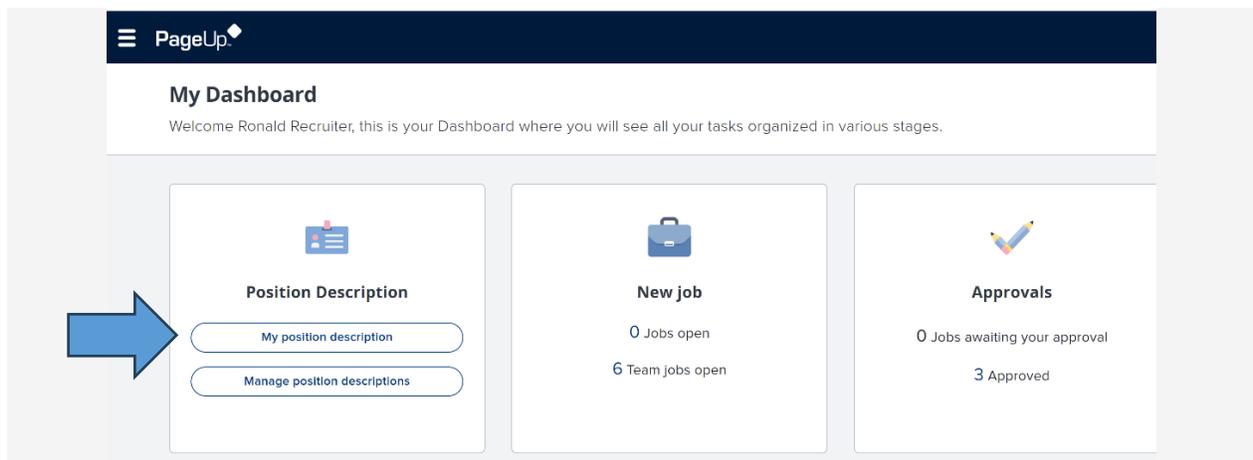
- ▶ Handbooks and Policies
- ▶ Employment Opportunities
- ▶ Talent Management System (PageUP)
- ▶ Performance Management System (PageUP)
- ▶ Employee Navigator
- ▶ Open Enrollment
Flex Benefit Plan, PEEHIP Health Insurance, and Supplemental Benefits



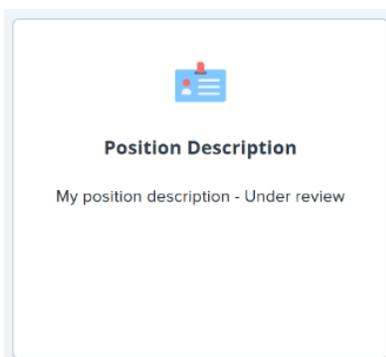
3. Select Talent Management System (PageUP)



4. Select My Position Description (in the Position Description section)



5. This will open your current position description that is assigned to your specific position number. You can review, save and/or print your position description.



If your position description has not been approved, it will be listed as “Under review” on the Position Description tile (see below). Please notify your supervisor.

To print or save a copy of your position description, please click on the “?” in the top right corner of the screen. The “Print” button will appear and then you can print the file or save it as a PDF.

