The Steps in Creating a New Position Description
A Standard Job Description connects UW jobs to similar jobs in the market. An employee’s Position Description is created by their supervisor and builds on the Standard Job Description. The purpose of employee and supervisor engagement is to review and confirm job title, the Standard Job Description and Position Description that go into effect on July 1. Employee and supervisor engagement can begin in December 2019 and continue through April 2020. Contact your local HR for more detailed information.

How Employees Can Prepare

**October 2019 – April 2020**
- ✓ Review your current position description
- ✓ View learning resources on the TTC website
- ✓ View the new UW Standard Job Description Library on the TTC website in November
- ✓ Attend a November All-Campus Forum

**As Early as December 2019**
- ✓ Confirm timing of the conversation with your supervisor
- ✓ Engage in Manager/Supervisor conversation to review and confirm your job titles, the Standard Job Descriptions and Position Descriptions

How Supervisors Can Prepare

**October 2019 – April 2020**
- ✓ Review your employee’s current position description
- ✓ Talk with employees about the TTC Project
- ✓ Take manager training starting in November
- ✓ View the new UW Standard Job Description Library on the TTC website in November

**As Early as December 2019**
- ✓ Confirm timing of the conversation with your local HR
- ✓ Confirm employee Standard Job Descriptions and create employee Position Descriptions
- ✓ Engage with employees to review and confirm job titles, the Standard Job Descriptions and Position Descriptions