

## REVIEW JOB DESCRIPTIONS

Below outlines the steps to take to review current job descriptions.

1. Log in to Infor ESS by selecting the desktop icon. Use two-factor authentication to access Infor.
2. On the left-hand panel, select the Employee drop down menu and select Manager
3. From the left-hand panel, click **Acquire Talent** then click **Position Descriptions**.
4. A full listing of positions can be seen on the main screen. click on the Search icon in the upper-right hand corner to search by any of the available columns . To review a job description, double-click on the job description.

