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. 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.
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.

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.

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.
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**.

<table>
<thead>
<tr>
<th>Salary:*</th>
<th>85000-100000</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA exempt?:</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Eligible for Veterans Preference:</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>EEO Category:</td>
<td>Professional Nonfaculty</td>
</tr>
<tr>
<td>EEO Job Group Code:</td>
<td>014</td>
</tr>
<tr>
<td>Work Type:*</td>
<td>□ Staff Full-Time</td>
</tr>
<tr>
<td>Time Limited:*</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

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?: | ☐ Yes  ☐ No |
| Search Committee Chair: | |

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.
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.

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**.

![Image of Hiring Manager and Core HR fields]

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

<table>
<thead>
<tr>
<th>Approver:</th>
<th>HR3 Approver</th>
<th><a href="mailto:hr3approver@test.com">hr3approver@test.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core HR:</td>
<td>Joe Approver</td>
<td><a href="mailto:japprover@ufl.edu">japprover@ufl.edu</a></td>
</tr>
</tbody>
</table>

**e. Enter your name in the Department Admin field.**

**f. Change Status field to Pending Approval.**

<table>
<thead>
<tr>
<th>Department Admin:</th>
<th>Alberta Gator</th>
<th><a href="mailto:m.johnson@ufl.edu">m.johnson@ufl.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Pending Approval</td>
<td></td>
</tr>
</tbody>
</table>

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

For assistance with policies and directives, contact Talent Acquisition & Onboarding at 352-392-2477.