Instruction Guide

Creating a Job Requisition in GatorJobs for General OPS and Students

OVERVIEW

Use this instruction guide to create a job requisition for General OPS or Student positions in GatorJobs as an Originator with the security role of UF_N_GJ_Department Admin. Create the job requisition from a template that matches the appropriate job classification. Complete the rest of the requisition using the left hand-menu to guide you through the sections. At any time, you can save your work and return to edit or view the requisition as an applicant would see it. When complete, submit it for departmental approval to your Level 1 department approver, with the security role of UF_N_GJ_Department Approver. Your Level 1 approver will review and approve the requisition, sending it to HR Recruitment and Staffing (Level 3) for final approval and posting.

You must complete the eLearning course PST094-GatorJobs 2012 before you can receive security to become an Originator. 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.

STEPS

Navigation

There are two ways to navigate to GatorJobs in myUFL:

1. Click Main Menu > Click UF Departmental Admin > Click GatorJobs
2. Click Main Menu > Click Recruiting > Click GatorJobs

You will be directed to the HomePage for GatorJobs in a separate webpage.

To begin a requisition:

3. Click the Create New Temporary and Student Requisition link in the Shortcuts box on the right.
4. Click on Create from Template link in the message box.
5. When you have located the classification you wish to use, hover over the Action button (on the right-hand side) and click the Create From link.

To complete the New Requisition section:

6. Click on the Division dropdown menu to select the appropriate college/unit.
7. Click on the Department list to select the department ID for the hiring department.
8. Determine if you will be accepting applications online. If applicants should send their application to the department directly and not apply online, uncheck Accept online applications?
For offline applications, include instructions on where applicants should direct their application materials in the Special offline application instructions field.

9. For Accepted Application Forms, select the appropriate form for your search.

10. Click the Create New Requisition button. At this point, you will see the menu on the left-hand side appear to guide you through completing the requisition.

To complete the Posting Details section:

11. Provide posting details:

- Enter the Name of the Person Being Replaced, if applicable.
- For Time Limited, answer Yes if the position is contract/grant funded and will run for a specific time only. Otherwise, answer No.
- Enter the Working Title (for example, an alternative title for the job if you use one).
- Enter the Funding Source.
- Enter the Advertised Salary. The advertised salary can be:
  - A single number
  - A range
  - Negotiable based on experience & qualifications
- For FLSA Status, choose Exempt or Non-Exempt.
  - Exempt OPS positions must be approved by Classification and Compensation prior to posting.
- For Job Type, choose Full-Time or Part-Time.
- For Job Category, select OPS, Student, or Post Doc, as appropriate.
- Select the Work Location from the drop down list.
- For the following fields, enter your information or the information of the person that Level 1 and core office approvers should contact regarding the requisition:
  - Contact Name
  - Contact Phone/Extension
  - Contact Email
  - Contact Fax
- For the following fields, enter the information of the hiring authority for the position (optional)
  - Hiring Authority
  - Hiring Authority Phone
  - Hiring Authority Email
- Enter the Job Description summary.
- Enter the Minimum Requirements.
- Enter the Preferred Qualifications.
- Select Health Assessments Required, if appropriate.
- Select any Background Checks/Other Verifications required.
• Enter any **Special Instructions to Applicants**.
• Next to **Posting Date**, enter the date you want the job requisition posted.
  o The posting date may be adjusted by your Level 1 Approver if their approval is granted after your requested posting date has passed.
• Next to **Posting Review Date**, enter the date you would like guest users to be able to access applications.
  o Applications can be reviewed any time after the position is posted.
• Next to **Closing Date**, enter the last date you want the job posted on the web.
  o You may not remove the posting from the web or make a hiring decision prior to the indicated closing date.
  o A status of “Open until filled” requires approval from Recruitment and Staffing.
• **Employment Recruiter** does not need to be selected for OPS and Student requisitions.
• Select any external advertisement sources you require or enter the names of alternatives in the **Other Advertising Sources** field.
• Enter the **FTE** of the position.
12. Click the **Next >>** button to save and move to the next section.

To complete the **Supplemental Questions** section:

13. In this section, 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. If you do not wish to add supplemental questions, select **Next >>**.
14. To add a supplemental questions, click **Add a question**.
15. 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.

> **STEP 1** - Add a question from the question bank
  • Click **Add a Question**
  • Search by entering a keyword
  • To view the answers to a question, click the question link.
  • To add the question to the list, click the **Add** checkbox in front of the question.
  • Click the **Submit** button to add selected questions to the job requisition. Repeat these steps to add additional questions from the question bank as needed.

> **STEP 2** - Create a Question
  • Click **Add a Question**
  • Click the **Add a new one** link found at the bottom of the page. These types of questions will be pending approval of the Level 3 HR Approver.
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- Enter a title or name of the question in the Name field.
- Select Experience or Education from the Category drop-down menu.
- Enter your question text in the Question field.
- Click the Predefined Answers option and enter possible answers or click Open Ended for the applicant to enter a response in a textbox.
- Click the Submit button.
  - Any blank answers in the Predefined Answers field will disappear when you click the Submit button.

16. Click the link of the added question to view the answers. To make a question disqualifying, check the box in the Disqualifying column next to the answer. This will automatically disqualify applicants that select this answer.

**Note:** Disqualifying questions must be related to minimum requirements.

17. Click the Required checkbox for all supplemental questions. Otherwise the applicants may choose not to answer them.
18. Click the Next >> button to save and move to the next section.

To complete the Requirement Documents section:

19. For each of the documents listed, select Not Used, Optional, or Required.
   - For example, for the Cover Letter, you may decide it is required for the applicant to complete and submit. In this case, click the circle in the Required column.
   - If you do not require a Work Sample, click Not Used or Optional.
     - Click Optional to allow the applicant to submit a work sample if they choose to do so.
     - Click Not Used to prevent the applicant from submitting any unwanted documents. These documents will not display to the applicant.
20. Click the Next >> button to save and move to the next section.

To complete the Guest User section:

21. Click the Create Guest User Account button to generate a username and password for guest users.
   - If you would like the system to email the guest users, enter their emails, one per line, to the list.
   - Press [Enter] on your keyboard for the second line to add an additional email.
   - Click the Update Guest User Recipient List button. The system will email the guest users the username/password when the position is posted.
   - To modify the password, change it and then click on the Update Password button.
22. Click the Next >> button to save and move to the next section.

To use the See How Requisition Looks to Applicant link:

23. Before submitting for approval, click the See How Requisition Looks to Applicant link.
   - To return to the requisition, click the job position title link at the top of the screen.
To use the Watch List:
24. To add this job requisition to your Watch List to find easily when you return, click the Take Action on This Requisition button, then click Keep Working on this Requisition
   • Make sure you do not uncheck the box for Add this requisition to your watch list?
   • Click the Submit button.

To submit the job requisition for approval:
25. Review the job requisition from the Summary tab. An orange exclamation mark by a subsection means that that section is incomplete. Use the Edit link by the subsection heading to complete.
26. Click the Take Action On Requisition button.
   • Click the Level 1 (move to Submit to Level 1) link.
   • Enter any notes for your Level 1 approver in the Comments field.
   • Keep the checked Watch List box as is. The requisition will display in your Watch List on the Home page to find easily.
   • Click the Submit button.
27. A green bar across the top will display the message "Requisition was successfully transitioned" when the job requisition has been sent to your departmental Level 1 for approval.

For further assistance, please contact Recruitment and Staffing at 392-2477 or visit http://hr.ufl.edu/manager-resources/recruitment-staffing/.