INTRODUCTION
TO
UC Performance Link
JOB PROFILES

HOW TO GET STARTED

A. Open **Microsoft Internet Explorer**
B. Log on to the **myUofC** Portal at **https://my.ucalgary.ca**
C. Enter your eID and password and press **Sign On**
D. In the My Index tab, look under My Records, and click on **Employment Records**.
E. Click on **UC PERFORMANCE LINK** and the UCPL home page will appear.
F. Place your cursor over "Job Profiles" at the top of the page. A pull down menu will appear with the choices:

(1) Add Job Profile, and
(2) Job Profile Search

IMPORTANT NOTE:

This screen automatically "times out" after 5 hours. Your work in progress will NOT be autosaved. You will need to log back into the system after it times out.

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(1) ADD JOB PROFILE
Choose Add Job Profile from the pull down menu.

1. **Enter the UCPL Number:** Each faculty/department has been assigned an alpha code. For example, Human Resources' alpha code is HR. The numeric value beside the alpha code indicates the number of job profiles that have been completed within that unit (e.g. HR62). (Some larger units have devised a more detailed numeric system.) To see a list of the job profiles in your unit, you will need to first do a job profile search (see section 2 – Job Profile Search). Place your cursor over "Job Profile" at the top of the page and choose Job Profile Search. Fill in the Faculty and Department information and/or the **alpha code**. Click on the Search button. A list of all job profiles in your unit will appear. Go to the last page indicated and make a note of the last numeric value for your unit.

   Enter the appropriate **UCPL Number** according to the correct alpha code and the next numeric value for your faculty/dept into the UCPL Number box. For example: if the last UCPL Number is HR62, the correct UCPL Number to type in would be HR63. (If you do not know your unit's alpha code, please refer to the list of alpha codes attached.) This UCPL Number will appear on the printed job profile.

2. **Date Profile Developed/Updated**: Default is the current date.

3. Use the pull-down menus to fill in the appropriate **Faculty/Admin Area** and **Department/Unit**.

4. Use the pull-down menus to fill in the appropriate **Job Family** and **Development Phase**. If the position has not been placed, choose **None Selected** until your HR Analyst has reviewed the position for a placement determination.

5. Enter the **Job Title** in the appropriate box.

6. Enter appropriate information in the boxes for **Nature of the Work, Primary Purpose, Qualifications/Expertise Required, Accountabilities** and **Tasks and Duties** (optional) - see **Tip** below.

TIP:

You can complete these five sections beforehand in a WORD document and copy and paste the information into UCPL.

This will make the best use of your time, serve as a back up in case of system time out or problem, and you will have access to a spell checker!

Please note that fancy fonts, bullets, bold and italics will not copy over to UCPL.

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10. **Core Competencies:**

The University has established 8 core competencies that flow from its mission and values. Competencies define the behaviours, knowledge and skills important for University of Calgary staff. Further information about the 8 competencies and detailed definitions can be accessed on the Human Resources website at **www.ucalgary.ca/hr/learn/**, or through contacting Human Resources.

Each of the 8 competencies is important for staff at the University. Applying relative weightings to them identifies which of the 8 are especially important for a particular position. Relative weightings assist with selection and performance development processes. Most job profiles have 3 to 4 competencies selected as having CRITICAL IMPORTANCE, with the rest being selected as having CORE IMPORTANCE. **Please choose the relative weightings.** All core competencies are required to complete the job profile.

11. Click on **Add Job Profile.** The profile will now be saved, and the screen will default to the Edit function (see options under Edit Job Profile below).

12. **To View & Print your job profile:**

- To **View** - click on **Download RTF Profile** (may then also be saved as a Word document).
- To **Print** - go to the toolbar and click on **File** and **Print** (or see options under Job Profile Search below).

(2) JOB PROFILE SEARCH

Choose Job Profile Search from the pull down menu.

If you are searching for a particular job profile, enter the UCPL number or alpha code. To narrow or broaden searches, fill in the appropriate criteria in the boxes. Click on the **Search** button. Your search will provide a list of job profiles; you may print this screen by clicking on the **Print Results** button.

From the Search Results screen you may:

- **Download** the profile as either a PDF file or a Word document.

    - To view the PDF file, you must have Acrobat Reader installed on your computer.
    - To view the Word document, a File Download pop-up box will appear and you must choose either **Open** (to view) or **Save** (to save on your computer).

    To **Print** either of these types of files go to **File** then **Print**.

- Perform the following **Actions:**

    EDIT A JOB PROFILE:

    - Under the **Actions** heading for the job profile you wish to edit, choose **Edit**. Make your changes or additions to the appropriate sections of the job profile and click on **Update Job Profile**. Please note there is an Update Job Profile button in all 3 sections; please click on any one of those buttons when you are finished updating, or if you want to save any of the changes you have made.

    - The **Date Profile Developed/Updated** box will be automatically changed to the current date once you have clicked Update Job Profile.

IMPORTANT NOTE:

*You may have to "Refresh" UCPL in order to see the changes made. Go to **View** on the toolbar and hit **Refresh**, or press the Refresh icon on the toolbar*

    COPY A JOB PROFILE:

    - Under the **Actions** heading for the job profile you wish to copy, choose **Copy.** From the new screen, enter the UCPL number of the new job profile and make any desired changes to the job profile. Click on **Add Job Profile** at the bottom of the page.

DELETE A JOB PROFILE:

- Under the **Actions** heading for the job profile you wish to delete, choose **Delete.** If you wish to continue and delete the job profile, click on **Delete** again. If you do not wish to delete, use the **BACK** button at the top left hand corner.

SEND A JOB PROFILE:

- To send an Electronic copy of the job profile, choose **Send To** under the **Actions** heading of the job profile you wish to send. Fill in the email address of the person you wish to send the copy to. If you do not know the email address, click on **Find Email Address** and you will be able to search UofC email addresses (you will have to copy and paste the email address). Enter any comments you would like forwarded with the job profile in the **Email Text** box. Choose whether you want to send the profile in Word and/or PDF format. Hit **Send** and the job profile will be sent as an email attachment.