

APPROVING A POSITION IN CAREERS AT UF: FACULTY & POSTDOCS

Once an Administrator/Originator has created a Careers at UF: Faculty & Postdocs position and submitted it for approval, the Approver will receive email notification that review and approval are requested. The position also will appear under Your Action Items on the Approver's Home screen.

NAVIGATION

To get started, navigate to my.ufl.edu and use one of the following navigational paths:

1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **Recruiting**
5. Click **Faculty/Postdoc Requisitions**

-OR-

1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **UF Departmental Administration**
5. Click **Faculty/Postdoc Requisitions**

-OR-

Click the **link** in the email you receive, notifying you of a pending approval.

APPROVING A POSITION

1. Click the **blue arrow** next to the position title.
2. If modifications are necessary and you wish to make the changes yourself, click the **edit** icon. Make any necessary edits, click the **Save & Continue** button to save your changes.
3. If modifications are necessary and you wish for the administrator/originator to make the changes, click the **Send Back** button.
4. **Review** all position details.
5. If the position is acceptable as submitted, click the **Approve** button to send the position to Core HR for review and approval.
6. You may also check the box to **Include a personal message** to the next approver, if you wish to do so.
7. Click the **Send** button to complete your approval.

The position is now off to Core HR for final review and approval before it is posted.

Core HR will publish the position to the UF online job board and will change the status of the position to **Accepting Applications**. At this time, the position becomes available to applicants.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu

Policies and Directives

UFHR Recruitment & Staffing

(352) 392-2477

[Website](#)