Viewing or Printing a Position Description:

1) Open Workday (http://workday.cornell.edu).
2) Click the LOG IN to Workday button.
3) To search as:
   a) As Employee as Self, click on your name and then View Profile in the window that pops up.

   ![Employee Name]

   b) Or, as a Manager, search for a direct report (team member) by clicking on My Team worklet and selecting the name of the employee who’s position description you want to view.

4) Click the related actions button “…” that appears when you hover over the space at the end of the employee’s position.

   ![Position]

5) Hover over the word Position, then click on View Position Restrictions.

6) The default tab, Position Overview, includes Job Description Summary and detail.

7) The Qualifications tab shows the Responsibilities matrix.

Note: Currently, employees are unable to view the Responsibilities matrix on the Qualifications tab, however, this information can be viewed and printed by managers. We are working to fix this and will have a resolution shortly. In the meantime, employees who wish to review their Responsibilities matrix should contact their manager to have the information provided.
8) Click the **Printer icon** in the top right corner (Page Header - blue bar).

9) In the window that appears, click **Clear All**.

10) Select **Position Overview** and **Qualifications** (see window to the right).

11) Click **Print**.

12) Click **Open** in Adobe Acrobat.

**Note:** The displayed form is the replacement for the SPD form. You can print the document from here.