

Below is a dynamic, always evolving list of our new features added to JDXpert.

Process for enabling new features: HRTMS first updates client staging site with requested function, client tests and approves new function, HRTMS moves new feature to client's production site. Some features will require configuration time by HRTMS Implementation Specialists at contracted hourly rate.

Feature	Description	How To Get It? JDXpert Customers	How To Get It? HRTMS Jobs Customers
Sample Job Importer	If you're super unhappy with your current job descriptions or don't have any, JDXpert now allows you to import job descriptions from our curated sample library of over 3500 Titles. These job descriptions have indicative info like FLSA, EEO, SOC Code, Job Summaries, Essential Functions, Education, Experience, KSAs, Physical Demands and more.	Configuration hours may be required – Click here to contact Customer Success	Upgrade to JDXpert
PDQ Workbench	New administration tool that allows you to easily manage Position Description Questionnaires (PDQs). The tool allows you to search using one or more filters, manage the PDQs, save PDQs as new Job Descriptions, compare PDQs, and edit the PDQs.	Configuration hours may be required – Click here to contact Customer Success	Upgrade to JDXpert
PayScale MarketPay Integration	Import data from PayScale MarketPay and manage, search, edit and view that data in JDXpert. It Integrates with the Form builder allowing you to easily display MarketPay content as bullet rows in the job description.	Configuration hours may be required – Click here to contact Customer Success	Upgrade to JDXpert
Content Suggestions	HRTMS has leveraged AI to help you write Job Descriptions, specifically free form text like essential functions and KSAs. Our content features will now analyze all the relevant content for a job and provides you a concise list of suggested content. If a selected	Configuration hours may be required – Click here to contact Customer Success	Upgrade to JDXpert

phrase is not exactly right, click “more like this” and pick from a list of similar phrases.

<p>Content Histograms</p>	<p>In order to make the selection of Education, Experience, and Licenses and Certification easier, HRTMS products will now analyze all the relevant data for these items and present the user with histograms showing the relative percentage of jobs in each category (e.g. for education: High School 2%, Associates 20%, Bachelor's 60% etc.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
<p>Job Catalog Search</p>	<p>The Job Catalog is a new, easy-to-use search screen that lets users browse your library of job descriptions. A visual representation of the career ladder makes it easy to select one or more career streams. You can also filter using Job Family/Sub Function and/or other custom search fields. Jobs can be viewed in side-by-side mode or viewed/downloaded in full print preview.</p> <p>The Job Catalog can be exposed as a stand-alone application that does not require any authentication (for customers that publicly expose their job descriptions). You can also access the module from the main menu on the Home Page.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
<p>Completed Flag in Job Workflows</p>	<p>The Job Workflow module has a new feature that allows a non-approving workflow participant to indicate that they have completed their review of the job description.</p> <p>Once the participant completes their review, the workflow step approver will receive an email and a completion indicator will appear in the workflow details. If the approver needs additional feedback from the participant, the step approver can reset this flag, allowing the user to revisit the job description and continue editing.</p>	<p>Feature is enabled with new build.</p> <p>Users may want to customize the email templates.</p>	<p>Upgrade to JDXpert</p>

<p>Print Profile for Job Preview Link</p>	<p>A new parameter can be used to reference a specific Job Print Profile when showing or downloading a job record using a Preview Link. The new enhancement allows to provide specific job information from the same record to different groups of employees or departments, e.g. Managers, Supervisors, Employees, etc.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
<p>Advanced Content Split-View</p>	<p>The job description form was enhanced to add an ability to reference any related content while editing a job description using the right side of the form editor. The new split-view is context sensitive and can show links to relevant content as the user edits the job description. Relevant JDX jobs, like similar jobs or jobs in the same family/sub-family can be viewed in split screen for side-by-side editing. Attachments, print previews, level guidance and other related content can also be viewed here without leaving the job description. Advanced features allow you to create a virtually unending set of relevant content.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
<p>Formulas in Bullet List Rows</p>	<p>All the text box controls in Bullet Rows are enhanced to use expressions, which allows to have dynamic row values based on any job field values in a single row.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
<p>Job Posting Template</p>	<p>This feature allows you to easily define the scripts to generate precise job postings. The Posting Template lets you assemble and manage a list of Posting Sections, each having optional caption, conditional logic, line break settings and a main expression.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
<p>Simplified Editing of Building Blocks and Help Bubbles</p>	<p>This new enhancement allows the Administrator to quickly and easily edit fields in the master template and associated help bubbles by simply right-clicking outside of the building block. This virtually eliminates the need for the administrator to navigate the more complex master template and allows the admin to have more hands-on control when changes to the organization's job description form are required.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>



<p>Print Preview Link Enhancement</p>	<p>The new enhancement to the Print Preview Link allows downloading the latest finalized version of a Job Description in a PDF or Word format directly. This can be used to view/download a job description print-friendly format from/to a 3rd party vendor like Taleo, iCIMS, Workday, PeopleSoft, Lawson, Cornerstone, etc.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>
<p>Markdown Editor</p>	<p>The Markdown Editor allows users to apply more advanced formatting to bulleted lists. Apply bold, italic, bullets, headers, etc. to any row in the form editor. View edit mode side-by-side with preview mode so that you can see your formatting changes in real-time.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>
<p>Addendums</p>	<p>This is a quantum step that allows one job description to reflect the needs of multiple groups or employees. Data will appear dynamically for job descriptions based on who is viewing it. For example, a job description can contain data like responsibilities, qualifications or physical demands based on a specific department (or location, country or employee position) and morph automatically to reflect the job's requirements for that employee or (department, etc.) without creating additional job descriptions. Individual stakeholders can edit the information to create the correct set of data for their department (etc.) while Comp/HR can view the values for all. The addendum values can be compared as part the workflow process and are viewable in side-by-side settings; and numerous print options are available to give fine-grained control over what addendum data is printed.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
<p>Content Search</p>	<p>Crowd sourced web content is now available for Job Summaries, Essential Functions, Education, Experience, Knowledge, Skills and Abilities, and Licenses and Certifications (Competencies are coming soon). Content sources: HRTMS' Extensive Sample Job Library, O*net, HRTMS' AI-Powered Library of Web Postings, and HRTMS' crowd sourced Content Library. Users have the ability to</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>



select the source(s) they need when creating their own job description content. These content jobs can be used as a starting point when creating new Job Descriptions

<p>View/Edit Job Translations During Workflow</p>	<p>Users can preview and translate their job description in their selected language within a workflow.</p>	<p>The user must have multi-language enabled and should contact support to implement this feature. Click here to contact Customer Success if you would like to add multi-language to your license.</p>	<p>Upgrade to JDXpert</p>
<p>Improved Employee Acknowledgement Management</p>	<p>Users can manage employee acknowledgements directly from their desktop, giving them the ability to filter view completed versus outstanding acknowledgements and export the results to Excel.</p>	<p>The user must have acknowledgments enabled and should contact support to implement this feature. Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
<p>Automated Export of Employee Records</p>	<p>JDXpert now supports the ability to schedule an automated, secure export of employee records from JDX to the client's HRMS.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
<p>Enhanced Print Preview</p>	<p>JDXpert now supports pixel-perfect print previewing of job descriptions. This new feature shows the job descriptions in PDF format and does not require any downloads or plugins.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>



Employee Job Description Acknowledgements Enhancement	<p>Automatically create an employee Job Description Acknowledgement workflow when a change is detected for an employee record - new employees are added, employees change their managers, or if existing employees change jobs.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>
New Home Page Layout	<p>JDXpert home page icons can be grouped under user-defined headings, such as “Tasks” and “My Information”. This makes the user-experience easier to understand and icons are in predictable locations on the screen.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>
New User Interface Themes	<p>You can now choose one of the JDX-inspired themes: Vista_Blue_JDX and Vista_Grey_JDX. These themes provide a new modern, crisp user-interface experience and may be more compatible with your corporate colors.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>
Express Workflow	<p>The Job Description Express Workflow simplifies the create workflow process for one or more job descriptions. You can easily add ad-hoc reviewers and start a review process for multiple job descriptions at once. The business rules allow you to customize which jobs can be selected for review.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
Home page icons for Workflow	<p>There are new icons available on the home page that lets users initiate revision workflows or create new draft jobs. These icons let you define a launch pad with instructions and limit the list of available job descriptions and/or workflows to choose from.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>
Edit Icon	<p>New option feature Job Description form builder that simplifies the edit mode. The bullet lists will display in read-only mode initially and the user clicks an Edit icon to enable editing. This reduces the complexity to the end user especially for tab pages like education and experience where there may be many bullet lists.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>



Workday EIB file export	Export Job Descriptions in native Workday EIB format. This feature allows you to map content from JDXpert into the Workday XML structure, with full support for multi-rows and reference lookups. The EIB files can be manually imported or you schedule an automated job to import into Workday.	Contact Support to assist in creating the appropriate export profile and arranging the file interface.	Upgrade to JDXpert
Workday EIB file import	Import data into JDXpert from a Workday EIB file. Map data structures from the XML file into the target JDXpert fields. Transform and convert values using JDXpert expressions.	Contact Support to enable feature in staging	Upgrade to JDXpert
Workday Web integration	Send Job Profile and Position data to Workday in real time using the web service. This allows you to instantly update Workday at the completion of a workflow process in JDXpert	This applies to Workday clients only	Upgrade to JDXpert and must be a user of Workday
Screen Authorization Settings - Employee Role Filter	Allows you to filter/restrict employee lists by roles on all the employee related screens.	Contact Support to enable feature in staging	Upgrade to JDXpert
New User-Defined Flags	Updates were made to the current flag structure to allow up to 5 user-defined filter flags. These flags work like the existing flags such as IsChild, IsNew, IsApproved, etc. but differ in that you can name the flags using the business rules and create your own customized criteria to filter your job descriptions. The authorization settings let you restrict visibility and set sticky filters using the user-defined flags. You set flag values for your job descriptions individually or in bulk by importing them using the importing tool in Job Description Administration.	Contact Support to enable feature in staging	Upgrade to JDXpert



Custom Help Icons	<p>Enhancements have been made to allow for custom help icons. Previously, you could only add custom help icons in the form builder at the building block level. Now, you can add custom help icons to any form that supports customization and to the home page icons.</p>	<p>Contact support to enable this feature</p>	<p>Upgrade to JDXpert</p>
New Workflow Tasks Look and Feel	<p>The Workflow Tasks screen offers a new look and feel. The main grid of tasks includes an intuitive graphic that shows the current status of the workflow, including the active step, completed steps, completed tasks by participants and ad-hoc participants. On the right side of the screen, the tasks actions are shown vertically. Each task has a separate, user-definable block of instructions. This new look and feel allows workflow participants to easily view all workflows at a glance, and for active tasks, they have more detailed instructions.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>
Position Description Questionnaire (PDQ) Module	<p>This lets compensation managers send questionnaires to managers to gather information about positions.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
User-Defined Help Icons	<p>Allows users to define popup help anywhere on the screen.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>
New System Statistics Report	<p>This is a scheduled report that reports on system statistics such as number of JDs, audits, employees, workflows, etc. Can be send to any recipient.</p>	<p>Contact Support to enable feature in staging (please see Knowledge Base for information on how to access this report)</p>	<p>Upgrade to JDXpert</p>
Bulk Import Security	<p>Bulk import security for building blocks</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>

Side-By-Side View Career Laddering	<p>While editing a job, you can view the side-by-side jobs at match based on the laddering details.</p>	<p>Configuration hours may be required – Click here to contact Customer Success</p>	<p>Upgrade to JDXpert</p>
Express Master Template Designer	<p>Easy-to-use interface to handle common tasks like setting captions, arranging the order of fields, defining lists of values, and basic formatting.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>
Dynamic Multi-Choice Controls Enhancement	<p>Allows for dynamic combo boxes, radio buttons and popup tree-views in the Job Description Form editor. This new functionality allows for users to quickly and easily choose from relevant drop-down data that dynamically appears based on the previous value chosen.</p>	<p>Available in staging. Contact Support if assistance is required.</p>	<p>Upgrade to JDXpert</p>
Manual Cascade	<p>Manually cascade certain information from one job description to multiple target job descriptions. Similar to Parent/Child but without the required hierarchical relationship.</p>	<p>Available in staging. Contact Support if assistance is required.</p>	<p>Upgrade to JDXpert</p>
The Recruiter Questionnaire	<p>Selected roles can view, add and edit recruitment screening questions within a job description both within and outside of the workflow process. Enabling editing outside of workflow allows the user to edit just this specific field when the job description is in View Mode only—e.g., the Search Job Descriptions library—without giving full editing functionality to the user.</p>	<p>Contact Support for assistance with configuration in staging</p>	<p>Upgrade to JDXpert</p>



Score Comparable / Peer Jobs	Select and score 'Peer' or 'Comparable' jobs to the current job using a list of user-defined factors.	Contact Support for assistance with configuration in staging	Upgrade to JDXpert
The Open Position	Allows for vacant positions under a manager without a real employee account. It can be used as a place-holder when an employee is termed or a new position is not yet filled, but the position is visible under the manager and will be filled eventually. It also allows the manager to still view the jobs that were associated with that position. Open positions can be created manually or via imports.	Contact Support for assistance with configuration in staging	Upgrade to JDXpert
Proficiency-Based Competency Selection	Search and select multiple competencies that have proficiency levels. The search screen shows the levels of competencies on a single row and you simply click the level to select it.	Configuration hours may be required – Click here to contact Customer Success	Upgrade to JDXpert. Additional configuration hours may be required.
Search Restrictions using SQL Statement	Restricts the results of a job description search based on a SQL where clause. This is mainly used to restrict visibility of jobs based on the department, location, or business unit of the active user; but it can be extended to included complex business rules.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
System-wide Keyword Replacements	Make system-wide replacements on key words or phrases. For example, changing the term 'Job description' to 'Position description'.	Contact Support to enable feature in staging	Upgrade to JDXpert



Manager Job Description Links	<p>Grant employees' access to individual job descriptions even if they do not have employees in those jobs. This feature is mainly used when managers are planning to hire someone in a new position and need to access/edit the existing job description. The access can be limited to a date range.</p>	<p>Available in staging. Contact Support if assistance is required.</p>	<p>Upgrade to JDXpert</p>
Advanced Search and Edit Security	<p>Administrators can limit search and edit function to exclude/include parent jobs, child jobs and independent jobs. This allows for fine-grained control of access for sensitive job information.</p>	<p>Available in all JDX sites</p>	<p>Upgrade to JDXpert</p>
Added Configuration Options	<p>More options added to numerous screens including workflow finalization.</p>	<p>Available in staging. Contact Support if assistance is required.</p>	<p>Upgrade to JDXpert</p>
New Watermark	<p>Administrators can create a customized watermark to enable their users to better identify revision copies of job descriptions.</p>	<p>Available in staging. Contact Support if assistance is required.</p>	<p>Upgrade to JDXpert</p>
Import Process Improvements	<p>Allow for easier administration and improved matching logic using alternative job codes.</p>	<p>Available in staging. Contact Support if assistance is required.</p>	<p>Upgrade to JDXpert</p>
Performance Improvements	<p>Made to key parts of the system, notably the Employee Job Description Administration screens.</p>	<p>Available in staging. Contact Support if assistance is required.</p>	<p>Upgrade to JDXpert</p>
Employee Search Function	<p>Selected users now have the ability to search and view employees and their job descriptions, along with acknowledgement information.</p>	<p>Contact Support to enable feature in staging</p>	<p>Upgrade to JDXpert</p>

Additional Data Columns	More columns added in all bullet lists including three new drop-down columns, an additional textbox column, and a new column type to display links. The link column lets you integrate content such as competency libraries, SOPs, and other reference material at the bullet row level.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Enhanced Data Grids	Alternating colors, embedded HTML in cells, word wrapping, and variable row height based on the data. These changes make it much easier to view data in the job library.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
New Home Page Appearance	A cleaner more professional look. You can also more easily customize the overall look and feel.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Meta-data trees	Define and store hierarchical content in the form of a drill-down tree structure. Used for more complex competency integrations. Content from the Meta-data trees can be automatically propagated to the linked job descriptions.	Configuration hours may be required – Click here to contact Customer Success	Upgrade to JDXpert. Additional configuration hours may be required.
Reference Statements	Offer an alternative means to store content. This feature allows you to define reusable statements with contextual meta-data that can be searched from the Job description form editor. This is ideal for storing simple competency structures.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Manager Notifications Driven By Employee Changes	Notifies managers to take action when there are changes to employee job descriptions and/or reporting relationship. These customizable notifications can alert managers to initiate a Manager Attestation or Employee	Configuration hours may be required – Click here to contact Customer Success	Upgrade to JDXpert. Additional configuration hours may be required.

	Acknowledgement for the impacted employees or take other actions related to the employee.		
Manager Attestations	Allows a manager to confirm that employees have the necessary qualifications for their position, and if not, to define a remedial plan with appropriate approvals and sign-offs. This feature is designed to meet the FDA Part 11 validation requirements for the Pharmaceutical industry.	Configuration hours may be required – Click here to contact Customer Success	Upgrade to JDXpert. Additional configuration hours may be required.
Express Change Request	Managers can request a new workflow using a simple, one-click form on the manager's workbench.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Side-by-Side Editing	Review, compare and revise multiple jobs as a group. This is especially beneficial when doing re-grading and job evaluations for a job family.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Improved Security Model	Users can have different roles in different entities.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Simplified Screen Customization	View and edit forms in design-mode.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert

Express Bullet List Exports	Users can export bullet lists and clearly understand how to proceed to upload/mass change the bullet list data without instruction. Exports using this express option makes it very easy for the client to make necessary changes to their data, using clearly defined fields in the export file, and easily import it back into JDXpert.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Job Description Requests Via Email	Manager or employee can request job descriptions using their email only.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Redesigned “New Job” and “Change Job” Request Administration	Redesigned for easier configuration and administration. All settings and definitions are in a single location and the Wizards have also been enhanced to provide more information and options.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Export Employees using an Export Profile	Users can define Export Profiles for Employees and export from the Employee Administration page. The Export Profile can include data elements from the Job Description associated with the employee and filter expressions can be specified.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
New Employee Workflow Model	Easier to load employees and now includes the ad-hoc approach, allowing employees to complete tasks without logging on.	Available in all JDX sites	Upgrade to JDXpert
Employee Architecture Model	Simplified for efficient and easy employee model administration.	Available in all JDX sites	Upgrade to JDXpert
Sticky Filters	Hide or show jobs based on their flags.	Available in all JDX sites	Upgrade to JDXpert

Simplified Administration	Enabling easier configuration.	Available in all JDX sites	Upgrade to JDXpert
Enhanced Exporting	All objects are exportable.	Available in all JDX sites	Upgrade to JDXpert
Draft Job Description Feature	Managers can create Draft Jobs and initiate jobs via a simple one-page interface. This replaces the request process with JDX forms and workflow, allowing a simple powerful, and flexible new job process.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Streamlined Toolbar User Interface	Standardizes the toolbar layout throughout all forms in the system.	Available in all JDX sites	Upgrade to JDXpert
Enhanced Ad-Hoc Job Description Workflow	Allows “ad-hoc” reviewers to edit and view the job description without having to log into the system.	Available in all JDX sites	Upgrade to JDXpert
Support for Internet Explorer EDGE	JDXpert now supports Edge, the new default browser for Windows 10.	Available in all JDX sites	Upgrade to JDXpert
New User Interface with Tabbed Pages	More than one screen can be open at once.	Available in all JDX sites	Upgrade to JDXpert
Dynamic Logos	Display and print the same job description with different logos.	Available in all JDX sites	Upgrade to JDXpert
Change Report	Shows all changes made to a job description during a specified time frame. The report shows the original value, updated values and merged changes (tracked changes view). Results can be viewed online or downloaded to Excel.	Available in all JDX sites	Upgrade to JDXpert

Multiple Position Support	Employees can be associated with more than one job description.	Available in staging. Contact Support if assistance is required.	Upgrade to JDXpert
Share Functionality	Share multiple or single job descriptions with anyone. Recipients will receive a link that allows them to view/download their current job description on their desktop or mobile devices.	Available in all JDX sites	Upgrade to JDXpert
Job Posting Explorer	Users can search and view over 400k actual job postings to ensure your job descriptions are competitive. Drill down geographically, by industry or by company to see what responsibilities and qualifications should be required for you.	Available in all JDX sites	Upgrade to JDXpert
Integrated Knowledge Base	FAQs are now directly accessible from the tool.	Available in all JDX sites	Upgrade to JDXpert
Massively Scalable	Allows for unyielding performance levels regardless of the number of job descriptions you're managing.	Available in all JDX sites	Upgrade to JDXpert