

## How Do I Post a Job in Careers at UF?

This instruction guide supports the content found in the required course UF\_PST098\_OLT Careers at UF and is targeted to those serving as **Originators** in Careers at UF and who possess the security role of UF\_N\_JRQ Department Req Orig and those serving as **Approvers** and who possess the security role of UF\_N\_JRQ Department Req App.


The first step to filling a position at UF is to retrieve the needed position description, then to create the job requisition. Those with the roles of either Originator or Approver can create a new job requisition in Careers at UF.

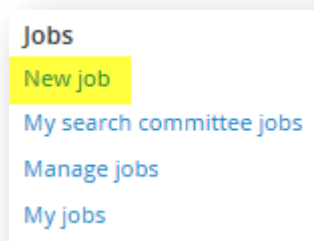
### Finding Position Descriptions:

1. Access my.ufl.edu
2. Navigate to NavBar > Main Menu > Human Resources > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
3. Search for position by any known search parameters (such as, Position Number, Description, Department, Job Code, etc.)
4. Select the desired Position
5. Select the UF Position Description Detail tab
6. Make note of Position Description details

**NOTE:** You will use this information when creating the job requisition in Careers at UF

### Creating Job Requisition:

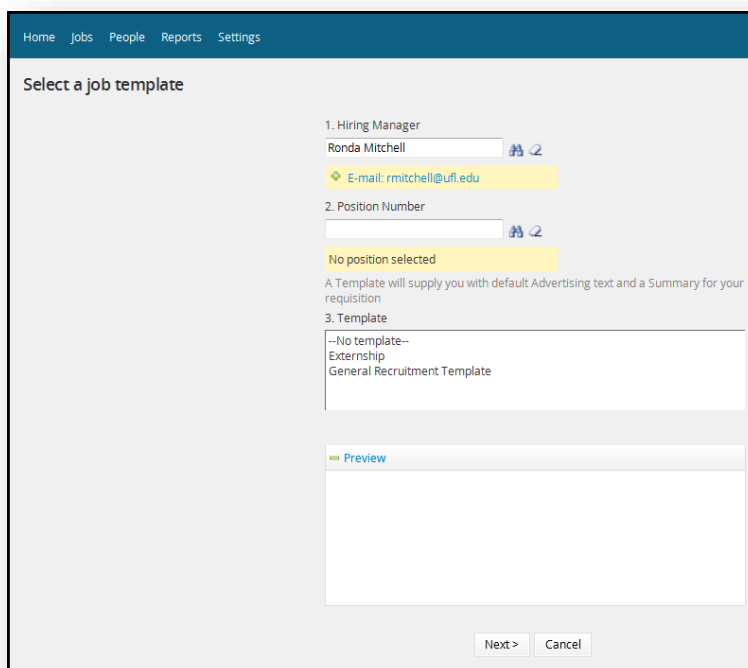
7. Navigate to NavBar > Main Menu > Human Resources > Departmental Administration > Job Requisition
8. Select the Page Up Menu icon  in the upper right corner of screen
9. Choose the New Job option from the Page Up menu panel



10. Complete the Select a job template page

- a. The Hiring Manager field automatically defaults to the person who is creating the job requisition

**NOTE:** The Hiring Manager is the person to which this new position will directly report. You will be able to update this information with the appropriate hiring manager in the next screen.

A screenshot of a web form titled 'Select a job template'. The form has a blue header with navigation links: Home, Jobs, People, Reports, Settings. The form contains three main sections: 1. Hiring Manager: A dropdown menu showing 'Ronda Mitchell' with a search icon and a yellow highlight on the email 'E-mail: rmittell@ufl.edu'. 2. Position Number: A dropdown menu with 'No position selected' highlighted in yellow. Below it is a note: 'A Template will supply you with default Advertising text and a Summary for your requisition'. 3. Template: A dropdown menu showing '--No template--', 'Externship', and 'General Recruitment Template'. Below the template selection is a 'Preview' button. At the bottom of the form are 'Next >' and 'Cancel' buttons.

- b. Search for or input the Position Number
- c. Select the General Recruitment Template

**NOTE:** The Externship template is only used for the Levin College of Law. Select the Externship template only if you are an Originator or Approver in the Levin College of Law

11. Once the first page is complete, click the Next button

12. Complete the Position Info tab:

TITLE INFO

- a. Alter the Posting Title, if desired

**NOTE:** Classification Title is the internal, default, title of the position and should not be changed. The Posting Title can be edited to reflect a more commonly understood working title.

- b. Confirm the Recruitment process field displays "Standard Process."

**NOTE:** Other options are no available to the general campus

HEADCOUNT MANAGEMENT

- c. Enter the number of new or replacement positions

**NOTE:** Multiple positions can be posted on the same requisition. Indicate whether the positions are new or replacements

- d. Enter the number for each position (the position number comes directly from myUFL and can be found via Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info)
- e. Select appropriate Funding Source

POSITION DETAILS

- f. Enter Salary range of position

**Do NOT change the auto populated Job Code, FLSA Exempt, Eligible for Veterans Preference, EEO Category and EEO Job Group Code options for jobs with position numbers**

- g. Select appropriate Work Type
- h. Indicate whether the position is time limited or not

SEARCH COMMITTEE/ SELECTION PANEL

- i. Indicate whether this position requires a search committee or not

NOTE: Search Committees are required for faculty and/or Director and above position types at UF and thus will also require a Committee Chair. Search Committee members will also need to be added if a Search Committee is required.

The screenshot shows a web form for job posting. Key sections include:
 

- EEO Category:** Secretarial/Clerical
- EEO Job Group Code:** 475
- Work Type:** Select (dropdown menu)
- Time Limited?:\*** Radio buttons for Yes and No.
- SEARCH COMMITTEE/SELECTION PANEL:**
  - Does this job require a search committee?: Radio buttons for Yes and No.
  - Search Committee Chair: A text input field with a yellow highlight and the message "No user selected."
  - Search Committees: A section with an "Add Search Committee" button and a "Remove all" link.
  - Recipient: A field showing "No Search Committee selected."
  - Search Committee information: A large empty text area.
- ADVERTISING DETAILS:**
  - Location: Select (dropdown menu)
  - Posting Begin Date: dd mmm yyyy (calendar icon)
  - Posting End Date: dd mmm yyyy (calendar icon)
  - Outside Ad Sources: Checkboxes for "The Chronicles of Higher Ed", "Insight Into Diversity", "Other", "Inside Higher Ed", and "LinkedIn".
  - If Other, please provide details: A text input field.
  - Advertising Summary: A text area containing the text: "This 'Summary' display's on the homepage (general job listings), and search results listing."
  - Minimum Requirements: A text area containing the text: "A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience."

ADVERTISING DETAILS

- j. Select the Location of the position
- k. Input the Posting Begin and End Dates
- l. Select the advertising sources for this position
- m. Input the Advertising Summary

NOTE: The Advertising Summary is NOT the Job position. The summary should be 1–5 sentences in length and serve to grab the applicants' attention.

n. Review Minimum Requirements for accuracy

o. Update the Advertising

Text as needed

NOTE: The Advertising Text will be visible to the applicants. Advertised salary, preferred qualifications, special instructions and more can be added here.

#### APPROVALS

p. Update the Hiring Manager field to indicate the real Hiring Manager

q. Input the assigned HR Recruiter in the Core HR field

r. Choose Next Approver – Approver from the Approval process drop down field

**NOTE:** If you are an Approver, select Next Approver – Core HR

i. In the popup window that appears, enter assigned HR Recruiter

s. Enter your name in the Department Admin field

t. Change Status field to Pending Approval

At this point, you can click Save or Save and Exit to submit the job requisition into the approval process. If Notes or Documents are needed, complete the following steps.

u. Click the Next page link

The screenshot shows a web form for creating a job requisition. The top section is titled 'Advertisement Text' and includes a WYSIWYG editor with a 'Format selection' dropdown and various text formatting icons. Below the editor are four text input fields: 'Classification Title', 'Job Description', 'Advertised Salary', and 'Minimum Requirements'. The 'Job Description' field contains a note about formatting. Below these fields is an 'APPROVALS' section with several mandatory fields marked with an asterisk: 'Hiring Manager' (with a user selection icon and a yellow highlight showing 'Email address: rmitchell@ufl.edu'), 'Core HR' (with a user selection icon and a yellow highlight showing 'No user selected.'), 'Approval process' (a dropdown menu set to 'None'), 'Department Admin' (with a user selection icon and a yellow highlight showing 'No user selected.'), and 'Status' (a dropdown menu set to 'Select'). A 'Next page' link is located at the bottom right of the form. A footer note states: 'Please fill in all mandatory fields marked with an asterisk (\*)'.

13. Complete the Notes tab, if needed :

- a. Select Notes or Hold from Add field

**NOTE:** If adding a Note, complete the note field, upload a file (if needed), email to others (if desired) and click

Save. If adding a Hold Day, insert the hold start and end dates, complete the Note field, and click Save

- b. If notes or hold days have been added, click Save button
- c. Click Next page link

This tab is still accessible even after submitting the requisition for approval

14. Complete the Documents tab, if needed:

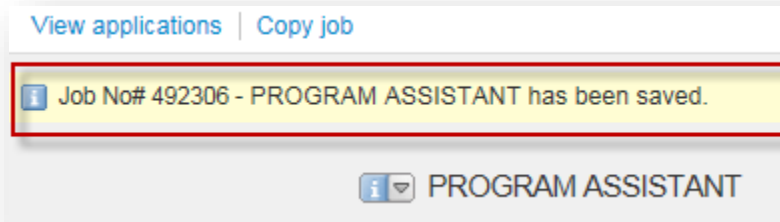
If additional documentation is desired/necessary to add to the posting, it can be uploaded here. This feature is useful for submitting additional information to the Approvers or Core HR.

- a. Click the Select drop down field
- b. Choose where the document is located
- c. Locate and upload the file
- d. Indicate the Document Category, if required
- e. Enter Title of attached file, if desired
- f. Save and Close
- g. Click the Save button

This tab is still accessible even after submitting the requisition for approval

Document	Size	Category

15. Confirm the save confirmation bar appears at the top of the page



### Reviewing Sourced Requisitions:

After Core HR has approved the requisition, the Originator will receive an email notification of the approval. Once Core HR sources the requisition, the Originator can review the posting via the Dashboard.

### 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](mailto:helpdesk@ufl.edu).

For assistance with policies and directives related to TEAMS/USPS, contact Classification & Compensation at 392-392-2477. For assistance with policies and directives related to faculty, contact Academic Personnel at 352-392-2477.