March 23, 2022

**Job Builder (JDX) Informational Training Session, April 14th**

Dear HR Managers and Supervisors,

With the transition to our new Job Builder system powered by JDXpert approaching, the Compensation Team would like to invite you and the HR Partners on your team to an informational training session! This session will provide you with all the basics you will need to get started once the new platform is live. It will be held over [**Zoom on April 14th between 1:00 PM - 2:30 PM**](https://berkeley.zoom.us/j/95810375651). This session will be recorded and be  made available on the People & Culture website.

There will be live demonstrations illustrating how to add a job description, how to find/revise a job description, and much more. Although this training session is optional, we do highly recommend attending as this will give you an opportunity to ask questions and ensure a smooth transition to the new Job Builder platform which is planned to roll out to campus around May. 

Please be sure to share this email and information with your HR Partners. A bCal invitation to the training session will be sent out shortly - **please add your HR Partners to the invite**. 

Beginning at Go Live, we will be holding drop-in office hours via zoom for those that begin using the new Job Builder JDX platform and have questions. Drop-in zoom hours will be announced on our [P&C website](https://hr.berkeley.edu/compensation-benefits/compensation/job-builder). Resources will be made available on our website including: short Grow on the Go training videos and a Master User Guide to help campus navigate the new system.

Please send any questions or comments to [Compdesk@berkeley.edu](mailto:Compdesk@berkeley.edu).

We look forward to partnering with you all through this transition!

Best Regards,

Monica and Jennifer

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