

JDXpert

Your USW Job Description Management Solution

The Division of HR & Equity, in partnership with Enterprise Applications & Solutions Integration (EASI), is launching JDXpert – an application that will help managers create and reclassify United Steelworkers' (USW) job descriptions more quickly, accurately and consistently. As part of the University-wide Consistent Job Description Project, JDXpert provides managers with pre-written, pre-evaluated job class description templates. It also streamlines the USW hiring workflow from position creation to approval and posting.

FEATURES OF JDXPERT INCLUDE:

Pre-written, Customizable Templates

Managers can access a centralized database of pre-written, pre-evaluated job descriptions that are updated in real time.

Point-and-Click Job Description Builder

Managers can easily compare multiple job class descriptions and build an accurate description that reflects the core duties of the position.

Business Continuity

Ensures that job descriptions are up to date, versions are tracked and are stored in one place.

Easy Access to Job Descriptions

Managers can view and download their employees' job descriptions and all comparable descriptions in one place.

Streamlined Workflow

Managers can easily track versions and approve job descriptions with multiple parties. After the job description is approved, job postings prepared in the system will be uploaded directly to U of T's applicant tracking system, Taleo.

BENEFITS



Managers can download job descriptions into Word/PDF.



Single sign-on access using UTORid.



Cloud-based application accessible on all platforms.



Managers can reallocate time spent on developing USW job descriptions.

LEARN MORE

Contact hrandequity@utoronto.ca for more information, or to schedule a demo of JDXpert for your Division.

JDXpert is an approved component of the HR Technology Roadmap.