

专技岗位等级聘用操作手册（教职工）

一、申报入口

人力资源服务与管理系统地址：<http://hrm.zju.edu.cn/>

菜单路径：专技岗位等级聘用——专技等级申报——个人申报

The screenshot shows the homepage of the Zhejiang University Human Resources Service and Management System. At the top, there is a navigation bar with links such as '首页' (Home), '个人信息' (Personal Information), '聚贤纳才' (Attract Talents), '职称评审' (职称 Review), '职员晋级' (Employee Grade Promotion), '年度考核' (Annual Assessment), '附属医院职员聘级' (Affiliated Hospital Staff Appointment Grade), '干部人事档案专项审核' (Special Audit of Cadre Personnel Files), '合同信息管理' (Contract Information Management), and '聘岗管理' (Appointment Position Management). A red arrow points to the '专技岗位等级聘用' (Professional Title Grade Allocation) link in the top navigation bar. Below the navigation bar, there is a grid of icons for various services, including '进行中' (In Progress), '已结束' (Completed), '已归档' (Archived), '校内异动' (Intra-campus Transfer), '晋级申报' (Promotion Application), '个人概况' (Personal Profile), and '历年个人总结' (Annual Personal Summary). Another red arrow points to the '个人申报' (Individual Application) link under the '专技等级申报' (Professional Title Grade Allocation) section in the left sidebar.

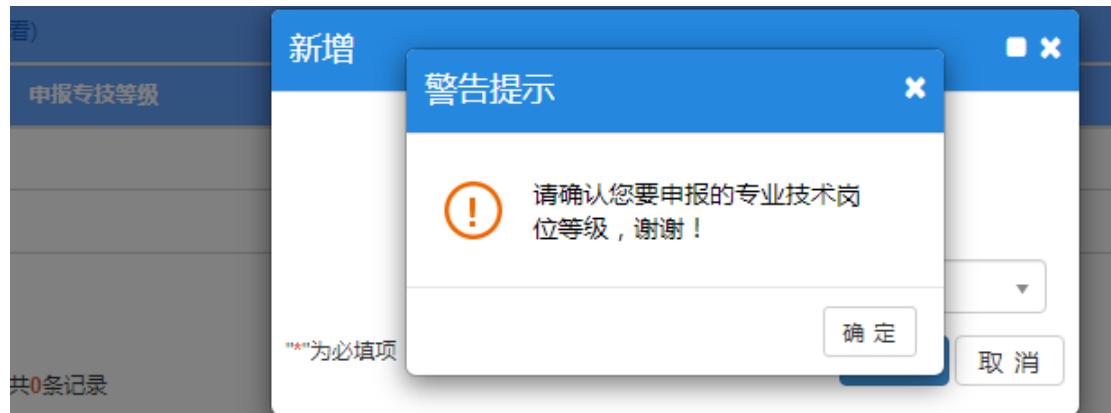
二、申报指南

1. 个人申报

在个人申报页点击列表左上角【申报专技等级】按钮，确认批次年度后选择需要申报的专技等级后点击【申报】即可：

The screenshot shows the 'Individual Application' page for professional title grade allocation. The left sidebar shows the navigation path: '专技岗位等级聘用' > '专技等级申报' > '个人申报'. The main content area displays the current location as '当前位置：专技岗位等级聘用>专技等级申报>个人申报'. It includes filters for '批次年度' (Batch Year) set to '2022专业技术岗位等级聘用 (202...)' and '状态' (Status) set to '全部' (All). Below these are buttons for '+申报专技等级' (Submit Professional Title Grade), '完善申报表' (Complete Application Form), '删除申报表' (Delete Application Form), '导出申报表' (Export Application Form), and '查看' (View). A large red arrow points from the top-left of the main content area down to the '+申报专技等级' button. A smaller red arrow points from the bottom of the main content area to the '申报' (Submit) button in the bottom right corner of the modal window. The modal window itself has a header '新增' (Add New) and fields for '批次年度' (Batch Year), '申报人' (Applicant), and '申报专技等级' (Submitted Professional Title Grade), which is currently set to '教师专业技术二级岗位' (Teaching Technical Position Level 2).

注：专技等级申报大一级岗位，不可跨级别申报，若出现弹框则需要重新选择申报等级：



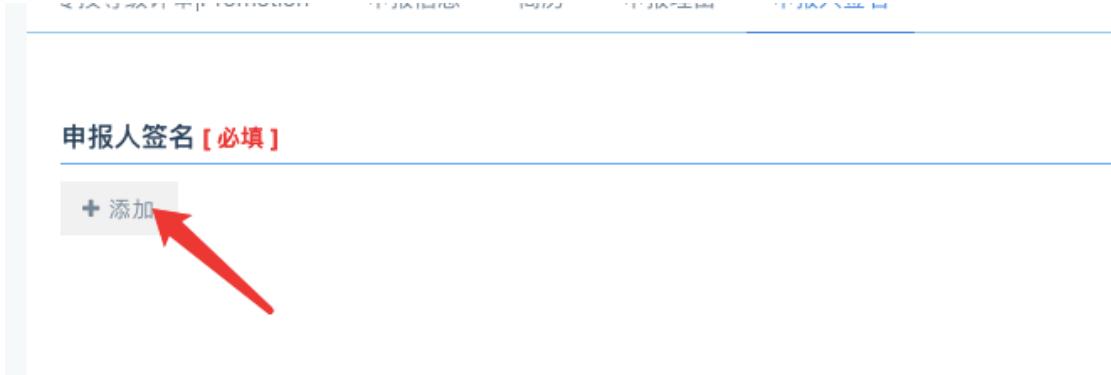
满足申报条件的人员点击申报后在打开的网页中完善申报表信息：

表单中个人信息为默认内容不可修改，若有疑问可联系人事处老师对原始数据进行修改，每填写完一个表单项内容都要点击项目右侧【保存】按钮：

表单中涉及字数限制的填写框右下角会有相应字数统计内容，超过字数限制将无法继续输入或粘贴文字，请注意观察：

表单中如有“申报人签字”部分，点击下方【添加】按钮，线下将签字拍照后的文件上

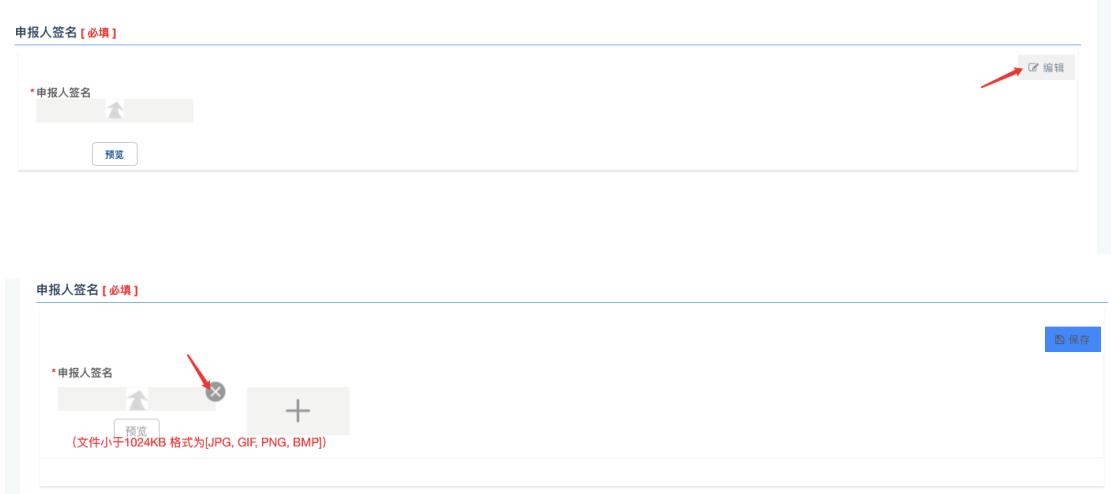
传到电脑端，然后点击【+】，选择对应文件上传即可：



申报人签名 [必填]

+ 添加

如果第一次未添加图片并保存，系统会默认填充一张图片，需要先点击对应模块右侧【编辑】按钮，点击【X】删除默认图片然后点击【+】进行图片添加：



申报人签名 [必填]

* 申报人签名

+ 编辑

申报人签名 [必填]

* 申报人签名

预览

(文件小于1024KB 格式为[JPG, GIF, PNG, BMP])

保存

全部填写完成点击页面下方【保存并返回】按钮：



申报人对今后工作的承诺 [必填]

* 申报人对今后工作的承诺 (包括承担课程教学、科学研究等工作)

申报人对今后工作的承
申报人对今后工作的承
申报人对今后工作的承

* 申报人签字

预览

保存并返回

然后在表单首页点击【提交】即可

The screenshot shows the 'Professional Technical Position Grade Application' form. At the top left is a 'Submit' button. Below it are tabs for 'Promotion', 'Personal Information', 'Reason for Submission (Up to 600 characters)', and 'Promise for Future Work'. A blue header bar says 'Submission Information'. Below that are three input fields: 'Personal Information', 'Reason for Submission (Up to 600 characters)', and 'Promise for Future Work'. At the bottom right are 'Save' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button.

2. 其他操作

2.1 完善申报表

在申报表未完善之前中途离开系统的或者业绩资格审核阶段被退回时，可单击选中申报记录点击左上角【完善申报表】打开表单继续进行完善和提交操作：

The screenshot shows the '完善申报表' (Improve Application Form) page. On the left is a sidebar with 'Professional Technical Position Grade Application', 'Professional Technical Position Grade Application', and 'Personal Application'. The main area shows the current location: '当前位置：专业岗位等级聘用>专业技术申报>个人申报'. It includes filters for '批次年度' (Batch Year) set to '2022专业技术岗位等级聘用 (202...)' and '状态' (Status) set to '全部' (All). Below these are buttons for '完善申报表' (Improve Application Form), '删除申报表' (Delete Application Form), '导出申报表' (Export Application Form), and '查看' (View). A red arrow points to the '完善申报表' button. Below this is a table titled '专业岗位等级申报 (提示：双击空状态申报，非空状态查看)' (Professional Technical Position Grade Declaration (Tip: Double-click empty status to declare, non-empty status to view)). The table has columns: 序号 (Sequence Number), 批次年度 (Batch Year), 姓名 (Name), 部门 (Department), 申报专业等级 (Declared Professional Technical Grade), 原专业等级 (Original Professional Technical Grade), and 原状态 (Original Status). One row is highlighted in orange, with a red arrow pointing to the '序号' (Sequence Number) column of the first row, which contains the number '1'.

2.2 删除申报表

在申报表提交之前可单机选中申报记录点击【删除申报表】对进行中的申报记录进行删除，删除后可重新发起申报：

当前位置：专技岗位等级聘用>专技等级申报> [个人申报](#)

批次年度 [2022专业技术岗位等级聘用 \(202...\)](#) 状态 [全部](#)

[完善申报表](#) [删除申报表](#) [导出申报表](#) [查看](#)

专技岗位等级申报(提示：双击空状态申报，非空状态查看)

序号	批次年度	姓名	部门	申报专技等级	原专技等级
1	2022专业技术岗位等级聘用	测试账号	人力资源处	教师专业技术二级岗位	

单击选中

2.3 查看申报表

有申报记录的情况下，单机选中申报记录点击【查看】可查看申报表单已填写保存的内容：

当前位置：专技岗位等级聘用>专技等级申报> [个人申报](#)

批次年度 [2022专业技术岗位等级聘用 \(202...\)](#) 状态 [全部](#)

[完善申报表](#) [删除申报表](#) [导出申报表](#) [查看](#)

专技岗位等级申报(提示：双击空状态申报，非空状态查看)

序号	批次年度	姓名	部门	申报专技等级	原专技等级
1	2022专业技术岗位等级聘用	测试账号	人力资源处	教师专业技术二级岗位	

单击选中

2.4 关注审核进度

审核记录右方可随时查看当前审核进度：

序号	批次年度	姓名	部门	申报专技等级	原专技等级	原专技等级聘任时间	资料审核状态	审核进度	创建时间	申报时间	审核时间
1	2022专业技术岗位等级聘用	测试账号	人力资源处	教师专业技术二级岗位		2022-04	待审核	环节：【单位审核】审核中...	2022-04-11	2022-04-11	