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## DMC Jobs POSITION DESCRIPTION REVIEW AND UPDATE Quick User Guide

### How to Log in and Navigate

#### LOG IN:




<https://dmcjobs.delmar.edu/hr>

*DMC Jobs has two modules:  
Applicant Tracking and  
Position Management.*


*Use the drop-down box at the top  
right-hand corner to toggle user  
groups.*

*Ensure you are using the correct  
user group for the position you  
need to access. Use the drop-down  
box and refresh arrow beside your  
name to toggle user groups.*

### How to Update a Job Description

1. Verify you are in the **POSITION MANAGEMENT** module (orange) and the Hiring Manager user group.
2. Hover the mouse over **Position Descriptions** and then select either Staff or Faculty.
3. Click on the job title of the position that
4. requires review.
5. Select  **Modify Position Description**
6. Click on **Start**.
7. **Classification**  
Click on   
Additional documentation is required if a classification change will be approved. Please contact HR.
8. Each section of the position description should be reviewed for accuracy. Please ensure the Percentage of Time for each job duty is entered. The job duties should add up to **100%** when complete.
9. **Submit for Approval**  
Hover over the orange box on the right   
Route forward to the appropriate level or move directly to Human Resources. You will have the opportunity to add comments.

### How to Approve a Position Description

1. Verify you are using the appropriate user group for the position.
2. Once logged in, go to the **POSITION MANAGEMENT** (orange) module. The job title will immediately appear in the middle of your screen inside your **Inbox**, or located under the Actions tab. Click on the job title to view a summary of the posting details and modify if needed.
3. Hover over the orange bar that says   
Select the appropriate workflow action. You will have the opportunity to add comments.

### How to Review Your Own Job Description

1. Verify you are using the Employee user group. Use the drop-down box and refresh arrow at the top right-hand corner to toggle user groups.
2. Click on **My Profile** at the top of your screen. The Summary of your profile will immediately appear.
3. Click on the **Position Descriptions** tab. Your job title should appear in blue capital letters. Click on the job title for your position description.