Position Profile Collection
Unclassified Employees

Employee Completes Position Profile

Employee Receives Confirmation Email

Manager receives Email; Position Ready for Review

Manager Received Confirmation Email

HR and Sibson Consulting will Review

Questions or Clarifications

Submits

Employee Receives Qualtrics email from hr-position-profile

Contains Links:
1. Training Video
2. Position Profile Fillable Document (optional)

Supervisor/Manager Receives Qualtrics email from no-reply@qemailserver.com

Contains Links:
1. Supervisor Checklist

Support Tools on HR Website:
1. Training Video
2. PowerPoint Training Slides
3. Position Profile Collection Flowchart
4. Position Profile Fillable Document
5. Review Checklist for Managers/Supervisors
6. Glossary of Action Verbs
7. Frequently Asked Questions (FAQ)

Questions?
Email us at hr-position-profile@wright.edu