1. Navigate to the **Job Data** page to view job history.
2. Under Search Criteria, enter name or **Employee ID**, or use other search options.
3. Check the **Include History** box.
4. Click **Search**.
5. “Current” indicates that you are looking at the current appointment data.
6. Click the “arrow” buttons to navigate through the historical data.
7. “History” indicates that you are looking at the historical job appointment data.

**PeopleSoft Tips**
- The Job Data page shows historical information for one appointment at a time. Go back to the search page to review other appointments with historical data.