1. Log in with your NetID
   Visit the JDXpert Career Matrix and use your NetID credentials to log in.

2. Access the career architecture
   On the right-hand side of the page, under Quick Links, click on the “Matrix” icon to access the career architecture.

3. Navigate views
   There are two ways to navigate the Job Functions: matrix overview and treeview.
Matrix view overview
Matrix view is the default view within the Matrix. Navigate the Job Functions tab using the arrow located on the left- and right-hand side of the screen.

Treeview overview
You can choose to view the Treeview menu by clicking on arrow to the left side of the screen next to matrix view.

To hide the Treeview, click on arrow again:
How to view Job Families under Job Functions

Matrix view:

Treeview:
How to view Career Streams

Matrix view:

Treeview:
4. Select jobs and side-by-side view

Click on an individual title to select. The title will appear highlighted to indicate it is selected.

Once the jobs you want to view are selected, click “Selected Jobs” in the top left corner.
A window with the selected jobs will pop up. If you would like to deselect a job, uncheck the box next to the job. When you are ready, click on “Side-By-Side” to view the selected jobs.

A window with a side-by-side view will pop up.

This view allows you to easily compare two or more jobs. Scroll down in this window to see Family and Job responsibilities, which can help distinguish job differences.
If you wish to download the comparisons, you can select “Export as Excel” at the top of the side-by-side window. An Excel file will be downloaded to your computer.

You can also filter information in the side-by-side window by clicking the “Highlight Differences” or “Hide Identical Rows” box.
5. Clear selected jobs
   
   a. To deselect one job, click on the job title. Doing so will un-highlight the job title.

   b. To clear all selected jobs, click on “Clear selected.”

6. Search for jobs

   Locate the search box on the top left-hand side of the screen. You can search for a single job or use the filter drop down and search by Job Function.

   To search for a single job, click in the search box and enter the job title then push enter on your keyboard or click the magnifying glass icon to the right of search box. All the job levels for that position will pop up where you can select the job you searched for.
To search by Job Function, click the filter drop down next to the search box, scroll down to “Filter by Job Family,” and select the Job Function you are looking for.

The entire Job Function that you select will update on screen.
For additional assistance with JDExpert, please contact your Senior HR Partner.

Thank you!