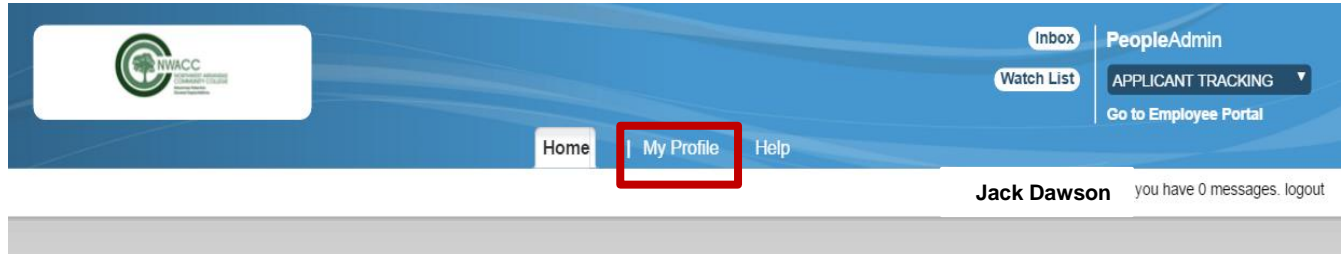


You can view your job description at any time throughout the year. Your supervisor can view your job description as well.

View your job description

1. Select the **My Profile** tab.
2. Select **Position Descriptions** tab



3. You will see your position title. Additional titles listed are previous position(s) you held. If you do not see your current position title listed, contact Human Resources immediately.
4. Select the link for your position title.
5. The position description will look like the job posting; since the two are connected in the system.

Additional Information

For additional information, please visit <https://www.nwacc.edu/web/personnel/employee-evaluations>. If you have additional questions or need assistance, email evaluations@nwacc.edu.