Overview of the Position Description Questionnaire
Getting Started

1. Go to the browser on your computer type: http://oberlin.jobblox.com

2. The system will open the login screen:

3. Click the hyperlink that says **Recover Password?**

4. The system will ask you for your email **(You might need to try both of your email addresses)** then select Ask Me the Security Questions

5. The Answer: **Oberlin College and Conservatory**

6. The system will send you an email. Follow the instructions in the email

7. We can help you if you forget your password, but we won't know your password. You can always recover a new password by following the instructions above

8. Note: 3 unsuccessful login attempts will lock your account; if so, email: support@econsultingnetwork.com

9. The JobBlox support team will unlock your account and send you a new password via email

10. The password does not expire, it is okay to the same password for the entire process

Oberlin Position Questionnaire

Welcome to the online version of the Oberlin Position Questionnaire. We appreciate your participation and value your input. If you have any questions about the questionnaire contact your Department Human Resource Manager. Complete and submit this questionnaire by **Monday April 11th**. Please log in with your email address and password.

Your Email Address: [   ]
Your Password: [   ]
☐ Remember me for six hours

[Log In and Start the Position Questionnaire]

Recover Password?

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Send Me a New Password

Enter your email address to receive your password.

Your Email Address: [   ]

[Ask Me the Security Question]

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Answer the following security question to receive your password.

Email Address: dgrigson2
Security Question: Company?
Answer: [   ]

[Send Me a New Password]

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