

[Posting General OPS and Student Positions with GatorJobs]

Use this instruction guide for

- ✓ Creating a requisition to post OPS and Student positions.

Do not use this instruction guide for

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

Before You Begin:

Have the following information available:

- ▶ Salary details
- ▶ Job Summary, Minimum Requirements, and Preferred Qualifications
- ▶ Special Instructions to applicant, if any
- ▶ The Funding Source for the position
- ▶ Any Advertising Sources required

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

- ▶ Under **Create Requisition** click **For OPS and Student**
- ▶ Select **Job Code** or **Classification Title**
- ▶ Under the name of the template you need, click **Create**

In the **Posting Details** tab:

- ▶ Enter the **Name of the Person Being Replaced** if applicable
- ▶ For **Time Limited**, select appropriate response. Answer **Yes**, where the position is Contract/Grant funded and will run for a specific time only. Otherwise answer **No**
- ▶ 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 the **Job Category** (OPS or Student) and change if necessary
- ▶ Select the **Work Location** from the drop down list
- ▶ Select the **Department**
- ▶ Select the **College/Unit**
- ▶ 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 of the Originator(s) 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** write n/a
- ▶ Next to **Search Committee Members** write n/a
- ▶ Enter the **Job Description** summary
- ▶ Enter the **Minimum Requirements**
- ▶ Enter any **Health Assessments** required (if none, select No Additional Requirements for this Position)
- ▶ 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

- ▶ Under **Guidelines for Physicians**, select from the list
- ▶ Under **Nursing/Medical Providers**, select from the list
- ▶ Enter any **Preferred Qualifications**
- ▶ Enter any **Special Instructions to Applicants**

- ▶ Next to **Posting Date** enter the date you want the job requisition posted. The posting date may be adjusted by your Level 2 Approver, if their approval is granted after your requested posting date has passed
- ▶ Applications can be reviewed anytime after the position is posted
- ▶ Next to **Closing Date** enter the last date you want the job posted on the web or you can check the box Open Until Filled if you do not have a specific close date. Note: if you use a Closing Date then you cannot make a hire until that date has passed.

- ▶ Select any **External Advertisement Sources** you require or enter names of alternatives under **Other Advertising Sources**. **Note:** If The Chronicle is selected, all advertisements will be automatically posted to their website only (i.e., not in paper form)
- ▶ Next to **Application Type Accepted** select **TEAMS, OPS and Student Employment Application**
- ▶ 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 **Originators 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

<p>Note: Questions must tie to the minimum requirements or preferred qualifications.</p>

- ▶ 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
- ▶ The User Name is automatically assigned. Enter a **Password** of your choice. Make a note of your password as you will need this to send to Guest Users (see Instruction Guide **Inviting Search Committees & Interview Teams as Guest Users in GatorJobs**)
- ▶ Click **Continue to Next Page**

Or

- ▶ Do you have a Search Committee or Interview Team who needs to review applicants online?
- ▶ **NO**
- ▶ Click **Continue to Next Page**

In the **Notes/History** tab

- ▶ In this section you will be able to view the status of your requisition and any Approvers' notes (after you submit the requisition)
- ▶ 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**

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 Reference**, 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 Reference**, 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 **Confirm Change Requisition Status** page

- ▶ Click **Confirm**

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

Workflow (approval process)

The Approvers for TEAMS positions are:

Level 1: Your Department or College

Level 2: Recruitment & Staffing or Student Employment

Note: Approvers can recycle to the Originator if required, and can edit a Requisition before approving. The Originator will receive an email when the requisition has been posted to GatorJobs.

Additional Help

Recruitment & Staffing:	352-392-2477
Student Employment	352-392-0296
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>