[Approving Requisitions at Level One]

Use this instruction guide for
✓ Approving all GatorJobs requisitions (TEAMS, faculty, OPS and student) at Level 1

Do not use this instruction guide for
X Creating requisitions to post jobs (see guides for Posting Faculty Positions with GatorJobs, Posting TEAMS Positions with GatorJobs, or Posting OPS & Student Jobs with GatorJobs)

Security Roles
You need the following security role to perform the actions described in this guide:

• The Level 1 Approver security role: UF_N_GJ_Department Approver

Level 1 Approvers are strongly encouraged to attend Posting GatorJobs training. If you do not have the security role above, you should ask your Department Security Administrator (DSA) to request the role for you in myUFL.

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

Review & Approve Job Requisition
▶ Under Job Posting in the menu on the left, click View Pending
▶ Click View under the Classification Title for the requisition you want to review and approve

In the Posting Details tab
▶ Review all posting details and update if necessary
▶ Click Continue to Next Page

Note: You can choose to either:
update the information yourself and route to Level 2 for approval, or make note of required amendments in the Notes tab and return the requisition to the Originator

In the Posting Specific Questions tab
▶ Review all posting specific questions and update if necessary
▶ Click Continue to Next Page

In the Disqualifying tab
▶ Review the disqualifying answers and update if necessary
▶ Click Continue to Next Page

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In the **Guest User** tab
  - Review the guest user account settings, and record username and password if necessary
  - Click **Continue to Next Page**

In the **Notes** tab
  - Do you want to **Add Notes** to the requisition?
    - **YES**
    - Type **Notes** into the box provided
    - Click **Add Notes**
    - Review the note you typed, and if satisfactory, click the **Confirm** button
    - Click **Continue to Next Page**
  - **NO**
    - Click **Continue to Next Page**

In the **View Requisition Summary** page
  - Do you want to **Submit for Second Level Approval** or **Return to Originator**?

**Submit for Second Level Approval**
  - Select **Submit for Second Level Approval**
  - Click **Continue**
  - Click **Confirm**

**Return to Originator**
  - Select **Return to Originator**
  - Click **Continue**
  - Click **Confirm**

You have completed the action: Approving Requisitions at Level 1. The requisition will now continue to follow the Approval process. When approved by Level 3, the job will post to [http://jobs.ufl.edu](http://jobs.ufl.edu).

**The Level 2 Approvers are:**
Classification & Compensation for TEAMS
Faculty Development for Faculty Positions
Recruitment & Staffing for OPS
Student Employment for Student Positions

**The Level 3 Approvers are:**
Recruitment & Staffing for TEAMS & OPS
Faculty Development for Faculty Positions
Student Employment for Student Positions

**Additional Help**
For additional help, please call or email:

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

Further resources are available at [http://www.hr.ufl.edu/training/myUFL/Toolkits/index.htm](http://www.hr.ufl.edu/training/myUFL/Toolkits/index.htm)