

Interview Exchange: How to Retrieve Job Descriptions

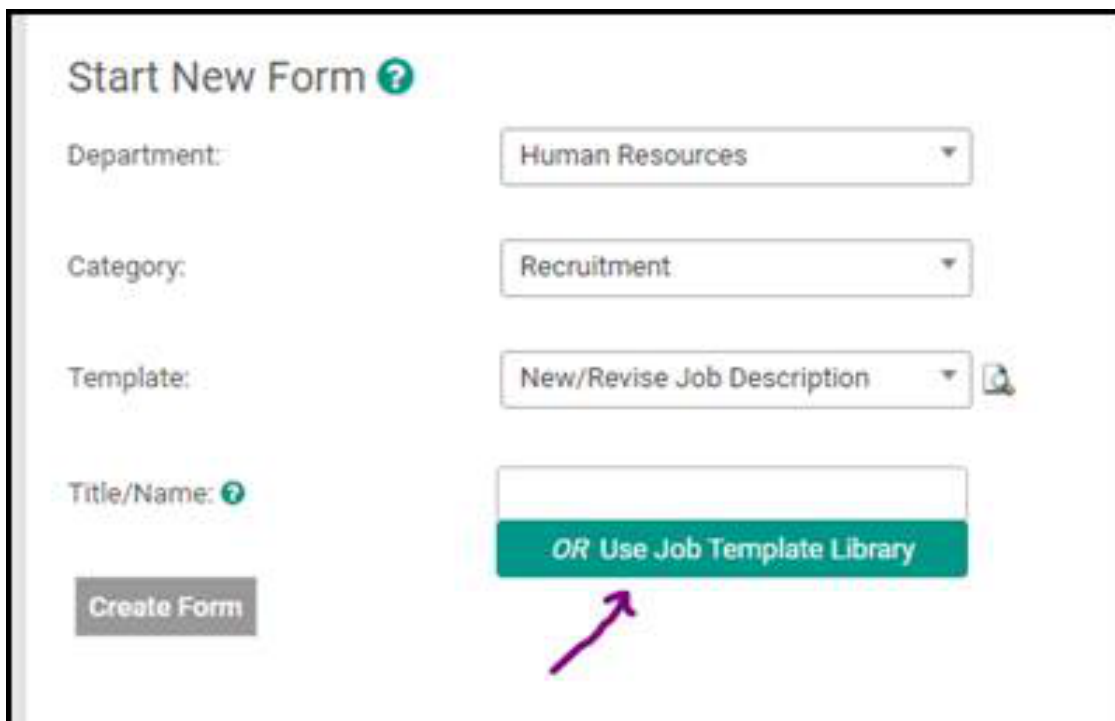
This process will show you how to view and download all of the job descriptions in a department you have Supervisor access to in Interview Exchange.

Here are the steps!

1. Open the Forms module in Interview Exchange and click **Start New Form**



2. Fill out the Form like below, so the green **Use Job Template Library** button appears. **Click** on that to open the library for the selected Department.

A screenshot of the "Start New Form" form. The form has a title "Start New Form" with a question mark icon. It contains four dropdown menus: "Department" (Human Resources), "Category" (Recruitment), and "Template" (New/Revise Job Description). Below the "Template" dropdown is a green button labeled "OR Use Job Template Library". A purple arrow points from the bottom right towards this button. At the bottom left of the form is a grey button labeled "Create Form".

3. **Click** on the job title to open the job description you want to view.

ID	Title	Category	Department	Created
11278	Director of Employee Engagement	Professional and...	Human Resources	07/01/24
10901	HRIS Assistant	Professional and...	Human Resources	03/19/24
10877	Associate Vice President, Huma...	Professional and...	Human Resources	03/19/24
10875	Search Advocacy Coordinator	Professional and...	Human Resources	03/19/24
10742	Employment Assistant, Human Re...	Professional and...	Human Resources	03/19/24
10705	Senior HRIS Analyst	Professional and...	Human Resources	03/19/24
10704	Director of Compensation and B...	Professional and...	Human Resources	03/19/24
10485	Compensation and Benefits Asso...	Professional and...	Human Resources	03/19/24
10477	Human Resources Administrative...	Professional and...	Human Resources	03/19/24
10194	Benefits Specialist, Human Res...	Professional and...	Human Resources	03/19/24

1 to 10 of 10 Templates

4. In the top right corner, **Click** on the PDF icon.

Department: Human Resources

Job Template Details

Search

Compensation and Benefits Associate, Human Resources

Roger Williams University

Job Template ID: 10485

Company Description

At Roger Williams University, students are prepared to be thinkers and doers ready to solve challenging problems

5. This will open the job description in a new window, **Click** on the download (or print) icon to save it locally (or print it).

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Compensation and Benefits Associate, Human Resources

Roger Williams University

Job Template ID: 10485

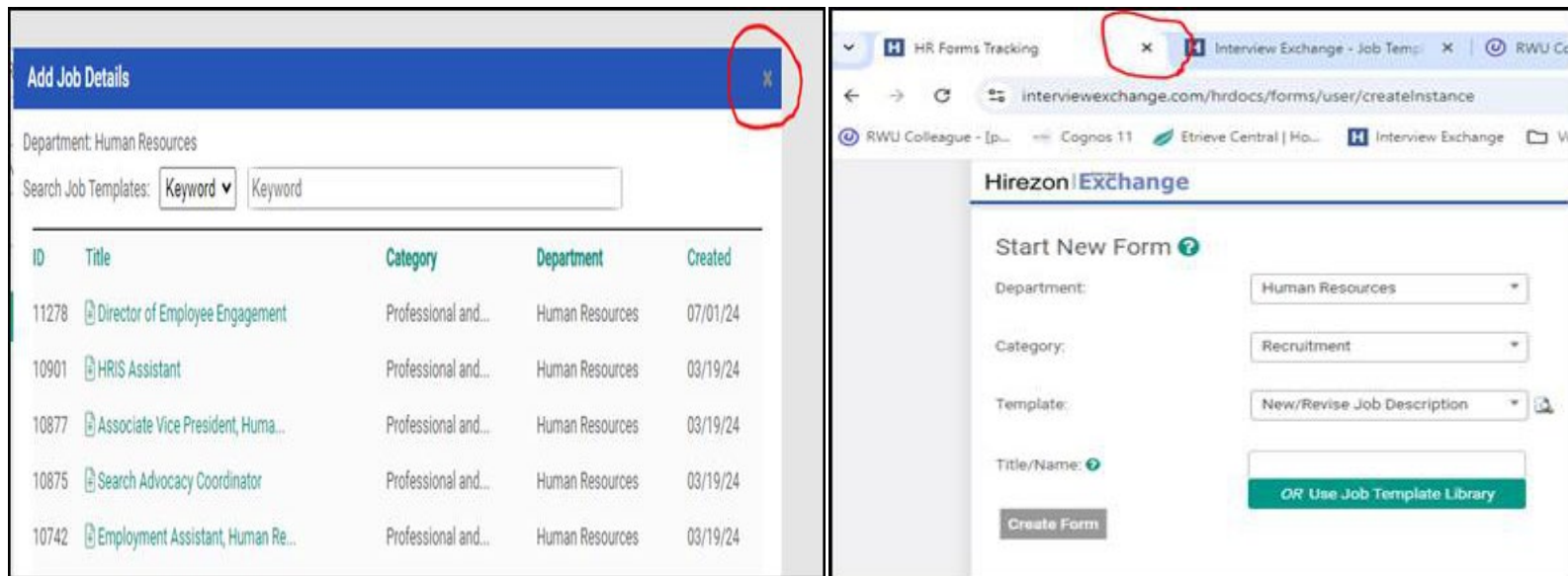
Company Description

At Roger Williams University, students are prepared to be thinkers and doers ready to solve challenging problems with innovative solutions. RWU offers 50 majors and robust offerings of graduate and professional programs across eight schools of study including Rhode Island's only law school, with campuses on the coast of Bristol and in the heart of Providence, R.I. With small classrooms and a focus on undergraduate and graduate research and community engagement, a Roger Williams education blends the strength of liberal arts and professional studies, providing all students with the depth and breadth of interdisciplinary thinking and well-rounded knowledge necessary to succeed in our interconnected, global world. RWU is committed to strengthening society through engaged scholarship so that students graduate with the ability to think critically and apply the practical skills that today's employers demand.

6. To repeat the process, go back to the open job description and **Click** on the **X** to go back to the Departmental listing where you can pick another job description to download (or print).



7. When you are done, **Click** X to close the Job Template Library, or just **Click** X to close the browser window/tab.



Please always keep in mind that job descriptions should be changed in Interview Exchange as a New/Revise Form, and changes should always be made to the existing job descriptions in the library. If you have just a few changes, talk to HR about editing the library without creating a form.