

How to Post OPS and Post Doc Positions in Careers at UF?

When creating a job requisition that does not have a position number, the following fields will need to be completed in order to submit the requisition to the approval workflow process.

Position Information

- Classification Title (Must match the title in myUFL)
- Position Title
- Division
- Department

Headcount Management

- Positions (add number in new or replacement field)
- Position number (if available)
- Funding Source

Position Details

- Salary
- FLSA exempt
- Work Type
- Time-Limited

Search Committee/Selection Panel

- Search committee requirement
 - If Yes, complete Chair

Advertising Details

- Location
- Posting Begin Date
- Posting End Date
- Outside Ad Sources
- Advertising Summary
- Minimum Requirements
- Advertisement Text
- Core HR

Approvals

- Hiring Manager
- Core HR
- Approval Process
- Department Admin
- Status

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.