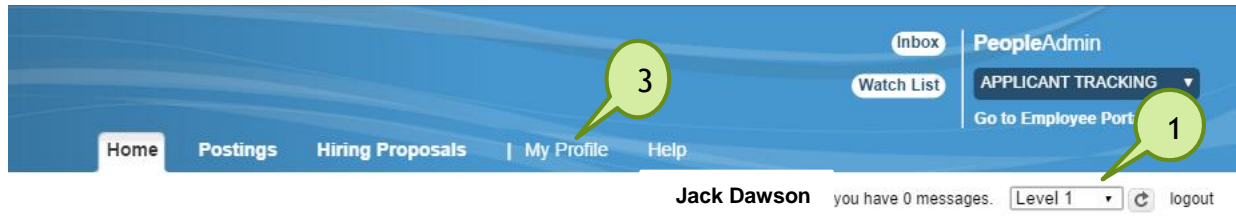


Supervisors can view their own job description as well as the job descriptions of the employees who report to them.

View reporting employees' job description

1. On the right hand side of the screen in the white bar area, (next to logout), select the drop down box and select Level 1.
2. Select the **Refresh** button.
3. Select **My Profile** tab.



4. Select **Organization Hierarchy**.
5. Select **Position Descriptions**.

Supervisor: [Jack Dawson](#)
 Email: evaluations@nwacc.edu
 Phone:

Summary | Manage Emails | Groups | Position Descriptions | History | Organization Hierarchy

6. Select the employee's name.
7. Select the position title. If you do not see the employee's name or title, contact Human Resources immediately.

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.