

## WorkTAGC - Job Role Creation Guide

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## Update User Profile

To update your User Profile, navigate to [Profile](#) > [Profile Details](#) > [Choose File](#) > [Upload](#)  
Then, [Save](#).

The screenshot shows the user profile interface for Lina Wee. The left sidebar contains navigation options: Dashboard, Profile, Employee Management, Job Role Management, Course Catalogue, Department/Division, and Personal Profile. The main content area is titled 'Profile' and includes an 'Org Profile' section with a welcome message and a 'Complete your profile' section. Below this are two cards for 'User Profile Picture' and 'Organization Profile Picture', each with a 'Choose File' button and an 'Upload' button. Instructional callouts are provided: 'Navigate to Profile.' points to the Profile menu item; 'Click to view Profile Details.' points to the Profile Details button; and 'To upload Profile Picture, click to Choose File & Upload it.' points to the Choose File button in the User Profile Picture card.

**DNACAPITALS**  
DATA ANALYTICS

**Lina Wee**  
lina@dnacapitals.com

**Profile**

Profile

Org Profile

We're glad to have you on board

Complete your profile

Click to view Profile Details.

Profile Details

Login & Security

User Profile Picture

Organization Profile Picture

JPG, GIF or PNG. Max Size of 800KB

Choose File Upload

Choose File Upload

To upload Profile Picture, click to Choose File & Upload it.

Dashboard

Profile

Employee Management

Job Role Management

Course Catalogue

Department/Division

Personal Profile

## Edit Password

To update your User Profile, navigate to [Profile](#) > [Login & Security](#) > [Edit Password](#) Edit Password details.  
Then, [Proceed](#).

The screenshot illustrates the navigation process to the 'Edit Password' page. It is divided into two horizontal sections.

**Top Section:** Shows the initial navigation steps. On the left is a dark blue sidebar with menu items: Dashboard, Profile, Employee Management, and Job Role Management. A blue callout box points to the 'Profile' menu item with the text 'Navigate to Profile.'. In the main content area, there are two menu items: 'Profile Details' and 'Login & Security'. A blue callout box points to the 'Login & Security' menu item with the text 'Click to view Login & Security.'. To the right, the 'Login & Security' page is partially visible, showing a 'Password' field with a masked password '\*\*\*\*\*' and an 'Edit Password' button. A blue callout box points to this button with the text 'Click to Edit Password.'. An 'Email' field shows 'lina@dnacapitals.com' with an 'Edit Email' link.

**Bottom Section:** Shows the 'Edit Password' page. The sidebar is updated with a user profile for 'Lina Wee' (lina@dnacapitals.com) and includes additional menu items: Course Catalogue, Department/Division, Personal Profile, and Logout. The 'Profile' menu item is highlighted with a teal arrow. The main content area shows the 'Edit Password' page with the following elements:

- A heading 'Edit Password' and a sub-heading 'Enter your new password and you're all set. Please use a new and unique password.'
- A 'Current Password \*' field with the placeholder 'Enter your current password' and an eye icon.
- A 'New Password \*' field with the placeholder 'Enter your new password' and an eye icon.
- Four password requirements with checkmarks: 'one special character', 'one lowercase character', 'minimum 8 characters', and 'one uppercase character'.
- A 'Confirm New Password \*' field with the placeholder 'Re-enter your new password' and an eye icon.
- Two buttons at the bottom: 'Proceed' (dark blue) and 'Discard' (teal).

## Job Role Creation

### Role: Creator

To create a new Job Role, navigate to [Job Role Management](#) > [Job Role Creation](#) > [Create](#)

The screenshot displays the WORKTAGC interface for Job Role Creation. On the left is a dark blue sidebar with the DnA CAPITALS logo and user information for Lina Wee (lina@dnacapitals.com). The sidebar menu includes: Dashboard, Profile, Employee Management, Job Role Management, Job Role Repository, Job Role Creation (highlighted with a blue box and an arrow pointing to the main content), Course Catalogue, Personal Profile, and Logout.

The main content area is titled 'Job Role Management > Job Role Creation'. It features a 'Create' button with a callout box that says 'Click to create new Job Role.' Below this is a search bar and a table titled 'Job Roles created by me'. The table has columns: Job Title, Department / Division, Created By, Status, Aging (Days), and Action. It currently shows 'No items to show...'. Below this is another section titled 'Actions to be taken' with a similar search bar and table structure.

## Step 1: Information

Enter general information about the Job Role, then [Save & Proceed](#).



**Lina Wee**  
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- Dashboard
- Profile
- Employee Management
- Job Role Management
- Job Role Repository
- Job Role Creation**
- Personal Profile
- Logout

Job Role Management > Job Role Creation

## Job Role Creation

STEP 1 Information ✓ | STEP 2 Job Role ✓ | STEP 3 CWF & Key Tasks ✓ | STEP 4 TSC Skills ✓ | STEP 5 CCS Skills ✓ | STEP 6 Job Role Description ✓

Job Title \*  
Manager, Talent Management & Employee Engagement

Location: Singapore | Reporting Department/Division: Human Resource

Department/Division \*  
People Development

**Save & Proceed** | Review

Enter general information about the Job Role.

Click to Save & Proceed to next step.

## Step 2: Job Role

You may select up to 3 reference Job Roles. Click on each of the selected Job Role to view job details. Then, [Save & Proceed](#).

Job Role Management > Job Role Creation

### Job Role Creation

STEP 1 Information ✓ | STEP 2 Job Role ✓ | STEP 3 CWF & Key Tasks ✓ | STEP 4 TSC Skills ✓ | STEP 5 CCS Skills ✓ | STEP 6 Job Role Description ✓

To create a new Job Role, please select up to 3 Job Roles.

Organisation Job Family  Reference Job Roles

Job Family: Human Resource | Track: Employee Experience and Relations

Job Role(s) \*  
Select Job Role

Click on the selected Job Role to view job details.

Manager, Talent Management | Talent Management ✕ | Employee Experience and Relations | Employee Experience and Relations ✕

#### Manager, Talent Management

##### Job Description

The Manager, Talent Management develops and implements talent management programmes to groom talent in the organisation for the fulfilment of current and future business requirements. He/She designs career pathways to generate awareness on career progression opportunities in the organisation and guides line managers on employee career development policies and programmes. He manages high-potential talent and succession planning programmes, to develop a strong pipeline for critical roles in the organisation and ensure business success and continuity. He is also responsible for implementing retirement and exit policies and programmes in the organisation, managing

## Step 3: Critical Work Functions (CWF) & Key Tasks

Select the relevant Critical Work Functions (CWF)

Add more Critical Work Function (CWF) if necessary

Click on each of the selected Critical Work Function (CWF) to add relevant Key Task(s)

Then, [Save & Proceed](#).

Job Role Management > Job Role Creation

## Job Role Creation

STEP 1 Information | STEP 2 Job Role | **STEP 3 CWF & Key Tasks** | STEP 4 TSC Skills | STEP 5 CCS Skills | STEP 6 Job Role Description

1. Select the relevant Critical Work Functions (CWF)

Common From Job Roles	Manager, Employee Experience and Relations	Manager, Talent Management
<input checked="" type="checkbox"/> Analytics and Insights, CP	<input type="checkbox"/> Labour Relations, CP	<input type="checkbox"/> Career Management, CP
<input checked="" type="checkbox"/> Cross Cultural Management, CP	<input checked="" type="checkbox"/> People Engagement, CP	<input checked="" type="checkbox"/> Integrate Skills Frameworks in the development and implementation of talent management programmes
<input type="checkbox"/> Labour Policies and Legislation, CP		<input checked="" type="checkbox"/> Involuntary Exit, CP
<input checked="" type="checkbox"/> Manage team operations and performance		<input checked="" type="checkbox"/> Retirement, CP
<input checked="" type="checkbox"/> Relationships and Communication, CP		<input type="checkbox"/> Succession Planning, CP
<input type="checkbox"/> Technology and Operational Excellence, CP		<input type="checkbox"/> Talent Management, CP
		<input type="checkbox"/> Voluntary Exit, CP

Optional: Add more Critical Work Function(s)

Search or create...

Optional: To add more Critical Work Function (CWF).

Optional: Select relevant Critical Work Function (CWF).

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- Dashboard
- Profile
- Employee Management
- Job Role Management
- Job Role Repository
- Job Role Creation**
- Personal Profile
- Logout

Optional: Add more Critical Work Function(s)

Search or create...

+ Add

Analytics and Insights, CP ✕

Cross Cultural Management, CP ✕

Manage team operations and performance ✕

Relationships and Communication, CP ✕

People Engagement, CP ✕

Click on the Critical Work Function (CWF) to add relevant Key Task.

Integrate Skills Frameworks in the development and implementation of talent management programmes ✕

Involuntary Exit, CP ✕

Retirement, CP ✕

2. Click on the above Critical Work Functions (CWF) to display and to add Key Tasks.

### Selected People Engagement, CP

- Derive meaningful insights from the employee engagement analysis.
- Facilitate action planning discussions with business leaders to identify corrective or improvement actions and resources to implement the action plans.
- Provide support to business leaders in rolling out activities to communicate progress of the employee engagement activities.
- Translate the insights gained from employee engagement tools and recommend corrective or improvement actions.

Optional: Add more Key Tasks to selected Critical Work Function (CWF)

Search or create...

+ Add

Previous

Save & Proceed

Review

## Step 4: Technical Skills & Competencies (TSC)

Select the relevant Technical Skills & Competencies (TSC)

Add more Technical Skills & Competencies (TSC) if necessary

Click on each of the selected Technical Skills & Competencies (TSC) to view pre-selected proficiency level & modify the level where necessary.

Then, [Save & Proceed](#).

Job Role Management > Job Role Creation

### Job Role Creation

STEP 1 Information ✓ | STEP 2 Job Role ✓ | STEP 3 CWF & Key Tasks ✓ | **STEP 4 TSC Skills** | STEP 5 CCS Skills | STEP 6 Job Role Description

1. Select the relevant Technical Skills & Competencies (TSC)

Common From Job Roles	Manager, Employee Experience and Relations	Manager, Talent Management
<input checked="" type="checkbox"/> Business Acumen (for HR)   Human Resource	<input type="checkbox"/> Manager, Employee Experience and Relations	<input type="checkbox"/> Manager, Talent Management
<input checked="" type="checkbox"/> Data Collection and Preparation   Human Resource	<input checked="" type="checkbox"/> Conduct and Behaviour Management   Human Resource	<input checked="" type="checkbox"/> Business Performance Program Management   Human Resource
<input checked="" type="checkbox"/> Data Governance   Accountancy	<input type="checkbox"/> Digital Marketing and Communication   Human Resource	<input type="checkbox"/> Career Coaching   Human Resource
<input checked="" type="checkbox"/> Diversity and Inclusion Management   Human Resource	<input type="checkbox"/> Employee Relationship Management   Human Resource	<input type="checkbox"/> Career Framework Design   Human Resource
<input checked="" type="checkbox"/> Employee Communication Management   Human Resource	<input type="checkbox"/> Employer Branding   Human Resource	<input type="checkbox"/> Competency Framework Development   Human Resource
<input checked="" type="checkbox"/> Financial Acumen   Human Resource	<input checked="" type="checkbox"/> Health and Wellness Programme Management   Human Resource	<input type="checkbox"/> Contingent Workforce Management   Human Resource
<input checked="" type="checkbox"/> HR Risk Management   Human Resource		<input type="checkbox"/> Employee Mobility Management   Human Resource
		<input type="checkbox"/> Involuntary Exit Management   Human Resource

Select relevant Technical Skills & Competencies (TSC).

Click on the Technical Skills & Competencies (TSC) to view pre-selected proficiency level.

- Employee Management
- Job Role Management
- Job Role Repository
- Job Role Creation**

- Personal Profile
- Logout

Human Resource Strategy Formulation | Human Resource  x

Operational Excellence | Human Resource  x

Organisational Change Management | Human Resource  x

Organisational Culture Development | Human Resource  x

Organisational Diagnosis | Human Resource  x

Project Management | Infocomm Technology  x

Stakeholder Engagement and Management | Human Resource  x

Technology Integration | Human Resource  x

**Employee Relationship Management | Human Resource  x**

Business Performance Program Management | Human Resource  x

Leadership Development | Human Resource  x

Health and Wellness Programme Management | Human Resource  x

Conduct and Behaviour Management | Human Resource  x

2. Click on the above Technical Skills & Competencies (TSC) to view the pre-selected proficiency level. You may change the level where necessary.

### Employee Relationship Management

Strengthen employee relationships and facilitate resolutions to conflicts and disputes

Implement s and sustain **Click to select relevant proficiency level.** Drive the resolution of conflicts and enhancement of employee relationships

Establish strategies to strengthen employee relationships at workplace

[Previous](#) [Save & Proceed](#) [Review](#)

## Step 5: Critical Core Skills (CCS)

Select the relevant Critical Core Skills (CCS)

Add more Critical Core Skills (CCS) if necessary

Click on each of the selected Critical Core Skills (CCS) to view pre-selected proficiency level & modify the level where necessary.

Then, [Save & Proceed](#).

The screenshot displays the 'Job Role Creation' interface. On the left is a dark blue sidebar with the 'DNA CAPITALS' logo and user information for 'Lina Wee' (lina@dnacapitals.com). The sidebar contains navigation links: Dashboard, Profile, Employee Management, Job Role Management, Job Role Repository, Job Role Creation (highlighted), Personal Profile, and Logout. The main content area has a breadcrumb trail 'Job Role Management > Job Role Creation' and a title 'Job Role Creation'. A progress bar at the top shows six steps: STEP 1 Information, STEP 2 Job Role, STEP 3 CWF & Key Tasks, STEP 4 TSC Skills, STEP 5 CCS Skills (active), and STEP 6 Job Role Description. The main content area is titled '1. Select the relevant Critical Core Skills (CCS)'. It features three columns of skill selection options: 'Common From Job Roles' (with checked items: Collaboration, Communication, Problem Solving), 'Manager, Employee Experience and Relations' (unchecked), and 'Manager, Talent Management' (with checked items: Decision Making, Developing People). A blue callout box with an arrow points to the 'Collaboration' checkbox, containing the text 'Select relevant Critical Core Skills (CCS)'. Below this is an 'Optional: Add More Critical Core Skills (CCS)' section with a search box containing 'Building Inclusivity'. A second blue callout box with an arrow points to this search box, containing the text 'Optional: To add more Critical Core Skills (CCS)'. At the bottom, there are proficiency sliders for 'Collaboration', 'Communication', 'Problem Solving', 'Creative Thinking', 'Developing People', and 'Decision Making'. A new skill 'Building Inclusivity' is shown with a 'New' button and a close 'x' icon.

Lina Wee  
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- Dashboard
- Profile
- Employee Management
- Job Role Management
- Job Role Repository
- Job Role Creation**
- Personal Profile
- Logout

- Common From Job Roles
  - Collaboration
  - Communication
  - Problem Solving
- Manager, Employee Experience and Relations
  - Creative Thinking
- Manager, Talent Management
  - Decision Making
  - Developing People

Optional: Add More Critical Core Skills (CCS)

Building Inclusivity x v

Collaboration x    Communication x    **Problem Solving x**    Developing People x    Decision Making x    Building Inclusivity New x

Click on the Critical Core Skills (CCS) to view pre-selected proficiency level.

2. Click on the above Critical Core Skills (CCS) to view the pre-selected proficiency level. You may change the level where necessary.

**Problem Solving**

Generate effective and efficient solutions to solve problems and capitalise on new opportunities

Click to select relevant proficiency level.

Identify problems and implement guidelines and procedures to solve problems and test solutions

Determine underlying causes of problems and collaborate with other stakeholders to implement and evaluate solutions

Anticipate potential problems to drive a culture of continuous improvement which seeks to turn problems into opportunities across the organisation

Previous    Save & Proceed    Review

**Navigation Menu:**

- Dashboard
- Profile
- Employee Management
- Job Role Management
- Job Role Repository
- Job Role Creation**
- Personal Profile
- Logout

**Selected Critical Core Skills (CCS):**

- Communication
- Problem Solving
- Developing People

**Optional: Add More Critical Core Skills (CCS)**

Building Inclusivity

**Skills and Proficiency Levels:**

- Collaboration
- Communication
- Problem Solving
- Creative Thinking
- Developing People
- Decision Making
- Building Inclusivity**

**Building Inclusivity**

Collaborate with stakeholders from different backgrounds or with diverse groups such as race, ethnicity, religion, gender orientation, age, physical and mental ability, marital status and political belief, to understand the interests of diverse groups.

**Key Tasks:**

- Demonstrate sensitivity to the differences in diversity dimensions and perspectives
- Manage relationships across diverse groups within the organisation**
- Oversee the develop and implement processes and practices which build an inclusive work environment and enable diverse groups to work effectively together

**Buttons:** Previous, Save & Proceed, Review

## Step 6: Job Role Description

Write a brief overview of the job role with key responsibilities and requirements

Click to view the reference Job Role Description

Copy the relevant description and paste into the Brief description of Job Role box

Click to [Review](#); edit any section or add comment if necessary & click [Back](#) after the review is completed.

Click to [Save & Proceed](#)

Select Reviewer & Approver; add comment if necessary

Then, [Submit for Review](#).

Job Role is now submitted to Reviewer.

The screenshot displays the 'STEP 6: Job Role Description' stage of a job role creation process. The interface includes a left-hand navigation menu for 'DNA CAPITALS' with options like Dashboard, Profile, Employee Management, Job Role Management, Job Role Repository, Job Role Creation, and Personal Profile. The main content area shows a progress bar with six steps, where Step 6 is active. Below the progress bar, there is a 'Brief description of Job Role \*' text area containing two paragraphs of text. A blue callout box with an arrow points to this area, stating 'Write a brief overview of the job role with key responsibilities and requirements.' Below the text area is a link to 'Click to view reference Job Role description.' which leads to a dropdown menu showing 'Manager, Employee Experience and Relations' and 'Employee Experience and Relations'. A second blue callout box with an arrow points to this dropdown, stating 'Click to view the reference Job Role Description.' Below the dropdown is a 'Job Role Description' text area with a single paragraph of text. A third blue callout box with an arrow points to this area, stating 'Copy the relevant description and paste into the Brief description of Job Role box.' At the bottom right, there is a 'Review' button with a document icon. A blue callout box with an arrow points to this button, stating 'Click to review'.

The screenshot displays the WORKTAGC interface. On the left is a dark blue sidebar with the DnA CAPITALS logo and user information for Lina Wee (lina@dnacapitals.com). The sidebar menu includes Dashboard, Profile, Employee Management, Job Role Management, Job Role Repository, and Job Role Creation. The main content area is divided into two sections. The top section, titled 'Information', shows job details: Job Title (Manager, Talent Management & Employee Engagement), Location (Singapore), and Department/Division (People Development). Each field has an edit icon. A blue callout box with an arrow points to the edit icon for the Department/Division, containing the text 'Edit section if necessary.'. Below this is the 'Critical Work Functions & Key Tasks' section, which lists 'Analytics and Insights, CP' and 'Cross Cultural Management, CP', each with a dropdown arrow. The bottom section contains two toggleable items: 'Developing People' (with a blue toggle) and 'Problem Solving' (with a blue toggle), each followed by a description and a dropdown arrow. Below these is a 'Comments' section with a large text input field. A blue callout box with an arrow points to this field, containing the text 'Add comment if necessary.'. At the bottom left of the main content area is a green 'Back' button. A blue callout box with an arrow points to this button, containing the text 'Click Back after review is completed.'.

**Developing People**  Empower others to learn and develop their capabilities to enhance their performance and achieve personal or professional goals

**Problem Solving**  Generate effective and efficient solutions to solve problems and capitalise on new opportunities

Reviewer \*  Approver \*

Comments

[Back](#) [Submit for Review](#)

**Callouts:**  
- Add comment if necessary. (points to Comments)  
- Click to Submit for Review. (points to Submit for Review)  
- Select Reviewer & Approver. (points to Reviewer/Approver dropdowns)

## Job Role created by me

Navigate to [Job Role Management](#) > [Job Role Creation](#) to view Job Role(s) created by me.

Job Role Management > Job Role Creation

## Job Role Creation

[Create](#)

To view list of Job Role(s) created.

Job Roles created by me

Search..

Job Title	Department / Division	Created By	Status
Digital Marketing, Manager	Technology	Lina Wee	Pending Reviewer

**Callouts:**  
- To view list of Job Role(s) created. (points to Job Roles created by me)  
- Status of Job Role: Draft, Pending Reviewer, Return / Approved. (points to Status dropdown)

## Role: Reviewer

Navigate to [Job Role Management](#) > [Job Role Creation](#) > [Actions to be taken](#).  
Click on the Job Title to review & approve.

To review Job Role; add comment if necessary  
Then, [Submit for Approval](#).

The screenshot displays the 'Actions to be taken' section of the WORKTAGC interface. It features a table with columns for Job Title, Department / Division, Created By, Status, Aging (Days), and Action. A green callout box points to the 'Digital Marketing, Manager' job title, and a blue callout box points to the 'Pending Reviewer' status. Below the table, there is a section for 'Reviewer's Name' (Tricia) and 'Approver's Name' (Catherine). A large text area for 'Comments' is highlighted with a blue callout box. At the bottom, there are three buttons: 'Back', 'Return', and 'Submit for Approval', with a blue callout box pointing to the 'Submit for Approval' button.

Job Title	Department / Division	Created By	Status	Aging (Days)	Action
Digital Marketing, Manager	Technology	Trica Lim	Pending Reviewer		

1 to 1 of 1 items

Reviewer's Name: Tricia  
Approver's Name: Catherine

Comments: [Text Area]

Iteration History  
Remarks added at October 10, 2023 at 04:22 PM by Lina Wee  
Remarks : None

Buttons: Back, Return, Submit for Approval

## Role: Approver

Navigate to [Job Role Management](#) > [Job Role Creation](#) > [Actions to be taken](#).

Click on the Job Title to approve.

Add comment if necessary

Then, [Approve Job](#).

The screenshot displays the 'Actions to be taken' section of the WORKTAGC system. On the left is a dark blue navigation sidebar with menu items: Job Role Creation, Course Catalogue, Dashboard, Profile, Employee Management, Job Role Management, Job Role Repository, Job Role Creation (highlighted), Course Catalogue, and Logout. The main content area is titled 'Actions to be taken' and includes a search bar. Below the search bar is a table with the following data:

Job Title	Department / Division	Created By	Status	Aging (Days)	Action
Digital Marketing, Manager	Technology	Lina Wee	Pending Pending Approver		

Annotations on the screenshot include:

- A green callout box with an arrow pointing to the 'Digital Marketing, Manager' job title, containing the text: 'Job role that required action to be taken. Click to approve Job Role.'
- A blue callout box with an arrow pointing to the 'Pending Approver' status, containing the text: 'Status of Job Role.'
- A blue callout box with an arrow pointing to the 'Comments' text area, containing the text: 'Add comment if necessary.'
- A blue callout box with an arrow pointing to the 'Approve Job' button, containing the text: 'Approver to Approve'.

Below the table, there is an 'Iteration History' section with the following entries:

- Remarks added at October 10, 2023 at 04:22 PM by Lina Wee  
Remarks : None
- Remarks added at October 10, 2023 at 04:23 PM by Tricia  
Remarks : None

At the bottom of the main content area are three buttons: 'Back', 'Return', and 'Approve Job'.

## Job Role Nomination

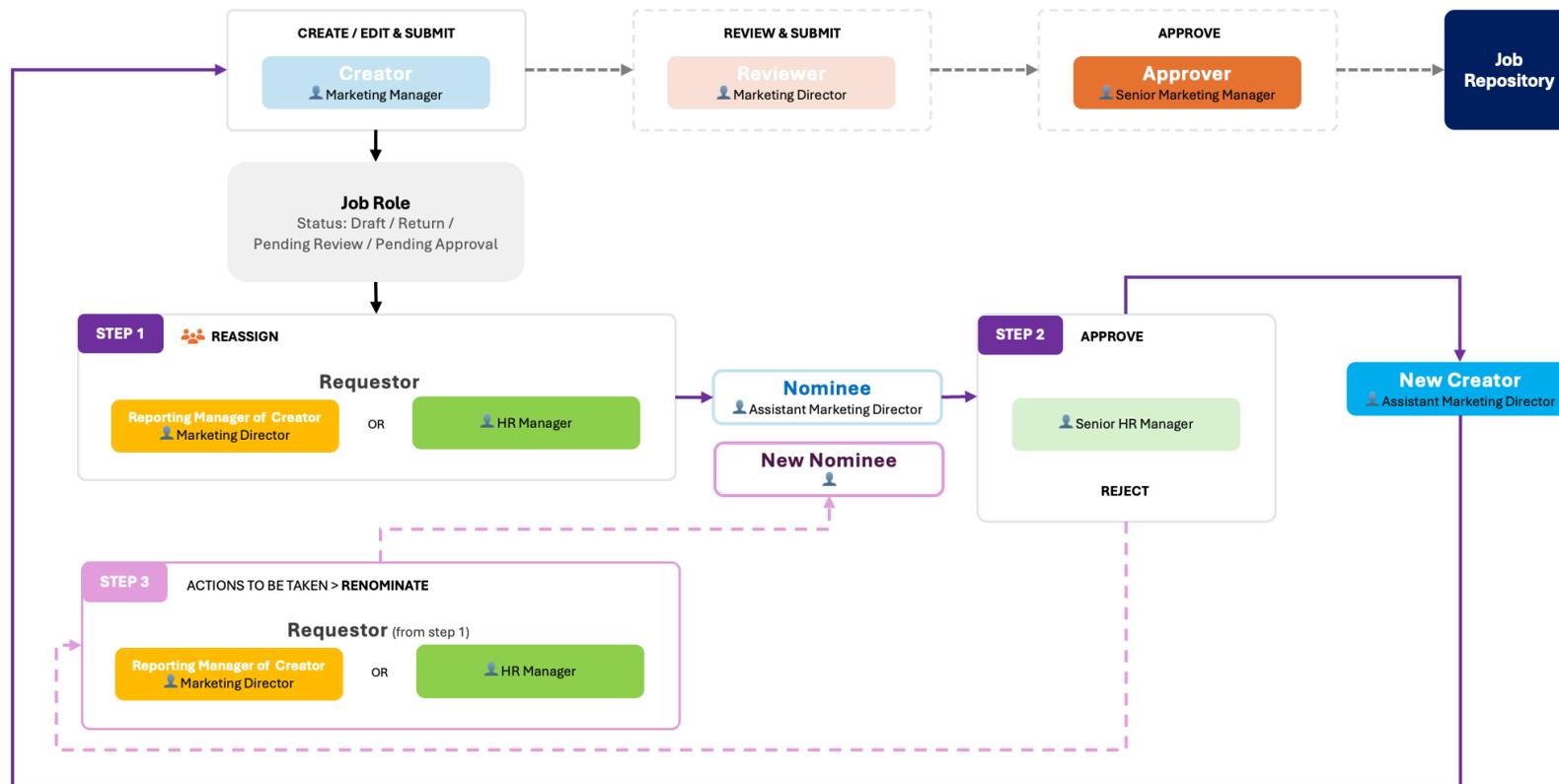
### Nominate New Creator

Creator creates & submits a Job Role; then he/she goes on leave or has left the organisation. To nominate a New Creator:

**Step 1:** HR Manager or Reporting Manager of Creator (Marketing Director) to **Reassign** 🧑‍🔧 New Creator (Assistant Marketing Director)  
Note: ONLY HR Manager or Reporting Manager of Creator can reassign New Creator

**Step 2:** Any HR Manager (Senior HR Manager) to:

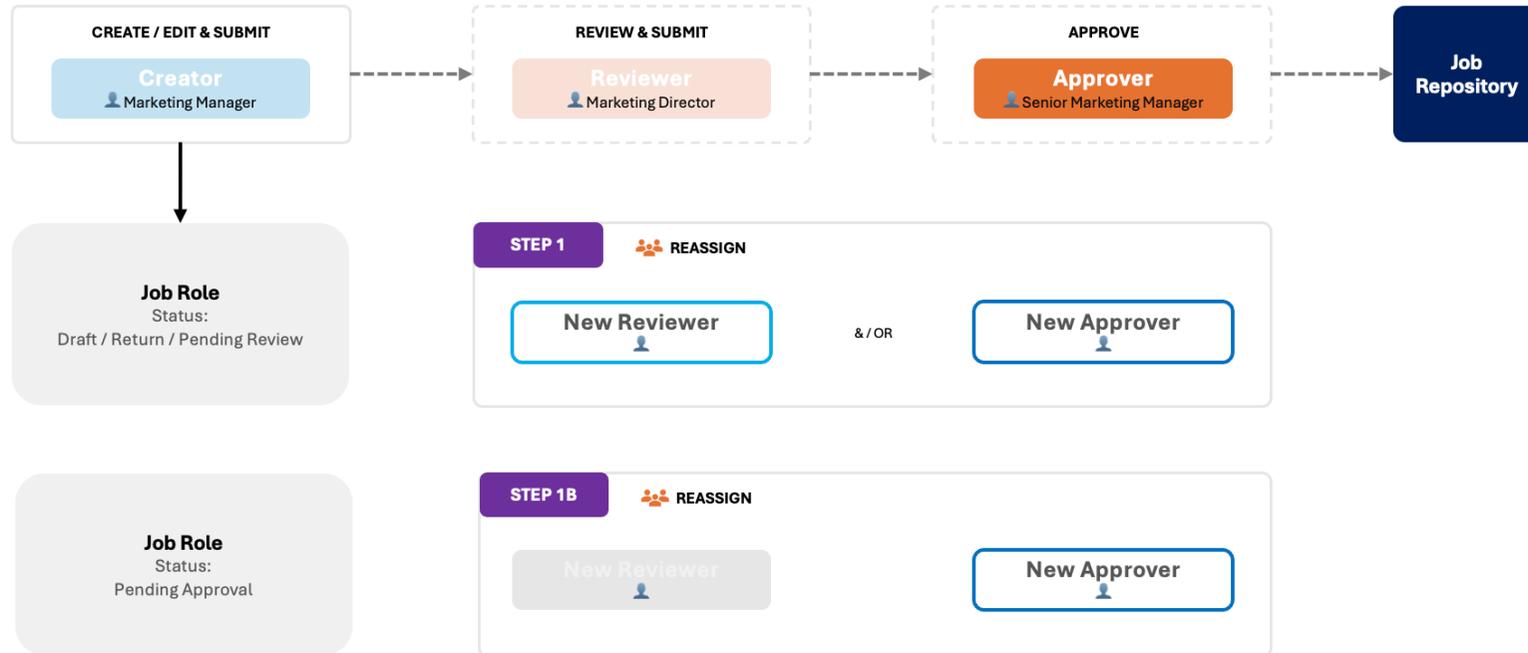
- **Approve:** Job Role has a New Creator (Marketing Director) or
- **Reject:** Job Role is routed back to HR Manager to renominate another New Creator



## Change New Reviewer or New Approver

Upon submission of Job Role, the Creator can **Reassign** 🧑🏻‍🔧 New Reviewer or New Approver.

Note: If New Reviewer or New Approver rejects, then Job Role is routed back to the Creator to reselect another New Reviewer and/or New Approver.



## Inactive Users

The exclamation mark  indicates inactive user(s).

If the exclamation mark  appears besides:

- menu item (left panel) - there is actionable item on the page.
- Job Role or User - this means that the Creator / Reviewer / Approver is inactive. Click on the [Reassign](#) button  to reassign new Creator / Reviewer / Approver.

**Notes:**

Only HR Manager or Reporting Manager of Creator can reassign New Creator.  
Only Creator to reassign another New Reviewer and/or New Approver.

Job Title	Department / Division	Created By	Status	Aging (Days)	Action
 Business Operations Manager	Dev	Sheree Lim	Pending Reviewer	36 Day(s)	

Reviewer's Name	Approver's Name 	Creator's Name
Bernard Lim	Catherine Khaw	Sheree Lim

## Tag Employee to Job Role

Navigate to [Job Role Management](#) > [Job Role Repository](#)

Click on the icon to add employee.

Check to select employee, then click to [Add Employee](#).

Employee is now tagged Job Role.

Job Role Management > Job Role Repository

### Job Role Repository

All approved Job Roles

Search by Name, Sector, Created By, Department/Division

Job Role	Department/Division	Created By	Status	Action
Manager, Talent Management & Employee Engagement	People Development	Lina Wee		 

1 to 1 of 1 items

Click to tag employee

**Add Employees**

<input type="checkbox"/>	EMPLOYEE NAME	STAFF ID	DEPARTMENT/DIVISION
<input type="checkbox"/>	Lina Wee		Human Resource
<input type="checkbox"/>	Tricia		People Development
<input type="checkbox"/>	Catherine		People Development
<input checked="" type="checkbox"/>	Bernard		People Development

1 to 4 of 4 items

**Click to Add Employee** → **Check to select employee**

**Job Role Repository**

**Employees Added to this Job Role** ← **Employee is tagged to Job Role**

EMPLOYEE NAME	STAFF ID	DEPARTMENT/DIVISION
Bernard		People Development

**Click to Add Employee** → **Employee is tagged to Job Role**

## Access Rights

	HR ADMIN			
	Create	Activate / Deactivate	Edit	View
Department/Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Account & Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	HR MANAGER			HIRING (PEOPLE) MANAGER		
	Delete	Action	View	Create /Edit	Action	View
Job Role	<input checked="" type="checkbox"/>		Organisation-wide	<input checked="" type="checkbox"/>		Department Only
Reassign Creator		<input checked="" type="checkbox"/> <sup>1</sup> If there is no Reporting Manager			<input checked="" type="checkbox"/>	
Approve Change of Creator		<input checked="" type="checkbox"/>				
Reassign Reviewer / Approver					<input checked="" type="checkbox"/> <sup>2</sup> Job Profile is in Draft / Pending Reviewer or Pending Approver	
Tag Employee		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	