

Job Profile Completion Instructions

WellStar Occupational Medicine

Please read the entire instruction sheet before proceeding.

- WellStar Occupational Medicine will attach the job profile template document to an E-mail communication.
- Once received, open the attached job profile template and save it as an original document. You may want to create a **Job Profile Folder** to hold the original and all the job specific profiles you create. Your original document will be your template to build other job profiles.
- Using the original document, fill in the information on a specific job. Use your mouse to click from one field to the next.
- After completing the last field (date), go to the top of the screen and hit “File” and then “Save As.”
- Name and save the document in the **Job Profile Folder**. When saving, always “Save as”, to assure you will have the original document blank.
- Once you have saved the document, attach it to an E-mail and send to Bob Carlson at bob.carlson@wellstar.org.