

THE JDXPERTNEWSLETTER

OCTOBER 2020



JDX V2 - THE FUTURE IS COMING SOON

The future of JDXpert and JDXpress (JDX V2) is coming soon!

We expect for JDX V2 to be available for existing JDX clients starting in the 2nd quarter of 2021. Our plan will be to roll out JDX V2 to a small group of ten existing clients initially and then expand the release out to all clients in stages. We have had several of you notify our team that they would be interested in being one of the early existing clients moving their production environment to JDX V2. If your organization is interested in being placed on the list to move to JDX V2 as an early adopter, please notify Jen Ianniello at success@hrtms.com.

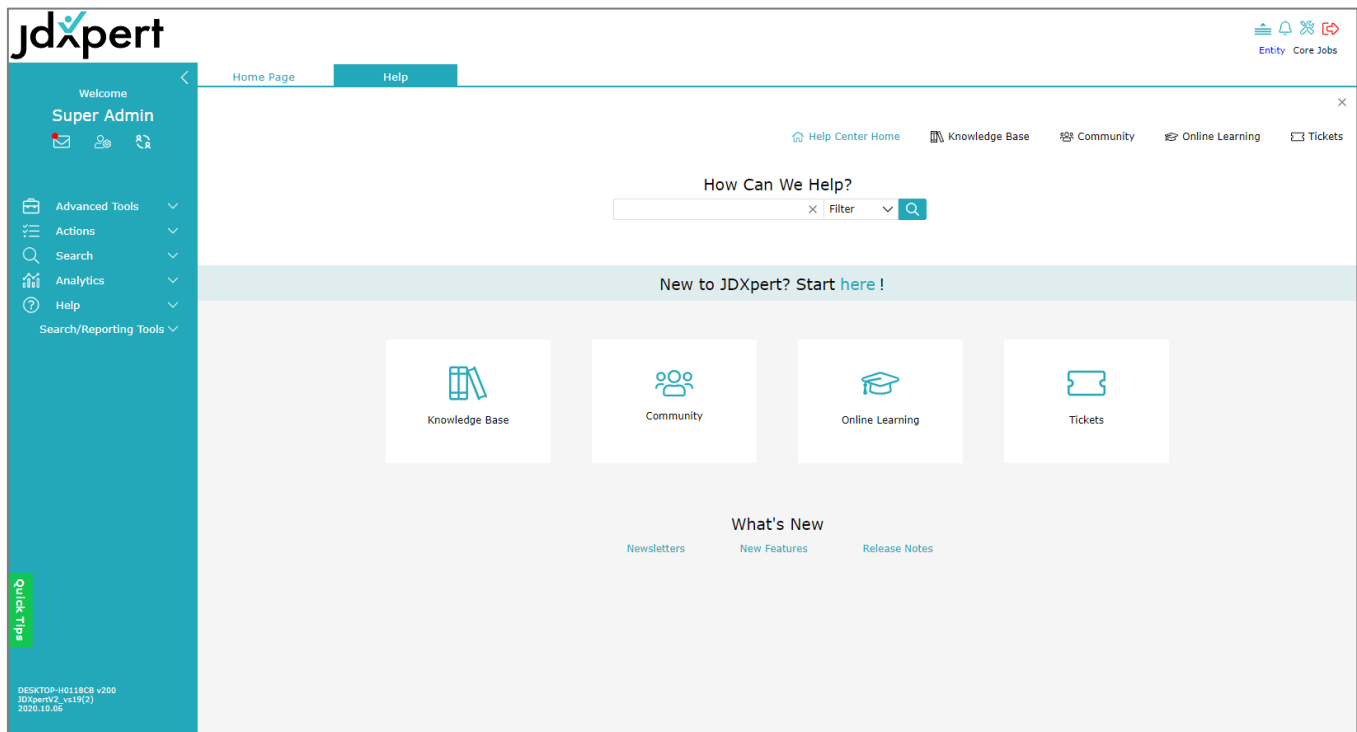
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JDX V2 – THE FUTURE IS COMING SOON (continued)

For those of you worried about your organization's resources and the training/process changes that may be needed to move to JDX V2, we do not yet have a timeline to sunset JDX V1. You will have at least into mid-2022, likely longer, before you will need to make the switch.

The New JDX V2 Help Center



What you can expect from JDX V2

- **A Fresh New Look** – An important part of JDX V2 is to bring a cleaner, simpler, and more consistent approach to how information and forms are presented to users.
- **Many Key Forms Have Been Migrated** – Over 180 forms have been migrated to JDX V2, and the forms that have been migrated are focused on those most often used by clients. The full list of V2 functionality coming in this JDX V2 release is below.
- **JDX V2 is a Comprehensive Solution** – JDX V2 will deliver access to all JDX functionality from either the new V2 screens if available or through the original V1 screens if not yet migrated.
- **Fully Tested Software** – We have a dedicated QA Manager and QA team working on the JDX V2 project. All forms migrated to JDX V2 are reviewed by our design and requirements team and then individually tested by the JDX V2 QA team. In addition, prior to release to our existing clients, JDX V2 will also undergo a comprehensive regression testing process to ensure all key business processes work well across the range of forms and functions needed to complete the process from within JDX V2.
- **A Best Practice Approach to Configuration** – With the release of JDX V2, we will also be introducing a range of new best practice configurations to make the lists and forms in JDX V2 easier to use and understand.

JDX V2 – THE FUTURE IS COMING SOON (continued)

What you can expect from HRTMS to help you migrate to JDX V2

- **A Process for Migrating to JDX V2 –** Our goal is to make the migration to JDX V2 as easy to understand and as seamless as possible. Our team is developing a process to help clients prepare for and complete the transition successfully.
- **JDX V2 Focused Documentation –** Our team is currently rewriting our end-user documentation using visual examples and process flow information from JDX V2. JDX V2 will also introduce an improved Knowledge Base Explorer with improved searching and an easier way to move around to other help related functionality.
- **JDX V2 Focused LMS Training –** Our team is currently developing a new online LMS training program of videos and material to provide a JDX V2 focused training experience.

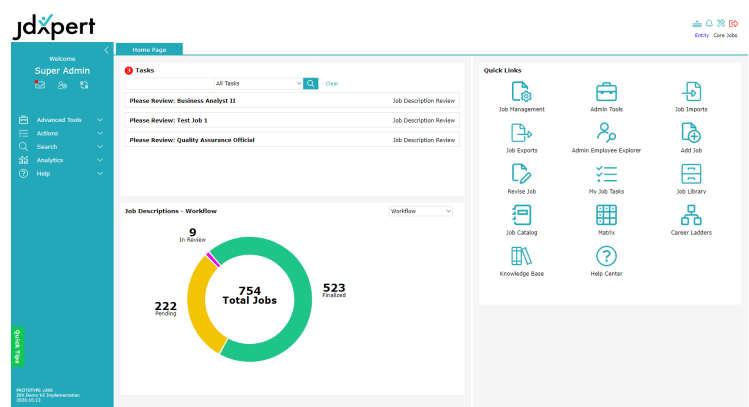
V2 Functionality Available in the Initial JDX V2 Release

Reminder: JDX V2 is a comprehensive JDX solution and will deliver access to all JDX functionality from either the new V2 screens if available or through the original V1 screens if not yet migrated.

- Home Page including new left navigation, Tasks, Graphs, and Quick Links
- Job Management page, including new search and filtering options
- Add Job
- Export Jobs
- Imports
- Archives
- View/Edit Job Description
- Express Edit Master Template

- Content Search, including Global Search and Bullet Row Search
- Edit FLSA Questionnaire
- Manager functionality – My Jobs and My Employees
- Employee Administration
- View/Edit Employee
- Export Employees
- Career Ladders
- Job Matrix
- Job Catalog
- View Jobs Side-by-Side
- Compare Jobs
- Workflow
 - Express Workflow – Add Job and Revise Job
 - Workflow Details
 - Workflow Comments
 - My Tasks
 - Ad Hoc Job Review Portal
- Change Reports
- Related Jobs
- Similar Jobs
- Parent/Child
- Help Center
- Knowledge Base

We are excited about the new JDX V2 solution and how it will allow our clients to take full advantage of tools designed to make your job easier and even more productive.



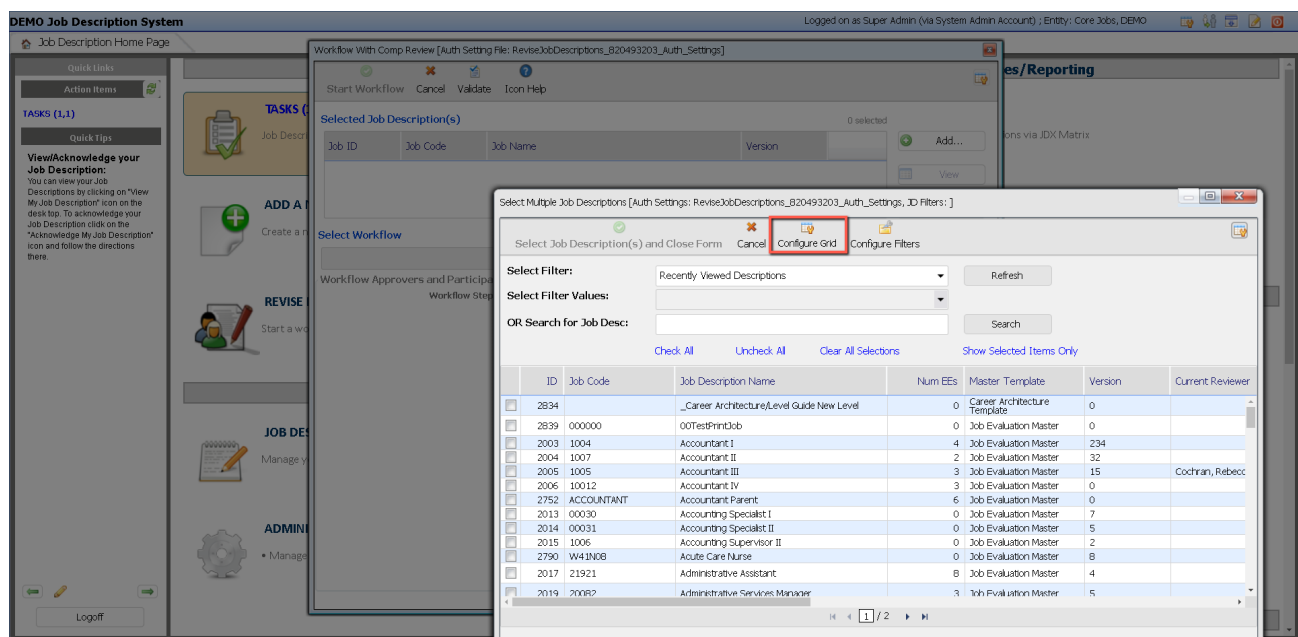
TIPS AND TRICKS

How To Enable Grid Security

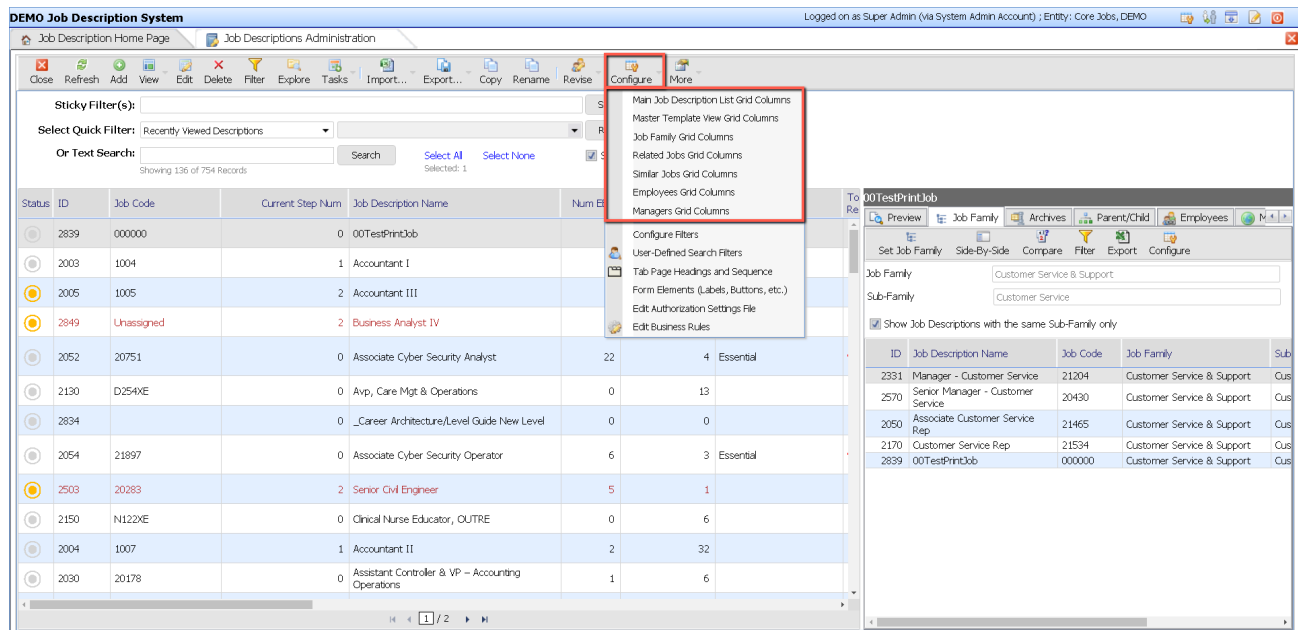
Many of the grids in JDXpert allow you to configure column visibility based on role. This lets you to show helpful information to one group, such as HRBPs, but conceal other information thought to be sensitive or irrelevant to another group, such as managers. To enable grid security, follow the steps below.

Grid configurations are typically found in the toolbar of a screen, sometimes in a configure dropdown. These configurations will be visible only to Admin users.

Example 1 – Search Job Descriptions grid, such as when adding a Job Description to Revise Workflow



Example 2 – Grid configurations accessed in Job Description Management



TIPS AND TRICKS: How To Enable Grid Security (continued)

Edit Grid Columns Template: 'GridLayout_MainListOfJobs_Admin_JobDescriptions'

Save and Close Cancel

Select Grid Columns Template File:
GridLayout_MainListOfJobs_Admin_JobDescriptions

Add New Template Delete Save As...

Core Information All Properties

Name: GridLayout_MainListOfJobs_Admin_JobDescrip Min Row Height: Default

Description: Search Job Descriptions Grid layout Max Row Height: 140_px

Header Height Override: Default

Grid Style Settings: DefaultAlternatingRowsGridSettings Select/Edit...

Define Grid Columns

Grid Layout

Status	ID	Job Code	Current Step Num	Job Description Name	Num EEs	Current Version	Essential Job	Total Percent of Remote Work	Current Reviewer
Review	JobDescID	Jobcode	CurrentStepNum	JobDescName	Num_Employ	VersionNumber	Essential_Job	TotalPercentNotRemc	CurrentApproverNa
40	65	130	150	250	68	111	150	110	175
TextWr	Number	TextWrap	TextWrap	TextWrap	Number	Number	TextWrap	TextWrap	TextWrap
1	Jobcode	@job.CurrentStepNum@	=FormattedParentChildIDName()	5	6	=if(@nvp("Essential Job").StringValue@ = 'True', 'Essential',)	=TotalPercentNotRen	CurrentApproverNa	

Edit Grid Columns

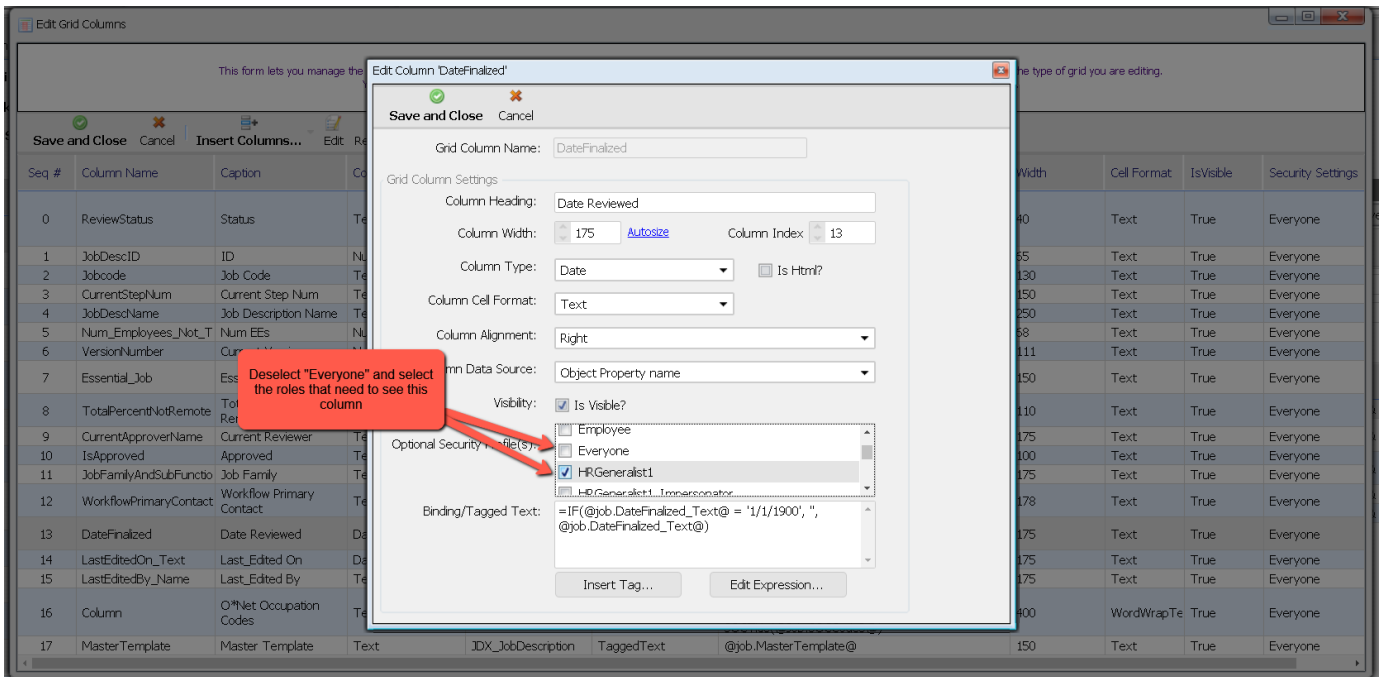
This form lets you manage the list of grid columns. Use the Insert toolbar button to add new columns. You can add columns using a variety of techniques depending on the type of grid you are editing. You can change the order of the columns by: 1) Using the toolbar up/down buttons, or 2) Drag/Dropping a row, or 3) Sorting the Columns.

Save and Close Cancel Insert Columns... Edit Remove Move Up Move Down Copy Paste Clipboard Properties Export... Manage UDFs Autosize

Seq #	Column Name	Business Object	Data Source	Data Binding String	Width	Cell Format	IsVisible	Security Settings
0	ReviewStatus	DX_JobDescription	TaggedText	=if(@job.ReviewStatus@='NONE', '0 of 0 reviews!')	40	Text	True	Everyone
1	JobDescID	DX_JobDescription	PropertyName	JobDescID	65	Text	True	Everyone
2	Jobcode	DX_JobDescription	PropertyName	Jobcode	130	Text	True	Everyone
3	CurrentStepNum	DX_JobDescription	TaggedText	@job.CurrentStepNum@	150	Text	True	Everyone
4	JobDescName	DX_JobDescription	TaggedText	=FormattedParentChildIDName()	250	Text	True	Everyone
5	Num_Employees_Not_Termed	DX_JobDescription	PropertyName	Num_Employees_Not_Termed	68	Text	True	Everyone
6	VersionNumber	DX_JobDescription	PropertyName	VersionNumber	111	Text	True	Everyone
7	Essential_Job	DX_JobDescription	TaggedText	=if(@nvp("Essential Job").StringValue@ = 'True', 'Essential',)	150	Text	True	Everyone
8	TotalPercentNotRemote	DX_JobDescription	TaggedText	=TotalPercentNotRemote()	110	Text	True	Everyone
9	CurrentApproverName	DX_JobDescription	PropertyName	CurrentApproverName	175	Text	True	Everyone
10	IsApproved	DX_JobDescription	PropertyName	isApproved	100	Text	True	Everyone
11	JobFamilyAndSubFunction	DX_JobDescription	PropertyName	JobFamilyAndSubFunction	175	Text	True	Everyone
12	WorkflowPrimaryContact	DX_JobDescription	PropertyName	WorkflowPrimaryContact	178	Text	True	Everyone
13	DateFinalized	DX_JobDescription	PropertyName	=IF(@job.DateFinalized_Text@ = '1/1/1900', '', @job.DateFinalized_Text@)	175	Text	True	Everyone
14	LastEditedOn_Text	DX_JobDescription	PropertyName	LastEditedOn_Text	175	Text	True	Everyone
15	LastEditedBy_Name	DX_JobDescription	PropertyName	LastEditedBy_Name	175	Text	True	Everyone
16	Column	DX_JobDescription	TaggedText	=SOCTitle(@Job.SOCCode1@) + 'n' + SOCTitle(@Job.SOCCode2@) + 'n' + SOCTitle(@Job.SOCCode3@)	400	WordWrapTe	True	Everyone
17	MasterTemplate	DX_JobDescription	TaggedText	@job.MasterTemplate@	150	Text	True	Everyone

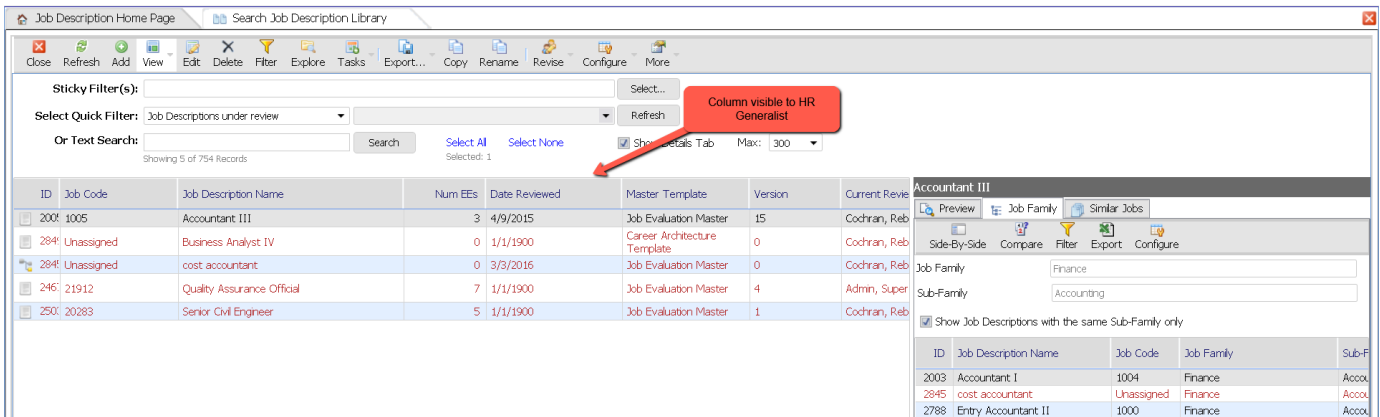
When you are editing the column properties, deselect the default value "Everyone" and select the roles where you want this column to be visible. Save and Close each window to save your changes.

TIPS AND TRICKS: How To Enable Grid Security (continued)

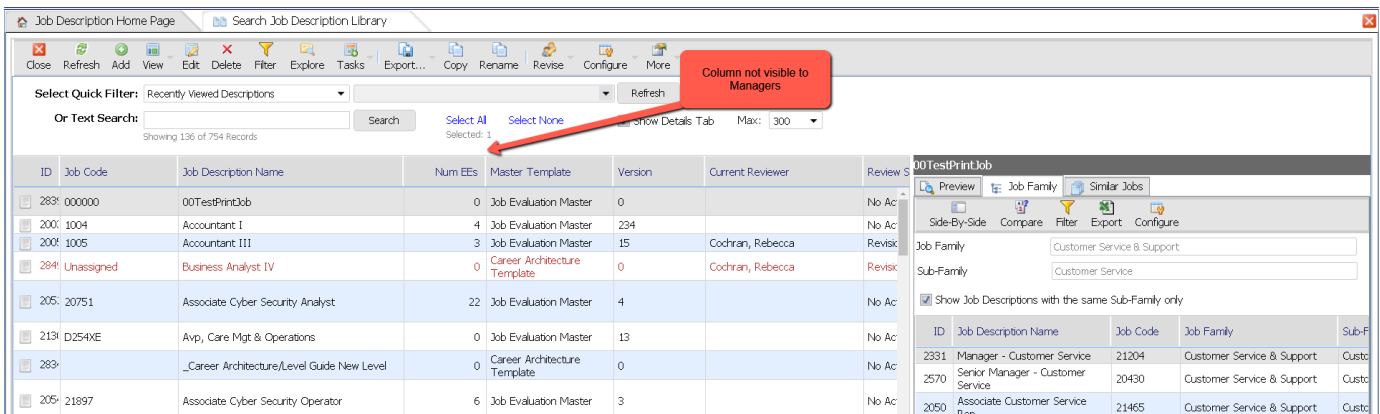


As you can see, the Date Reviewed column is only visible to HR Generalists and not visible for Managers.

HR Generalist View



Manager View



USE CASE

Attract Applicants That Meet Your Company Culture

Summary

The company is one of the largest American fast-food restaurant chains in the United States. They have been rated #1 in customer service for the last 4 years. Because their culture and employees are so important to them, they take extra care in what goes into their job descriptions.

Team

The project team, made up of 7 corporate office personnel, dedicated their energy to making sure they review printed candidate information that would show their corporate culture and values.

Pre-Conditions

The project team spent extra time and effort in making sure their job descriptions adequately expressed their corporate culture and values in a way to continue to attract talented individuals who fit their professional environment.

Configuration Summary

Of course, the entire job description was given more than adequate attention; however,

because of their priority of culture and values, the Core Competencies were given extra attention. After much review, they decided to have their Core Competencies/Values appear at the top of the job description so that it would be the first thing seen before any other qualifications.

Process

This company has six different print versions due to other entities within the organization. Many of those versions consisted of a multitude of customizations to produce the desired view. Core Values was added to the appropriate location on the job description based on the choice of print version and Job Family Group and Job Family.

Results

Their goal was to continue successfully attracting personnel that fit their corporate culture while meeting the qualifications of the job. By defining the values and corporate culture so prominently in the job description, hiring managers could easily use that information to pull candidates' company goals.





GET TO KNOW ANDREW ELLERHORST

New President & CEO of JDXpert

To learn a bit more about Andrew, we set up a Q&A session. Here are his answers.

You've been on the job for a little over a month now. What is your impression of JDXpert thus far?

The good thing is the company is what I thought it was when I joined. I've been pleasantly surprised by how curious and capable employees are. They are extremely passionate and willing to dive right in when it comes to helping our clients and their co-workers. I'm also amazed by how comprehensive the solution is and how committed the team is in supporting our customers.

What attracted you to JDXpert?

When I originally came across JDXpert, most of my early conversations were with Mitch. So, it might be funny for me to say that the team was the reason I was attracted to JDX; however, as I started to get to know other team members, I quickly understood the quality of the team and how passionate they were about job descriptions. That excitement is contagious, and now I'm excited to talk about job descriptions.

GET TO KNOW ANDREW ELLERHORST: New President and CEO of JDXpert (continued)

Before joining JDXpert, what was your impression of job descriptions?

Realistically, I had no idea how much time and effort goes into writing one job description, let alone 20,000 job descriptions. I also didn't realize that most managers and HR professionals deal with job descriptions on a very regular basis. I've learned over time that job descriptions are like the hub of the wheel when it comes to HR. So, when you look at an increasingly remote workforce and a progressively digitized and virtualized HR function, you recognize how critical accurate job data is to supporting those HR efforts.

In your opinion, what makes JDXpert stand out in the market?

I have had the opportunity to look at different competitive products, and each solution is unique and special in its own way; however, I look at JDXpert as really the only focused solution. Other solutions I've come across have been developed to the function of something else: job descriptions as a function of compensation or job descriptions as a function of performance reviews. What we do is job descriptions, period. We are the only comprehensive solution out there that primarily focuses on job description management.

Tell us about yourself - where you grow up, schooling, professional background.

I grew up in Cincinnati, Ohio where I attended St. Xavier High School. I then went to Boston College, where I was on the fencing team, and graduated with a dual degree in Finance and Philosophy. After Boston College, I got a job with GE and came up through their management program. While there, I was a member of the corporate audit staff and then became a Project Manager. I believe my last role at GE was when I started to get the entrepreneurial bug, so I ended up attending Carnegie Mellon and from there, decided to go out and find a business for me to invest in and become a significant part of.

What about your family?

My wife, Danielle, and I got married one month into business school. I actually spent my honeymoon studying for midterm exams which doesn't sound that great, but that story shows just how frenetic our life has been over the past few years. I really appreciate how much support and love she gives me; I'm lucky to have such a great support network. Our daughter, who is now 2, was born about a month after graduating from Carnegie Mellon; and we are expecting our second child in a few months.

Any hobbies or special talents people might be surprised to learn about you?

As much as I can, I try to get outdoors. I enjoy hiking, skiing and fly fishing; and I'm starting to dabble into hunting as well. Realistically, much of my time is spent in front of a computer so that time outdoors with family and friends is something I truly appreciate.



GET TO KNOW ANDREW ELLERHORST:
New President and CEO of JDXpert (continued)

What is your leadership style and how do you see it influencing the direction of the company?

I would categorize my leadership style as being direct and honest with my feedback, optimistic and passionate, and a balance between humility and confidence. I believe that being upfront and honest is one of the most respectful things I can do with anyone I'm communicating with. I'm passionate and highly optimistic, in general, and try to see the good in any opportunity or challenge. And lastly, I try to be confident in my decisions but also ask questions when I don't know the answers; no one knows everything, and we can learn a lot by listening to others.

Speaking of direction, where do you see the company in 5 years?

We want to grow the business but not step on the culture that JDXpert has built. Servicing our customers and the happiness of our team will always be paramount. We want to grow, yes, but not at the expense of distilling our company culture.

Final words or anything you'd like to add?

If I could add anything, it's just how humbled and honored I am to be joining the group at JDXpert. I think our future, and the future of what we can bring to our customers is bright. If I could sum it up in one word, it would be excitement.

To watch our interview with Andrew, [click here](#).

EDITORS



Jen Ianniello
Customer Success Manager



Ashley Johnston
Director of Marketing

NEW FEATURES

Although most new development has been devoted to JDXpert V2, we have also added a number of new features to JDXpert V1. Those updates include:

SOC Code Business Role Update

This update allows for control over how the SOC codes are displayed to end users

Spell Check Business Role Update

Additional display option have been added to Spell Check

Job Posting Download

Now included is the ability to download Job Postings to Word/PDF Formats.

For more detail about these updates, please [click here](#) where you will be directed to the JDXpert Help Center.

UPCOMING EVENTS

PayScale Compference (virtual event) –
Gold Sponsor and Session Speaker
OCTOBER 28-29TH with Pre-Conference
Workshops available October 27TH |
LEARN MORE AND REGISTER

For information on upcoming events, including free webinars, please [go to our website](#) and click on 'Webinars'.

Contact Jen Ianniello at
success@hrtms.com with any questions.