Multiple Jobs Inquire Page

1.	Click the **Administer Workforce** link. ⊕ Administer Workforce
2.	Click the **Administer Workforce (USF)** link. ⊕ Administer Workforce (USF)
3.	Click the **Inquire** link. ⊕ Inquire
4.	Click the **Multiple Jobs** link. Multiple Jobs
5.	Click in the field by which you want to search.
6.	Enter the desired information into the **EmplID** field. Enter a valid value, e.g. "**0015**".
7.	Click the **Search** button to view the **Employee** page of the **Multiple Jobs** view. Search
8.	Click the **Position Data** tab to view the **Position Data** page of the **Multiple Jobs** view. Position Data
9.	Click the **Job Information** tab to view the **Job Information** page of the **Multiple Jobs** view. Job Information
10.	Click the **Return to Search** button. 🔍 Return to Search
11.	Continue to search for additional information, if necessary. **End of Procedure.**