



## HUMAN RESOURCES

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The University of Alabama at Birmingham

*HR Compensation  
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### JobArchitect FAQs

**Q: What is JobArchitect?**

**A:** JobArchitect is the electronic tool UAB Compensation uses to manage job descriptions. JobArchitect is interactive and allows end users to easily search approved job descriptions, which can then be saved and/or printed in PDF format.

**Q: How do I access JobArchitect?**

**A:** End user access to JobArchitect is limited to active UAB employees and can be found in the myUAB Employee Portal. Users can search the App Store within the myUAB Employee Portal and can add JobArchitect to the “myApps” section. For detailed instructions on using JobArchitect, please visit the [JobArchitect page](#) of the Compensation Website.

**Q: How do I search for job descriptions in JobArchitect?**

**A:** Users can search for job descriptions in the search bar using either the job title or job code (if known) or by keyword to find the job title.

**Q: What if I am unable to locate the job description I am searching for?**

**A:** If your search has produced no results, click the icon to the right of the “Go” button. A form will open that will allow you to request a job description. Follow the instructions below to request a job description:

1. Enter the requested information into the form, as well as your name, department and email address in the “Note” section.
  - a. It is vital that your name, department and email address is entered so we will know how to contact you.
  - b. Also, in the “Send to Admin” drop list, please select “Compensation Admin”.
2. Once the information has been entered, click “Continue”.
3. Based on the information entered, JobArchitect will provide some job descriptions that may fit the entered criteria.
  - a. If you see the job description you are looking for, click “This looks like my job.”
    - i. You will be rerouted to a screen where you can download a PDF copy of the job description, which can then be saved and/or printed.
  - b. If you do not see the job description you are looking for, click “Submit” at the top right of the screen.

- i. The request will be sent to HR Compensation and someone will reach out to assist you.

**Q: I am an active UAB employee and I have a question about the content of my job description, whom do I need to contact?**

**A:** If you are an active UAB employee and have a question regarding the content of your job description, please reach out to your Manager for assistance.

**Q: I am a Manager and I have a question about the content of my employee's job description, whom do I need to contact?**

**A:** If you are a Manager and have a question regarding the content of an employee's job description, please reach out to your [HR Consultant](#) for assistance.

**Q: Where can I find instructions for using JobArchitect?**

**A:** Instructions for Using JobArchitect are linked as a PDF document directly below the myUAB Employee Portal tile on the [JobArchitect page](#) of the Compensation Website.