

[Posting Faculty Positions with GatorJobs]

Use this instruction guide for

- ✓ Creating a requisition to post Faculty positions.

Do not use this instruction guide for

- x Creating a requisition to post TEAMS positions
(see **Posting TEAMS Positions with GatorJobs** instruction guide)
- x Creating a requisition to post OPS & Student jobs
(see **Posting OPS & Student Jobs with GatorJobs** instruction guide)
- x The hiring process
(see **Reviewing Applications, Interviewing Candidates and Making Faculty Job Offers with GatorJobs**)

Security Roles

You need **one** of the following security roles to perform the actions described in this guide:

- ✓ The Originator security role:
UF_N_GJ_Department Admin
- ✓ The Level 1 Approver security role:
UF_N_GJ_Department Approver

You must attend the Posting GatorJobs class before you can receive security to become an Originator, and Level 1 Approvers are strongly encouraged to attend as well. Your training record will be updated within three business days, after which you must ask your Department Security Administrator (DSA) to request the role for you in myUFL.

See the Faculty Recruitment Toolkit for further guidance on procedures at http://www.aa.ufl.edu/aa/facdev/recruit/documents/Faculty_Toolkit.pdf

Before You Begin:

Have the following information available:

- ▶ Position number
- ▶ Salary range
- ▶ Funding source (e.g. state, grant etc.)
- ▶ Names of **Certified** search committee members, including name of Chair
- ▶ Job summary, minimum requirements, and preferred qualifications
- ▶ Special instructions to applicant
- ▶ Name of 2 external advertising venues specific to the vacancy

Navigate to GatorJobs:

- ▶ Log in to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
- ▶ Navigate to **Manager Self Service > Recruiting Activities > Job Requisitions/Postings > GatorJobs** by clicking the links in your myUFL menu. A new window will open for GatorJobs



Created in conjunction with
Training & Organizational Development

Create Job Requisition

Note: If you have a vacancy that is a copy of a previous one, you may not need to complete a new requisition. You have the option to create From Previous which allows you to 'clone' details from a previous requisition. To do this click **View Requisition Summary** to jump to **Submit for First Level Approval**, without having to click through all tabs. You should ensure all details entered are correct before submitting for Approval.

- ▶ Under **Create Requisition** click **For Faculty or TEAMS**
- ▶ Enter the **position number** (or select a **classification title**) and click **Search**
- ▶ Under the classification title for your position click **Create**
- ▶ In the **Posting Details** tab:
 - ▶ Enter the **Name of the Person Being Replaced** if applicable
 - ▶ If the position is **Time Limited** select appropriate response
 - ▶ Enter the **Working Title** (for example, this can be an alternative title for the Job if you use one)
 - ▶ Enter the **Funding Source** (details will be found on the Exemption Form)
 - ▶ Enter the **Advertised Salary**. The advertised salary can be
 - a single number
 - a range
 - negotiable based on experience & qualifications
- ▶ Verify the **Job Type** and change if necessary (full-time or part-time)
- ▶ Verify that **Faculty** is selected as the **Job Category**
- ▶ Select the **Work Location** from the drop down list
- ▶ Verify the **Department** is correct
- ▶ Verify the **College** is correct
- ▶ Enter your name as the **Contact Name** (*or the name of the person Level 1, Level 2, and Level 3 approvers should contact regarding the requisition*)
- ▶ Enter your contact phone number/extension as the **Contact Phone/Extension** (*or the contact number of the person Level 1, Level 2, and Level 3 approvers should contact regarding the requisition*)
- ▶ Enter your email as the **Contact Email** (*or the email for the person Level 1, Level 2, and Level 3 approvers should contact regarding the requisition*)
- ▶ Enter your fax number as the **Contact Fax** (*or the fax number for the person Level 1, Level 2, and Level 3 approvers should contact regarding the requisition*)
- ▶ Next to **Originator(s) who can work this form**, select yourself and any other originator who should have access to the job requisition. To do so, select the name(s) of the Originator in the box on the left and then click the right pointing arrow button to move the name to the **Selected** box on the right
- ▶ Next to **First Level Approver (to be notified)** select your Level 1 approver
- ▶ Next to **Search Committee Chair** enter the name of the Chair, if applicable
- ▶ In the **Search Committee Members** text box, enter **the names of your search committee or interview team members**, if relevant. Otherwise, enter **N/A**
- ▶ Enter the **Job Description** summary (found in Organizational Development >Position Management > Maintain Position/Budgets > Add/Update Position Info. Please submit a summary of the position rather than the entire job description)
- ▶ The **Minimum Requirements** will have populated. Verify these are correct.
- ▶ Select any relevant **Health Assessment Requirements** from the list

- ▶ Select any **Background Checks/Other Verifications** required. (If none select **None**)

Background Check Information *(for current costs contact Recruitment & Staffing)*

Section 435: Background Check required for all Departments who are contracted/funded by Dept of Children & Families

FDLE: Florida Statewide Background Check

FBI 110: Nationwide check from fingerprints. Compulsory for all staff not from Florida State. Also compulsory for all staff requiring access to the Irradiator.

AOL: Alachua County Online Background Check

- ▶ Enter the **Preferred Qualifications** as detailed in the Job Description
- ▶ Enter **Special Instructions to Applicant**. These instructions can be referenced in external job ads that direct potential applicants to the GatorJobs website for further information. Special instructions should include directions on how to apply (e.g. online with vitae or other materials uploaded in GatorJobs, or online without uploading materials. You may also instruct applicants to send materials to a specific individual, search committee, etc.)

Note: When a 'rolling deadline' (open until filled) is applied, a date indicating when the Search Committee will begin reviewing applications should be advertised. This advertisement should include a statement similar to the following "To ensure full consideration, vitas, dossiers and statements of intent to apply should be submitted by (specify date) when the Search Committee will begin reviewing applications. Applications received after this date may be considered at the discretion of the Committee and/or hiring authority."

*Also see note regarding **Closing Date** below*

- ▶ Next to **Posting Date** enter the date you want the job requisition posted. The posting date may be adjusted by your Level 3 Approver, if their approval is granted after your requested posting date has passed
- ▶ If necessary enter a **Posting Review Date**. This is the date you can begin reviewing the applicant pool if your requisition will post for longer than the minimum 14 days, and you wish to review applicant details before the Closing Date
- ▶ Next to **Closing Date** enter the last date you want the job posted on the web

Note: The **Closing Date** must be 14 or more days after the Posting Date for Faculty in order to meet minimum posting period requirements.

Instead of a **Closing Date**, you can select the **Open Until Filled** checkbox to post a position indefinitely. However, **use 'open until filled' sparingly**. Whenever you use this feature you must review ALL applicants equally before making your decision, even if they apply after you have interviewed applicants & are ready to make a decision. Otherwise, applicants can take legal action against both UF and the person facilitating the candidate search.

Be advised that when a Viable Applicant Pool is identified, a closing date for receiving additional applications must be established in GatorJobs. This update is made with a Change Request Form sent to the Equal Employment Opportunity Office. For Change Request Forms view: <http://www.aa.ufl.edu/aa/forms/AAOCR01.pdf>

To learn more about the standards for achieving a Viable Application Pool (VAP) view http://www.aa.ufl.edu/aa/facdev/recruit/documents/Faculty_Toolkit.pdf

- ▶ Next to **Employment Recruiter** select Faculty
- ▶ Select **External Advertisement Sources** or enter names of alternatives under **Other Advertising Sources**

- ▶ Next to **Application Type Accepted** select **Faculty Profile – Short Application**

Note: In a letter, or email, you may send applicants the electronic link to a GatorJobs' posting, from which the applicant will click the **Apply** button to complete the **Faculty Profile – Short Application** as their applicant data card. With online applications, you may also choose to use the **Optional or Required Applicant Documents** feature. This option provides applicants an opportunity to submit their vitae or other documents electronically.

- ▶ If applicable, next to **Optional Applicant Documents**, choose which documents the applicant has the **option** to attach
- ▶ If applicable, next to **Required Applicant Documents**, choose which documents the applicant is **required** to attach
- ▶ Verify the **FTE** is correct
- ▶ In the **Originator's Comments**, enter any information you need to give the Approvers
- ▶ Click the **Continue to Next Page >>** button

In the **Posting Specific Questions** tab

- ▶ In this tab you can add both disqualifying and supplemental questions. Disqualifying questions will automatically rule out applicants who do not have the required qualifications for the job. Supplemental questions can be used to provide you with further details about the candidate.
- ▶ Click **Add A Question**
- ▶ If you want to **add a question from the question bank**, go to STEP 1, if you want to **create your own question**, go to STEP 2, or if **you do not want to add any questions** go to STEP 3.

▶ **STEP 1**

- ▶ Add a question from the question bank
- ▶ Click **Add a Question**
- ▶ Enter a keyword and click the **Search** button (or click the Search button without entering a keyword for a list of all questions)
- ▶ Click **View/Add** next to the question you wish to select
- ▶ Click **Add This Question** if you wish to add this question, otherwise click **Return to Search** to select another question

Note: Questions must tie to the minimum requirements or preferred qualifications.

- ▶ To add another question, go back to **STEP 1**. Otherwise, go on to **STEP 2**

▶ **STEP 2**

- ▶ Create a Question
- ▶ Click the **Add a Question** button
- ▶ Click the **Create a Question** link
- ▶ In the box beneath **Please Enter Question Text**, enter the question you want to ask
- ▶ Under **Please Select Answer Type**, select **Closed-Ended** (multiple choice) or **Open-Ended** (typed answer)
- ▶ For **Closed-Ended** questions, enter possible answers to the question. For **Open-Ended** questions, select the type of answer you want to receive
- ▶ Click the **Submit Question** button
- ▶ To add another question, go back to the first step in this series. Otherwise, go on to **STEP 3**

▶ **STEP 3**

- ▶ Click **Continue to Next Page**

In the **Disqualifying** tab

- ▶ Do you want to choose disqualifying answers for your questions?
- ▶ **YES**

- ▶ Click the **Disqualifying** checkbox next to the answers which should disqualify an applicant
- ▶ When finished, click **Continue to Next Page**

Note: Questions related to **preferred** qualifications cannot be disqualifying.

- ▶ Do you want to choose disqualifying answers for your questions?
- ▶ **NO**
- ▶ Click **Continue to Next Page**

In the **Guest User** tab

- ▶ Do you have a **search committee or interview team** who needs to review applicants online?
 - ▶ **YES**
 - ▶ Click the **Activate Guest User** link
 - ▶ Enter a **Password** of your choice
 - ▶ When finished, click the **Continue to Next Page >>** button
 - ▶ or
 - ▶ **NO**
 - ▶ Click the **Continue to Next Page >>** button

Note: The EEO Officer should always be included as a **Guest User**.
 The guest user account allows you to invite search committees and interview teams to review applications online for a specific job requisition. Guest users can view and print applications for an active candidate search online by going to <http://jobs.ufl.edu/hr> and entering the username and password you provide them for the job in question. However, like Originators, guest users cannot review applications until either the day after the Closing Date, or the day after the Posting Review date.
 For help with Guest Users, use the **Inviting Search Committees & Interview Teams as Guest Users** instruction guide.

In the **Notes/History** tab

- ▶ Click the **Continue to Next Page >>** button

Note: You can check the status of your requisition and notes from your approvers in the Notes/History tab, after you submit the requisition.

In the **Versions** tab

- ▶ In this section you can view a summary of the requisition at each stage in the process and note any changes that were made by the Approvers
- ▶ Click **Continue to Next Page**

In the **Reference Letters** tab

- ▶ In this section you will be able to request references for the application.
- ▶ Best practice is to request references following the decision to hire and the candidate notified.
- ▶ From the drop down list select either **No letters requested** or **Letters accepted**. By selecting **Letters accepted** the reference letter collection feature will be activated and candidates will be required to include referee details with the application.
- ▶ From the drop down list select either **No letters required** or the **number of letters required**
- ▶ Add **Instructions to Applicant**, for example
 - "In order to complete your application you must submit three professional references. Your references will be contacted by email automatically if you have been selected to proceed further in the recruitment process."

- ▶ Add **Instructions to Referee**, for example
 - "In order to proceed with the recruitment process, your prompt submission and candid feedback on the reference would be much appreciated. In your reference please include information on the applicant's skills and experience relevant to the position."
- ▶ Add **Completed/End Instructions to Referee**, for example
 - "Thank you so much for taking the time to submit your reference, which will greatly assist the recruitment process."
- ▶ Click **Continue to Next Page**

On the **View Requisition Summary** page

- ▶ On this page you can review the requisition and edit if necessary. You can also choose to save the details without submitting the requisition and edit later
- ▶ If the requisition is complete, select **Submit for First Level Approval** in the section Requisition Status
- ▶ Click **Continue**

On the **Confirm Change Requisition Status** page

- ▶ Click the **Confirm** button

You have now completed the job requisition and submitted for approval.

Workflow (approval process)

The next stage is for Level 1 (your Dean's office or VP's office approver), Level 2 & 3 (Equal Employment Opportunity Office) to approve the requisition, in that order. Approvers can return the requisition to you for updates and/or changes. Once approved by the Equal Employment Opportunity Office, the job will post to <http://jobs.ufl.edu>.

Change Requests

NOTE: If any changes are required **after** the Level 3 has approved requisitions, additional changes require the submission of a Change Request Form. Re-advertised position vacancies must be posted for a minimum of seven (7) calendar days. If a department or unit needs to cancel or fill an announced position vacancy at a rank, salary or qualifications different from the one(s) advertised, the position vacancy must be re-advertised for at least seven (7) calendar days with the updated information. Change Request Forms are located at: <http://www.aa.ufl.edu/aa/forms/AAOCR01.pdf>

Recruitment Compliance Report (also referred to as the UF Faculty Compliance Report)

When completing the hiring process a Compliance Report must be submitted to the Provost Faculty Development Office. If your position vacancy announcement or external ads require applicants to apply online, only part "G" should be completed. Otherwise, all sections of the Report are required.

Route reports for original signatures as follows:

- 1) EEO Officer
- 2) Department Chair
- 3) Dean
- 4) Equal Employment Opportunity Office

See the **UF Faculty Compliance** instruction guide for further details.

Additional Help

EEO Office:	352-392-2477
Recruitment & Staffing:	352-392-2477
UF Help Desk (for technical issues):	352-392-HELP
	helpdesk@ufl.edu

Further resources are available at <http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp>