

For employees with only one usertype:

To review and certify your position description, you will log into the internal user site at <https://jobs.tarleton.edu/hr> and then follow these simple instructions.

1. Select ***Begin New Action*** under Position Description on the left.
2. Select ***Start Action*** under Certify Position Description.
3. Enter your information and hit ***Search***
4. Select ***Start Action*** under your title
5. Review the information and select ***Continue to Next Page***
6. Review your position description and select ***Continue to Next Page***
7. Select ***Submit Action for Supervisor Certification***
8. Select ***Confirm***

You have now reviewed and certified your position description!

If you have any questions or problems, please contact Stan Swam at x9694

Due Date to have PD certified: \_\_\_\_\_