

JOB BUILDER (and POSITION MANAGEMENT FORM UPDATE) FAQs

- *Do we have to wait until 9/27 to use Job Builder?* No, it's available NOW at ucjobbuilder.ucop.edu
- *Will written instructions/guides be available?* The presentation with text, graphics, and notes will be available. Additionally, Job Builder itself has a built-in Help option with written instruction to guide you.
- *Who will be sent these links?* We're planning on sending the links to all supervisors and office managers. That said, our email lists aren't perfect so you can feel free to send it along to anyone on your teams who might need it! They will also be posted on the Staff Personnel website.
- *Resource Planning and Management have requested that specific questions on funding/justification to be included. How will preparers know what to include?* A great question! RPM is providing us with a copy of those questions and we are planning on placing them in the justification section. They are also planning on/expecting a side conversation with the Business Officer (someone like Sally or Jarnelle, or a Statewide Program Business Officer) through email to provide additional information if needed.
- *I saw [a Position Management form] recently where it was signed but Approve/Reject was not clicked, is that not a mandatory field?* Right now the form has reverted back to a PDF version where we cannot monitor mandatory fields. It *should* be clicked, but if not, the signature is noted as approval.
- *Can you provide any information on how much time it will take to process this [Position Management] form?* It is completely dependent on the approvers. Hiring Managers/requesters are encouraged to monitor the signature cycle and follow up with needed approvals.