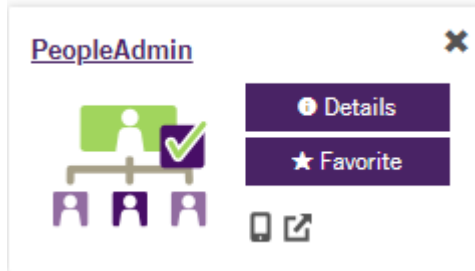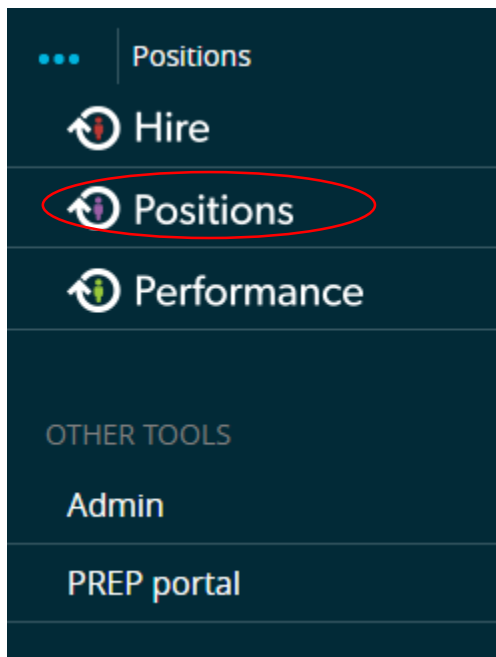# How to View Your Job Description

While in the eWeber portal, select the PeopleAdmin App. This app is found by selecting the Human Resources Channel or doing a search for PeopleAdmin.
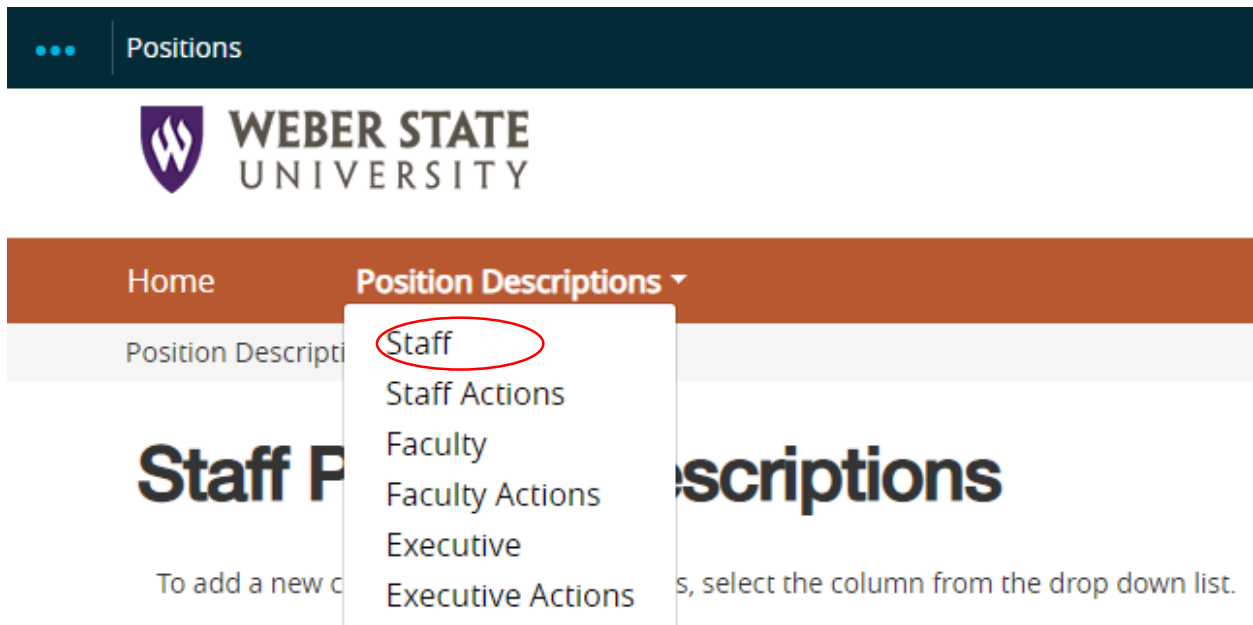

Be sure that your user group is Employee. Then click on the three blue dots in the upper, left corner of the screen.

You will then select Positions from the drop down menu options.

Next, select Position Descriptions and then select Staff from the drop down menu.

Your job description will appear in the list of job descriptions. To view, you can click on the title or hover over Actions (to the right of the job description) and select view.