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 Appr**.

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

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

**Creating Job Requisition:**

1. From myUFL, navigate to **NavBar > Main Menu > Human Resources > Departmental Administration > Job Requisition.**
2. Select the **PageUp** menu.
3. Click **New Job** from the panel.
4. Complete the **Select a job template** page.

**NOTE:** The Hiring Manager field automatically defaults to the person who is creating the job requisition. 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. Search for or enter the **Position Number**.
b. Select the General Recruitment Template

5. Once the first page is complete, click **Next**.

6. Complete the **Position Info** tab.
TITLE INFO

**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.

a. Alter the **Posting Title**, if desired.
b. Confirm the Recruitment process field displays **Standard Process**. This will be the appropriate recruitment process choice for most requisitions.

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HEADCOUNT MANAGEMENT

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

a. Enter the number of new or replacement positions.

```
New: [___] Replacement: [___]
```

b. Enter the number for each position (the position number comes directly from myUFL and can be found via **Main Menu > Human Resources > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info**).

c. Select the appropriate **Funding Source**.
POSITION DETAILS

a. Enter **Salary range** of position

**NOTE:** 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.

b. Select appropriate **Work Type**.

c. Indicate whether the position is **Time Limited**.

SEARCH COMMITTEE/ SELECTION PANEL

a. Indicate whether this position requires a **search committee**.

**NOTE:** Search Committees are required for positions at the level of Assistant Vice President or above at UF and will also require a Committee Chair. Search Committee members will also need to be added if a Search Committee is required.
ADVERTISING DETAILS

a. Select the Location of the position

b. Input the Posting Begin and End Dates.

c.Primarily only faculty positions will remain Open until filled.

d. Select the Outside Ad Sources for this position.

<table>
<thead>
<tr>
<th>Location: *</th>
<th>Main Campus (Gainesville, FL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Begin Date:</td>
<td>Dec 6, 2019</td>
</tr>
<tr>
<td>Posting End Date:</td>
<td>Dec 20, 2019</td>
</tr>
<tr>
<td>Open until filled:</td>
<td>Yes</td>
</tr>
<tr>
<td>Outside Ad Sources:</td>
<td>The Chronicle of Higher Education (Requires HR approval)</td>
</tr>
</tbody>
</table>

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.

e. Enter the Advertising Summary. You can copy job description text from myUFL and paste into this field as plain text or type the summary directly in. Do not paste directly from myUFL into the job card fields.

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.

f. Review Minimum Requirements for accuracy.

<table>
<thead>
<tr>
<th>Advertising Summary:</th>
<th>This “Summary” displays on the homepage (general job postings), and search results listing. Information stated here will not be included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Requirements:</td>
<td>Bachelor’s degree in an appropriate area and two years of relevant experience, or an equivalent combination of education and experience.</td>
</tr>
</tbody>
</table>

g. Update the Advertising Text as needed. You can copy job description text from myUFL and paste into this field as plain text or type the summary directly in. Do not paste directly from myUFL into the job card fields.

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

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

b. Enter the assigned HR Recruiter in the Core HR field.

c. Choose Next Approver – Approver from the Approval process drop down field. If you are an Approver, select Next Approver – Core HR.

d. In the popup window that appears, enter the Approver and Core HR Approver.
e. Enter your name in the Department Admin field.

f. Change Status field to Pending Approval.

![Department Admin field with Alberta Gator selected and Status set to Pending Approval](image)

g. At this point, you can click Save or Save and Exit to submit the job requisition into the approval process.

h. If Notes or Documents are needed, complete steps 3 and/or 4 below.

7. Complete the Notes tab, if needed.
   
a. Click Next Page.
   
b. Select Notes.
   
   **NOTE**: If adding a Note, complete the note field, upload a file (if needed), email to others (if desired) and click Save.
   
c. Select Save.
   
d. Click Next page link.
   
   **NOTE**: This tab is still accessible even after submitting the requisition for approval

8. 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. Click Save and Close.

g. Click Save.

**NOTE:** This tab is still accessible even after submitting the requisition for approval.

9. Select Save or Save and Exit to submit your requisition into the approval process.

10. Once the requisition is successfully saved and submitted for approval, a confirmation message will appear at the top of the job card.

```
Job No# 512995 - Faculty Relations Coordinator has been saved.
```

**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 https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/careers-at-uf/.

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

For assistance with policies and directives, contact Recruitment & Staffing at 352-392-2477.