

## FAQs – Employee Position Descriptions

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

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- Log into GreatJobs at <https://sso.tamus.edu>
- 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.