

Job Profiles in Ignite

FAQs

1. What is a job profile?

- a. A job profile is a summary of the duties, essential functions and responsibilities of a given job. Job profiles are used to group similar jobs, standardize functions, and apply consistency in pay. A profile is broad in nature and can encompass several different positions and span across Divisions.
- b. Staff will be able to view their Job Profile in Ignite June 2020.

2. What is a job profile not?

- a. A job profile is not a listing of every duty or task that an employee will be responsible for. Additionally, the profile is typically not department-specific and should not list specific systems, locations or other position titles.

3. What are the benefits of a job profile?

- a. Job profiles will facilitate efficiency and effectiveness in the process such as recruiting, performance appraisals, and organizational changes.
- b. Job profiles clarify Baylor's desire to support employees in understanding how their work is meaningful to the University's students and mission.

4. What is the difference between a job description and job profile?

- a. A profile has been consolidated and simplified to align with Ignite's Guiding Principles of simplicity and standardization.
- b. A job description has historically been much more detailed. Currently, each staff member is assigned their own job description. In Ignite, staff members in similar positions will all have the same job profile.

5. I wrote a job description that listed my specific duties and responsibilities. My new profile does not list everything I do. Why has this changed?

- a. Ignite was developed to streamline and standardize the university's complex processes. By consolidating and simplifying previous job descriptions, we have created new job profiles that are consistent and align across campus.
- b. If it's helpful for you to have a specific list of the responsibilities for your position, you and your manager can track this information outside of Ignite.
- c. You and your manager may decide it's helpful to have a list of detailed, department-specific tasks. This is only necessary if you and your manager think it would be helpful in the performance of day-to-day tasks. HR will not request to review this information.

6. What will happen to my job description in the job description database?

- a. As communicated in early Spring 2020, in March 2020, staff and managers were no longer able to edit job descriptions within the database. Access to the job description database ended on May 1, 2020. Beginning in June, staff will be able to view their job profile within Ignite.

7. If my manager and I decide to keep a specific list of responsibilities for my position, what is it called and where will it be kept?

- a. These are called "Desk Descriptions", and will be housed outside of Ignite.
- b. In partnership with your manager, it will be your responsibility to keep it up to date.
- c. The performance appraisal and goal setting process is another opportunity for you and your manager to document new responsibilities and achievements.

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8. How will job profiles look in Ignite?

- a. Staff and managers will be able to view their job profile in Ignite. The format will look different however all of the same categories will continue to exist, for example Education, Campus Security Authority, and experience.

9. Who is impacted by the job profile changes?

- a. All staff will be assigned a job profile in Ignite.
- b. There are also new student employment job profiles. Following the launch of Ignite, please reach out to Student Employment if you have questions regarding the student profiles. The use and applicability of student profiles will closely match the philosophy and use of staff profiles.

10. How are positions assigned to job profiles?

- a. Job profiles are designed to group jobs with similar duties and scope within a profile. Positions are assigned to job profiles based on their similarities of duties, education, reporting relationship, supervisory responsibilities and years of experience.

11. How will the new profiles impact my pay?

- a. Pay will not be directly impacted by the creation of the new profiles. The job profile will support Baylor to continue paying consistent pay for similar roles and responsibilities.

12. When should I update my job profile?

- a. Your Job Profile should be reviewed when something significant changes in your job duties. Job profiles impact many areas of campus and need to be kept up-to-date for an organization to function and make necessary decisions. If you feel that a profile needs to be edited, please reach out to your manager.
- b. Your manager should then reach out to your HR Consultant to discuss the change. These changes will be reviewed by HR periodically to facilitate a comprehensive and collaborative review process.
- c. Due to the Ignite implementation and stabilization period, there will not be changes to job profiles in Ignite during June through August 2020.

13. What if I, or my team, have additional questions?

- a. Please review information on the Compensation Website or reach out to AskHR@baylor.edu.
- b. Additional information to follow in the fall of 2020 with details surrounding job profile change requests and the process to involve appropriate stakeholders.