

## Job Description Catalog FAQs

The Job Description Catalog is an online tool accessible by Corporate, DTD, and Flight Assistant Managers and above and offers a centralized location to review job descriptions for Our People in non-management roles at Corporate, DTD and Flight. Job descriptions are a foundational support for the Talent Management Framework and are used to facilitate discussions pertaining to recruiting, performance management, career paths, and team development.

### **How do I find my departments job descriptions?**

There are several ways to search for job descriptions in the Catalog. You can click the appropriate **Business Segment icon** to view all descriptions for a Segment and scroll to locate your specific descriptions. You can also enter a job title, job code, or keyword into the search field.

### **Can I share these descriptions with my employees?**

Yes. Once you review for accuracy, we recommend reviewing job descriptions with your employees on a regular basis; especially during performance reviews.

### **How do I request updates to a job description?**

You may request updates to a job description by clicking the **Job Catalog Updates/Questions** button in the top right area of the Job Description Catalog page. Click the **Add/Modify Job Description** option. Fill out all required fields and choose **Modify Existing Job Description** as your type of change. The appropriate HR team member will be notified of your request and will reach out to you directly.

### **How do I request a new job description?**

You may request a new job description by clicking the **Job Catalog Updates/Questions** button in the top right area of the Job Description Catalog page. Click the **Add/Modify Job Description** option. Fill out all required fields and choose **Add New job Description** as your type of change. The appropriate HR team member will be notified of your request and will reach out to you directly for next steps.

### **How does the update/new description process work?**

After you submit your request through the job catalog, an HR team member will reach out to you directly. You may be asked to provide additional information about your request.

HR team members will work with you as needed to provide templates, develop content including job duties/responsibilities and qualifications, and to finalize the job description. Once updates/new descriptions have been finalized, you will be provided with a copy.

The Job Catalog will be updated frequently with changes.

### **Why isn't my job description listed?**

The Job Description Catalog was created from existing non-management job descriptions at Corporate, DTD and Flight. If the job description you are looking for cannot be located within the Job Description Catalog, it is possible that one does not exist. Please see "How do I request a new job description?" for further instructions.