

Job Assignments



For sites upgrading to 9.0 from a previous version, please read [Upgrading and Using 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.

User details

Full profile
 Email address: thomas@whiterabbitmail.com
 Country: United States
 City/town: Capital City
 Timezone: Europe/London
 Real name: Blue
 SSN: 0100110 0100101 0101011

Badges

Badges from prototype:

- Garbage and Recycling
- Program Defense System Expert
- Advanced Telephony Systems

Job assignments

- Software Developer
- IT Security Specialist
- Add job assignment

Learning

Record of Learning
 Learning Plans

Course details

Course profiles
 Transition Testing
 Taxation Payments
 Advanced IT Security
 Time Management: Don't Think You're Faster, Know You Are

Miscellaneous

Notes
 Forum posts
 Forum discussions

Reports

Course completion
 Today's logs
 All logs
 Daily report
 Complete report
 Statistics
 Grade

Administration

Preferences
 Log in as

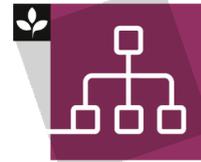
Login activity

First access to site
 Never
 Last access to site
 Never
 Last IP address
 ...

On this page

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Related pages



The Totara Academy has a whole course dedicated to using [Hierarchies and job assignments](#) in Totara Learn. Here you can learn more on how to use hierarchies and job assignments, see best practice, and give it a go yourself.

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.



Learning plans are not tied to a specific job assignment at present.

Team Members: 4 records shown

All members of your team are shown below.

Name	Last Login	Courses Started	Courses Completed	Competencies Achieved	Extensions
Belinda McClory <small>Full Profile Badges Records Approvals 100% Feedback Status Request</small>	0	0	0	0	0
Joe Pantallano <small>Full Profile Badges Records Approvals 100% Feedback Status Request</small>	0	0	0	0	0
Manus Chong <small>Full Profile Badges Records Approvals 100% Feedback Status Request</small>	0	0	0	0	0
Thomas A. Anderson <small>Full Profile Badges Records Approvals 100% Feedback Status Request</small>	0	0	0	0	0

Export as: Export

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.

Topic 1

Adaptation and Improvement in the Workplace

Date	Time and Time Zone	Room	Capacity	Status	Options
25 September 2018	9:00 AM - 4:00 PM Europe/London		0 / 10	Booking open	 Attendees Sign-up

[View all events](#)

Sign-up for Adaptation and Improvement in the Workplace

Internal/External

Internal

location

150 Willis Street Wellington

Event date/time

25 September 2016, 9:00 AM - 4:00 PM Europe/London

Duration

7 hours

Maximum bookings

10

Approval required by:

Manager Approval

There are required fields in this form marked *

Manager Managers from all job assignments

Select a job assignment

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.

There are required fields in this form marked *

Job assignment

Full name

Short name

ID Number

Description

Start date Enable

End date Enable

Position

Organisation

Appraiser

Manager

Temporary manager

Temporary manager expiry date Enable

Job assignment

Full name

Short name

ID Number

Description

Start date Enable

End date Enable

Position

Organisation

Appraiser

Manager

Temporary manager

Temporary manager expiry date Enable

Report builder

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.

Edit Report 'Team Members'

General Columns Graph Filters **Content** Performance Collapse all

Content Controls

Warning: Embedded reports may have further content restrictions applied via *embedded parameters*. These can further limit the content that is shown in the report

Report content

Show all records

Show records matching any of the checked criteria below

Show records matching all of the checked criteria below

Show by user

Show records based on user

Include records from particular users

A user's own records

Records for user's direct reports for any of the user's job assignments

Records for user's indirect reports for any of the user's job assignments

Records for user's temporary reports for any of the user's job assignments

Standard filter options

The choices below determine which filter will appear above the report and how they are labelled.

No search fields have been created yet - add them by selecting a search term in the pulldown below.

Search Field	Customise Field Name	Advanced?	Options
Add another filter...			
All User's Job Assignments			
User's Job Title(s)			
User's Job Start Date(s)			
User's Job End Date(s)			
User's Position(s)			
User's Position ID Number(s)			
User's Position Type(s)			
User's Position Framework ID(s)			
User's Position Framework ID Number(s)			
User's Organisation(s)			
User's Organisation ID Number(s)			
User's Organisation Type(s)			
User's Organisation Framework ID(s)			
User's Organisation Framework ID Number(s)			
User's Organisation Framework ID Number(s)			
User's Manager(s)			
User's Manager ID Number(s)			

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.

Trinity Group

Overview Edit details Rule sets Members Enrolled learning Visible learning Learning Plan Goals Assign Roles

Automatically update membership

Make a user a member when they meet rule sets criteria

Remove a user's membership when they no longer meet the rule sets criteria

Membership setting between every rule set

AND (members are in every rule set)

OR (members are in any rule set)

Add a Rule Set

Add rule

Choose

- All Job Assignments
- Titles
- Start Dates
- End Dates
- Positions
- Position Names
- Position ID Numbers
- Position Assignment Dates
- Position types
- Organisations
- Organisation Names
- Organisation ID Numbers
- Organisation types
- Managers
- Has direct reports
- Learning
 - Course completion
 - Course completion date
 - Course completion duration
 - Program completion

 Learn more and try it yourself in the [Hierarchies and job assignments course](#) on Totara Academy.