How to Post OPS and Post Doc Positions in Careers at UF?

When creating a job requisition that does not have a position number, the following fields will need to be completed in order to submit the requisition to the approval workflow process.

**Position Information**
- Classification Title (Must match the title in myUFL)
- Position Title
- Division
- Department

**Headcount Management**
- Positions (add number in new or replacement field)
- Position number (if available)
- Funding Source

**Position Details**
- Salary
- FLSA exempt
- Work Type
- Time-Limited

**Search Committee/Selection Panel**
- Search committee requirement
  - If Yes, complete Chair

**Advertising Details**
- Location
- Posting Begin Date
- Posting End Date
- Outside Ad Sources
- Advertising Summary
- Minimum Requirements
- Advertisement Text
- Core HR

**Approvals**
- Hiring Manager
- Core HR
- Approval Process
- Department Admin
- Status


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