How Do I Find a Position Number to Create a Job Requisition?

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.

The first step to filling a position at UF is to retrieve the needed position information that will then be used when creating the job requisitions in Careers at UF.

**Finding Position Information:**

1. Access my.ufl.edu
2. Navigate to Main Menu > 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 position that you wish to fill in your department

![Search Results Table]

5. Select the appropriate tabs to locate the desired information

![UF Position Description Detail Tab]

Position Description details are found on the UF Position Description Detail tab.

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

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.