Overview: This guide provides instruction on viewing all employment instances held by employees.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Job List Page
   - Reports and Reviews
   - Job Information
   - Job List

2. Job List search page displays
   - Enter one or more of the search fields
   - Click

3. Job List page displays
   - Displays CU employment status

Job List – Employee Only Lookup complete