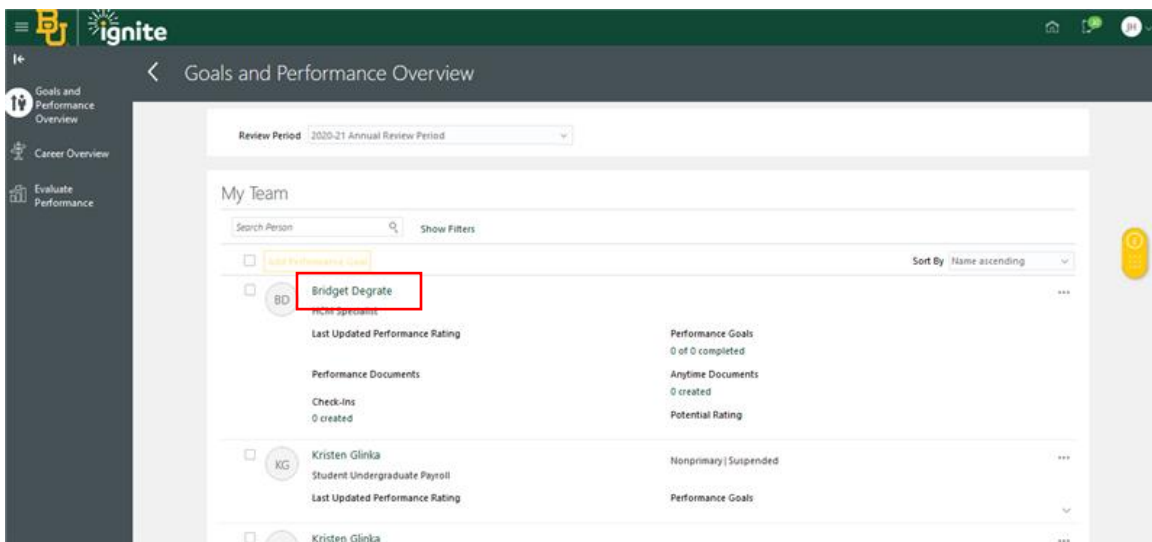
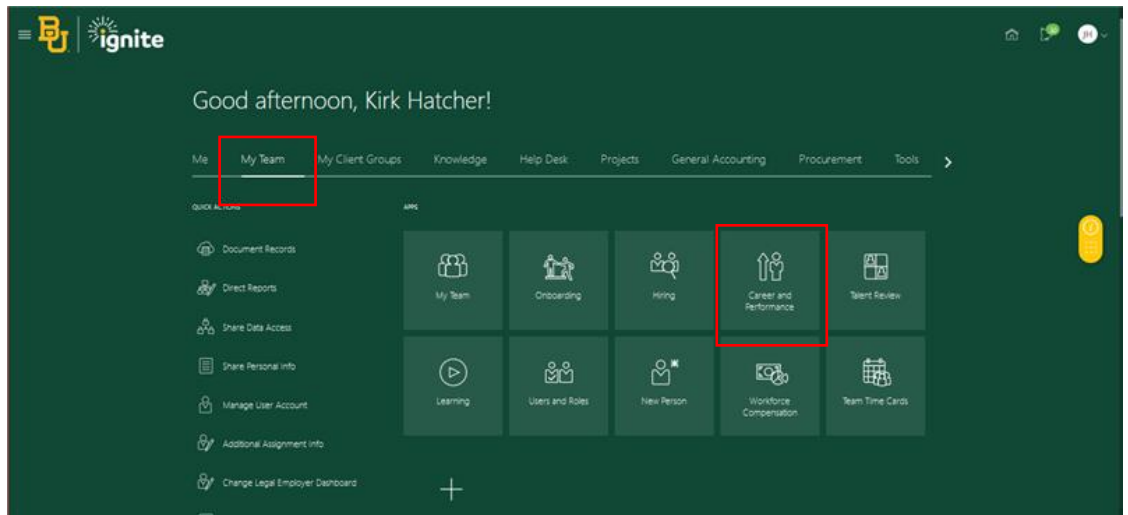


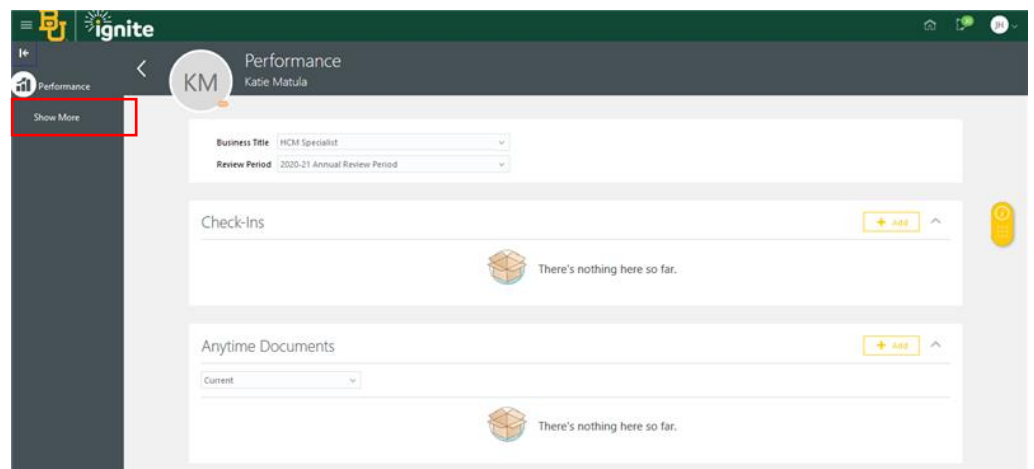
JOB PROFILES for Managers

1. From the Ignite home screen, navigate to “My Team”, click on “Career and Performance”.



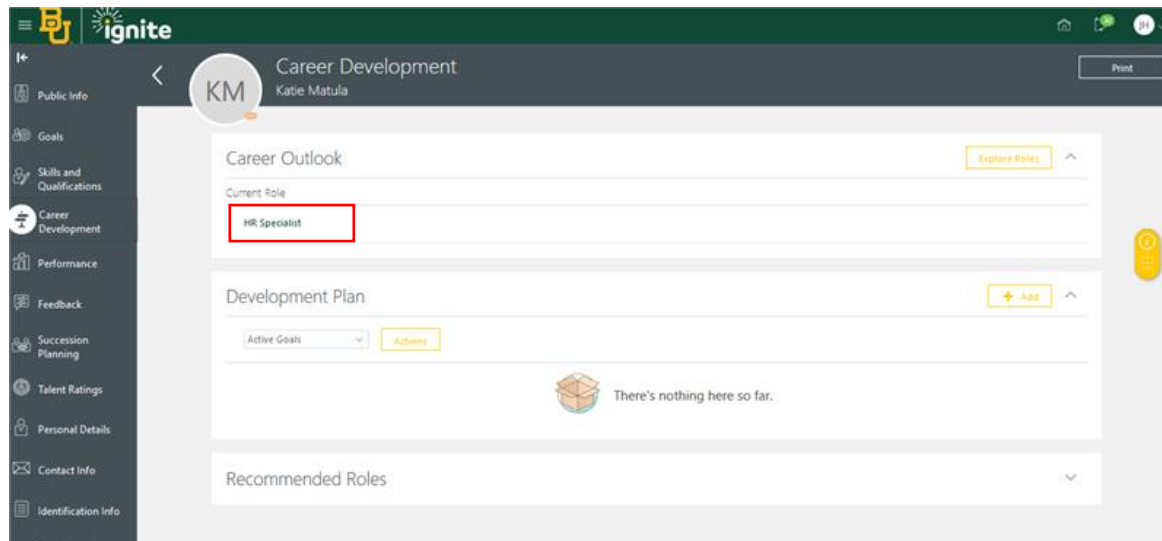
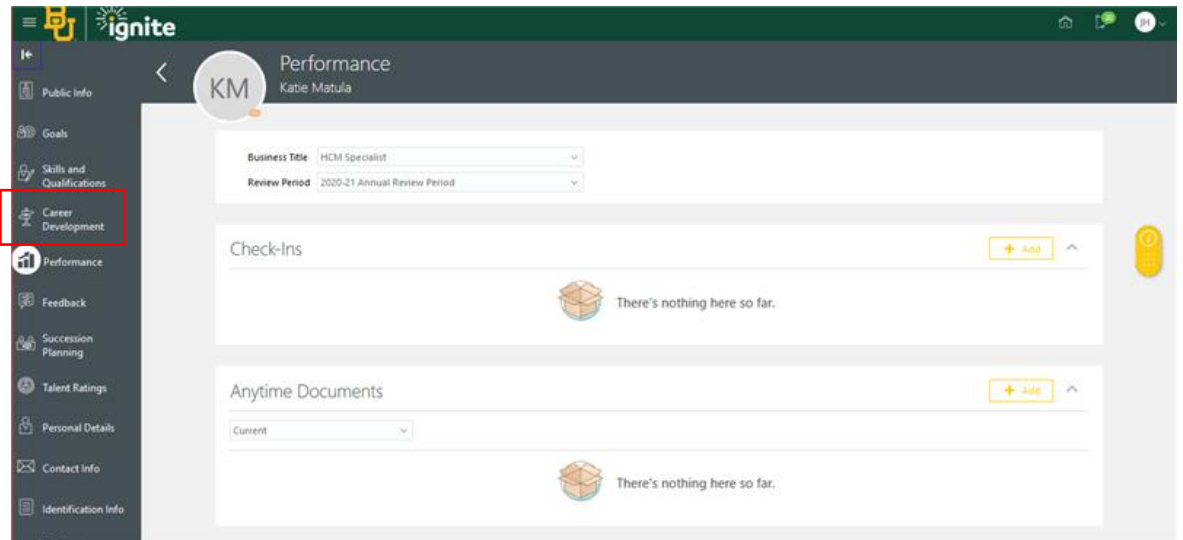
2. Once in the “Career and Performance” module, scroll to select the employee you want to view the job profile for by clicking the hyperlink of their name.

3. The next page is that employee’s individual performance page. Select “Show More” on the left side to expand the menu.



JOB PROFILES for Managers

4. Within the expanded menu on the left side, select “Career Development”



5. This selection will show the individual employee's Career page. To view their Job Profile, click on the hyperlink for their job profile title.

6. Review the job profile of this employee. Scroll and expand the individual fields to view details.

