



A clear understanding of the job is required to do just about everything that we do in HR. From recruiting the right people and evaluating their performance to benchmarking jobs and developing an equitable salary structure, all of these tasks require reliable job information. However, many of us have accepted the idea that job descriptions will always be erroneous and out of date because every attempt at managing them has resulted in more effort than it was worth. This is where we step in.

ABOUT US

JDXpert by HRTMS is an All-In-One Job Information & Description Management System that allows you to consolidate all of your job information into one robust yet easy-to-use application. Not only can you create, manage and store your job descriptions, you can also maintain and store other pertinent data like: FLSA information, employee acknowledgements, compensation or salary leveling data.

WITH JDXPERT YOU CAN

- ✓ Create standard job descriptions leveraging best practice & your unique business needs
- ✓ Seamlessly collaborate online with stakeholders securing their access by role
- ✓ Tap into extensive job description content
- ✓ Utilize simple email user interface for casual users eliminating the need for training
- ✓ Identify similar jobs & consolidate with power tools
- ✓ View/Compare complete archive of historical versions
- ✓ Search/Filter/Organize/Analyze/Report on jobs, view side-by-side & compare
- ✓ Auto-populate jobs with dynamic contents based on career architecture or parent/child hierarchy
- ✓ Capture employee job description acknowledgments
- ✓ Guard yourself against FLSA/ADA/Pay Equity compliance issues
- ✓ Integrate job information with your recruiting, benchmarking, & performance management systems
- ✓ Translate job descriptions to multiple languages
- ✓ And much more!