

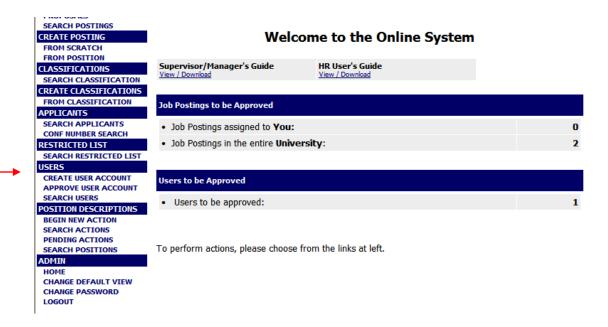
Supervisor Instructions for entering Employee Work Profiles (EWPs) In Careers



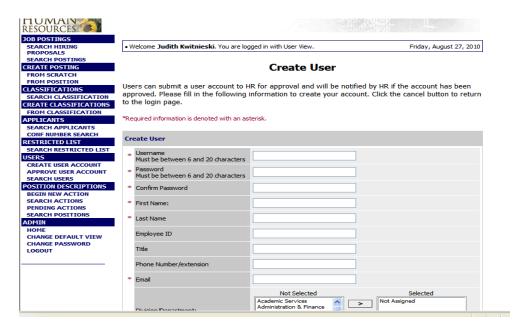
https://careers.umw.edu/HR

Creating a User Account:

- 1. Using Internet Explorer, type the following web address: https://careers.umw.edu/HR
- 2. Create a user account if you do not have one. Click on the "Create User Account" link from within the left navigation menu.

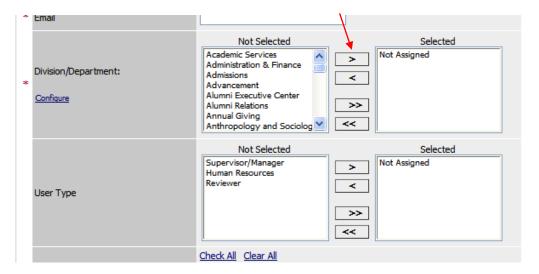


3. Enter the required information. You may wish to make your user name and password the same as your UMW Net ID and password. Please jot down your user name and password for future reference, as you will need them each time you login.



4. All information with a red asterisk is required. If you choose to enter optional information on this page, please ensure that you submit the information in the format requested.

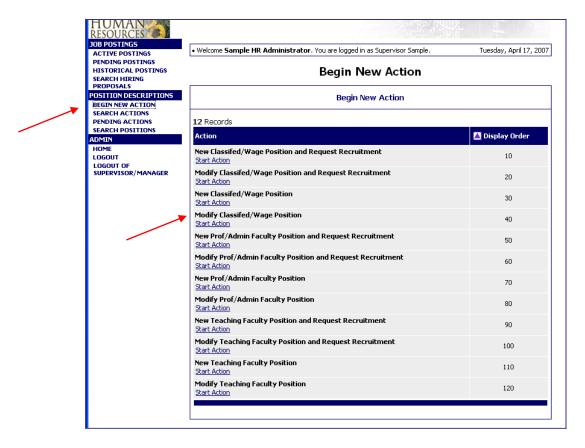
5. Select your division or department once you have completed the personal information. Scroll down the list, and click on your department's name. To the right on this field, you will note four buttons. Click the top button showing a single right arrow. This will move your department into the selected field. If you supervise more than one department, you may add each department individually.



- 6. Select "Submit for Approval," and click continue. On the next screen, review your information, and click "Confirm" located at the bottom. Your account has now been submitted to the Office of Human Resources for approval, and you will receive an email within 24 hours informing you that your user account has been approved.
- 7. Once you receive your email notification regarding your account approval, you may login to the careers.umw.edu/hr site using the user name and password you created.

Creating/Modifying an EWP

- 1. Log into the system: https://careers.umw.edu/HR
- 2. Under "Position Descriptions," click on "Begin New Action," then click on "Modify Classified/Wage Position."



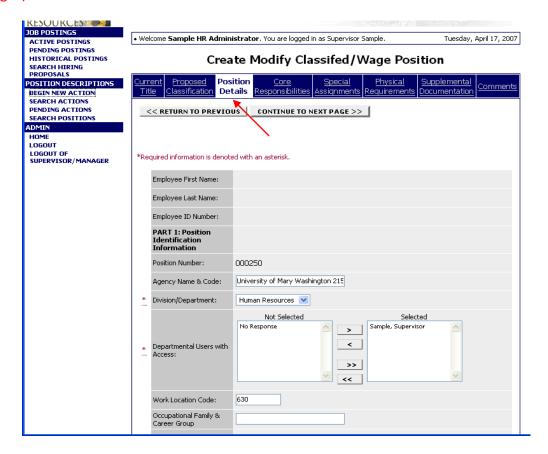
3. Type in the position number or the employee's name and click "Search."



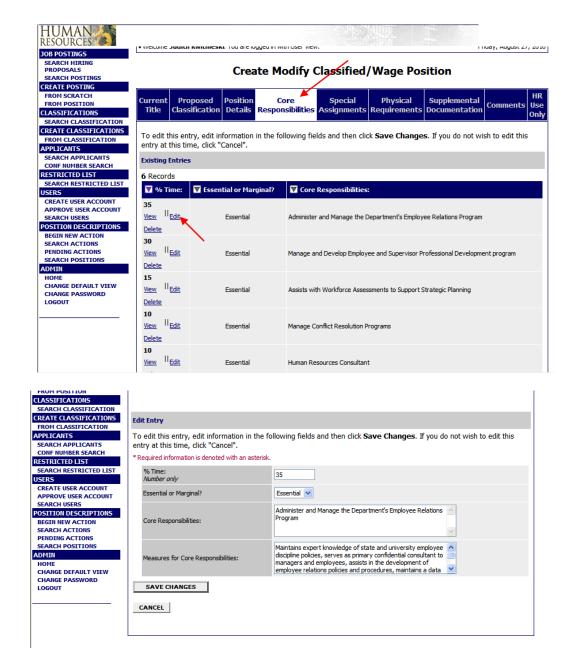
4. Click "Start Action."



5. Then, click on the position details tab and go from there. All information with a red asterisk is required. Please pay special attention to revising the effective date and supervisor name (if changes).



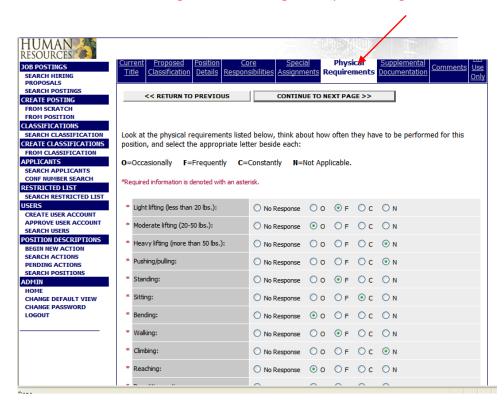
6. Next, click on the "Core Responsibilities" tab. Then click on the "edit" button for each core responsibility to expand the window and allow you to make changes to the percentage of time and responsibility and measure content. Make sure to "Save Changes" after editing each core responsibility.



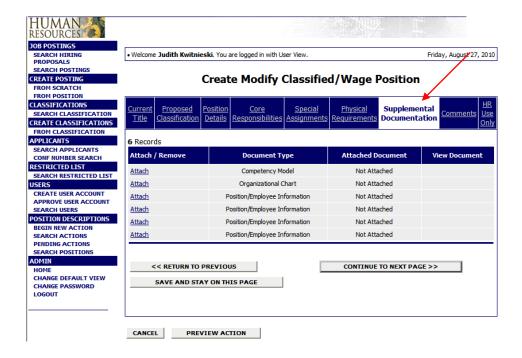
7. To insert and special projects for this upcoming year, click on the "Special Assignments" tab. Click "Add new entry" or the "edit" button to add or adjust assignments. Make sure to "Save Changes" after editing each special assignment.



8. Next, review the "Physical Requirements" section. Make any necessary changes for the upcoming performance cycle. This page will have to be signed in addition to the final page in the EWP. Make sure to "Save Changes" after editing each special assignment.



9. Finally, attach any supplemental documents that may be helpful in understanding this position. This is optional.



- 10. Continue to the last page and click "Submit Action to HR for Final Review."
- 11. Within 24 hours, you may log back into careers to view the EWP to verify approval from HR. Click on "Modify Classified/Wage Position." Type in the position number or the employee's name and click "Search."
- 12. When you see the EWP you are looking for, click "Get Reports List."
- 13. Click the radio button for "Classified & Wage Employee Work Profile," and then "Generate Report."
- 14. Print this document and obtain the necessary signatures. The supervisor will sign the document first followed by the reviewer; the employee signs the document at the end of the evaluation meeting.

NOTE: The supervisor can send the evaluation to the reviewer in careers before the document is printed and signed.

15. Submit to the Office of Human Resources.