Job Assignments

Job assignments enable users to capture their different responsibilities within their organisation. Job assignments can be created and updated manually via a user's profile or via HR Import and users may hold any number of job assignments, with each job optionally linked to a position, organisation, manager, appraiser and temporary manager.

Team

Managers with team members holding one or more job assignments - including users that might report to other managers too - can see all of their team's details in their Team area and have full access to their record of learning and learning plans.

Seminar events

When requesting seminar event attendance, learners can specify their job assignment relating to the training event, ensuring development relevant to each job assignment is managed effectively.

For seminar events that require manager approval, learners reporting to multiple managers can choose to select which manager should receive the booking approval request. This allows the appropriate manager to approve attendance and manage team member training schedules.
Manage job assignments

User positions, organisations, appraisers, managers and temporary managers, can be created and managed manually through user profile pages and - using unique ID numbers - job assignments can be linked to an individual and updated via HR Import.
Job assignment column and search fields are available within the Report Builder, and content may be filtered by jobs and corresponding managers, allowing detailed data to be gathered around training, responsibilities across the organisation and team structures.

Audiences

New rules around job assignments are available within dynamic audiences, allowing custom programs, learning plans, goals and / or access rights to be assigned to the relevant people.

Learn more and try it yourself in the Hierarchies and job assignments course on Totara Academy.