FAQs – Employee Position Descriptions

How do I certify (sign and date) my Position Description?

- Log into GreatJobs at <u>https://sso.tamus.edu</u>
- Change user type to "Employee" (if needed)
- Under Position Description select "Begin a New Action."
- Under Certify My Position Description, select "Start Action."
- "Search" for your Position Description.
- Select "Begin Action." Continue through tabs.
- Select "Certify My PD" and "Confirm."
- Automatic email is then sent to the Supervisor.