How Do I Find a Position Number to Create a Job Requisition?

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.

The first step to filling a position at UF is to retrieve the needed position information that will then be used when creating the job requisitions in Careers at UF.

Finding Position Information:

1. Access my.ufl.edu
2. Navigate to NavBar > Main Menu > Human Resources > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
3. Search for position by any known search parameters (such as, Position Number, Description, Department, Job Code, etc.)
4. Select the **position** that you wish to fill in your department

![Search Results Table]

5. Select the **appropriate tabs** to locate the desired information

![Position Information Tab]

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**NOTE:** Position Description details are found on the UF Position Description Detail tab. You will use this information when creating the job requisition in Careers at UF.

6. Click the **Detailed Position Description** link to view the position description information in Word.

7. Click **Open** or **Save**.
8. The Position Description opens in Microsoft Word.

**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 Recruitment & Staffing at 352-392-2477.