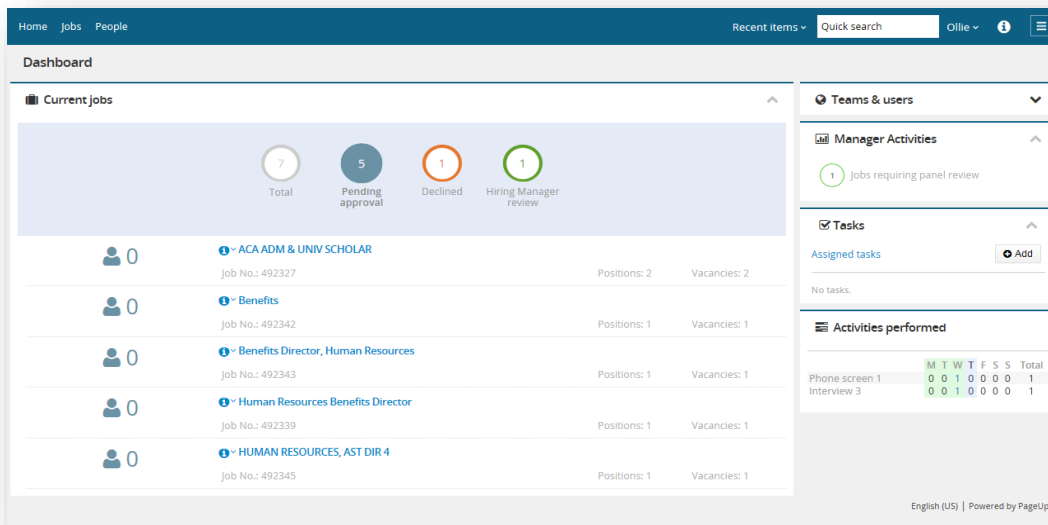


How Do I Navigate the Careers at UF System as an Originator/Approver?


Depending on your role in Careers at UF, your Dashboard may appear slightly different. The Dashboard is the “home page” of the application and where you start to complete any process.

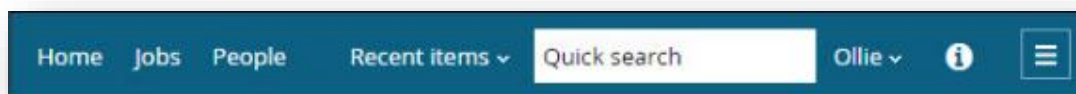
Originator and Approver View



Navigation Bar:

The Navigation bar appears at the top of each screen in the Careers at UF application. You can return to the Dashboard, look at current jobs, review job applicants, search, logout, get help and display/hide the PageUp menu.

- Home – will return you to the Dashboard no matter where you are in the application
- Jobs – will display the Manage jobs screen which allows you to review all current job requisitions
- People – will allow you to review job applicants per requisition
- Search – will allow you to search for requisitions, team members, etc.
- You name – clicking your name will allow you to logout of the application
-  – will display the PageUp menu which provides links to needed processes



The PageUp menu:

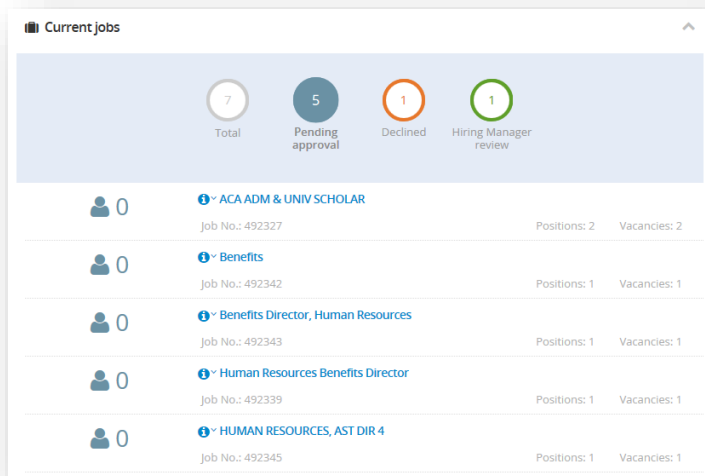
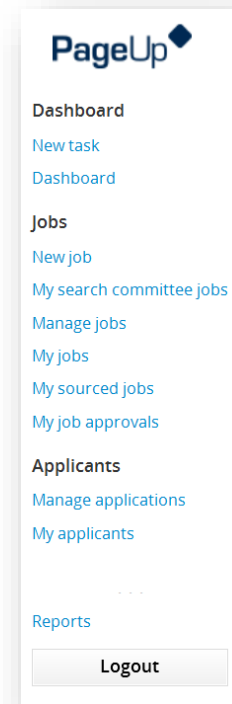
This menu allows users to:

- create new tasks
- return to the Dashboard
- create new jobs
- manage jobs
- view his/her sourced and non-sourced jobs (Hiring Manager only)
- access jobs awaiting approval (Approver only)
- manage applicants
- logout of the system

Depending on your role in the system, you will use this menu regularly to complete recruitment processes.

Current jobs:

This section allows users to see and access the jobs they are currently working on and jobs they have posted.



Teams & users:

This section displays all of the members of your team, as well as the number of currently owned jobs, positions posted, and vacancies available from those postings.

	Jobs	Pos.	Vac.
62010000 Your team	18	22	18
Approver, Annie	0	0	0
Originator, Ollie	2	3	2
Sun, John	2	0	0

Tasks:

The Tasks section displays all of your assigned tasks. You can create tasks, view tasks, and assign tasks to other users in this section.

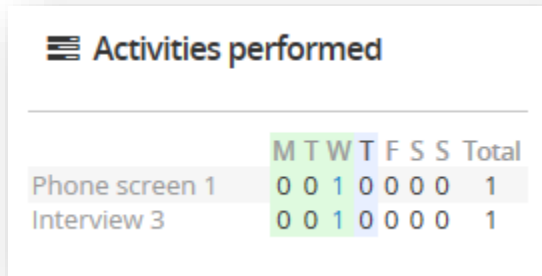
Tasks

Assigned tasks ➕ Add

- Practice new system ✕
Due in 2 weeks
- testing this ✕
- Job no 492275 - 1 applications ✕

Activities Performed:

This section tallies the number of activities completed by your team.



	M	T	W	T	F	S	S	Total
Phone screen 1	0	0	1	0	0	0	0	1
Interview 3	0	0	1	0	0	0	0	1

Additional Help

Further resources are available at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/>

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.