THE HRTMS NEWSLETTER

FEBRUARY 2020

I'D BE A LOT MORE CONTENT IF I HAD A LOT MORE CONTENT.

Content [kon-tent] *noun*
1 a: something contained —usually used in plural
// the jar's contents
b: the topics or matter treated in a written work
// table of contents
c: the principal substance (such as written matter, illustrations, or music) offered by a website
//... Internet users have evolved an ethos of free content in the Internet.

Content is surely an overused word these days. It's a generic word that has been abused to the point of oblivion. But in the world of job descriptions, content is really, really important!

NEWS FLASH: PEOPLE HATE WRITING JOB DESCRIPTIONS!

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Well, hate may be a strong word; but next time you find yourself in front of a group of managers, try asking: "Any volunteers to write some job descriptions?" Well, you get my point…

The bottom line is this: most people hate to write and they're not super fond of reading either. Combine this animosity with the task of writing job descriptions and you've got a recipe for poor compliance. This puts Comp and HRBPs in the unpleasant position of having to harangue, harass, remind, wheedle, and threaten people to PLEASE finish your job descriptions!!

This is why we at HRTMS have spent years thinking about and developing our new Global Content feature -- so that people don't have to write much, and we can actually help limit the amount they have to read as well. If you give someone a blank job description, they will moan and complain and likely not comply. But if you give them something they only need to edit, they stop groaning and get to work and compliance skyrockets. The journey of a thousand miles may start with the first step, but surely it's a lot more exciting when the goal is in sight.

CONTENT TYPES

So let's get down to specifics. Here is the content HRTMS provides:

Content Type	Elements Provided	# Titles	Comments
My Company Jobs	Job Summaries Essential Functions Education Experience KSAs (Knowledge, Skills, Abilities) Licenses/Certifications Physical Demands Working Conditions Competences Interview Questions	Varies	These are your job descriptions which JDXpert always includes as content. The elements listed are the maximum. You may not have all of them.
Sample Jobs	Job Summaries Essential Functions Education Experience KSAs Licenses/Certifications Physical Demands Working Conditions Competences Interview Questions	3,500+	This is HRTMS' curated library. Our content curators have labored arduously to get it to this super-high-quality level. But they are not satisfied. They are adding approximately 30 additional jobs per week, and they are always searching for the latest titles. So, if you are looking for a specific title, pass them along and they'll add them.

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Shared Jobs	Job Summaries Essential Functions Education Experience KSAs Licenses/Certifications Physical Demands Working Conditions Competences Interview Questions	*see HCSP (below)	We've always felt that the best source of high-quality job descriptions was in the JDXpert databases of our clients. By opting into the HRTMS Content Sharing Program (HCSP) you can gain access to this content. Again, the actual elements available will depend on the specific job description. More on this later.
Web Postings	Job Summaries Essential Functions Education Experience KSAs Licenses/Certifications	230,000+	Our engineers have created an AI-based web scraper that scours the web for high quality content, analyzes it and then decomposes into individual Jobs and elements for use in JDXpert.
O*Net	Job Summaries Essential Functions KSAs	1200+	The Department of Labor's O*Net data and SOC Code Classification plays a central part in allowing us to organize and deliver content. The O*Net Occupation data is also available via our Global Content functionality.

So, you're probably thinking this right now:

"Why in the world do I need so many titles?"

Well, it would be awesome if there was only one set of job descriptions that represented all of the jobs out there, but there isn't. Even for typical jobs, each organization puts their own spin and flavor to them. And if you're thinking about survey jobs, well, they're way too generalized to be useful for recruiting or compliance. When you add in all the unique positions out there, they add up.

"How am I going to handle hundreds of thousands of titles and millions of datapoints of content?"

Great question! The goal, of course, is to provide you with only relevant content as you need it. In order to do that, content has to be categorized and the only universal way of categorizing jobs is the Department of Labor's Standard Occupation Classification (SOC) codes. HRTMS has developed a set of AI-based algorithms that can take a job description and categorize it into the most likely Occupations. JDXpert also looks at the job description you are writing and categorizes it by similar methods, taking that sea of content and focusing it down to a relevant stream that you can easily apply as you write.

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HOW CONTENT IS USED

There are three levels at which to apply content:

- Element level - One element at a time as you write a job description
- Job Description Level – Use the content we provide as a base for a job you're developing
- Library Level – Pull a group of job descriptions from our Sample Library in bulk.

Applying Content At The Element Level

Probably the most common way of using content is to pull it in as you write. HRTMS has developed three basic ways for you to digest content:

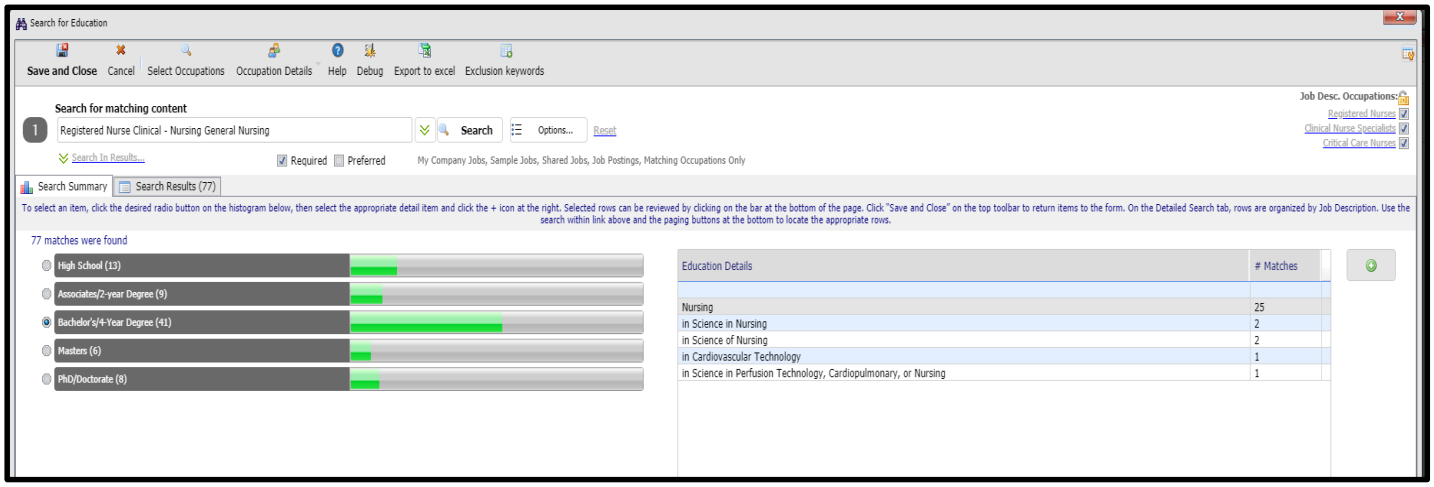
Content Suggestions

Content suggestions are used for job description elements that are textual in nature, like Essential Functions and KSA's. This is probably the simplest way to digest content. Let's take the example of Essential Functions (see below). HRTMS collects all the relevant content using the methods described above and analyzes it via an AI process to group similar phrases together, presents them as a group showing the phrase that best represents the group and orders them by relevance.

This method greatly reduces the amount of content you need to process and if a particular Essential Function listed is not exactly right, you can click "more like this" to view other choices.

Content Analytics

Content Analytics is used for job description elements that have a fixed set of values like Education, Experience and Licenses/Certifications. HRTMS collects all the relevant content and displays the results graphically via a horizontal histogram.



This method gives you a clear understanding of the most likely choice for Education (in this example), while also providing you with a list of details you can choose.

Content Details

Content Details are available for all content types handled by global content. It lays out only relevant content by job description with the summary of the job on the left and the detailed content on the right. This allows you to peruse the content and pick the content job description that fits your needs best.

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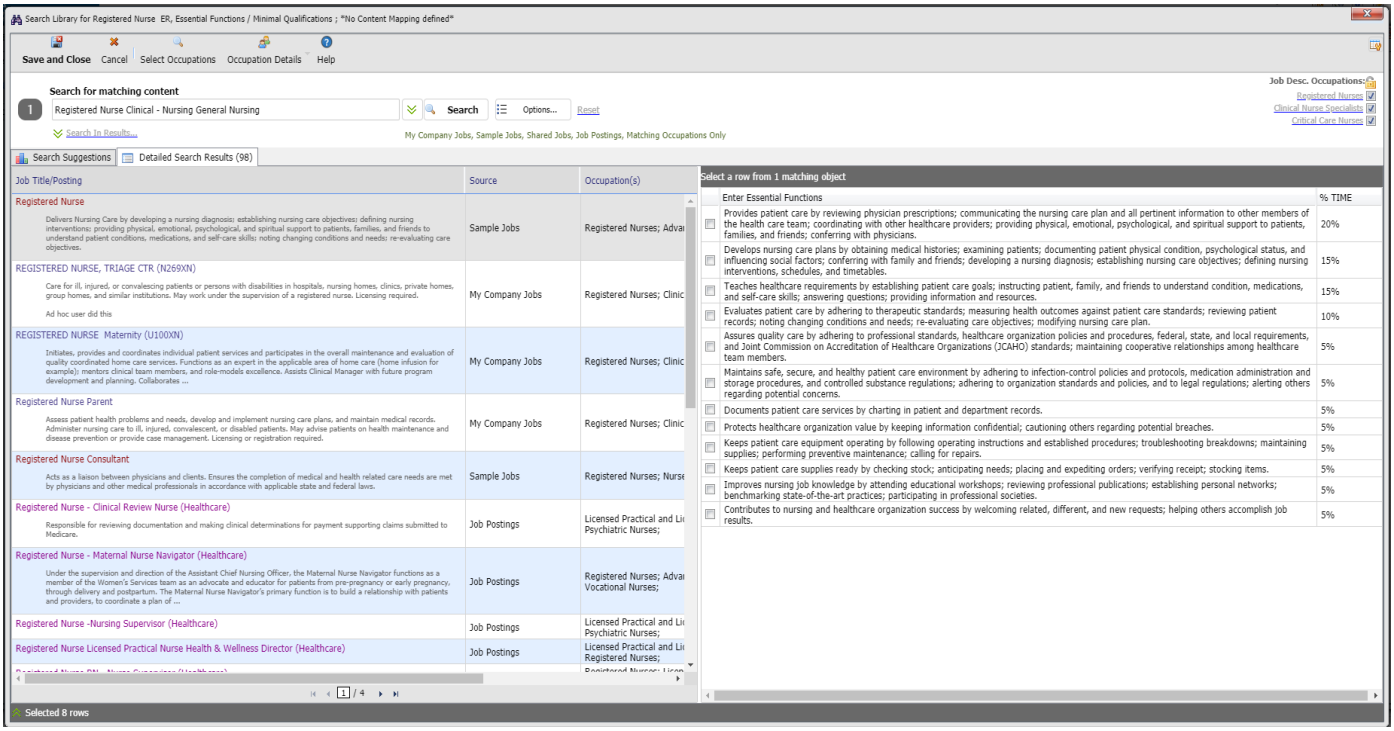
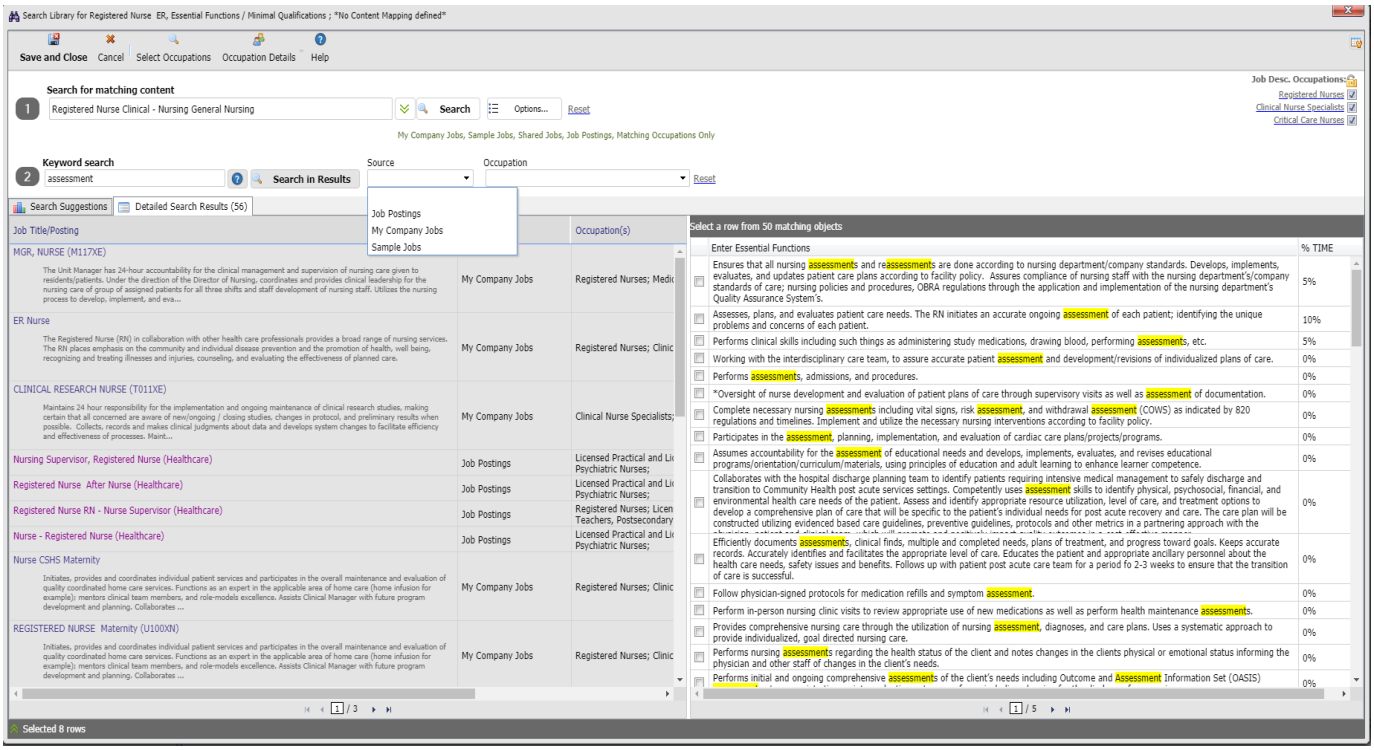


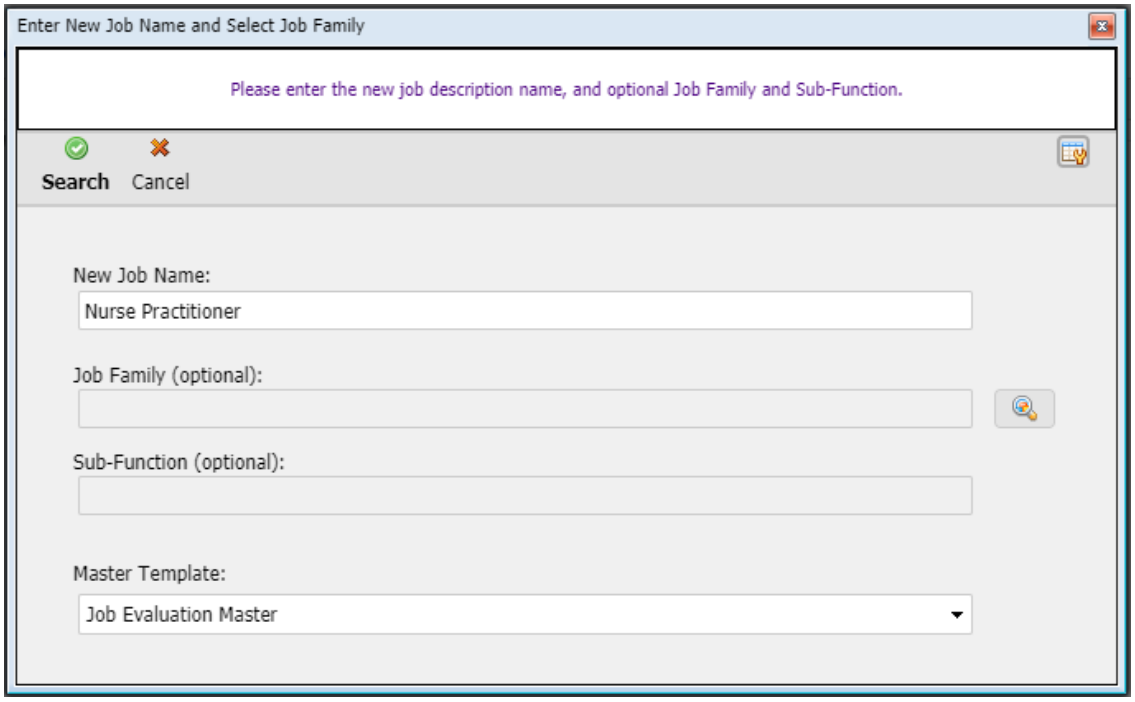
Search Within Content

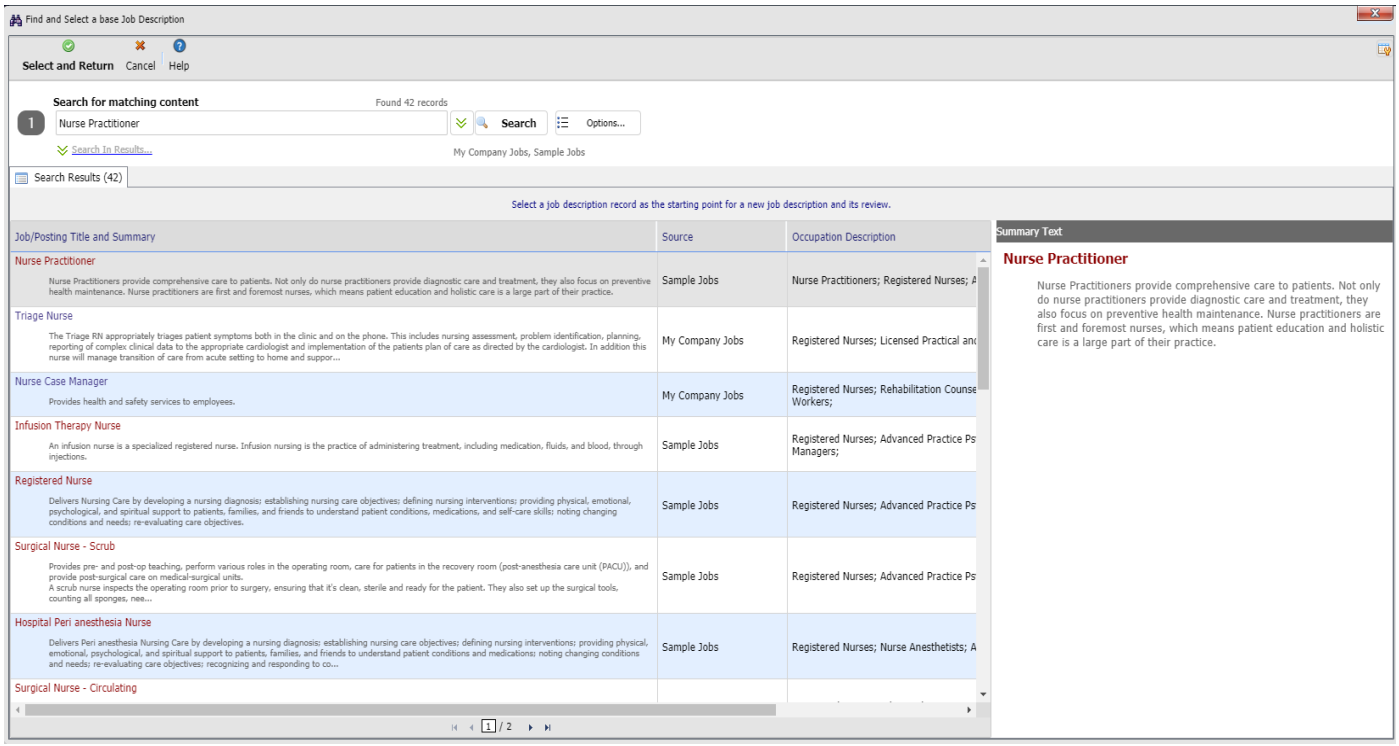
Regardless of whether you're using suggestions, analytics, or details, Search Within Content lets you locate the actual information you need within the relevant set of content quickly and easily. You can also filter by the content source (Company, Sample, Shared, Web Postings, and O*Net) as well as Occupation.



Applying Content At The Job Description Level

A great way to leverage content is to base your job description on a content job. This can be one of your jobs or one of the myriad we provide. As you add a job, you search for a relevant title.





Then select the most appropriate content job from the list of titles by reviewing the job summary. Once selected, the system pulls in all the data from the content job and populates the appropriate data elements in your job description. Content data may not always match the format of your particular job descriptions, so CLMs (content library mappings) are provided to handle any transformation needed.

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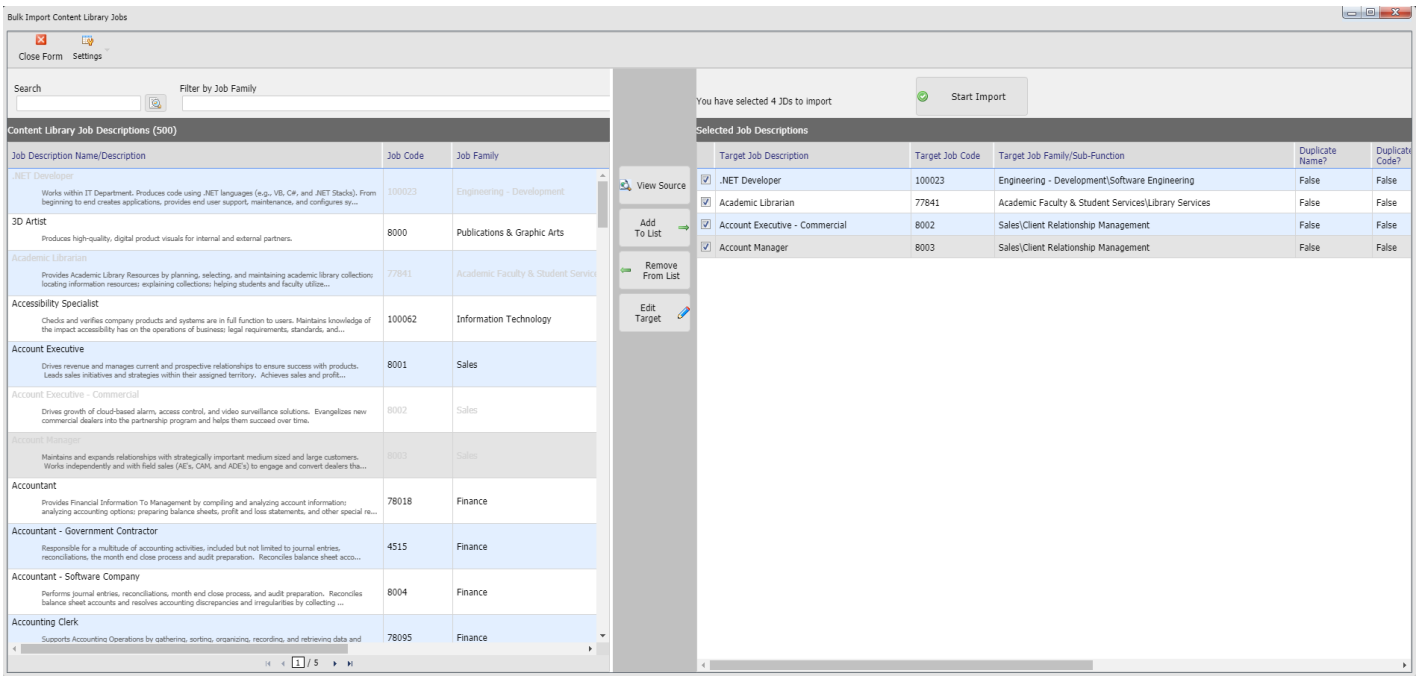
Applying Content At The Library Level

Let's say your job descriptions are a total loss or you don't have any at all, or you want to discard job descriptions for an entire department or location. If this is the case, then this function is right up your alley. At this level, you simply select content jobs from our sample Content Library (right now we support Sample Jobs) and move them over into your library. **From there you can adapt them for your use.**



HCSP (HRTMS Content Sharing Program) HCSP

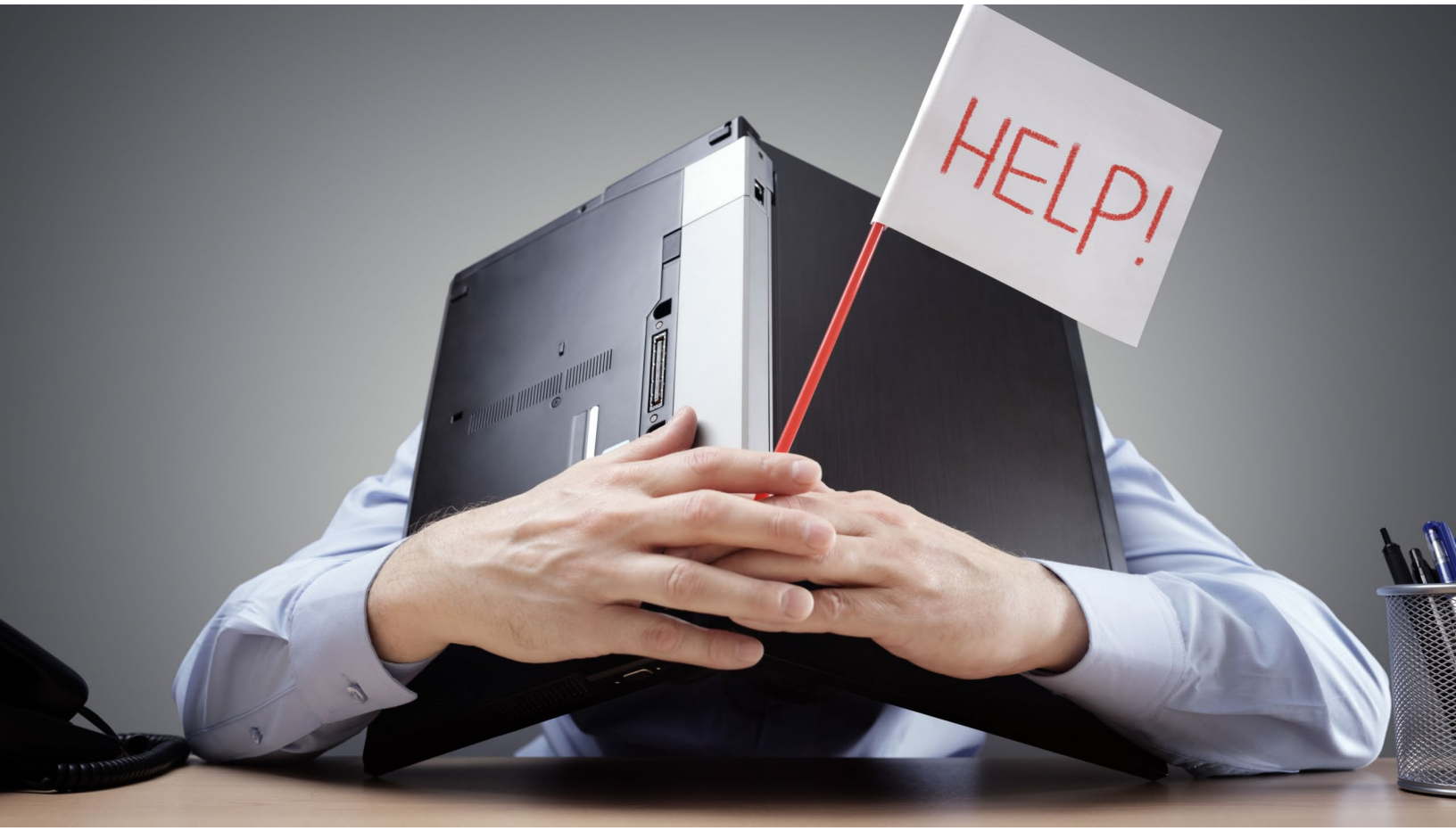
The good news about global content is that it comes along the next time you upgrade your JDXpert release. There are simple instructions for how to turn it on and set it up. You get it all except… Shared Jobs. We expect Shared Jobs will contain tens of thousands of the most detailed, accurate and up-to-date job descriptions available anywhere. The only way to get them is to opt-in to the HCSP. This means sharing your jobs as well. You don't have to share all of them, and they will be anonymized as best we can, but to get access to shared jobs, you need to opt-in to the HCSP.

For the first 10 customers to sign-up for the Content Sharing Program, we will add up to 10 titles of your choice to our sample library. Opting in is easy, just message your Customer Success Manager, Jen at success@hrtms.com.

To get more information on the HCSP program, to implement the new Global Search Feature in your application or for any other questions, contact your Customer Success Manger, Jen at success@hrtms.com.

STILL USING IE11?

Due to Microsoft's decision to sunset IE11 as of January 14th, HRTMS has ceased its support of IE11. We encourage you to use JDXpert on Chrome, Edge, Firefox, or Safari. Thank you for your cooperation.



QUICK TIP

Using The Express Editor

Need to make a quick update to your master template? As an Administrator, you can make edits to your master template while viewing a job description.

Navigate to **Job Description Management** and open the form view for any job. Simply right-click on the shaded box to the left of the building block and select **Edit Building Block** from the menu to make a quick change.

Update choice lists, security, help text and more. You can also choose to Edit All Building Blocks and use the Express Editor to make changes anywhere in your master template.

Using the Express Editor, you can cycle through tab pages, make changes and see the immediate impact of your change.

2019 4TH QUARTER NEW FEATURES AND FIXES

For this quarter we concentrated on resolving minor bugs throughout the system and added a few new features to the application. Some of those features include: the ability to CC recipients in emails; the ability to include instructional text in the job-sharing link; the creation of a feature to allow our JDXpress clients to further brand their default system styles.

To read all about the new features in the latest build, please click here.

To read all about the bug fixes in the latest build, including workflows, employees, job descriptions, markdowns, and configuration errors, please click here.

USE CASE

Content-Driven Job Descriptions (Utilizing Reference Bullet Lists)

DESCRIPTION

The Reference Bullet List feature allows Job Description content, such as Essential Functions, Level Descriptors and other data to be housed outside of the Job Description, then pulled in automatically based on a set of criteria. When there is a change to the content, it can be made independent of the actual Job Descriptions. The benefit of this feature is that all jobs utilizing that content will receive the changes automatically. No imports or manual editing of the jobs would be necessary, saving countless hours of work.

PRE-CONDITIONS

The client presented a complicated job architecture and required a convenient way to create and maintain many individual Job Descriptions. New Job Descriptions were to be crafted using a combination of common content relating to which Career Stream, Level, Job Family/Sub Family and Specialty was chosen. The architecture also indicated that some criteria to drive content should flow from a Parent job to multiple Child jobs.

SOURCE OF CONTENT

In this case, the client hired an external vendor to collaborate on their job architecture and provide Level Descriptor content based on several factors.

The client's existing Job Descriptions in Word provided an additional source of content. This data would ultimately be transferred to Excel files and uploaded into Parent jobs. Data from those Parent jobs would cascade automatically down to many Child jobs and populate new Child Job Descriptions with the Parent's content.

CONFIGURATION SUMMARY

HRTMS configured the client's JDXpert site to pull data from various Reference Bullet Lists and, in this way, auto-populate the Job Description with content when various criteria was selected manually in the Job Description or imported into the job using Excel files and/or when it cascaded down from a Parent job to all associated Child jobs.

The client had the following criteria for pulling content into the Job Description:

- Indicate Career Stream, Level and Job Type, then auto-populate the associated Level Description, Knowledge, Communication, Leadership data, etc.
- Indicate Sub-family, then auto-populate Responsibility Statement content related to that Sub family
- Indicate Specialty, then auto-populate Responsibility Statements related to that Specialty

PROCESS FOR LOADING DATA

HRTMS was able to utilize the Level Descriptor content provided by the vendor to load into JDXpert as Reference Bullet Lists. The client was also provided Excel files to populate Responsibility Statements for the various Sub-Families, Job Specialties and Parent jobs.

HRTMS provided the client with a sample job load Excel template that allowed the system to locate the appropriate Reference Bullet Lists in the JDXpert site.

The name of the Reference Bullet list indicates the path to locate the content. For example, we would save the Level Description content for a Level 2, Management Career Stream, with a name of: Management-2-Level Description or M2-Level Description.

END RESULT

After loading all the relevant content, we were able to import Job Description names, various. criteria and indicate if they were Parent or Child.

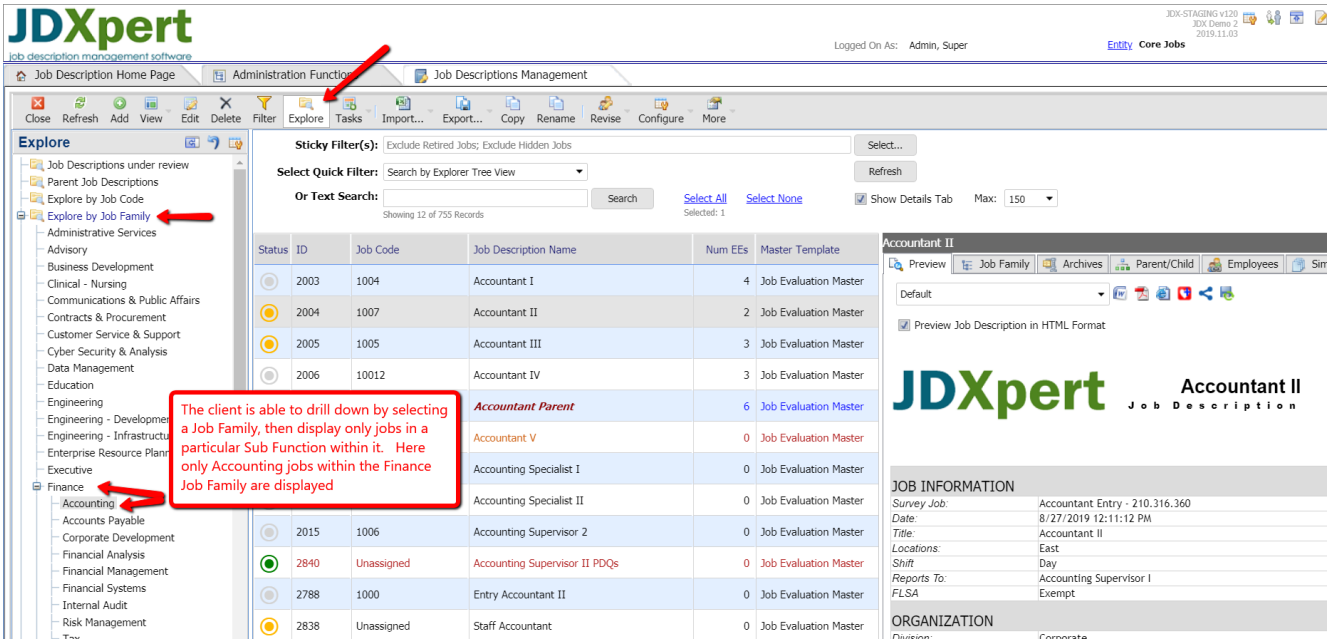
USE CASE: Content-Driven Job Descriptions (Utilizing Reference Bullet Lists) (continued)

The result? Following the job import, the client was able to see new jobs created in JDXpert that are almost entirely pre-populated with data!!

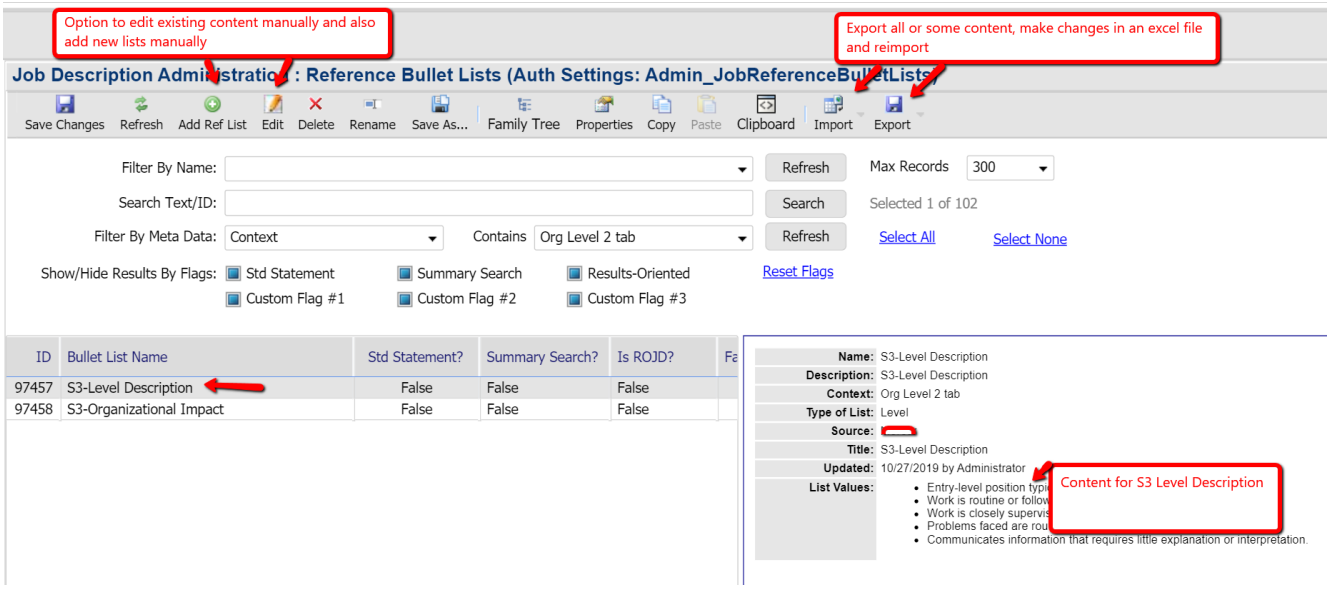
The client will end up with a large number of Job Descriptions stored in JDXpert; however, maintaining them is now manageable. Most of the content is editable outside of the Job Descriptions within Reference Bullet Lists. If needed, only data that is unique to an individual Job Description, where content was not pulled in or cascaded from the Parent, would need to be maintained within that job.

ASSOCIATED SCREENSHOTS

1. The client is able to easily manage many Job Descriptions in JDXpert by making use the Explore feature, as shown below:



2. Job Description content is stored outside of the Job Descriptions in Reference Bullet Lists. When changes to content are needed, JDXpert Administrators can either edit the Reference Bullet lists manually or they can export to Excel files, make changes and reimport.



WHAT'S NEW IN FEATURES

SAMPLE JOB IMPORTER

If you're super unhappy with your current job descriptions or don't have any, JDXpert now allows you to import job descriptions from our curated sample library of over 3500 titles. These job descriptions have indicative info like FLSA, EEO, SOC Code, Job Summaries, Essential Functions, Education, Experience, KSAs, Physical Demands and more.

PAYSCALE MARKETPAY INTEGRATION

Import data from PayScale MarketPay and manage, search, edit and view that data in JDXpert. It Integrates with the Form builder, allowing you to easily display MarketPay content as bullet rows in the job description.

CONTENT SUGGESTIONS

HRTMS has leveraged AI to help you write Job Descriptions, specifically free form text like Essential Functions and KSAs. Our content features will now analyze all the relevant content for a job and provide a concise list of suggested content.

CONTENT HISTOGRAMS

In order to make the selection of Education, Experience, and Licenses and Certification easier, HRTMS products will now analyze all the relevant data for these items and present the user with histograms showing the relative percentage of jobs in each category (e.g. for education: High School 2%, Associate's 20%, Bachelor's 60% etc.

To learn more, login to the **JDXpert Help Center** or contact your Customer Success Manager at **success@hrtms.com**.

IF YOU MISSED IT

As of January 1, 2020, the "standard salary level" increased from $455 per week to $684 per week, and the total annual compensation requirement for "highly compensated employees" changed from $100,000 per year to $107,432 per year.

Click here to review the new rule announcement by the DOL.

UPCOMING EVENTS

WEBINAR: Best Practices For Compliant Job Descriptions

FEBRUARY 26TH | **REGISTER**

HR USER TRAINING

FEBRUARY 12TH | **REGISTER**
MARCH 11TH | **REGISTER**

ADMINISTRATOR TRAINING

MARCH 3-5TH | **REGISTER**

WorldatWork TOTAL REWARDS CONFERENCE

JUNE 7-10TH | MINNEAPOLIS | **LEARN MORE**

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