

[Posting General OPS and Student Jobs 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 non-OPS TEAMS positions (see **Posting TEAMS Positions with GatorJobs** instruction guide)
- X Creating a requisition to post non-OPS faculty positions (see **Posting Faculty Positions with GatorJobs** instruction guide)

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 range
- ▶ Job summary, minimum requirements, and preferred qualifications
- ▶ Special instructions to applicant, if any

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**
- ▶ Under the name of the template you need, click **Create**
- ▶ In the **Posting Details** tab:
 - ▶ Enter **Name of Person Being Replaced** if applicable
 - ▶ Enter the **Working Title**
 - ▶ 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
- ▶ Verify the **Job Category** (OPS or Student) and change if necessary
- ▶ Select the **Work Location**
- ▶ Select the **Department**
- ▶ Select the **College**
- ▶ Enter your name as the **Contact Name** (or the name of the person Level 1 and Level 2 approvers should contact regarding the requisition)
- ▶ Enter your phone number and extension as the **Contact Phone/Extension** (or the contact number of the person Level 1 and Level 2 approvers should contact regarding the requisition)
- ▶ Enter your email as the **Contact Email** (or the email for the person Level 1 and Level 2 approvers should contact regarding the requisition)
- ▶ Enter your fax number as the **Contact Fax** (or the fax number for the person Level 1 and Level 2 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 **Search Committee Chair** write N/A
- ▶ Next to **First Level Approver (to be notified)**, select your Level 1 approver
- ▶ Enter the **Job Description** summary
- ▶ Enter the **Minimum Requirements**
- ▶ Select **Additional Posting Requirements**
- ▶ Enter the **Preferred Qualifications**
- ▶ Enter **Special Instructions to Applicant** if any
- ▶ 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
- ▶ Enter a **Posting Review Date**. This is the date you can begin reviewing the applicant pool and you wish to review applicant details before the Closing Date.
- ▶ Next to **Closing Date**, enter the last date you want the job posting on the web

Note: Instead of a **Closing Date**, you can check the **Open Until Filled** checkbox to post a position indefinitely.

- ▶ Select **External Advertising Sources** or enter **Other Advertising Sources**
- ▶ Next to **Application Type Accepted**, select the radio button next to **TEAMS, OPS and Student Employment Application**
- ▶ Next to **Optional Applicant Documents**, choose which documents you want the applicant to have the **option** to attach
- ▶ 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 comments about the requisition in **Originator's Comments**, if relevant
- ▶ Click the **Save and Stay on This Page** button to save your work so far. You must have completed all required fields denoted with a red asterisk in order to save your details

- ▶ Click the **Preview Requisition** button at the bottom of the page

Note: You have the option to use **Posting Specific Questions** and a **Guest User** account as part of your search. Detailed directions on using these features are available in the *Posting TEAMS Positions in GatorJobs* instruction guide.

On the **View Requisition Summary** page

- ▶ Under **Requisition Status**, select the **Submit for First Level Approval** radio button
- ▶ Click the **Continue** button

On the **Confirm Change Requisition Status** page

- ▶ Click the **Confirm** 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.

You have now completed the job requisition.

Workflow (approval process)

The next stage is for Level 1 (**your Dean's office or VP's office approver**) and Level 2 (**Recruitment & Staffing** for general OPS jobs, **Faculty Development** for faculty jobs, or **Student Employment** for student jobs) to approve the requisition, in that order. Approvers can return the requisition to you for updates and/or changes. When approved, the job will post to <http://jobs.ufl.edu>.

Additional Help

For additional help, please call or email:

Recruitment & Staffing: (General OPS)	392-4621
Faculty Development: (Faculty OPS)	392-6004
Student Employment: (Student OPS)	392-0296
UF Help Desk: (for technical problems)	392-HELP helpdesk@ufl.edu

Further resources are available at <http://www.hr.ufl.edu/training/myUFL/Toolkits/index.htm>