

Making Modifications to EWPs in “careers”

A Supervisor’s Quick Checklist

- Am I going to the right careers site?** (<https://careers.umw.edu/HR>)

- Do I have my correct “careers” login and password?** *If forgotten, please call x1214 or x1211 for assistance or send an email request to jobs@umw.edu.*

- Do I have a supervisor’s account?** *If not, select “create user account” from the left panel after logging in and you will be notified when an account is created.*

- Do I have a copy of the current EWP?** *If not, print a copy because once changes are made within careers, the old version is no longer visible.*

- Am I in the right section of careers?** *Follow these steps to get to the EWP:*
 1. On the left column (under Position Description) click on Begin New Action
 2. MODIFY/UPDATE AN EMPLOYEE WORK PROFILE (EWP) 40
 3. Start Action

- In the position details section, did I update the date and supervisor information?** *The date should be October 25th of the current year and your name as supervisor (if you are the supervisor).*

- Did I make sure that I made changes in the right areas of the EWP?** *To make changes to job responsibilities (actual duties), select edit and revise the Core Responsibilities. Also check that the percentage of time is accurate.*

- **Did I correctly save my changes as I am still working on the EWP?** *If you need to leave the system before all your revisions are complete follow these steps:*

1. Choose the option “save action without submitting” at the bottom.
2. When you go back in careers later, under the position description section select “**search actions**”
3. Be sure to check: “**action saved, not submitted**”, and click **Search**
4. Choose the file you were modifying to continue working on it.

above

- **Did I correctly submit the final revisions to HR?** *When ready with all your revisions, choose the option to “submit action to HR for final review”. You will be notified when the EWP is approved and then you can print the EWP using the steps in the instructions document.*
- **Did I get the reviewer’s input before finalizing the EWP?** *There are several ways to do this:*

1. After you make your changes, you can “submit action to reviewer”. **You** will then need to let the reviewer know that you did this and that they need to enter careers as the reviewer (change user type) so that they can see the revised EWP. Once the reviewer has made changes, he/she would then click on “**Submit action to HR for Final Review**”. Upon approval, the form can be printed for all signatures.

OR

2. You can meet with the reviewer, pull up the EWP in careers and look at it together. Changes can be made at that time and then click on “**Submit action to HR for Final Review**”. Upon approval , the form can be printed for signatures.

OR

3. After you have made changes, click on “**Submit action to HR for Final Review**”. Upon HR approval, you can you can print the EWP and share it with the reviewer. If further revisions are necessary, you will make those changes in careers and resubmit the EPW to HR for action. Upon this final approval, you will print the form for all signatures.
- Before submitting to HR, did I get all the required signatures?** *This includes the reviewer, supervisor, and employee.*

Call the Office of Human Resources (x2051) with questions