

## 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.

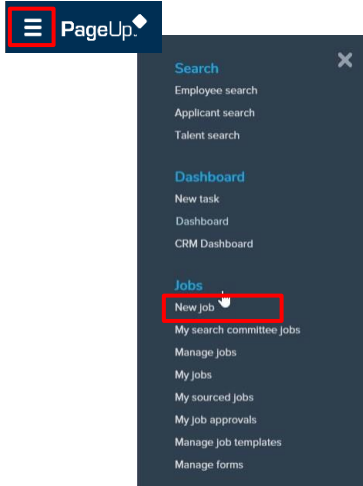
### Finding Position Descriptions:

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**.

A screenshot of a web form titled 'Select a job template'. The form contains three main sections: 1. Hiring Manager: HR3 Originator, E-mail: hr3originator@test.com (dropdown). 2. Position Number: A text input field containing '00007513', which is highlighted with a red box. Below the input field is a blue button that says 'No position selected'. 3. Template: A dropdown menu with the selected option being 'General Recruitment Template'. A message below the input field reads: 'Please select the "General Recruitment Template" below as it will supply you with default advertising text and a summary for your requisition. Jobs created without using a template will be sent back before they can be approved.'

b. Select the General Recruitment Template

Select a job template

1. Hiring Manager  
HR3 Originator  
E-mail: hr3originator@test.com

2. Position Number  
00007513

No position selected

Please select the "General Recruitment Template" below as it will supply you with default advertising text and a summary for your requisition. Jobs created without using a template will be sent back before they can be approved.

3. Template  
 No template  
 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. Select the appropriate Recruitment process, based on the job title and duties.

**Research Recruitment Process** should be utilized for researcher and research support positions. A listing of researcher or research support positions can be found by [clicking here](#).

**Standard Process** may be utilized for all other positions that are not a researcher or research support role.

Classification Title:*	Faculty Relations Coordinator
Posting Title:*	Faculty Relations Coordinator
Requisition #:	Leave blank to automatically create a reference No.
Division:*	HUMAN RESOURCES
Department:*	62010600 - HR-EMPLOYEE RELATIONS
Recruitment process:*	Standard Process

## 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: <input type="text"/>	Replacement: <input type="text"/>
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- 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**.

Other (Description Needed) ▲

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- d. Enter the correct **Supervisor Name**.
- e. Indicate whether or not this position is part of the **Artificial Intelligence (AI) initiative**.
- f. Indicate whether or not the posting is for a position that is for a **researcher or research support position**.

Supervisor Name:\*

Is this part of the AI initiative?:\*

Is this posting for a position that is for a researcher or research support?:\*

<input type="text" value="Albert Gator"/>
<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="radio"/> Yes <input checked="" type="radio"/> No

## 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**.

Salary:*	85000-100000
	For approval purposes only
FLSA exempt?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Eligible for Veterans Preference:	<input type="radio"/> Yes <input checked="" type="radio"/> No
EEO Category:	Professional Nonfaculty
EEO Job Group Code:	014
Work Type:*	Staff Full-Time <input checked="" type="checkbox"/>
Time Limited?:*	<input type="radio"/> Yes <input checked="" type="radio"/> No

## SEARCH COMMITTEE/ SELECTION PANEL

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

**NOTE:** Search Committees are required for faculty positions and TEAMS 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.

Does this job require a search committee?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Search Committee Chair:	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="P"/>
	No user selected.

## ADVERTISING DETAILS

- Select the **Location** of the position
- Input the **Posting Begin** and **End Dates**.
- Primarily only faculty positions will remain **Open until filled**.
- Select the **Outside Ad Sources** for this position.

Location:*	Main Campus (Gainesville, FL)
Posting Begin Date:	Dec 6, 2019
Posting End Date:	Dec 20, 2019
Open until filled:	<input type="radio"/> Yes <input checked="" type="radio"/> No
	"Requires HR approval"
Outside Ad Sources:	<input checked="" type="checkbox"/> The Chronicle of Higher Education <input type="checkbox"/> Inside Higher Ed <input type="checkbox"/> Other

- 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.

Advertising Summary:	This "Summary" displays on the homepage (general job listings), and search results listing. Information stated here will not feed
Minimum Requirements:	Bachelor's degree in an appropriate area and two years of relevant experience; or an equivalent combination of education and experience.

- 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.

Advertisement Text:

**B** *I* U ~~S~~

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**Classification Title:** Enter the classification title here.

Enter full job description here... Do NOT "format" any of this content by using the "Format selection" dropdown menu that you see in this WYSIWYG editor. The ONLY formatting you should make use of are the "numbered list" and "bullet list" formatting options.



You can create ordered lists like the one below...



1. Item one

## APPROVALS

- Update the **Hiring Manager** field to indicate the real Hiring Manager.
- Enter the assigned **HR Recruiter** in the Core HR field.
- Choose **Next Approver – Approver** from the Approval process drop down field. If you are an Approver, select **Next Approver – Core HR**.



Approver(s) and core HR assigned to your department can be found by clicking here.



Hiring Manager:\*     
[Email address: melissa-curry@ufl.edu](#) ▼

Core HR:\*     
[Email address: cmmendoza@ufl.edu](#) ▼



Approval process:\*

- In the popup window that appears, enter the **Approver** and **Core HR Approver**.

1. Approver:     
[hr3approver@test.com](#) ▼

2. Core HR:     
[Email address: japprover@ufl.edu](#) ▼

- Enter **your name** in the Department Admin field.
- Change Status field to **Pending Approval**.

Department Admin:\*     
[Email address: m.johnson@ufl.edu](#) ▼

Status:\*  ▼

- 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 in the [Careers at UF toolkit](#).

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, contact Talent Acquisition & Onboarding at 352-392-2477.