

## JDXpert Software Features

- Job Description Management System
  - Web-based Subscription License
  - Organization-wide Portfolio of Job Descriptions
    - Database-oriented storage of job elements
    - Document attachment capabilities
    - Multiple user-defined sections and fields are supported
  - Search and Sort Job Descriptions
  - Add, Revise, Delete Job Descriptions
  - Job/Employee/Manager relationships
  - Link Job Descriptions to Master Templates
- Workflow with Committee Review and Multi-step/Multi-participant Routing
- Stakeholder workflow access via email (no login)
- Dynamic content - populate a group of Job Descriptions from a central content repository
- Inherit content via Parent-Child Job Description Relationships
- View and Print Job Descriptions
  - View Job Descriptions in Data Entry Mode
  - View Job Descriptions in Print Preview Mode
  - Share Job Descriptions on any device via link
  - Print-perfect Job Descriptions in Word, PDF and HTML
  - Personalized branding and logos
  - Role-based security restricts sensitive data
- Archive, Revision Control and Audit Functions
  - Compare current or historical versions with any other version
  - Color-coded comparisons similar to “track changes”
  - Complete archive of historical versions
- Side-by-side views (also exportable in spreadsheet format)
- Job Similarity Scoring with Split-screen view and Job Merge Tools
- Single Sign-on (SAML 2.0), Internal Database Security, Active Directory, LDAP
- Job Description Content - 4200 Titles high quality detailed Job Descriptions
  - Job Relationships - Job Families and user-defined
- Matrix Explorer, Organization Chart and Dashboards
- Automated and/or On-demand Application Data Exchange
  - Automated bi-directional HRMS Data Exchange for Employee and Job Information
  - Automated bi-directional Recruiting/ATS Data Exchange for Job Posting Information
  - Additional On-demand Data Exchange capabilities

## Optional JDXpert Features

JDXpert may be configured to include the following Advanced Capabilities

- Support for Job Descriptions and System Navigation in Multiple Languages
- Market Survey Pricing Tool Data Exchange
- Additional Programmatic or Direct/Integrated Application Data Exchange Support
- Job Evaluation Support
- All-employee Access/View of Job Descriptions
- Employee Job Description Acknowledgment
- Multiple-entity Library Support using the HRTMS Multi-entity Architecture
- Job Posting Explorer – search and view over 125k actual job postings to ensure your job descriptions are competitive
- Multiple Position Support For Employees – allows employees to be associated with more than one job description