

# UCF PeopleAdmin 7 User Guide



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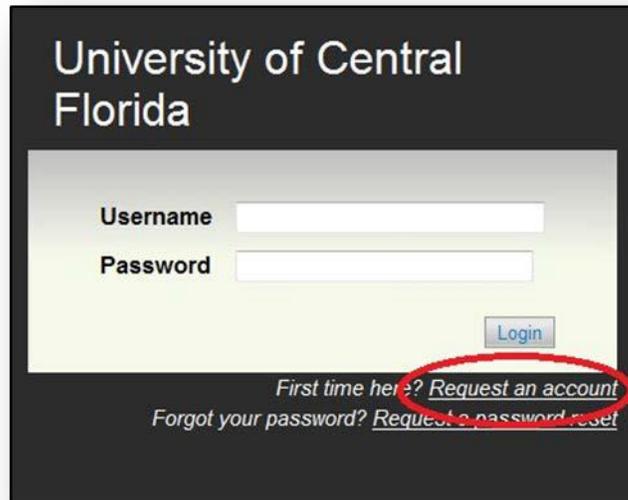
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## Create User Accounts

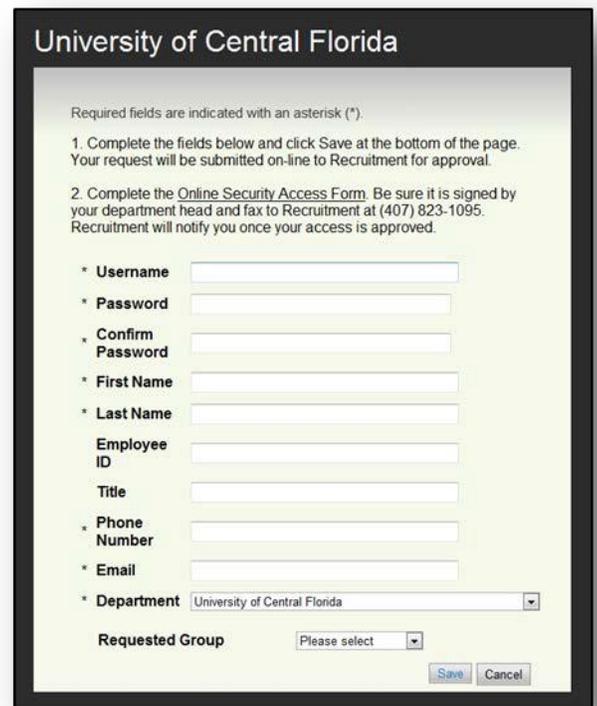
Before User Access can be approved two request forms must be submitted to the Talent Acquisition Department. Complete and fax the On-line Security Access form request and create and submit a request on-line.

### How to Create the User Account Access Request On-Line

1. Go to [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).
2. Click on "Request an Account" to open a blank Account Information form.



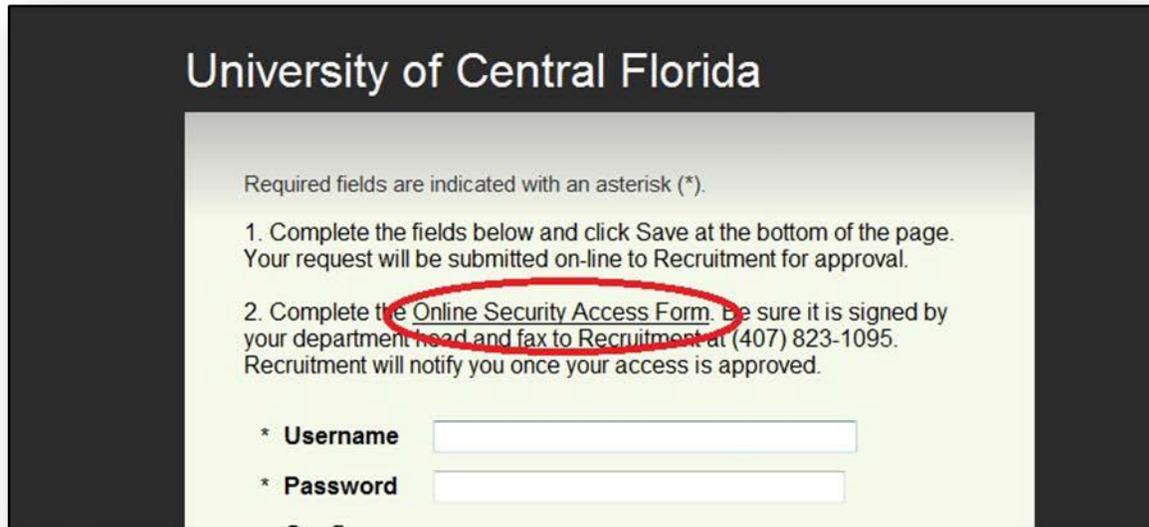
3. Fields indicated with an asterisk (\*) must be filled in.
  - a. Create a unique username and password. Passwords are case sensitive. DO NOT use an email address as your username.
  - b. Enter the email address where system-generated emails will be received. Verify this information is correct.
  - c. On the "Department" field select one field that IS NOT "University of Central Florida". The system will not allow more than one department. If there is more than one department to request access for, the selection needs to be entering on the hardcopy form.
  - d. Select the user type access on "Requested Group" field. The user types are Certified Interviewer, Hiring Manager, or Executive User.



4. Click on "SAVE" to submit request to Talent Acquisition for approval.
5. Talent Acquisition will notify you by e-mail when access is approved.

### ***How to Complete the Online Security Access form request***

1. From the "Request an account" page click on "Online Security Access Form".



The screenshot shows a web form titled "University of Central Florida". Below the title, it states "Required fields are indicated with an asterisk (\*)". There are two numbered instructions: 1. "Complete the fields below and click Save at the bottom of the page. Your request will be submitted on-line to Recruitment for approval." 2. "Complete the Online Security Access Form. Be sure it is signed by your department head and fax to Recruitment at (407) 823-1095. Recruitment will notify you once your access is approved." The text "Online Security Access Form" in the second instruction is circled in red. Below the instructions are two input fields: "\* Username" and "\* Password", each with a corresponding text box.

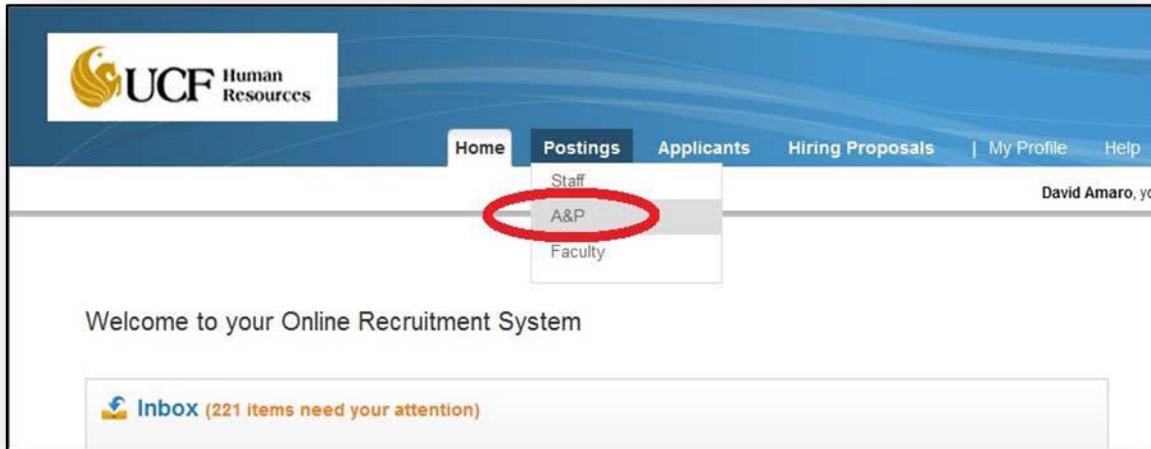
2. Complete and print the Excel document that pops up.
3. Have it signed by the Vice President's Office or Dean's Office and fax it to 407-823-1095 or email it to [talent@ucf.edu](mailto:talent@ucf.edu).
4. Talent Acquisition will notify you by e-mail when access is approved.

# Creating a Job Posting

## A&P

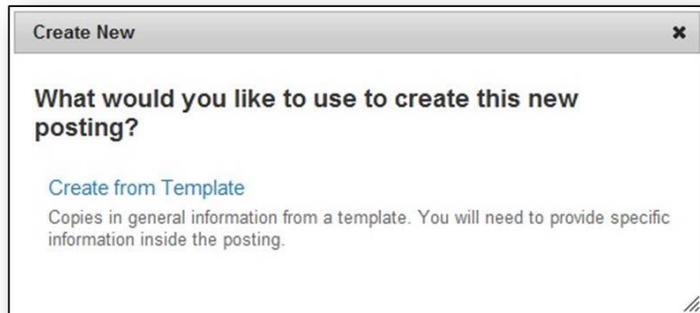
### Certified Interviewer:

1. First log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).
2. Once in, highlight the “Postings” tab menu within the drop down menu click “A&P” from the available options.



3. Select “Create New Posting” on the right hand side of the screen.

4. A dialog box will present you with the choice to Create from Template - scroll through a list of available templates to find the job title you wish to recruit for.



5. Once you locate the template that you wish to use as the basis for the new posting, click on the “Actions” drop down box and select “Create From”.

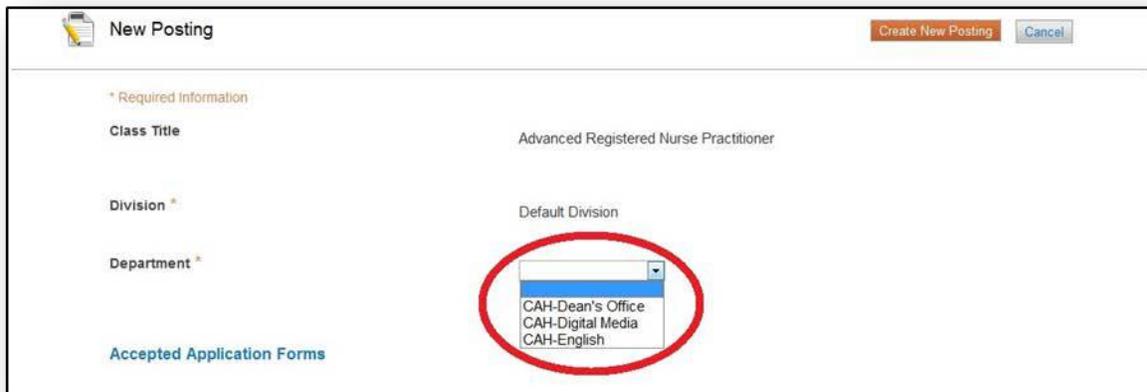
**OPTIONAL:** USER CAN CLICK ON THE “VIEW TEMPLATE” UNDER THE “ACTIONS” DROP DOWN BOX OR CLICK THE JOB TITLE TO SEE A SUMMARY OF THE TEMPLATE FOR THE JOB TITLE. THERE IS AN AVAILABLE “CREATE POSTING FROM THIS TEMPLATE” LINK ON THE SUMMARY PAGE WHICH WILL ALLOW YOU TO CREATE THE NEW JOB POSTING WITHOUT HAVING TO RETURN TO THE PREVIOUS SCREEN.



Class Title	Class Code	Status	(Actions)
Advanced Registered Nurse Practitioner	9513	Approved	Actions
Applications Programmer	2512	Approved	GENERAL View Template Create From
Applications Systems Analysis and Programming Manager (Financials)	2605	Approved	
Applications Systems Analyst Lead (Financials)	2606	Approved	
Applications Systems Analyst Programmer Lead (Financials)	2607	Approved	Actions
Applications Systems Analyst Senior (Financials)	2609	Approved	Actions

6. The next screen will be called “New Posting”. The Class Title Form will self-populate. The “Division” will default to “Default Division”. The Division is assigned when the user account is approved by Talent Acquisition.

Select the correct “Department” from the drop down and click on the “Create New Posting”.



**New Posting** Create New Posting Cancel

**Required Information**

**Class Title** Advanced Registered Nurse Practitioner

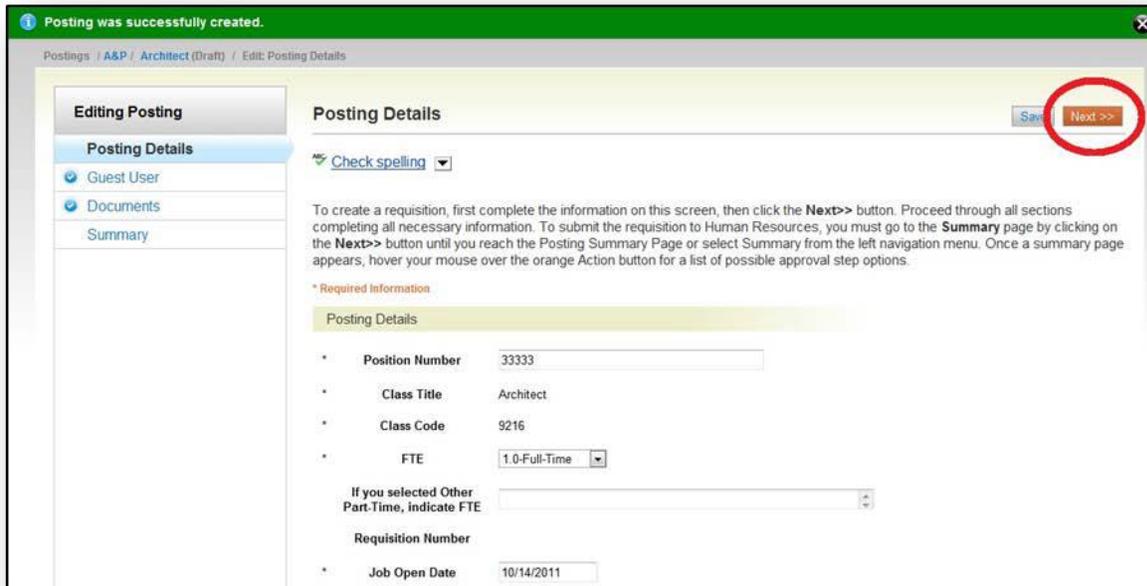
**Division \*** Default Division

**Department \*** CAH-Dean's Office  
CAH-Digital Media  
CAH-English

**Accepted Application Forms**

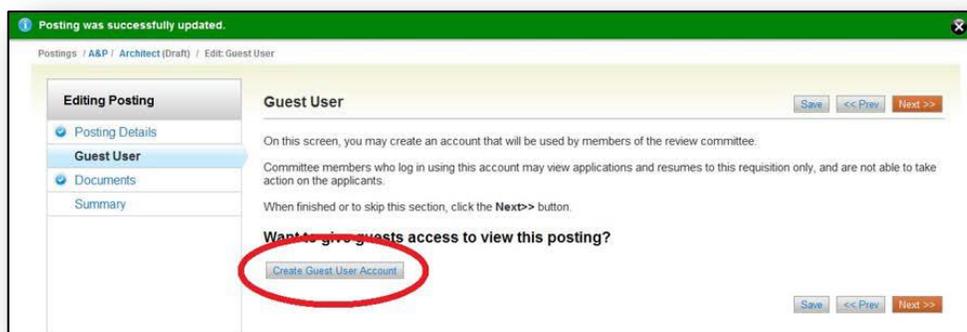
7. Fill in all the necessary and required information on the “Posting Details” page. Click the “Save” button then the “Next” button.

**NOTE:** THERE IS AN AVAILABLE “CHECK SPELLING” LINK AT THE TOP OF THE “POSTING DETAILS” PAGE.



8. The next screen allows you to create a “Guest User” Account for the position.

**OPTIONAL:** IF A GUEST USER ACCOUNT IS DESIRED, CLICK ON THE “CREATE GUEST USER ACCOUNT” BUTTON. IF YOU DO NOT WISH TO USE THIS FEATURE, CLICK ON THE “NEXT” BUTTON TO CONTINUE.



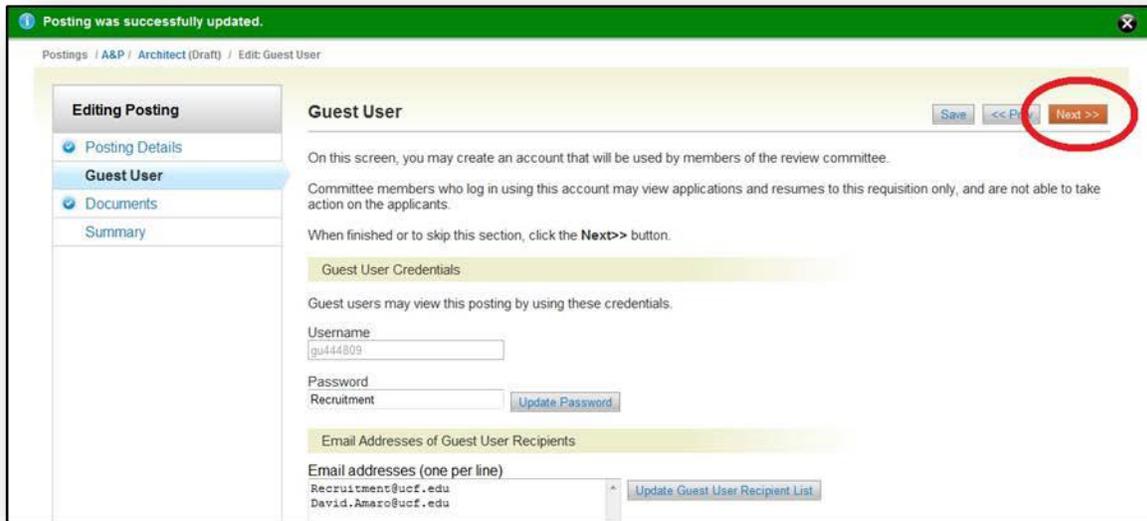
9. If using the “Guest User” Account, complete the needed sections on the page.

**NOTE:** YOU CAN CHANGE THE PASSWORD IF NEEDED, PLUS YOU HAVE THE ABILITY TO SEND THE GUEST USER ACCESS TO INDIVIDUALS USING THE E-MAIL OPTION.

10. To change the password, input the new password in and click on the “Update Password” button.

**NOTE:** THE PASSWORD MUST BE AT LEAST SIX CHARACTERS LONG. TO ADD GUEST USER RECIPIENT E-MAILS, LIST THE E-MAIL ADDRESSES ONE PER LINE. ONCE COMPLETED, CLICK “UPDATE GUEST USER RECIPIENT LIST” BUTTON.

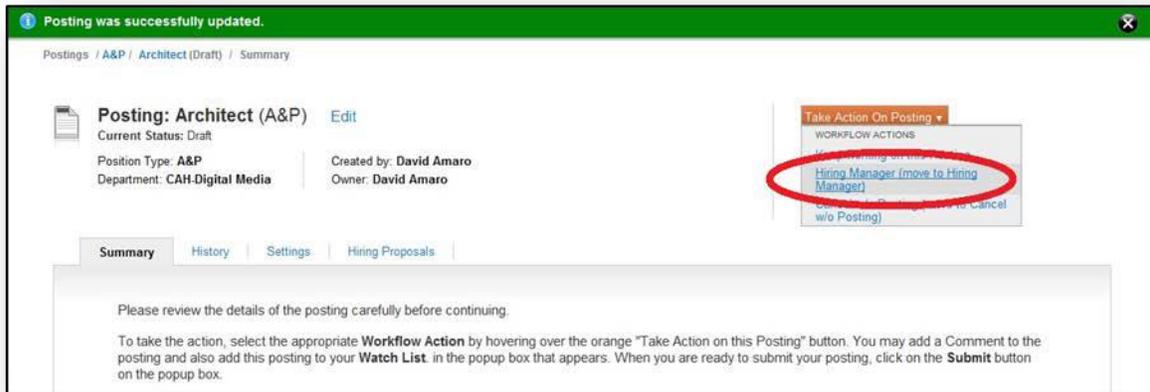
11. Once completed with the guest user account, click “Save and then click the “Next” button to continue.



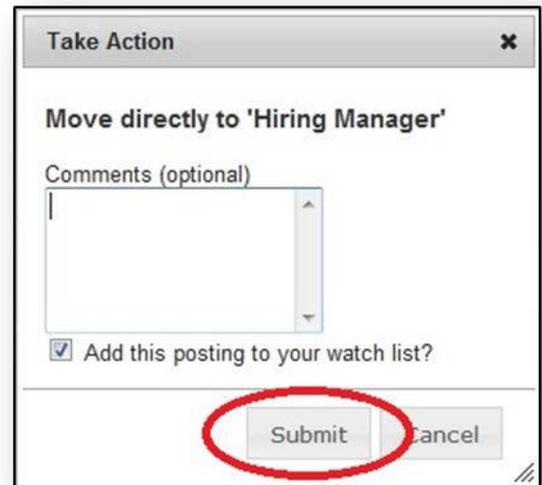
12. The next screen is the “Documents” page. Documents will be uploaded during the hiring process; there is no need to make any changes to this page at this time. Click on the “Next” button to continue.

13. The last screen is the “Summary” page. Please review the job posting to ensure all the needed areas have been completed. If any fields need to be corrected or changed, click on the “Edit” link located next to the corresponding section title.

14. Highlight the “Take Action on Posting” drop down box and click “Hiring Manager (move to Hiring Manager)” link to submit the job posting to Hiring Manager review.

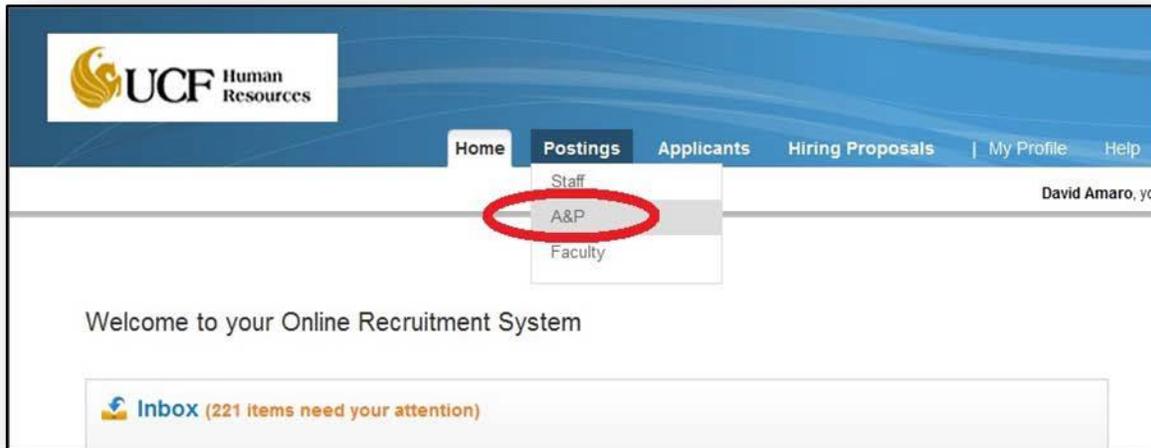


15. A pop up box will appear in the middle of the screen. You will have the option to add any additional comments to the hiring manager and also the ability to add the job posting to your watch list on the home page.
16. Click “Submit” to complete the job posting and send it to the hiring manager for review.



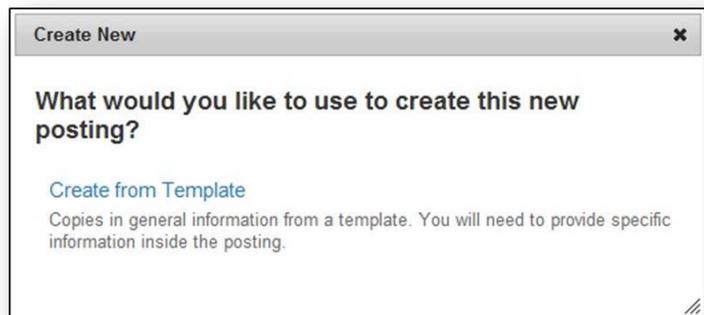
## Hiring Manager:

1. First log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).
2. Once in, highlight the “Postings” tab menu within the drop down menu click “A&P” from the available options.



3. Select “Create New Posting” on the right hand side of the screen.

4. A dialog box will present you with choice to Create from Template - scroll through a list of available templates to find the job title you wish to recruit for.



5. Once you locate the template that you wish to use as the basis for the new posting, click on the “Actions” drop down box and select “Create From”

**OPTIONAL:** USER CAN CLICK ON THE “VIEW TEMPLATE” UNDER THE “ACTIONS” DROP DOWN BOX OR CLICK THE JOB TITLE TO SEE A SUMMARY OF THE TEMPLATE FOR THE JOB TITLE. THERE IS AN AVAILABLE “CREATE POSTING FROM THIS TEMPLATE” LINK ON THE SUMMARY PAGE WHICH WILL ALLOW YOU TO CREATE THE NEW JOB POSTING WITHOUT HAVING TO RETURN TO THE PREVIOUS SCREEN.

Class Title	Class Code	Status	(Actions)
Advanced Registered Nurse Practitioner	9513	Approved	Actions ▼
Applications Programmer	2512	Approved	Actions ▼
Applications Systems Analysis and Programming Manager (Financials)	2605	Approved	Actions ▼
Applications Systems Analyst Lead (Financials)	2606	Approved	Actions ▼
Applications Systems Analyst Programmer Lead (Financials)	2607	Approved	Actions ▼
Applications Systems Analyst Senior (Financials)	2609	Approved	Actions ▼

- The next screen will be called “New Posting”. The Class Title will self-populate. The “Division” will default to “Default Division”. The Division is assigned when the user account is approved by Talent Acquisition. Select the correct “Department” from the drop down and click on the “Create New Posting”.

**New Posting** Create New Posting Cancel

\* Required Information

**Class Title** Advanced Registered Nurse Practitioner

**Division \*** Default Division

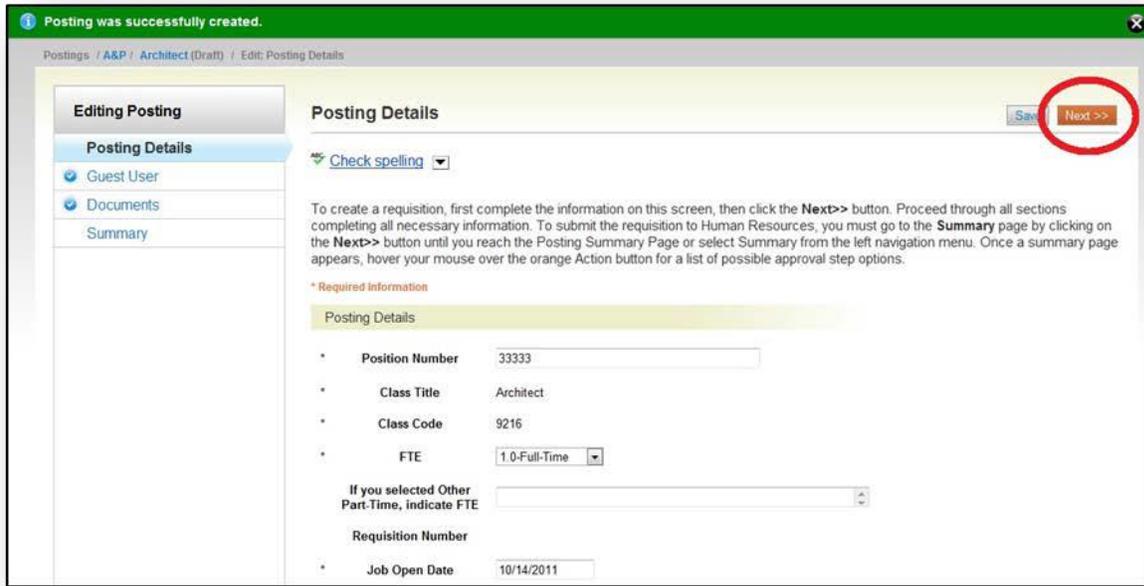
**Department \*** 


- CAH-Dean's Office
- CAH-Digital Media
- CAH-English

Accepted Application Forms

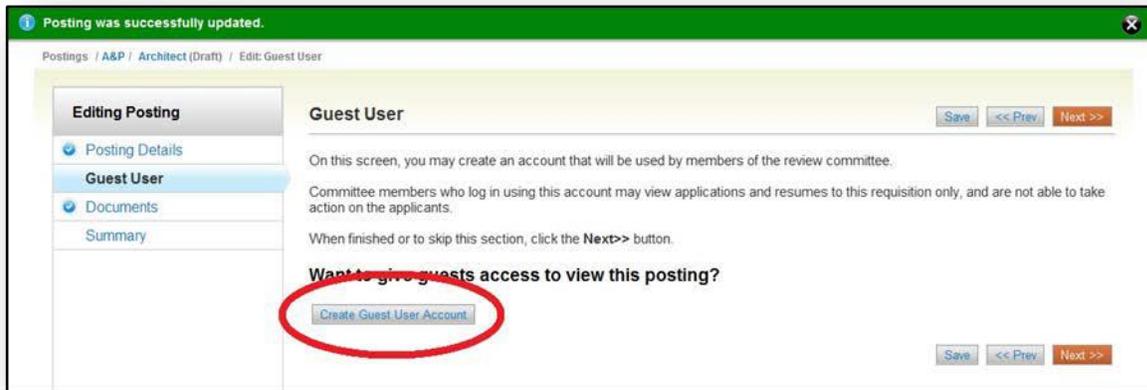
- Fill in all the necessary and required information on the “Posting Details” page. Click the “Save” button then the “Next” button.

**NOTE:** THERE IS AN AVAILABLE “CHECK SPELLING” LINK AT THE TOP OF THE “POSTING DETAILS” PAGE.



8. The next screen allows you to create a “Guest User” Account for the position.

**OPTIONAL:** THIS STEP IS OPTIONAL; IF A GUEST USER ACCOUNT IS DESIRED, CLICK ON THE “CREATE GUEST USER ACCOUNT” BUTTON. IF YOU DO NOT WISH TO USE THIS FEATURE, CLICK ON THE “NEXT” BUTTON TO CONTINUE.



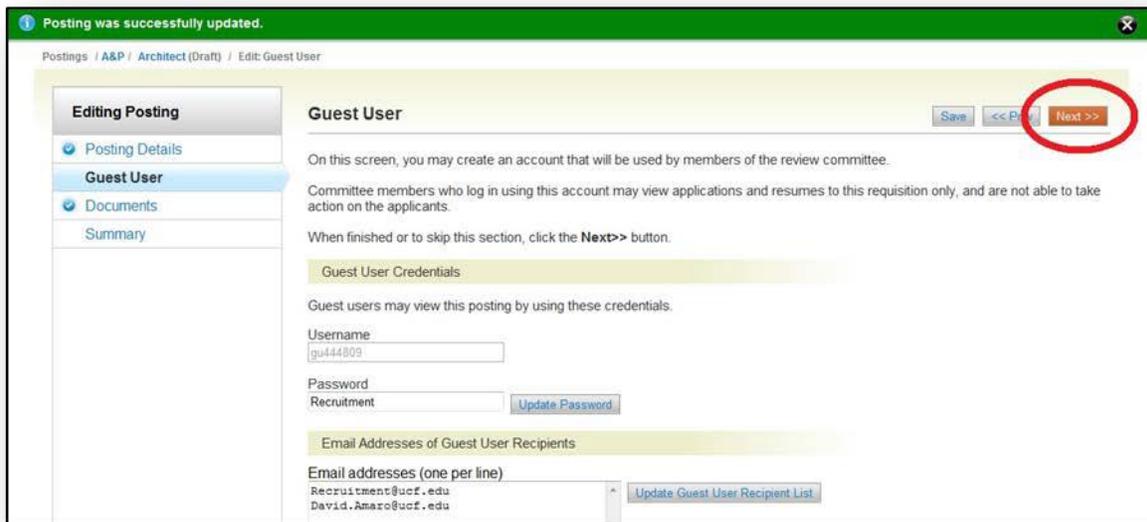
9. If using the “Guest User” Account, complete the needed sections on the page.

**NOTE:** YOU CAN CHANGE THE PASSWORD IF NEEDED, PLUS YOU HAVE THE ABILITY TO SEND THE GUEST USER ACCESS TO INDIVIDUALS USING THE E-MAIL OPTION.

10. To change the password, input the new password in and click on the “Update Password” button.

**NOTE:** THE PASSWORD MUST BE AT LEAST SIX CHARACTERS LONG. TO ADD GUEST USER RECIPIENT E-MAILS, LIST THE E-MAIL ADDRESSES ONE PER LINE. ONCE COMPLETED, CLICK “UPDATE GUEST USER RECIPIENT LIST” BUTTON.

11. Once completed with the guest user account, click on the “Save” button then click the “Next” button to continue.

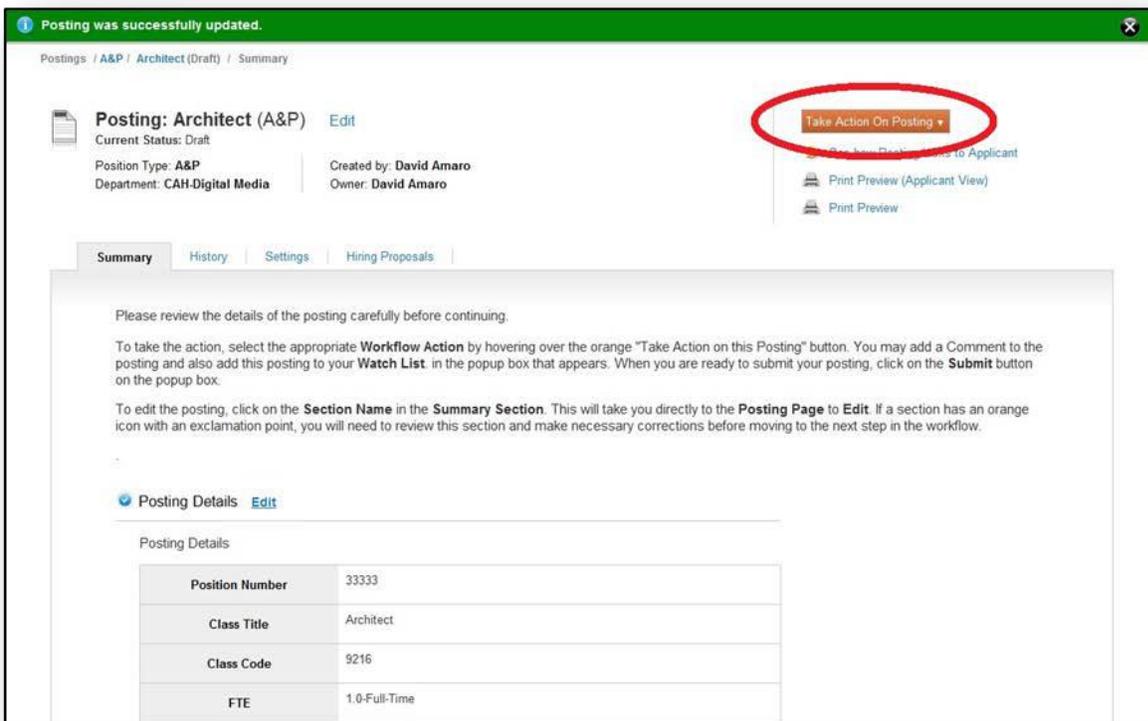


12. The next screen is the “Documents” page. Documents will be uploaded during the hiring process; there is no need to make any changes to this page at this time. Click on the “Next” button to continue.

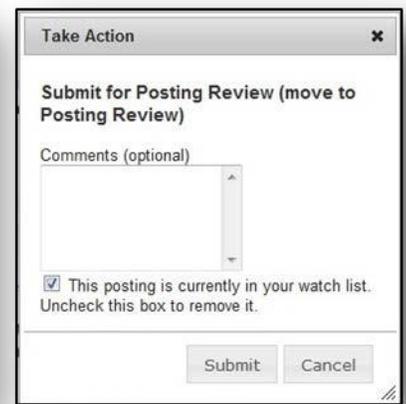
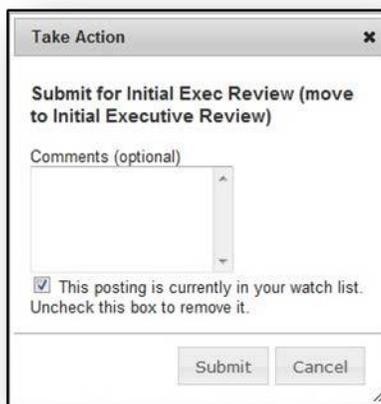
13. The last screen is the “Summary” page. Please review the job posting to ensure all the needed areas have been completed. If any fields need to be corrected or changed, click on the “Edit” link located next to the corresponding section title.

- Highlight the “Take Action on Posting” drop down box. If the job posting is ready to be submitted to Talent Acquisition for review, click on the “Posting Review (move to Posting Review)”. If the job posting needs to be reviewed by the Executive User, click on the “Initial Executive Review (move to Initial Executive Review)”.

**NOTE:** IF YOU DO NOT KNOW WHETHER THE POSTING NEEDS TO BE SUBMITTED TO TALENT ACQUISITION THROUGH YOUR EXECUTIVE USER, CONTACT YOUR VP OFFICE OR DEAN'S OFFICE.



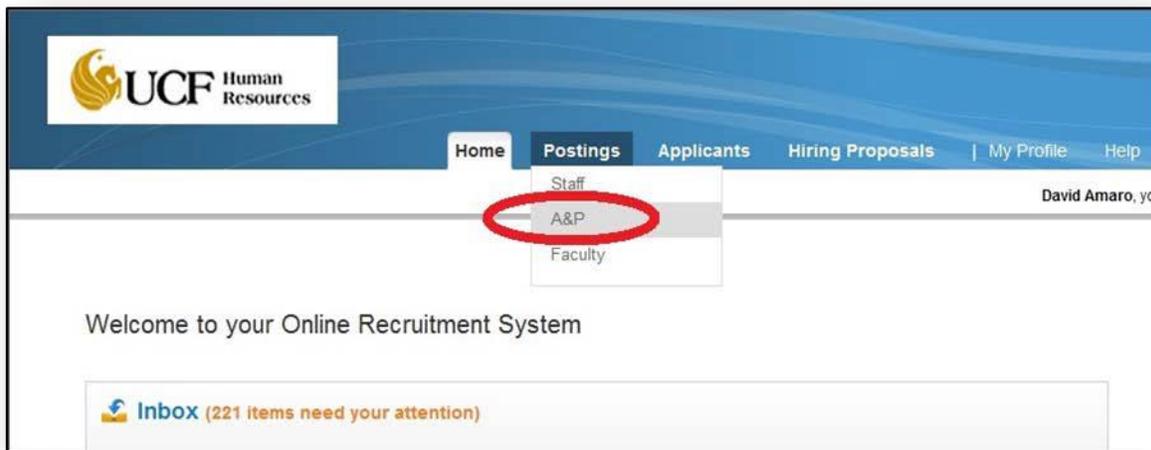
- A pop up box will appear in the middle of the screen. You will have the option to add any additional comments to the Executive User or Talent Acquisition and also the ability to add the job posting to you watch list on the home page.



16. To complete the sending of the job posting to the Executive User or Talent Acquisition, click on the “Submit” button.

## Executive User:

1. First log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).
2. Once in, highlight the “Postings” tab menu within the drop down menu click “A&P” from the available options.



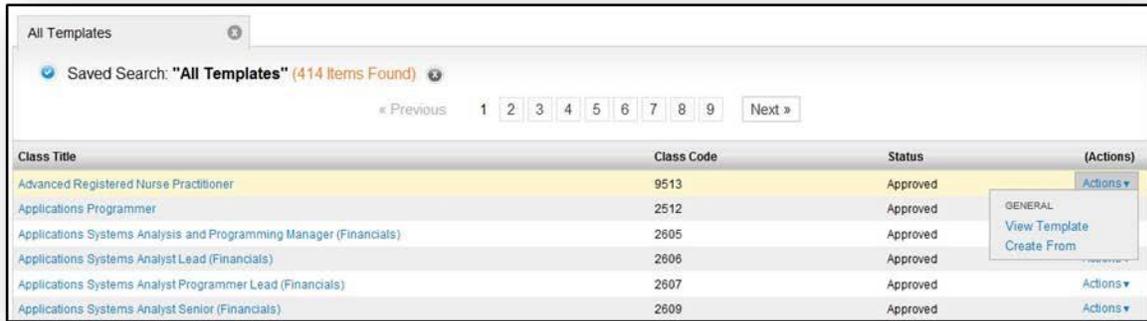
3. Select “Create New Posting” on the right hand side of the screen.

4. A dialog box will present you with choice to Create from Template - scroll through a list of available templates to find the job title you wish to recruit for.



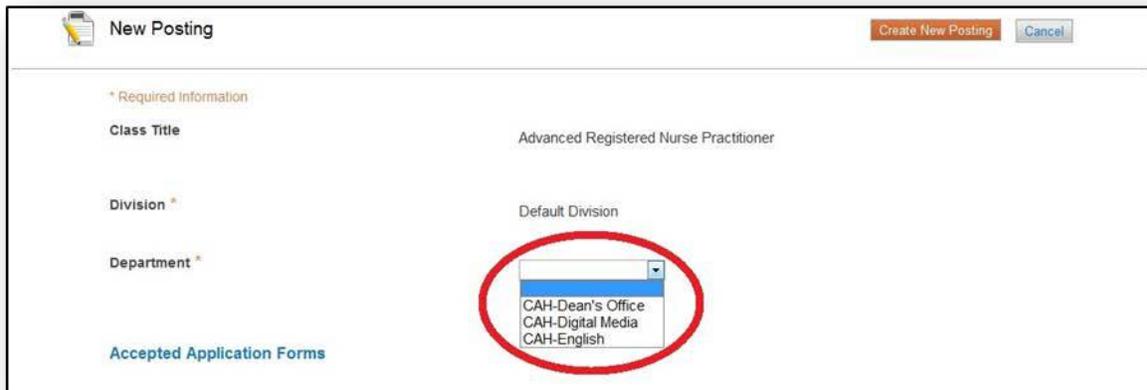
5. Once you locate the template or posting that you wish to use as the basis for the new posting, click on the “Actions” drop down box and select “Create From”

**OPTIONAL:** USER CAN CLICK ON THE “VIEW TEMPLATE” UNDER THE “ACTIONS” DROP DOWN BOX OR CLICK THE JOB TITLE TO SEE A SUMMARY OF THE TEMPLATE FOR THE JOB TITLE. THERE IS AN AVAILABLE “CREATE POSTING FROM THIS TEMPLATE” LINK ON THE SUMMARY PAGE WHICH WILL ALLOW YOU TO CREATE THE NEW JOB POSTING WITHOUT HAVING TO RETURN TO THE PREVIOUS SCREEN.



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Applications Programmer	2512	Approved	Actions ▼
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Applications Systems Analyst Lead (Financials)	2606	Approved	Actions ▼
Applications Systems Analyst Programmer Lead (Financials)	2607	Approved	Actions ▼
Applications Systems Analyst Senior (Financials)	2609	Approved	Actions ▼

- The next screen will be called “New Posting”. The Class Title will self-populate. The “Division” will default to “Default Division”. The Division is assigned when the user account is approved by Talent Acquisition. Select the correct “Department” from the drop down and click on the “Create New Posting”.



**New Posting** Create New Posting Cancel

\* Required Information

**Class Title** Advanced Registered Nurse Practitioner

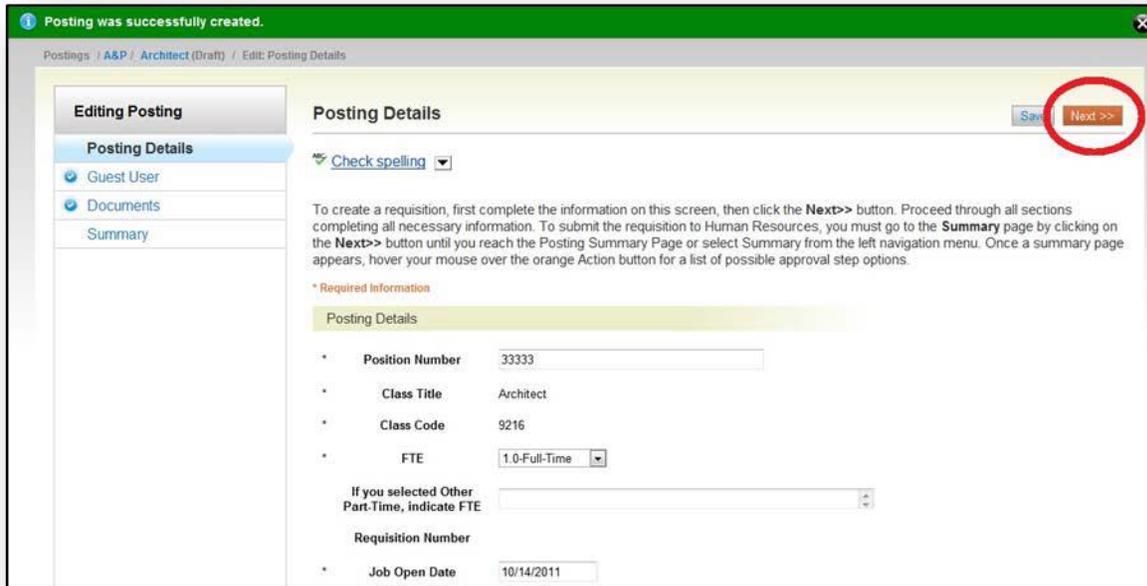
**Division \*** Default Division

**Department \*** CAH-Dean's Office  
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CAH-English

Accepted Application Forms

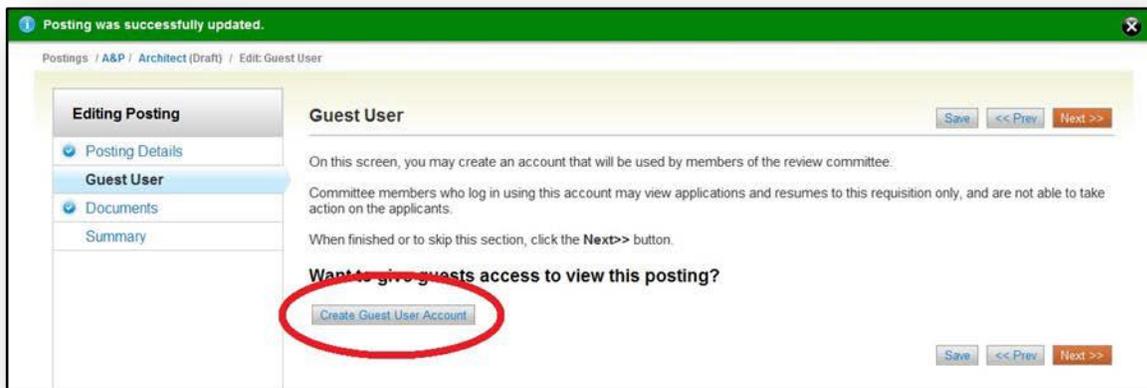
- Fill in all the necessary and required information on the “Posting Details” page. Click “Save” and then the “Next” button at the bottom of the page to continue.

**NOTE:** THERE IS AN AVAILABLE “CHECK SPELLING” LINK AT THE TOP OF THE “POSTING DETAILS” PAGE.



8. The next screen allows you to create a “Guest User” Account for the position.

**OPTIONAL:** THIS STEP IS OPTIONAL; IF A GUEST USER ACCOUNT IS DESIRED, CLICK ON THE “CREATE GUEST USER ACCOUNT” BUTTON. IF YOU DO NOT WISH TO USE THIS FEATURE, CLICK ON THE “NEXT” BUTTON TO CONTINUE.



9. If using the “Guest User” Account, complete the needed sections on the page.

**NOTE:** YOU CAN CHANGE THE PASSWORD IF NEEDED, PLUS YOU HAVE THE ABILITY TO SEND THE GUEST USER ACCESS TO INDIVIDUALS USING THE E-MAIL OPTION.

10. To change the password, input the new password in and click on the “Update Password” button.

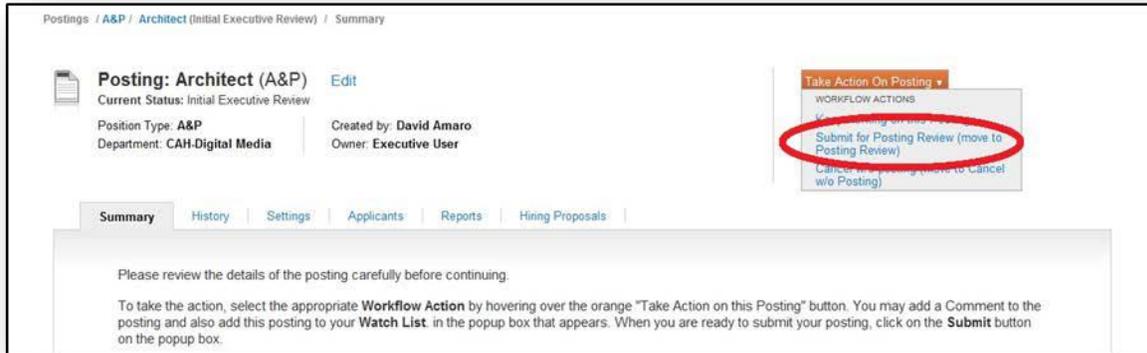
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11. Once completed with the guest user account, click on the “Save” button then the “Next” button to continue.

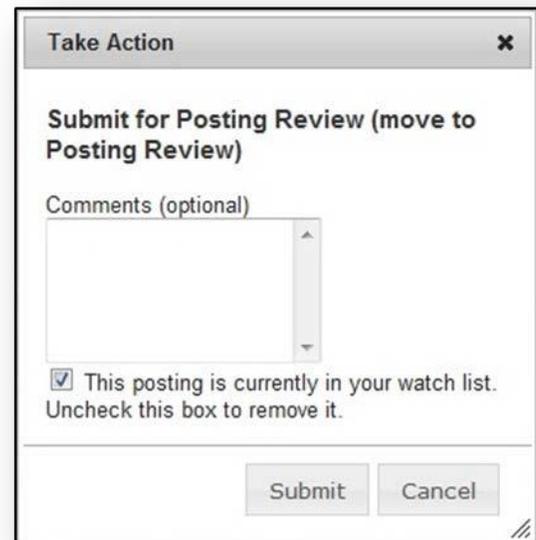
12. The next screen is the “Documents” page. Documents will be uploaded during the hiring process; there is no need to make any changes to this page at this time. Click on the “Next” button to continue.

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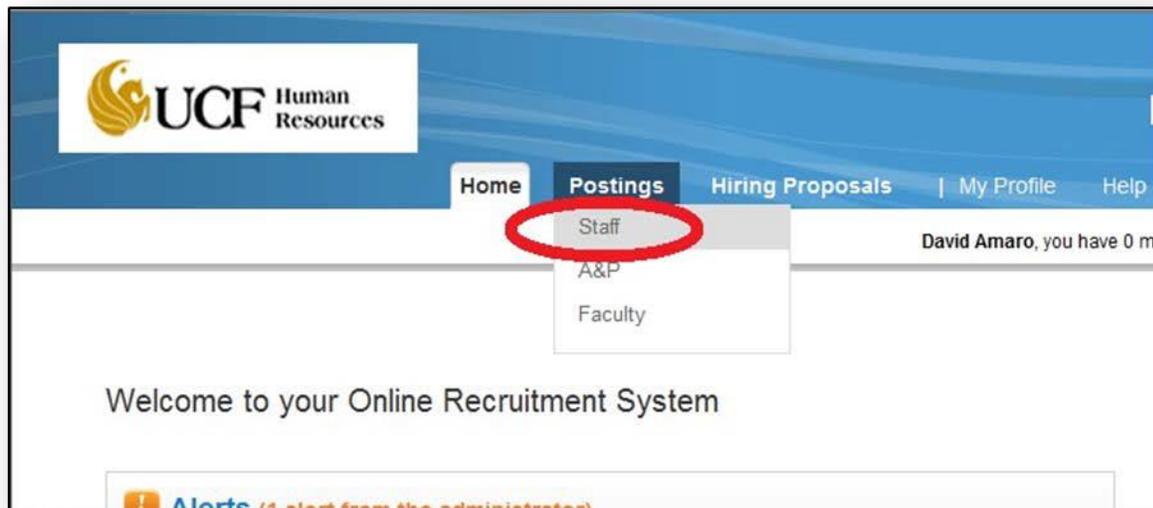
15. A pop up box will appear in the middle of the screen. You will have the option to add any additional comments for Talent Acquisition and also the ability to add the job posting to you watch list on the home page.
16. To complete the sending of the job posting to Talent Acquisition, click on the “Submit” button.



## USPS

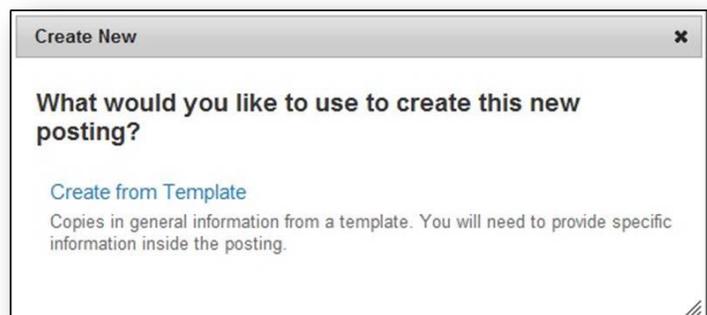
### Certified Interviewer:

1. First log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).
2. Once in, highlight the "Postings" tab menu within the drop down menu click "Staff" from the available options.



3. Select "Create New Posting" on the right hand side of the screen.

4. A dialog box will present you with the choice to Create from Template - scroll through a list of available templates to find the job title you wish to recruit for.



5. Once you locate the template that you wish to use as the basis for the new posting, click on the "Actions" drop down box and select "Create From"

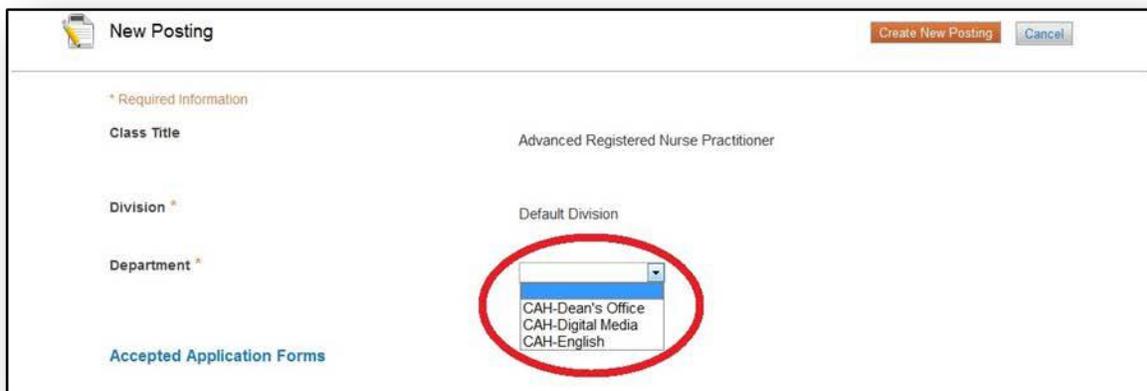
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The screenshot shows a web interface titled "All Templates" with a search filter "Saved Search: 'All Templates' (280 Items Found)". Below the search bar is a pagination control with buttons for "Previous", "1", "2", "3", "4", "5", "6", and "Next". A table lists templates with columns for "Class Title", "Class Code", "Status", and "Actions". The "Accountant" row is highlighted, and its "Actions" dropdown menu is open, showing options for "GENERAL", "View Template", and "Create From".

Class Title	Class Code	Status	(Actions)
Accountant	051	Approved	Actions ▾
Administrative Assistant	163	Approved	Actions ▾
Administrative Assistant - Confidential	242	Approved	Actions ▾
Admissions Specialist	176	Approved	Actions ▾
Assistant Custodial Superintendent	037	Approved	Actions ▾
Assistant Editor	193	Approved	Actions ▾

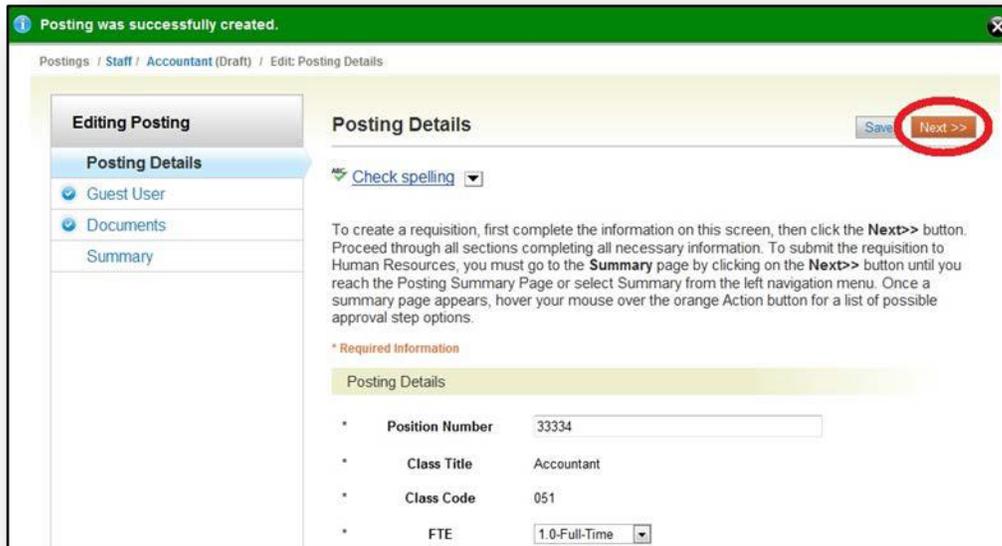
- The next screen will be called “New Posting”. The Class Title will self-populate. The “Division” will default to “Default Division”. The Division is assigned when the user account is approved by Talent Acquisition. Select the correct “Department” from the drop down and click on the “Create New Posting”.



The screenshot shows the "New Posting" form. The "Class Title" field is populated with "Advanced Registered Nurse Practitioner". The "Division" field is set to "Default Division". The "Department" field is a dropdown menu with a red circle around it, showing a list of options: "CAH-Dean's Office", "CAH-Digital Media", and "CAH-English". At the top right, there are "Create New Posting" and "Cancel" buttons. At the bottom left, there is a link for "Accepted Application Forms".

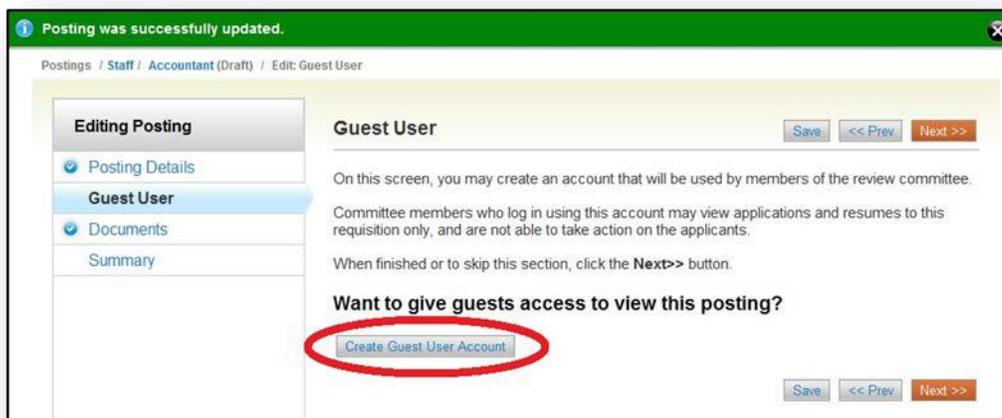
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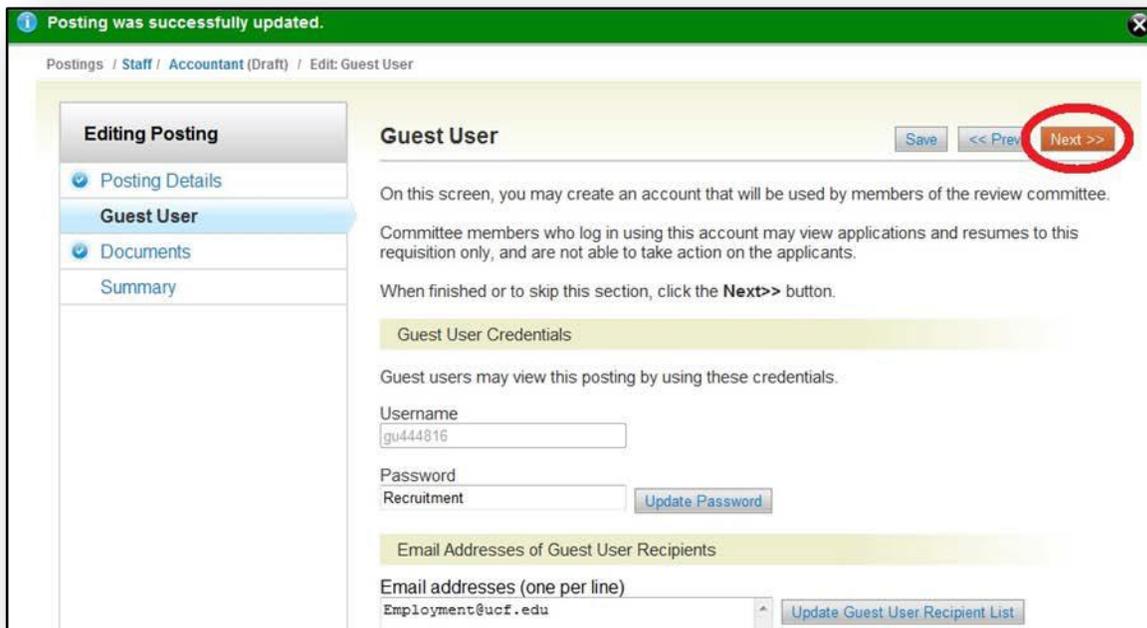
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**NOTE:** THE PASSWORD MUST BE AT LEAST SIX CHARACTERS LONG. TO ADD GUEST USER RECIPIENT E-MAILS, LIST THE E-MAIL ADDRESSES ONE PER LINE. ONCE COMPLETED, CLICK “UPDATE GUEST USER RECIPIENT LIST” BUTTON.

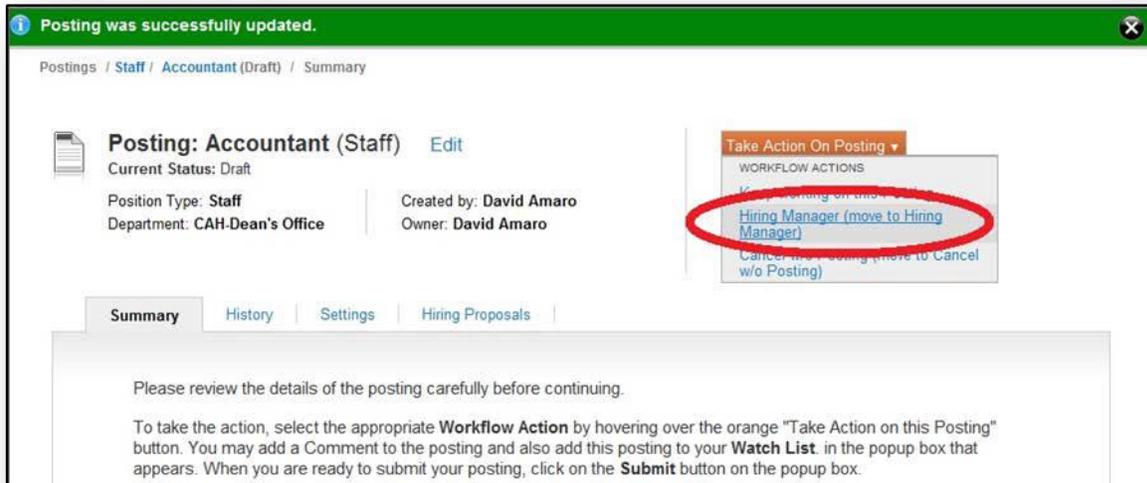
11. Once completed with the guest user account, click the “Save” button then on the “Next” button to continue.



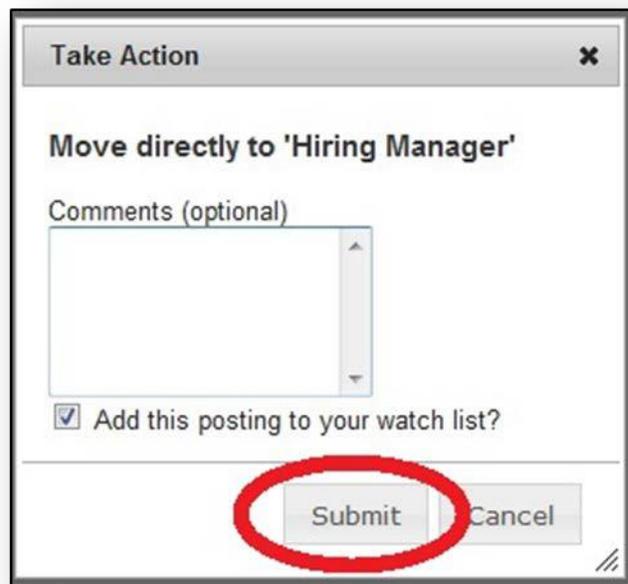
12. The next screen is the “Documents” page. Documents will be uploaded during the hiring process; there is no need to make any changes to this page at this time. Click on the “Next” button to continue.

13. The last screen is the “Summary” page. Please review the job posting to ensure all the needed areas have been completed. If any fields need to be corrected or changed, click on the “Edit” link located next to the corresponding section title.

14. Highlight the “Take Action on Posting” drop down box and click “Hiring Manager (move to Hiring Manager)” link to submit the job posting to Hiring Manager review.

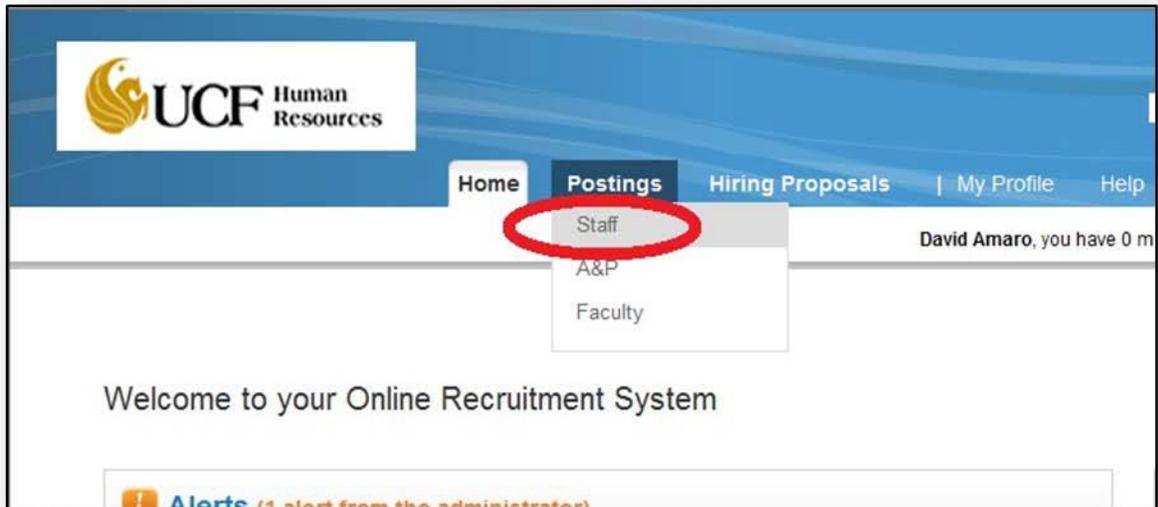


15. A pop up box will appear in the middle of the screen. You will have the option to add any additional comments to the hiring manager and also the ability to add the job posting to your watch list on the home page.
16. Click "Submit" to complete the job posting and send it to the hiring manager for review.



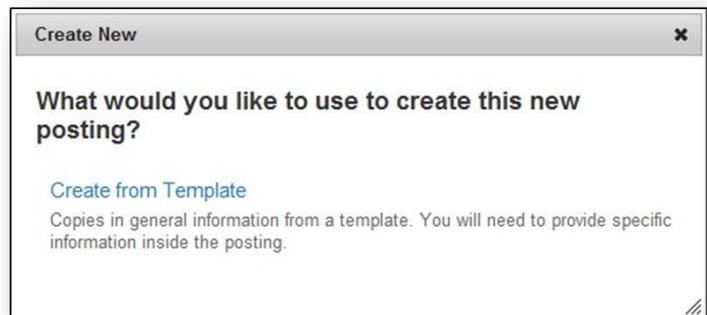
## Hiring Manager:

1. First log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).
2. Once in, highlight the “Postings” tab menu within the drop down menu click “USPS” from the available options.



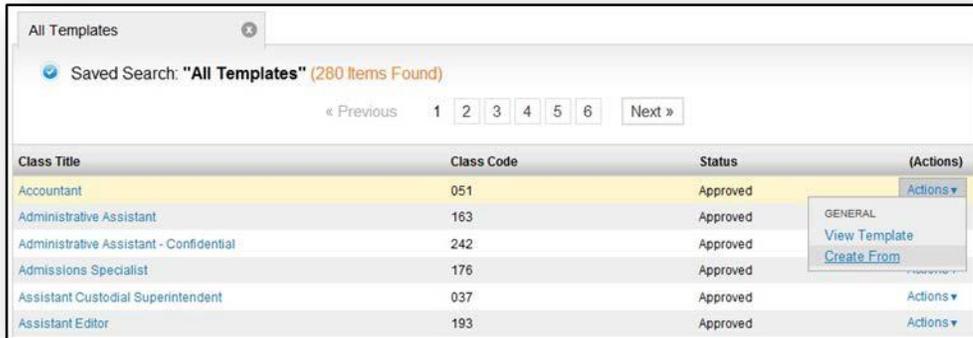
3. Select “Create New Posting” on the right hand side of the screen.

4. A dialog box will present you with the choice to Create from Template - scroll through a list of available templates to find the job title you wish to recruit for.



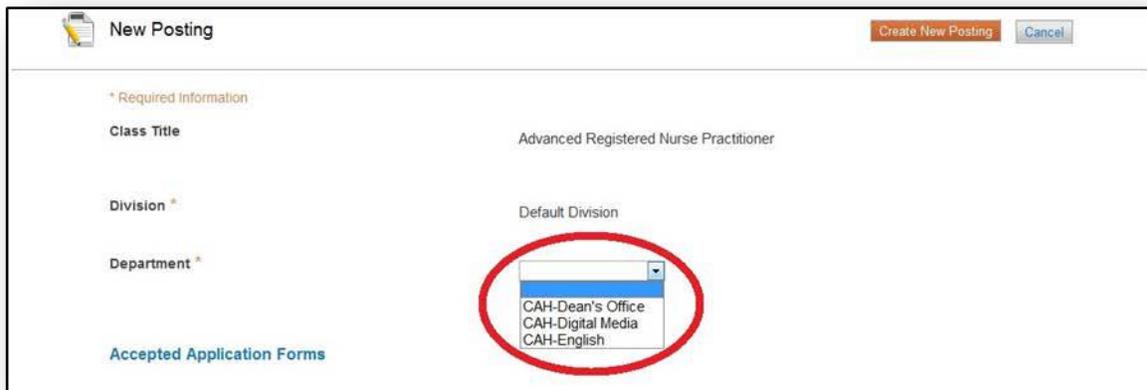
5. Once you locate the template that you wish to use as the basis for the new posting, click on the “Actions” drop down box and select “Create From”

**OPTIONAL:** USER CAN CLICK ON THE “VIEW TEMPLATE” UNDER THE “ACTIONS” DROP DOWN BOX OR CLICK THE JOB TITLE TO SEE A SUMMARY OF THE TEMPLATE FOR THE JOB TITLE. THERE IS AN AVAILABLE “CREATE POSTING FROM THIS TEMPLATE” LINK ON THE SUMMARY PAGE WHICH WILL ALLOW YOU TO CREATE THE NEW JOB POSTING WITHOUT HAVING TO RETURN TO THE PREVIOUS SCREEN.



Class Title	Class Code	Status	(Actions)
Accountant	051	Approved	Actions ▾
Administrative Assistant	163	Approved	GENERAL View Template Create From
Administrative Assistant - Confidential	242	Approved	
Admissions Specialist	176	Approved	
Assistant Custodial Superintendent	037	Approved	Actions ▾
Assistant Editor	193	Approved	Actions ▾

- The next screen will be called “New Posting”. The Class Title will self-populate. The “Division” will default to “Default Division”. The Division is assigned when the user account is approved by Talent Acquisition. Select the correct “Department” from the drop down and click on the “Create New Posting”.



**New Posting** Create New Posting Cancel

\* Required Information

Class Title: Advanced Registered Nurse Practitioner

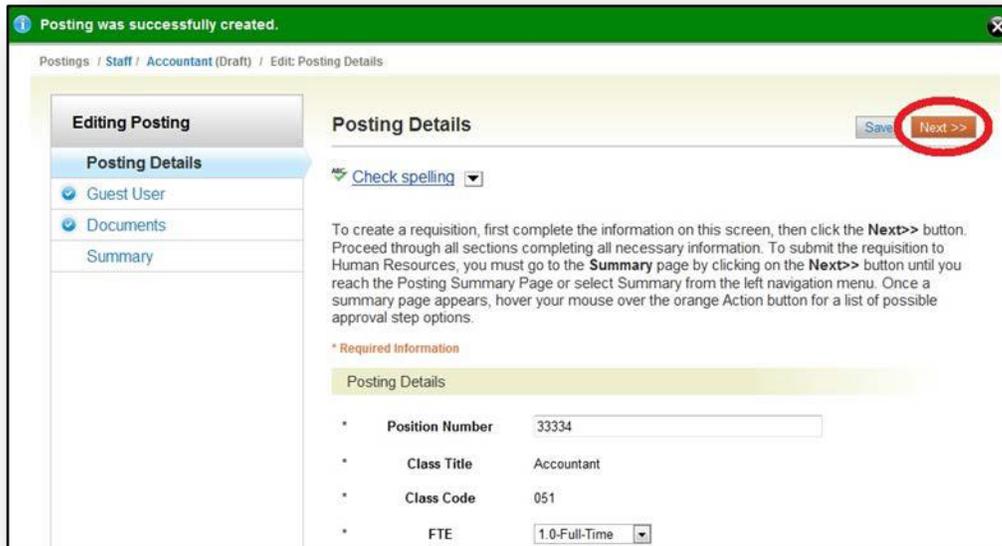
Division \*: Default Division

Department \*: CAH-Dean's Office  
CAH-Digital Media  
CAH-English

Accepted Application Forms

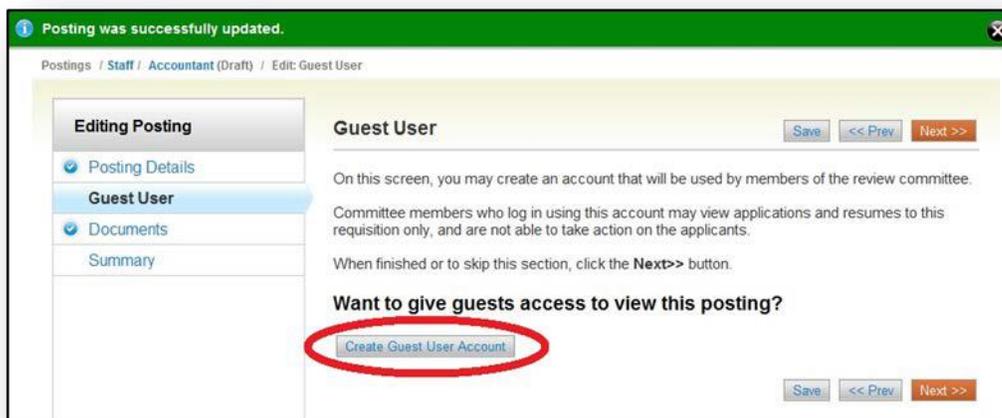
- Fill in all the necessary and required information on the “Posting Details” page. Click the “Save” button then click “Next” at the bottom of the page to continue.

**NOTE:** THERE IS AN AVAILABLE “CHECK SPELLING” LINK AT THE TOP OF THE “POSTING DETAILS” PAGE.



8. The next screen allows you to create a “Guest User” Account for the position.

**OPTIONAL:** THIS STEP IS OPTIONAL; IF A GUEST USER ACCOUNT IS DESIRED, CLICK ON THE “CREATE GUEST USER ACCOUNT” BUTTON. IF YOU DO NOT WISH TO USE THIS FEATURE, CLICK ON THE “NEXT” BUTTON TO CONTINUE.



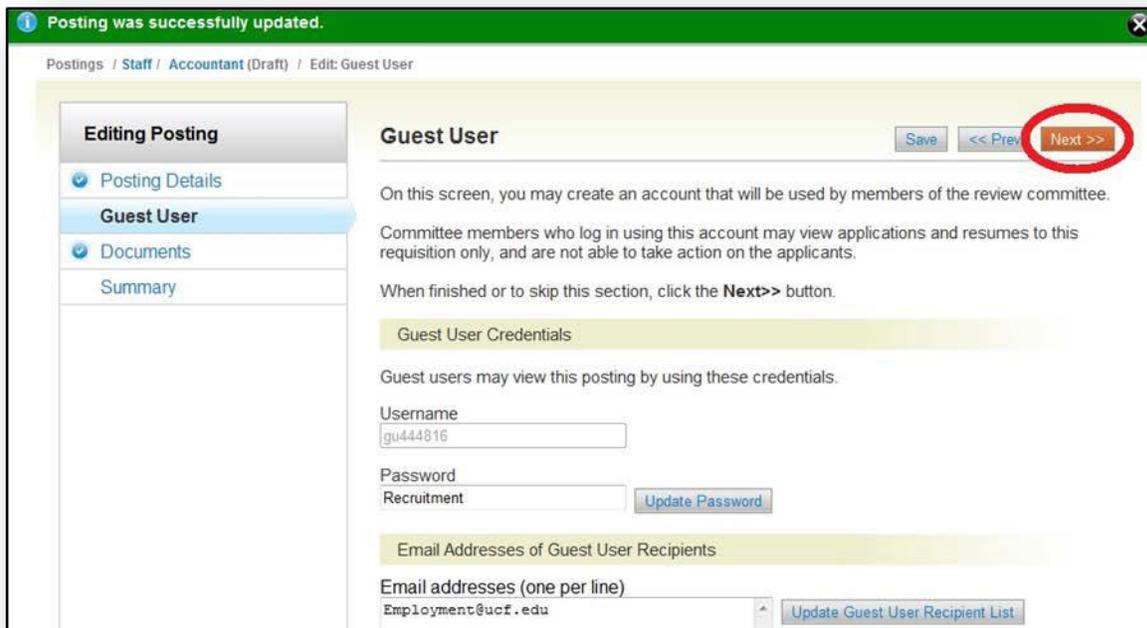
9. If using the “Guest User” Account, complete the needed sections on the page.

**NOTE:** YOU CAN CHANGE THE PASSWORD IF NEEDED, PLUS YOU HAVE THE ABILITY TO SEND THE GUEST USER ACCESS TO INDIVIDUALS USING THE E-MAIL OPTION.

10. To change the password, input the new password in and click on the “Update Password” button.

**NOTE:** THE PASSWORD MUST BE AT LEAST SIX CHARACTERS LONG. TO ADD GUEST USER RECIPIENT E-MAILS, LIST THE E-MAIL ADDRESSES ONE PER LINE. ONCE COMPLETED, CLICK “UPDATE GUEST USER RECIPIENT LIST” BUTTON.

11. Once completed with the guest user account, click the “Save” button then the “Next” button to continue.



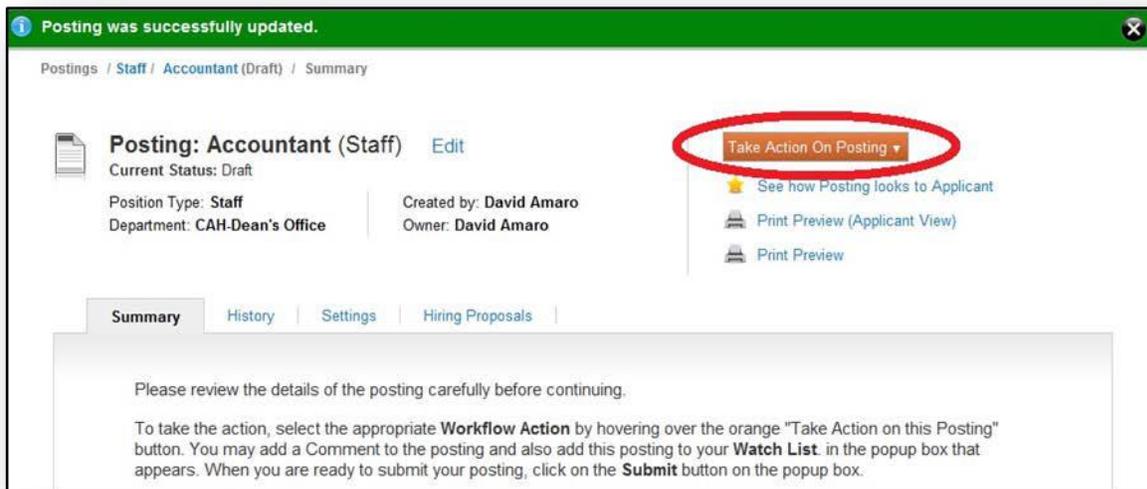
12. The next screen is the “Documents” page. Documents will be uploaded during the hiring process; there is no need to make any changes to this page at this time. Click on the “Next” button to continue.

13. The last screen is the “Summary” page. Please review the job posting to ensure all the needed areas have been completed. If any fields need to be corrected or changed, click on the “Edit” link located next to the corresponding section title.

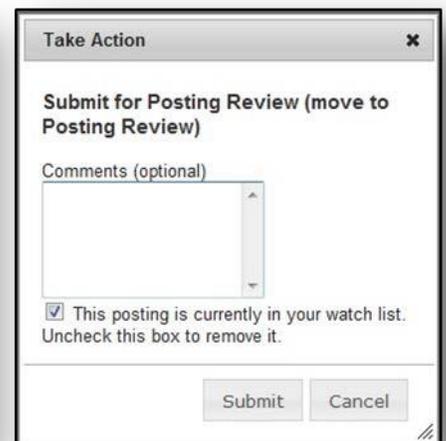
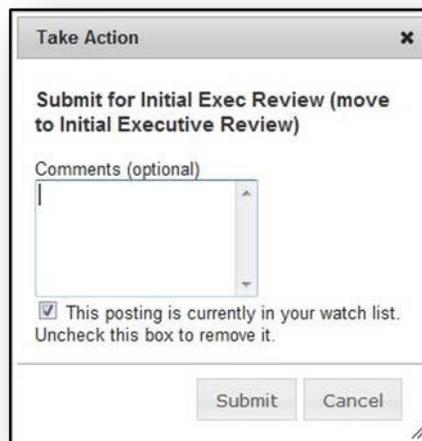
14. Highlight the “Take Action on Posting” drop down box. If the job posting is ready to be submitted to Talent Acquisition for review, click on the “Posting Review (move to Posting Review)”. If the job posting needs to be reviewed by the Executive User, click on the “Initial Executive Review (move to Initial Executive Review)”.

**NOTE:** IF YOU DO NOT KNOW WHETHER THE POSTING NEEDS TO BE SUBMITTED TO TALENT ACQUISITION

THROUGH YOUR EXECUTIVE USER, CONTACT YOUR VP OFFICE OR DEAN'S OFFICE.



15. A pop up box will appear in the middle of the screen. You will have the option to add any additional comments to the Executive User or Talent Acquisition and also the ability to add the job posting to you watch list on the home page.



16. To complete the sending of the job posting to the Executive User or Talent Acquisition, click on the “Submit” button.

## Executive User:

1. First log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).
2. Once in, highlight the “Postings” tab menu within the drop down menu click “USPS” from the available options.



3. Select “Create New Posting” on the right hand side of the screen.

4. A dialog box will present you with the choice to Create from Template - scroll through a list of available templates to find the job title you wish to recruit for.



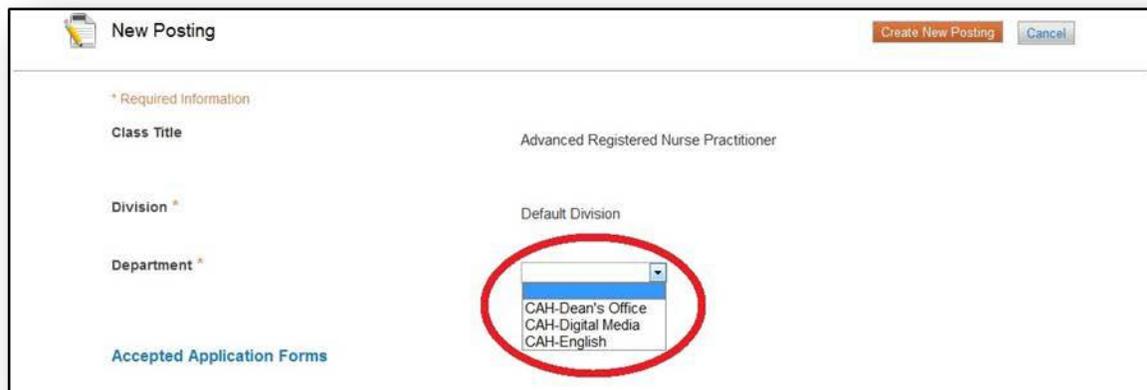
5. Once you locate the template that you wish to use as the basis for the new posting, click on the “Actions” drop down box and select “Create From”

**OPTIONAL:** USER CAN CLICK ON THE “VIEW TEMPLATE” UNDER THE “ACTIONS” DROP DOWN BOX OR CLICK THE JOB TITLE TO SEE A SUMMARY OF THE TEMPLATE FOR THE JOB TITLE. THERE IS AN AVAILABLE “CREATE POSTING FROM THIS TEMPLATE” LINK ON THE SUMMARY PAGE WHICH WILL ALLOW YOU TO CREATE THE NEW JOB POSTING WITHOUT HAVING TO RETURN TO THE PREVIOUS SCREEN.



Class Title	Class Code	Status	(Actions)
Accountant	051	Approved	Actions ▾
Administrative Assistant	163	Approved	Actions ▾
Administrative Assistant - Confidential	242	Approved	Actions ▾
Admissions Specialist	176	Approved	Actions ▾
Assistant Custodial Superintendent	037	Approved	Actions ▾
Assistant Editor	193	Approved	Actions ▾

- The next screen will be called “New Posting”. The Class Title will self-populate. The “Division” will default to “Default Division”. The Division is assigned when the user account is approved by Talent Acquisition. Select the correct “Department” from the drop down and click on the “Create New Posting”.



**New Posting** Create New Posting Cancel

\* Required Information

Class Title: Advanced Registered Nurse Practitioner

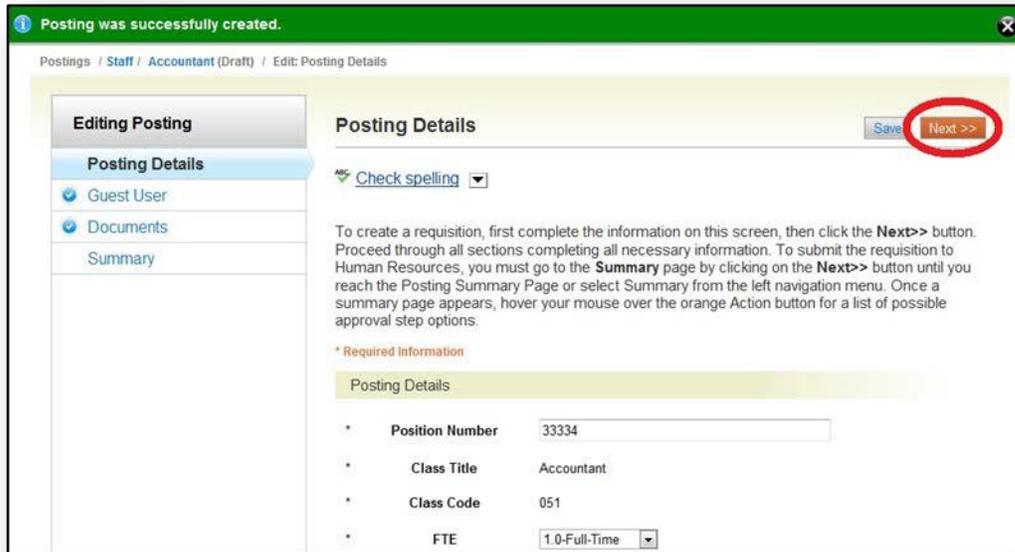
Division: Default Division

Department: CAH-Dean's Office  
CAH-Digital Media  
CAH-English

Accepted Application Forms

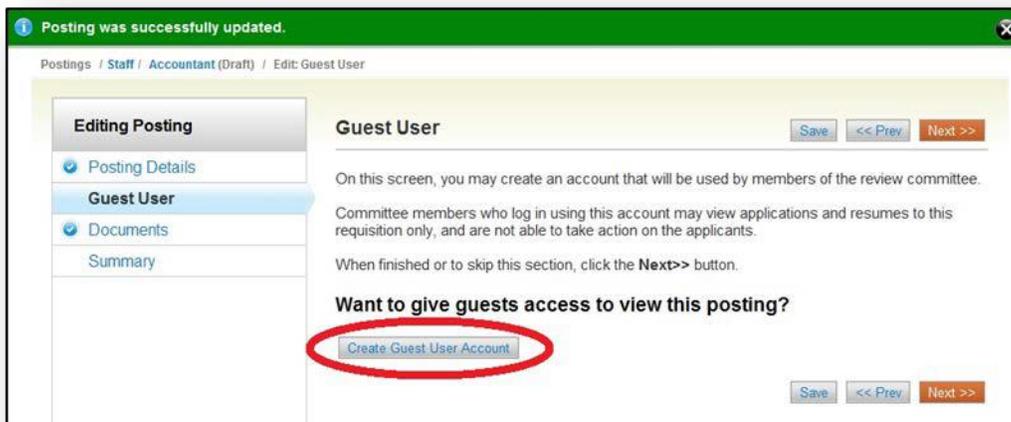
- Fill in all the necessary and required information on the “Posting Details” page. Click “Save and then the “Next” button at the bottom of the page to continue.

**NOTE:** THERE IS AN AVAILABLE “CHECK SPELLING” LINK AT THE TOP OF THE “POSTING DETAILS” PAGE.



8. The next screen allows you to create a “Guest User” Account for the position.

**OPTIONAL:** THIS STEP IS OPTIONAL; IF A GUEST USER ACCOUNT IS DESIRED, CLICK ON THE “CREATE GUEST USER ACCOUNT” BUTTON. IF YOU DO NOT WISH TO USE THIS FEATURE, CLICK ON THE “NEXT” BUTTON TO CONTINUE.



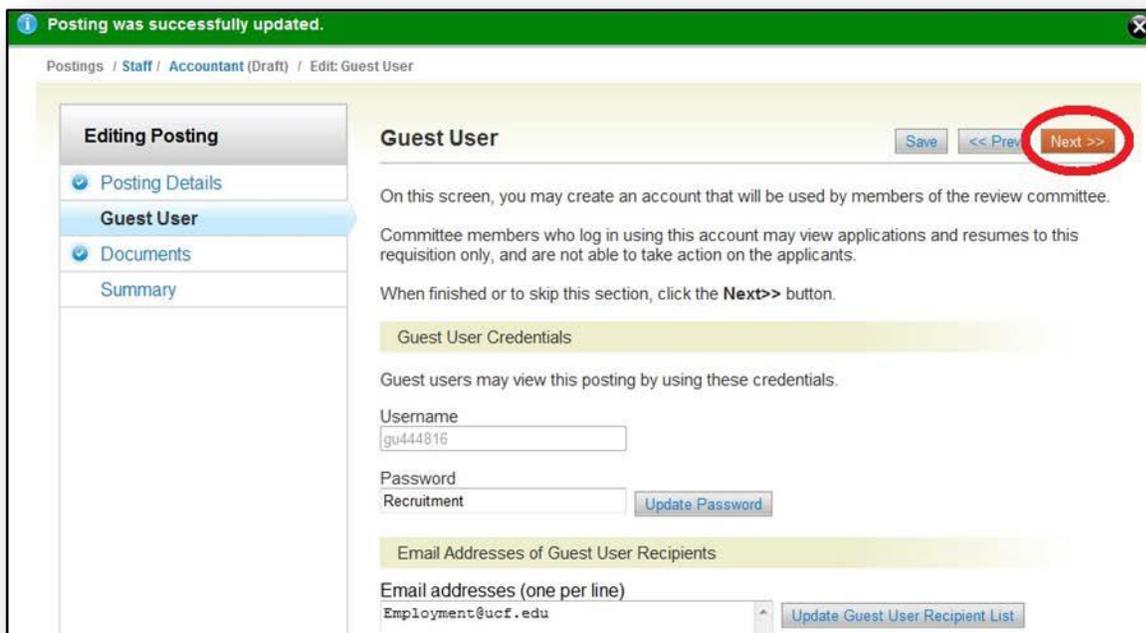
9. If using the “Guest User” Account, complete the needed sections on the page.

**NOTE:** YOU CAN CHANGE THE PASSWORD IF NEEDED, PLUS YOU HAVE THE ABILITY TO SEND THE GUEST USER ACCESS TO INDIVIDUALS USING THE E-MAIL OPTION.

10. To change the password, input the new password in and click on the “Update Password” button.

**NOTE:** THE PASSWORD MUST BE AT LEAST SIX CHARACTERS LONG. TO ADD GUEST USER RECIPIENT E-MAILS, LIST THE E-MAIL ADDRESSES ONE PER LINE. ONCE COMPLETED, CLICK “UPDATE GUEST USER RECIPIENT LIST” BUTTON.

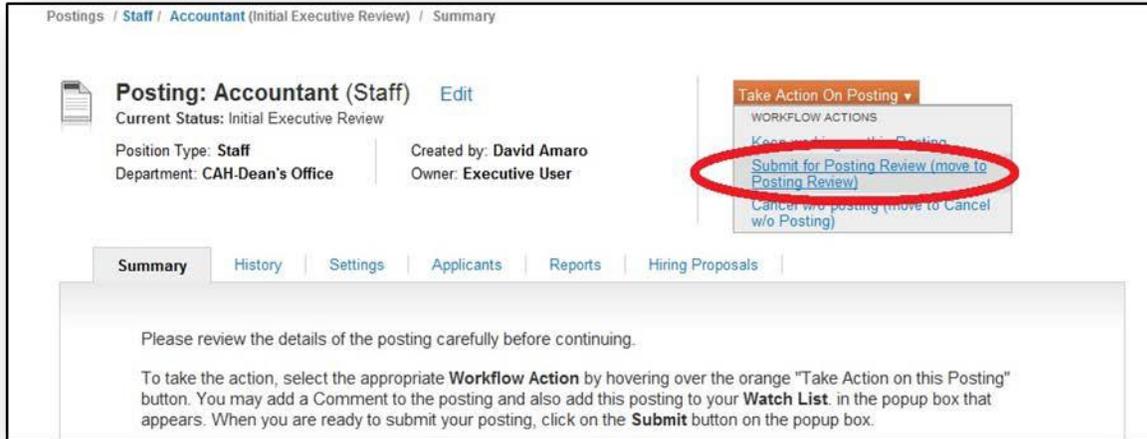
11. Once completed with the guest user account, click on the “Save” button and then click the “Next” button to continue.



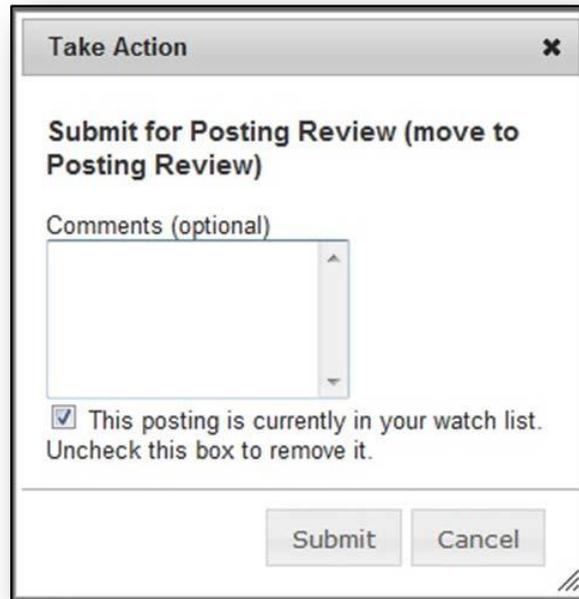
12. The next screen is the “Documents” page. Documents will be uploaded during the hiring process; there is no need to make any changes to this page at this time. Click on the “Next” button to continue.

13. The last screen is the “Summary” page. Please review the job posting to ensure all the needed areas have been completed. If any fields need to be corrected or changed, click on the “Edit” link located next to the corresponding section title.

14. Highlight the “Take Action on Posting” drop down box. If the job posting is ready to be submitted to Talent Acquisition for review, click on the “Posting Review (move to Posting Review)”.



15. A pop up box will appear in the middle of the screen. You will have the option to add any additional comments for Talent Acquisition and also the ability to add the job posting to you watch list on the home page.
16. To complete the sending of the job posting to Talent Acquisition, click on the “Submit” button.

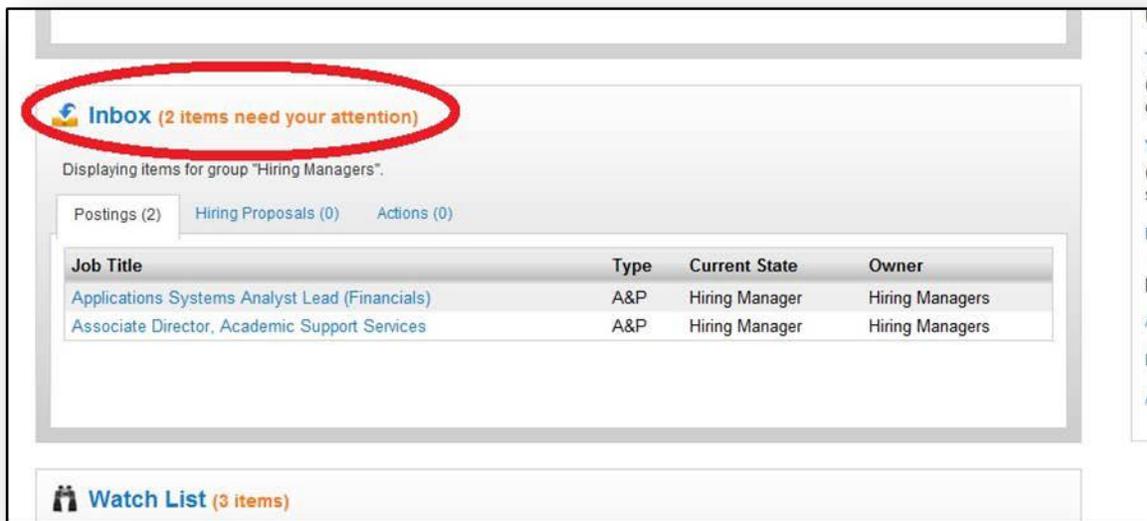


# Approving Job Posting

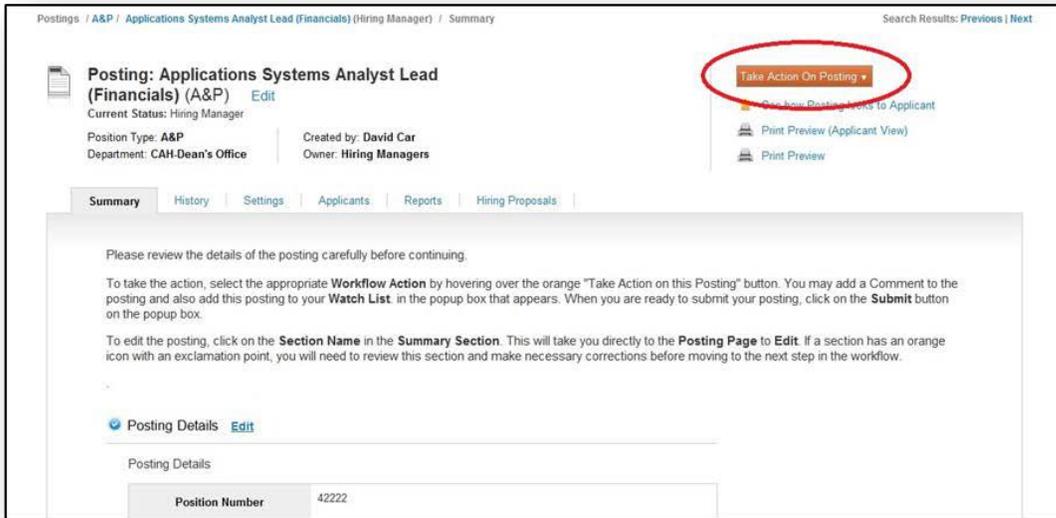
## Hiring Manager:

For use when the Certified Interviewer has submitted a posting for Hiring Manager review.

1. First log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).
2. Once logged in, positions needing approval will be located in the “Inbox” in the middle of the screen.
  - a. The user can also search for the position by clicking on the Posting tab and searching by the position number.



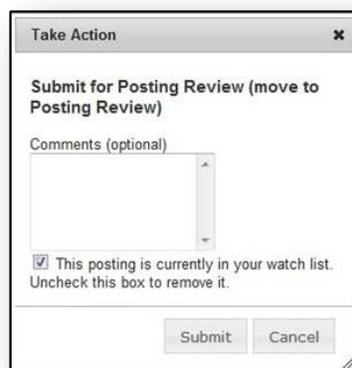
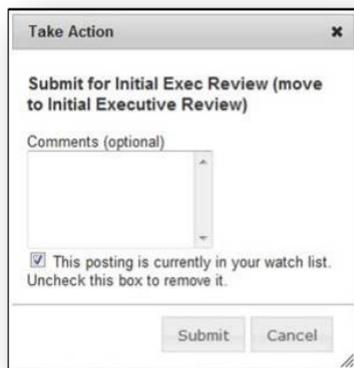
3. To view the job posting, click on the job title. A summary of the job posting will appear.
4. Review the job posting to ensure all field are correct and accurate. If any section needs to be corrected or changed, click on the “Edit” link located next to the corresponding section title.
5. Once done, highlight the “Take Action on Posting” drop down box.



- If the job posting is ready to be submitted to Talent Acquisition for review, click on the “Submit for Posting Review (move to Posting Review)”. If the job posting needs to be reviewed by the Executive User, click on the “Submit for Initial Exec Review (move to Initial Executive Review)”.

**NOTE:** IF YOU DO NOT KNOW WHETHER THE POSTING NEEDS TO BE SUBMITTED TO TALENT ACQUISITION THROUGH YOUR EXECUTIVE USER, CONTACT YOUR VP OFFICE OR DEAN’S OFFICE.

- A pop up box will appear in the middle of the screen. You will have the option to add any additional comments to the Executive User or Talent Acquisition and also the ability to add the job posting to you watch list on the home page.

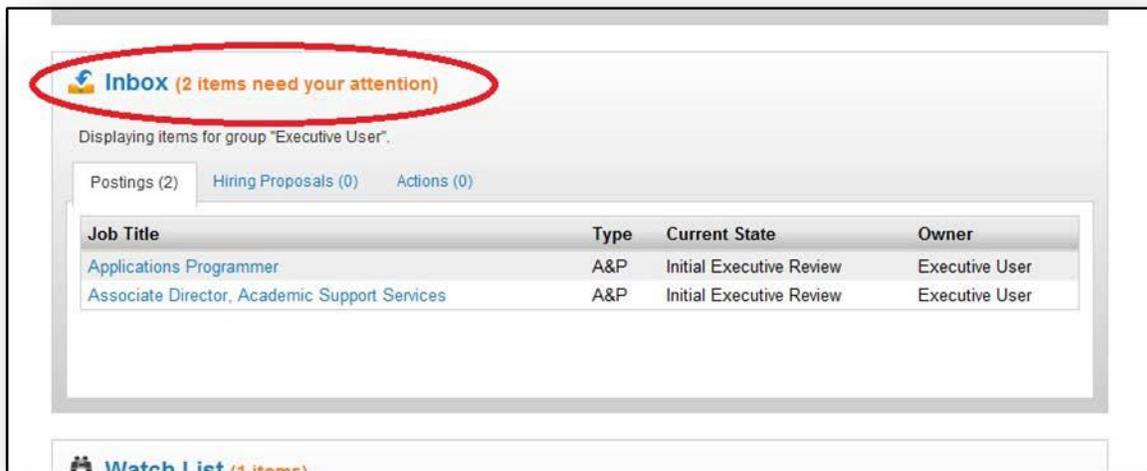


- To complete the sending of the job posting to the Executive User or Talent Acquisition, click on the “Submit” button.

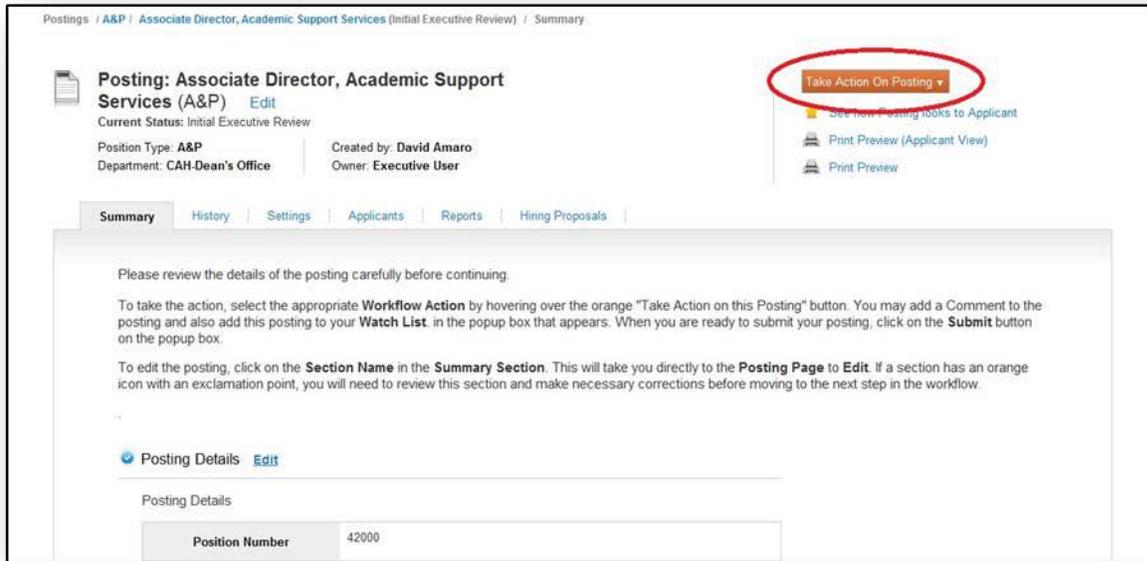
## Executive User:

For use when the Hiring Manager has submitted a posting for Executive User review.

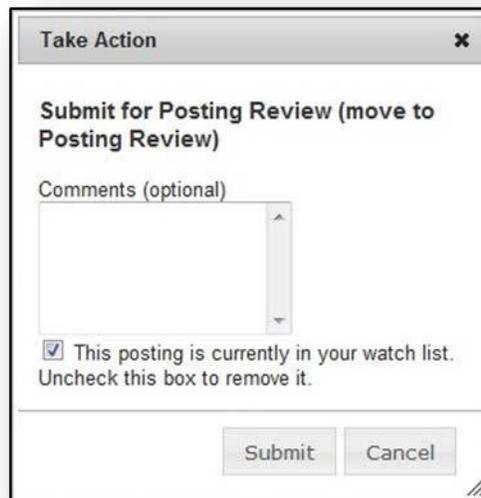
1. First log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).
2. Once logged in, positions needing approval will be located in the “Inbox” in the middle of the screen.
  - a. The user can also search for the position by clicking on the Posting tab and searching by the position number.



3. To view the job posting, click on the job title. A summary of the job posting will appear.
4. Review the job posting to ensure all field are correct and accurate. If any section needs to be corrected or changed, click on the “Edit” link located next to the corresponding section title.
5. Once done, highlight the “Take Action on Posting” drop down box.



6. If the job posting is ready to be submitted to Talent Acquisition for review, click on the “Submit for Posting Review (move to Posting Review)”.
7. A pop up box will appear in the middle of the screen. You will have the option to add any additional comments for Talent Acquisition and also the ability to add the job posting to you watch list on the home page.



8. To complete the sending of the job posting to Talent Acquisition, click on the “Submit” button.

## Viewing and Reviewing Applications (For All Users)

1. Log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)
2. Highlight the Posting tab dropdown menu and click on the type of position classification for the job posting.



3. Scroll through the "Active Posting" and locate the correct Job Requisition Number.
4. The user has several options to view applicants:
  - a. Clicking on the Job Title will bring up the posting summary. From the posting summary click on the Applicants tab.



Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department	Workflow State	(Actions)
Administrative Assistant	005919	35789	6	11/28/2011	11/29/2011	CAH-Dean's Office	Released to HM	Actions ▼
Automotive Mechanic	005916	45454	1	11/21/2011	11/22/2011	CAH-Dean's Office	Released to HM	Actions ▼
Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Draft	Actions ▼
Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Initial Executive Review	Actions ▼

- b. Place your cursor over the Actions dropdown menu and click View Applicants.



Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department	Workflow State	(Actions)
Administrative Assistant	005919	35789	6	11/28/2011	11/29/2011	CAH-Dean's Office	Released to HM	Actions ▼ GENERAL View Applicants View Applicants TRACKING
Automotive Mechanic	005916	45454	1	11/21/2011	11/22/2011	CAH-Dean's Office	Released to HM	Actions ▼
Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Draft	Actions ▼

5. The user has several options to view applications:
  - a. Click the applicant's last name.

Active Applications

Saved Search: "Active Applications" (6 Items Found) Actions

Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	Priority	(Actions)
<b>Christian Andersen</b>	Hans		November 29, 2011 at 08:58 am	Regular USPS Employee	In Progress	4. Regular USPS Employee	Actions ▼
Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Met Veterans Preference	Actions ▼

- b. Place your cursor over the Actions dropdown menu and click View Applications.

Active Applications

Saved Search: "Active Applications" (6 Items Found) Actions

Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	Priority	(Actions)
Christian Andersen	Hans		November 29, 2011 at 08:58 am	Regular USPS Employee	In Progress	4. Regular USPS Employee	Actions ▼
Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Met Veterans Preference	<a href="#">View Application</a>

6. To view an applicant's supporting documentation (Resume/CV, Cover Letter, etc.) click on the corresponding document name. Supporting documents can also be found at the end of an application.

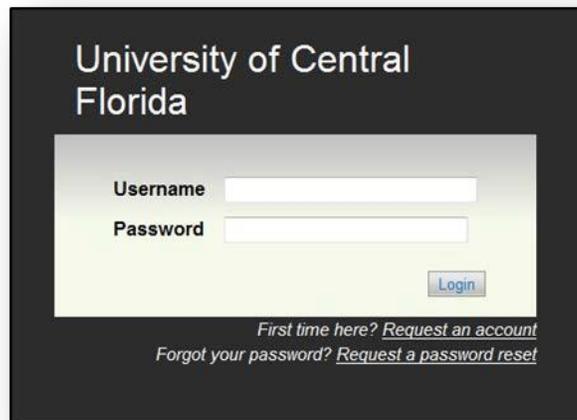
Active Applications

Saved Search: "Active Applications" (6 Items Found) Actions

Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	Priority	(Actions)
Christian Andersen	Hans		November 29, 2011 at 08:58 am	Regular USPS Employee	In Progress	4. Regular USPS Employee	Actions ▼
Doe	John	<b>Curriculum Vitae/Resume, Cover Letter</b>	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Met Veterans Preference	Actions ▼
Smith	Jane	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 10:51 am	Recall Eligible	In Progress	1. Recall Eligible	Actions ▼

## Search Committee Meeting Notices (*Certified Interviewer*)

1. Log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)



University of Central  
Florida

Username

Password

Login

*First time here? [Request an account](#)*  
*Forgot your password? [Request a password reset](#)*

2. Highlight the Posting tab dropdown menu and click on the type of position classification for the job posting.



3. Scroll through the “Active Posting” and locate the correct Job Requisition Number.

4. Clicking on the Job Title will bring up the posting summary.

<input type="checkbox"/> Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department
<input type="checkbox"/> Coordinator, Administrative Services	005771	39125	1	06/20/2012	06/30/2012	CAH-Dean's Office
<input type="checkbox"/> Assistant Director, Academic Support Services	00012	12345	11	12/15/2011	12/16/2011	CAH-Dean's Office
<input type="checkbox"/> Coordinator, Administrative Services	400004	36987	1	11/28/2011	11/29/2011	CAH-English

**NOTE:** JOB REQUISITION MUST BE AT A “CLOSED” OR “RELEASED” STATUS.

5. Once the summary page is displayed, click on the Edit link under the Job Posting title.

Postings / A&P / Assistant Director, Academic Support Services (A&P Closed) / Summary

**Posting: Assistant Director, Academic Support Services (A&P)** [Edit](#)

Current Status: A&P Closed

Position Type: A&P | Created by: Karla Doe  
Department: CAH-Dean's Office | Owner: Certified Interviewer

**Summary** | History | Settings | Applicants | Reports | Hiring Documents

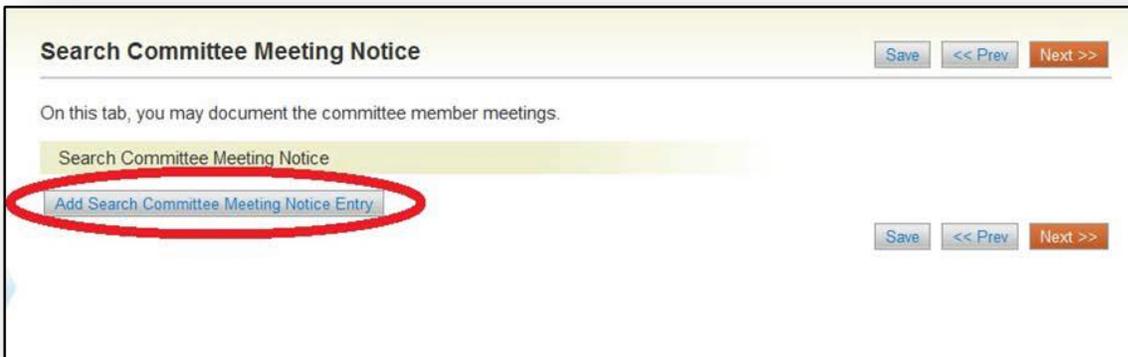
Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit, click on the popup box.

6. Select the Search Committee Meeting Notice tab on the left hand side of the screen.



7. Click on the "Add Search Committee Meeting Notice Entry" button to start adding a new search committee notice.



8. Complete the required fields.

**Search Committee Meeting Notice** Save << Prev Next >>

[Check spelling](#) ▼

On this tab, you may document the committee member meetings.

Search Committee Meeting Notice

**Meeting Date**

**Position Title**

**Meeting Time**

**Meeting Location**

9. Once done, click the “Save” button to save the notice information.

**Search Committee Meeting Notice** Save << Prev Next >>

[Check spelling](#) ▼

On this tab, you may document the committee member meetings.

Search Committee Meeting Notice

**Meeting Date**

**Position Title**

**Meeting Time**

**Meeting Location**

10. Click on the “Summary” tab on the left hand side of the screen to return back.

Postings / A&P / Assistant Director, Academic Support Services (A&P Closed) / Edit: Search Committee Meeting Notice

**Editing Posting**

- Posting Details
- Guest User
- A&P Agreement Request ...
- A&P Employment Certifi...
- Documents
- Search Committee Meeti...**
- Summary**

### Search Committee Meeting Notice

[Check spelling](#) ▾

On this tab, you may document the committee member meetings.

#### Search Committee Meeting Notice

<b>Meeting Date</b>	<input type="text" value="12/7/2011"/>
<b>Position Title</b>	<input type="text" value="Asst. Dir., Acad. Supp. Svs."/>
<b>Meeting Time</b>	<input type="text" value="2:00 p.m."/>
<b>Meeting Location</b>	<input type="text" value="Building 123, Room 321"/>

11. Verify that the Search Committee Meeting Notice has been added and is correct at the bottom of the summary page.

Search Committee Meeting Notice [Edit](#)

---

Search Committee Meeting Notice

<b>Meeting Date</b>	12/7/2011
<b>Position Title</b>	Asst. Dir., Acad. Supp. Svs.
<b>Meeting Time</b>	2:00 p.m.
<b>Meeting Location</b>	Building 123, Room 321

# Changing Application Status (Certified Interviewer Only)

1. Log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)
2. Highlight the Posting tab dropdown menu and click on the type of position classification for the job posting.



3. Scroll through the “Active Posting” and locate the correct Job Requisition Number.
4. The user has several options to view applicants:
  - a. Clicking on the Job Title will bring up the posting summary. From the posting summary click on the Applicants tab.



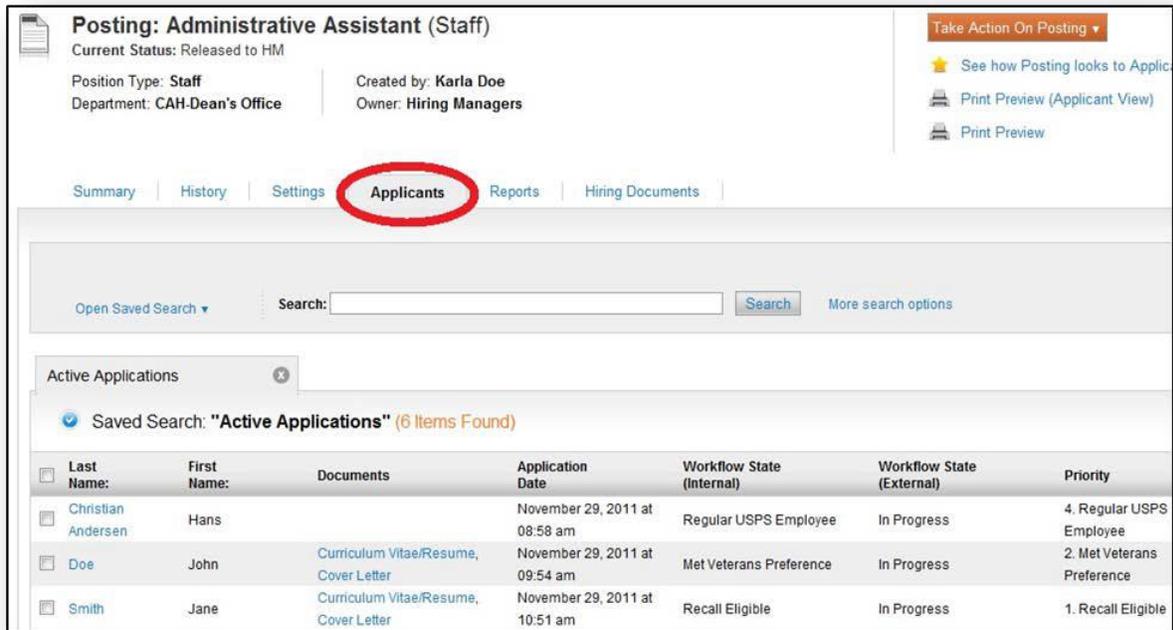
Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department	Workflow State	(Actions)
Administrative Assistant	005919	35789	6	11/28/2011	11/29/2011	CAH-Dean's Office	Released to HM	Actions
Automotive Mechanic	005916	45454	1	11/21/2011	11/22/2011	CAH-Dean's Office	Released to HM	Actions
Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Draft	Actions
Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Initial Executive Review	Actions

- b. Place your cursor over the Actions dropdown menu and click View Applicants.



Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department	Workflow State	(Actions)
Administrative Assistant	005919	35789	6	11/28/2011	11/29/2011	CAH-Dean's Office	Released to HM	Actions
Automotive Mechanic	005916	45454	1	11/21/2011	11/22/2011	CAH-Dean's Office	Released to HM	Actions
Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Draft	Actions

5. Click on the “Applicants” Tab under the job posting.



6. To change a single applicant’s status the user has several options:  
a. Click the applicant’s last name.



b. Place your cursor over the Actions dropdown menu and click View Applications.



- Once the application comes up, highlight on the “Take Action On Job Application” and select the correct rationale for the application.

**Hans Christian Andersen (Staff)**  
SPS Employee Application

Created by: **Hans Christian Andersen**  
Owner: **Certified Interviewer**

**Take Action On Job Application**

WORKFLOW ACTIONS

- Keep working on this Job application
- Selected Applicant (move to Selected Applicant)
- Not Hired-Not Interviewed (move to Not Hired-Not Interviewed)
- Not Hired-Not Interviewed (move to Not Hired-Not Interviewed)**
- Round 1 (move to Round 1)
- Round 2 (move to Round 2)
- Round 3 (move to Round 3)
- Round 4 (move to Round 4)
- Round 5 (move to Round 5)
- Round 6 (move to Round 6)
- Round 7 (move to Round 7)
- Round 8 (move to Round 8)

- To change multiple applicants' application statuses, place check marks next to all the applicant's names.

Active Applications

Saved Search: "Active Applications" (6 Items Found)

<input type="checkbox"/>	Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	Priority	(Actions)
<input checked="" type="checkbox"/>	Christian Andersen	Hans		November 29, 2011 at 08:58 am	Regular USPS Employee	In Progress	4. Regular USPS Employee	Actions
<input checked="" type="checkbox"/>	Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Met Veterans Preference	Actions
<input checked="" type="checkbox"/>	Smith	Jane	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 10:51 am	Recall Eligible	In Progress	1. Recall Eligible	Actions
<input type="checkbox"/>	Popelas	Patsy	Cover Letter	November 29, 2011 at 11:10 am	Under Review by Manager	In Progress		Actions

9. Once all the applicants have been selected, place the cursor over the Actions button, and click on “Move in Workflow”.

**NOTE:** APPLICANT MUST BE AT THE SAME WORKFLOW STATE TO CHANGE MULTIPLE APPLICATIONS.



10. Use the drop down boxes to select the rationale and reason.



11. When completed, click on the "Save Changes" button

**a** Editing: Workflow States for 3 Applicants

Change for all applicants Not Hired-Not Interviewed EJ LESS RELEVANT WORK EXPERIENCE

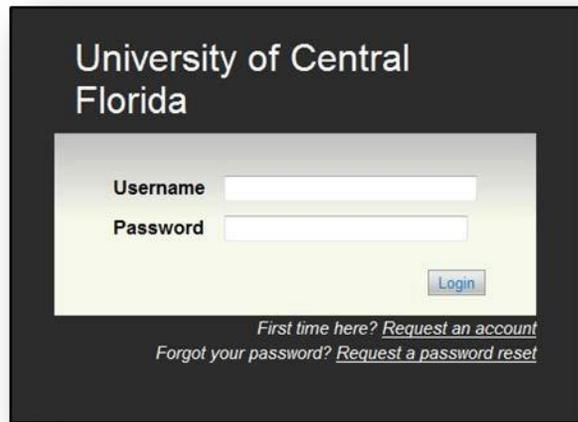
Applicant	Current State	New State	Reason
Patsy Popelas	Under Review by Manager	Not Hired-Not Interview	LESS RELEVANT WORK EXPERIENCE
Joe Don	Under Review by Manager	Not Hired-Not Interview L:J	RELEVANT WORK EXPERIENCE
Mitch Popelas	Under Review by Manager	Not Hired-Not Interview B	LESS RELEVANT WORK EXPERIENCE

 Cancel

B =r::J

## Completing the Staff Hiring Proposal (*Certified Interviewer & Hiring Manager only*)

1. Log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)



University of Central Florida

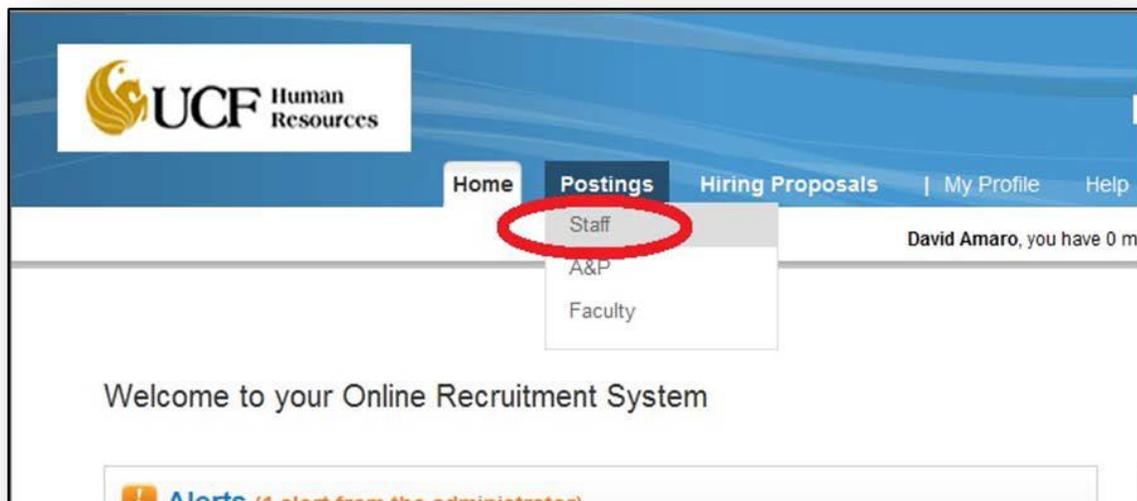
Username

Password

Login

*First time here? [Request an account](#)*  
*Forgot your password? [Request a password reset](#)*

2. Once logged in, highlight the “Postings” tab menu within the drop down menu click “Staff” from the available options.



3. Locate and open the job posting.

Staff Postings

Open Saved Search ▾ Search:  Search More search options

Ad hoc Search Active Postings

Saved Search: "Active Postings" (5 Items Found)

Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department
<a href="#">Administrative Assistant</a>	005919	35789	6	11/28/2011	11/29/2011	CAH-Dean's Office
<a href="#">Automotive Mechanic</a>	005916	45454	1	11/21/2011	11/22/2011	CAH-Dean's Office
<a href="#">Accountant</a>		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office

4. Click on the "Applicants" Tab under the job posting.

Summary | History **Applicants** | Reports | Hiring Documents

Open Saved Search ▾ Search:  Search More search options

Active Applications

Saved Search: "Active Applications" (1 Item Found)

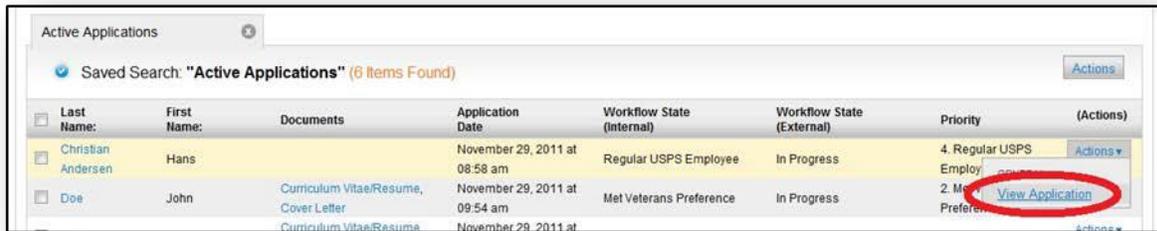
5. The user has several options to view applications:
  - a. Click the applicant's last name.

Active Applications

Saved Search: "Active Applications" (6 Items Found) Actions

Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	Priority	(Actions)
<a href="#">Christian Andersen</a>	Hans		November 29, 2011 at 08:58 am	Regular USPS Employee	In Progress	4. Regular USPS Employee	Actions ▾
<a href="#">Doe</a>	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Met Veterans Preference	Actions ▾

b. Place your cursor over the Actions dropdown menu and click View Applications.

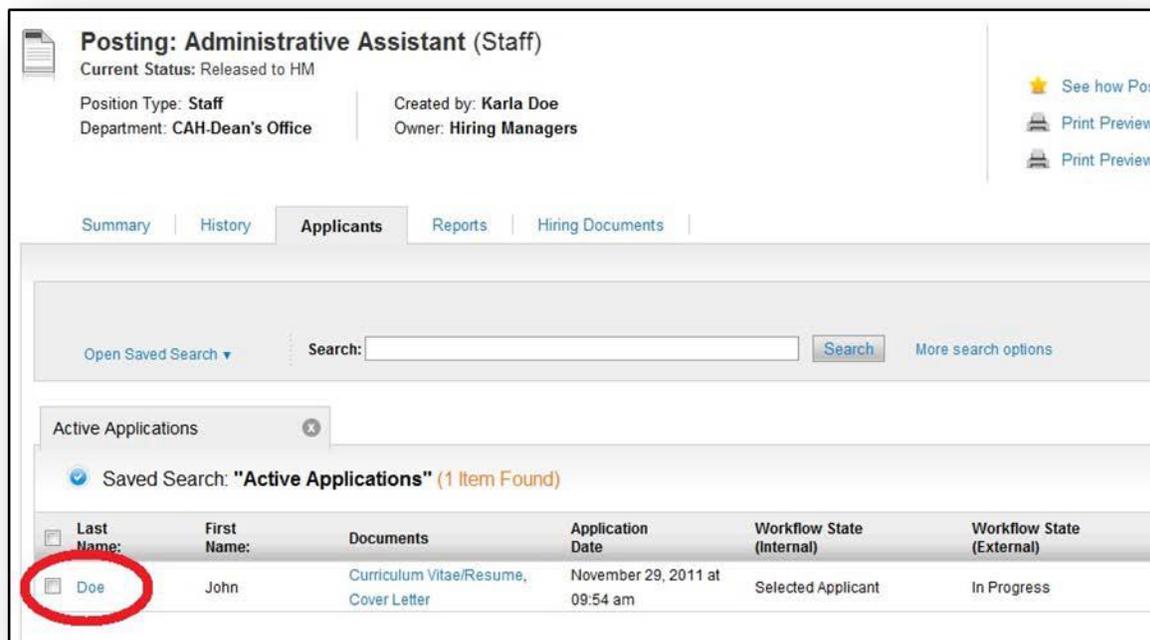


Active Applications

Saved Search: "Active Applications" (6 Items Found)

Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	Priority	(Actions)
Christian Andersen	Hans		November 29, 2011 at 08:58 am	Regular USPS Employee	In Progress	4. Regular USPS Employee	Actions
Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Met Veterans Preference	View Application

6. Select the application for the applicant that is being hired for the position.



Posting: Administrative Assistant (Staff)  
Current Status: Released to HM  
Position Type: Staff  
Department: CAH-Dean's Office  
Created by: Karla Doe  
Owner: Hiring Managers

Summary | History | **Applicants** | Reports | Hiring Documents

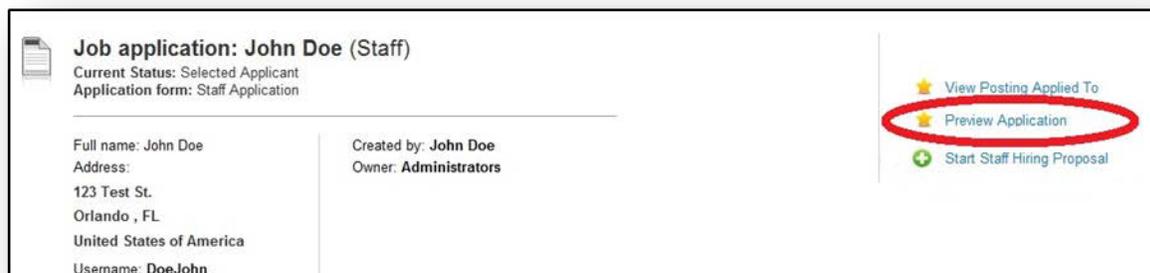
Open Saved Search Search: Search More search options

Active Applications

Saved Search: "Active Applications" (1 Item Found)

Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)
Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Selected Applicant	In Progress

7. Click on the "Preview Application"



Job application: John Doe (Staff)  
Current Status: Selected Applicant  
Application form: Staff Application

Full name: John Doe  
Address: 123 Test St. Orlando, FL United States of America  
Username: DoeJohn

Created by: John Doe  
Owner: Administrators

View Posting Applied To  
**Preview Application**  
Start Staff Hiring Proposal

8. Print out a copy of the application and have the applicant sign it.
9. Close out the application window pop-up.
10. Click on the “Start Staff Hiring Proposal” link.



11. Click on the “Start Staff Hiring Proposal” button.



12. Fill in all required fields (Required fields marked by red asterisks).

The screenshot shows a web interface for editing hiring documents. On the left, a sidebar titled 'Editing Hiring Documents' has two links: 'Hiring Proposal' (highlighted) and 'Hiring Documents Summary'. The main content area is titled 'Hiring Proposal' and contains a 'Check spelling' dropdown menu. Below this, a section labeled '\* Required Information' contains a yellow header 'Hiring Proposal'. The form fields are: 'First Name' with the value 'John', 'Last Name' with the value 'Doe', 'Recommended Date of Hire' with an empty text box, 'Recommended Salary' with an empty text box, and 'Recommended Salary is' with a dropdown menu showing 'Please select'. At the bottom, there is a text area with the prompt 'List the following information for verified reference #1:'. In the top right corner, there are two buttons: 'Save' and 'Next >>'.

13. Once completed, click the “Save” button to update the hiring proposal.

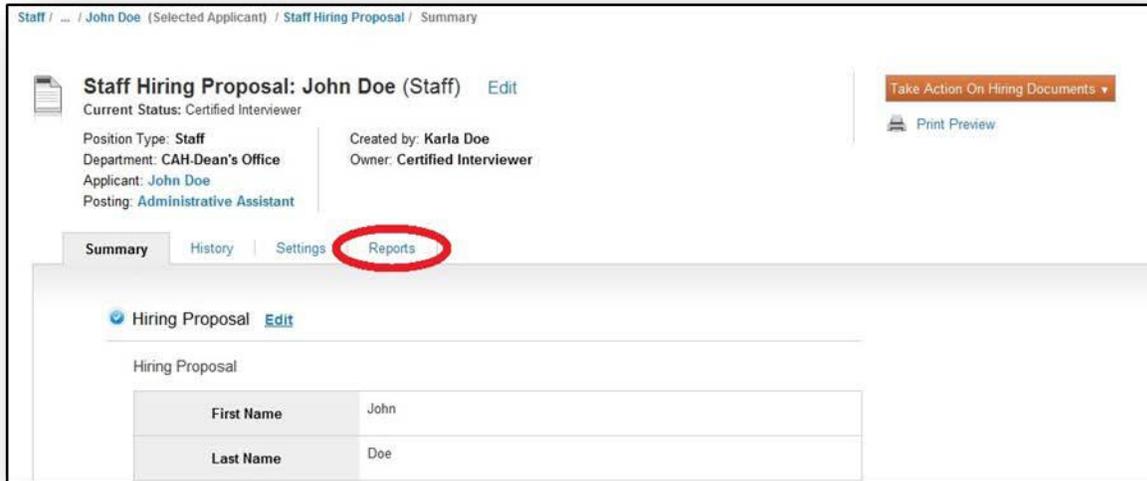
This is a close-up view of the top right corner of the 'Hiring Proposal' form. The 'Save' button is highlighted with a red circle. The 'Next >>' button is also visible. The 'Check spelling' dropdown and the 'Required Information' header are partially visible at the bottom of the frame.

14. Then click on the “Hiring Documents Summary” link.

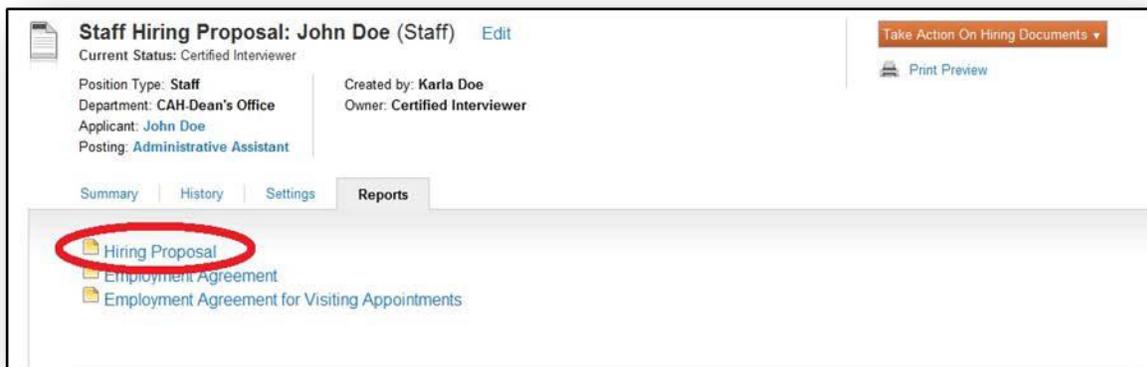
This screenshot shows the 'Editing Hiring Documents' sidebar on the left. The 'Hiring Documents Summary' link is highlighted with a red circle. The main content area shows the 'Hiring Proposal' form with the 'First Name' field filled with 'John'. The 'Save' and 'Next >>' buttons are visible in the top right corner.

A summary of the Hiring Proposal will be displayed.

15. Click on the “Reports” Tab.



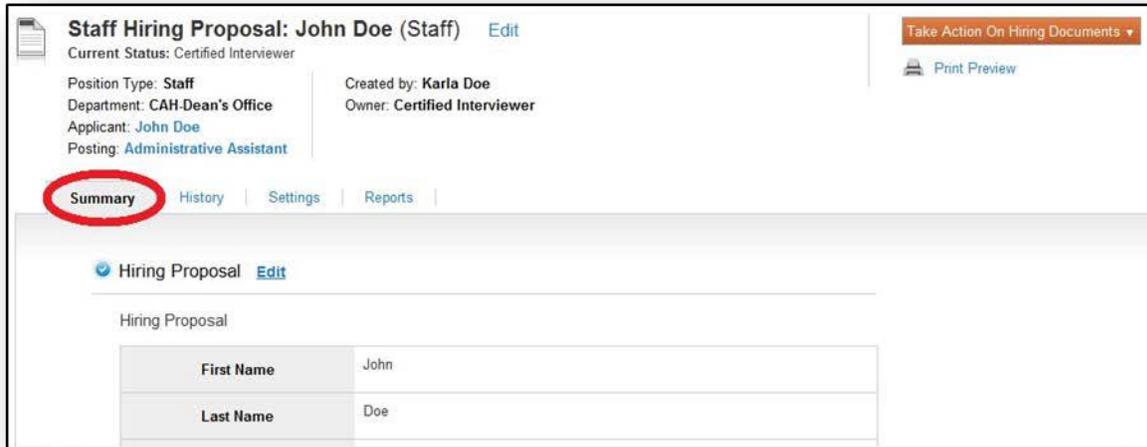
16. Click on the Hiring Proposal Report.



17. Print out the Hiring Proposal and have the designated representative (VP, Dean, Director) sign the form for the hiring packet.

18. After the Hiring Proposal has been printed and signed, click the “Back Button” on the internet browser.

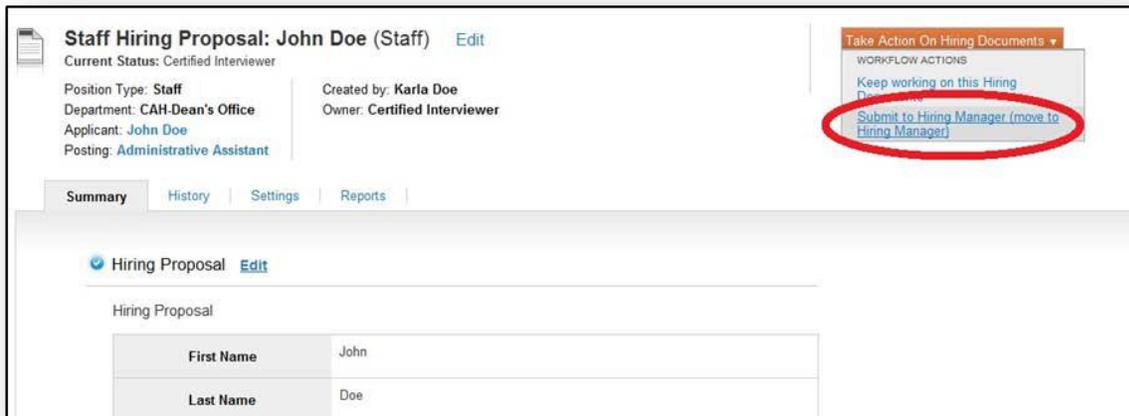
19. Click on the Summary Tab. Make sure to do a final review.



20. If everything is correct, place cursor over the "Take Action on Hiring Documents" button.

21. Select "Hiring Manager (Move to Hiring Manager)" to move the Hiring Proposal to the Hiring Manager for review.  
The Take Action pop up box will appear asking you to confirm/submit the Hiring Proposal to the Hiring Manager.

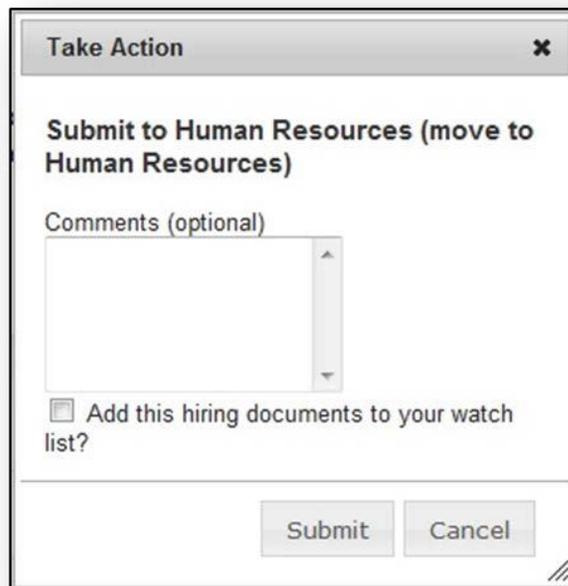
**NOTE:** IF YOU ARE THE HIRING MANAGER, YOU WILL STILL NEED TO SUBMIT THE HIRING PROPOSAL TO "HIRING MANAGER (MOVE TO HIRING MANAGER)"



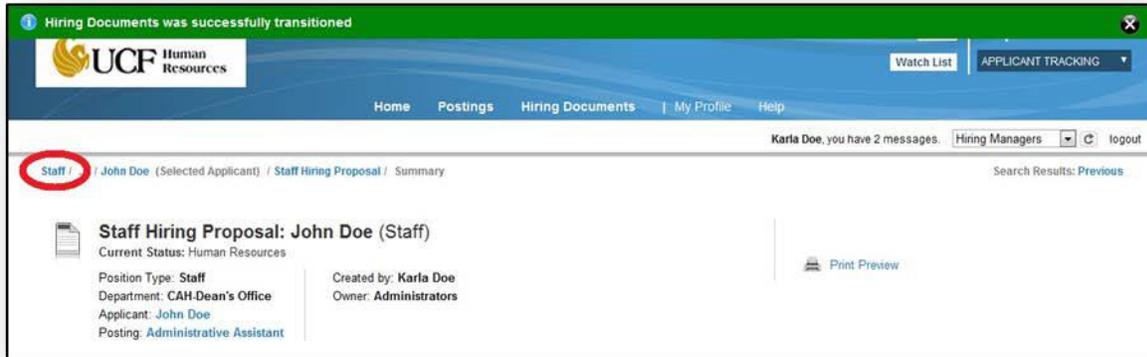
22. **Hiring Manager Only:** Once the hiring manager has completed their reviewed the Hiring Proposal, place the cursor over the ‘Take Action on Hiring Documents’ button and click on the “Submit to Human Resources (move to Human Resources)”.



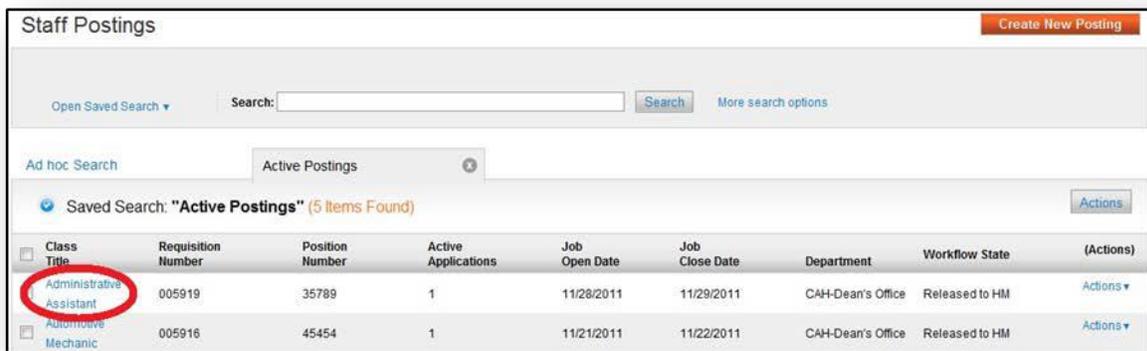
23. The Take Action pop up box will appear asking you to confirm/submit the Submit to Human Resources (move to Human Resources)



24. Once the Hiring Proposal has been submitted to Human Resources, click on the Staff job posting link to return to the job posting.

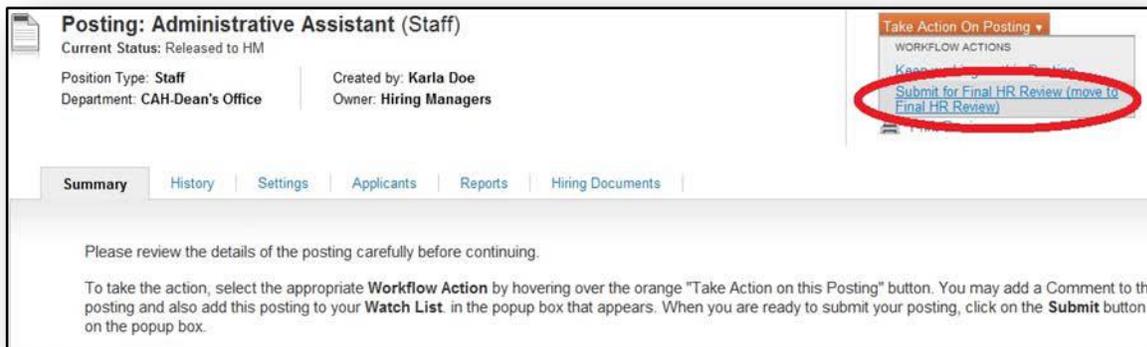


25. Locate the job posting again and click on the Job Title.

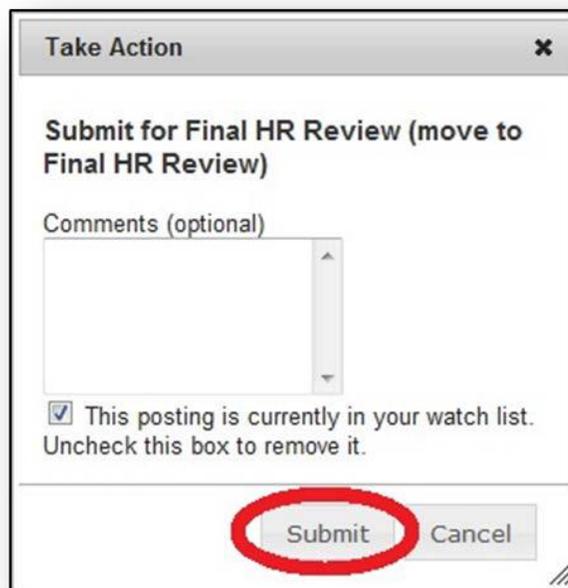


26. Place your cursor over the "Take Action on Posting"

27. Select the “Submit for Final HR Review (move to Final HR Review)”. The Take Action Pop Up box will appear asking you to confirm/submit the Job Posting to Final HR Review.



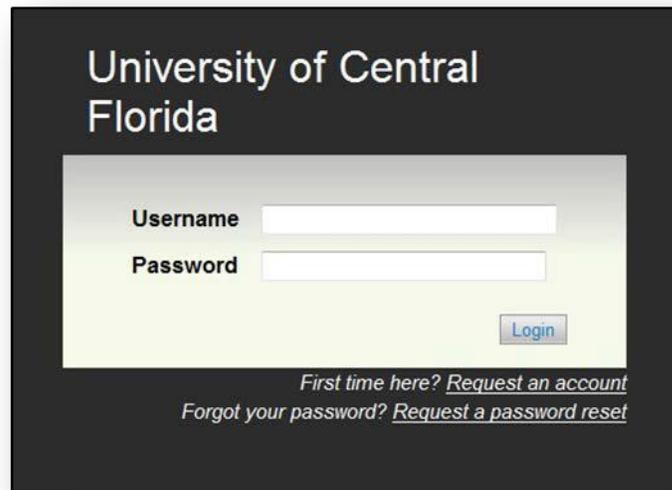
28. Click “Submit” to complete the proposal submission.



# The A&P Agreement Request Form and Employment Certification Form

## Certified Interviewer

1. Log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).



The screenshot shows the login page for the University of Central Florida. At the top, it says "University of Central Florida". Below that is a login form with two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the form, there are two links: "First time here? [Request an account](#)" and "Forgot your password? [Request a password reset](#)".

2. Once in, highlight the "Postings" tab menu within the drop down menu click "A&P" from the available options.



3. Locate and open the job posting.

The screenshot shows the 'A&P Postings' interface. At the top, there is a search bar with a 'Search' button and a link for 'More search options'. Below the search bar, there is a tab for 'Active Postings' with a close button. Underneath, a saved search is active: 'Saved Search: "Active Postings" (15 Items Found)'. A table lists the following job postings:

<input type="checkbox"/>	Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department
<input type="checkbox"/>	Coordinator, Administrative Services	005771	39125	1	06/20/2012	06/30/2012	CAH-Dean's Office
<input type="checkbox"/>	Coordinator, Administrative Services	400004	36987	1	11/28/2011	11/29/2011	CAH-English
<input type="checkbox"/>	Executive Vice President	400002	45123	1	11/21/2011	11/23/2011	CAH-Dean's Office

4. Click on the "Applicants" Tab under the job posting.

The screenshot shows the 'Applicants' tab selected in a navigation menu. The navigation menu includes 'Summary', 'History', 'Applicants', 'Reports', and 'Hiring Documents'. Below the navigation menu, there is a search bar with a 'Search' button and a link for 'More search options'. Underneath, there is a tab for 'Active Applications' with a close button. A saved search is active: 'Saved Search: "Active Applications" (1 Item Found)'. A table lists the following applicant information:

<input type="checkbox"/>	Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)
--------------------------	------------	-------------	-----------	------------------	---------------------------	---------------------------

5. Select the application for the applicant that is being hired for the position.

**Posting: Coordinator, Administrative Services (A&P)**  
Edit  
Current Status: A&P Closed  
Position Type: A&P  
Department: CAH-English  
Created by: Karla Doe  
Owner: Certified Interviewer

Summary | History | Settings | **Applicants** | Reports | Hiring Documents

Open Saved Search ▾ Search:  Search More search options

Active Applications ✕

✓ Saved Search: "Active Applications" (1 Item Found)

Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)
Smith	Jane	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 10:47 am	Selected Applicant	In Progress

6. Click on the "Preview Application"

**Job application: Jane Smith (A&P)**  
Current Status: Selected Applicant  
Application form: A&P Application

Full name: Jane Smith  
Address: 321 Test Ave., Orlando, FL, United States of America  
Created by: Jane Smith  
Owner: Administrators

- ★ View Posting Applied To
- ★ **Preview Application**
- ➡ Start Agreement Request & Employment Certification

7. Print out a copy of the application and have the applicant sign it.
8. Close out the application window pop-up.

9. Click on the “Start Agreement Request & Employment Certification” link

**Job application: Jane Smith (A&P)**  
Current Status: Selected Applicant  
Application form: A&P Application

Full name: Jane Smith  
Address: 321 Test Ave.

Created by: Jane Smith  
Owner: Administrators

- View Posting Applied To
- Preview Application
- Start Agreement Request & Employment Certification**

10. Click on the “Start Agreement Request & Employment Certification” button.

Postings / ... / Applicant Review / Jane Smith (Selected Applicant) / New Hiring Documents

## Starting Agreement Request & Employment Certification

**Applicant: Jane Smith**

**Posting: Coordinator, Administrative Services**

**Start Agreement Request & Employment Certification** Cancel

11. Complete the required fields, denoted by red asterisks, on the hiring documents.

**Editing Hiring Documents** | **A&P Hiring Documents** [Save] [Next >>]

**A&P Hiring Documents**

Check spelling

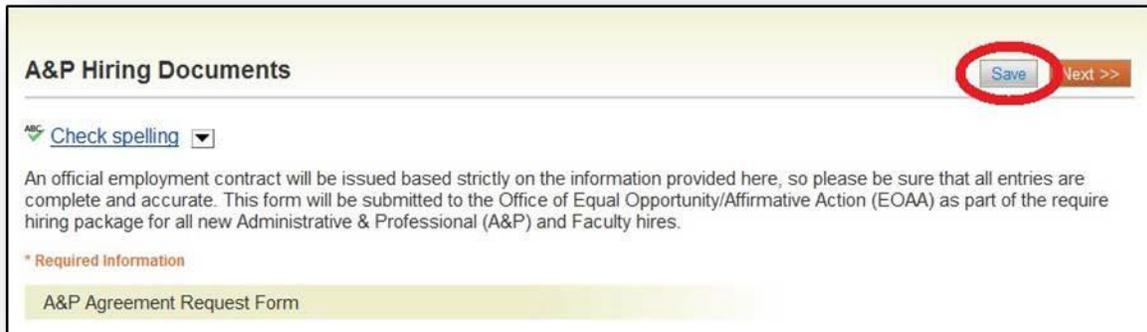
An official employment contract will be issued based strictly on the information provided here, so please be sure that all entries are complete and accurate. This form will be submitted to the Office of Equal Opportunity/Affirmative Action (EOAA) as part of the require hiring package for all new Administrative & Professional (A&P) and Faculty hires.

\* Required information

**A&P Agreement Request Form**

Last Name	Smith
First Name	Jane
* Employee ID	<input type="text"/>
Title/Rank & Job Code	9225
Employee Class	Regular

12. Once done, click on the “Save” button to save the A&P Agreement Request Form and A&P Employment Form.



**A&P Hiring Documents** Save Next >>

ABC [Check spelling](#) ▼

An official employment contract will be issued based strictly on the information provided here, so please be sure that all entries are complete and accurate. This form will be submitted to the Office of Equal Opportunity/Affirmative Action (EOAA) as part of the require hiring package for all new Administrative & Professional (A&P) and Faculty hires.

\* Required Information

A&P Agreement Request Form

13. Click the next button to get to the Documents page.



**A&P Hiring Documents** Save Next >>

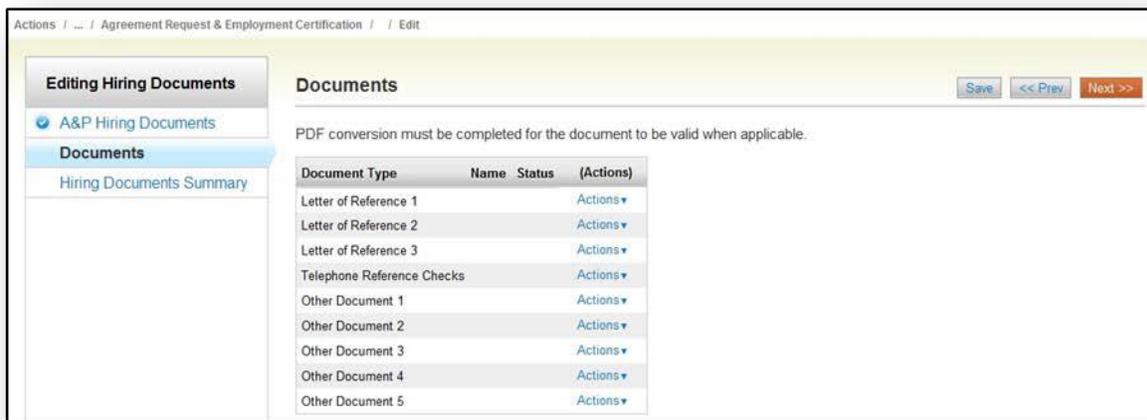
ABC [Check spelling](#) ▼

An official employment contract will be issued based strictly on the information provided here, so please be sure that all entries are complete and accurate. This form will be submitted to the Office of Equal Opportunity/Affirmative Action (EOAA) as part of the require hiring package for all new Administrative & Professional (A&P) and Faculty hires.

\* Required Information

A&P Agreement Request Form

14. If you need to add any documents, place your cursor over the “Actions” link and select “Upload New”.



Actions / ... / Agreement Request & Employment Certification / / Edit

**Editing Hiring Documents** Save << Prev Next >>

- A&P Hiring Documents
- Documents**
- Hiring Documents Summary

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Letter of Reference 1			Actions ▼
Letter of Reference 2			Actions ▼
Letter of Reference 3			Actions ▼
Telephone Reference Checks			Actions ▼
Other Document 1			Actions ▼
Other Document 2			Actions ▼
Other Document 3			Actions ▼
Other Document 4			Actions ▼
Other Document 5			Actions ▼

a. Type the name of the document in the “Name field”

Postings / ... / Applicant Review / Jane Smith (Selected Applicant) / Edit Hiring Documents

### Upload a Letter of Reference 1

To upload your document, provide a name and description of the document. To ch you are ready to submit your document, click the **Submit** button.

Name

Description

File to upload

- b. Click Browse to look for the document on your computer.

Postings / ... / Applicant Review / Jane Smith (Selected Applicant) / Edit Hiring Documents

### Upload a Letter of Reference 1

To upload your document, provide a name and description of the document. To ch you are ready to submit your document, click the **Submit** button.

Name

Description

File to upload

- c. Once located, click on the document and click "Open."  
d. Then click submit

Postings / ... / Applicant Review / Jane Smith (Selected Applicant) / Edit Hiring Documents

### Upload a Letter of Reference 1

To upload your document, provide a name and description of the document. To ch you are ready to submit your document, click the **Submit** button.

Name Test

Description

File to upload C:\Users\damaro\Desktop

15. When completed with uploading documents, click the “Save” button.

The screenshot shows a web interface for editing hiring documents. On the left is a sidebar with 'Editing Hiring Documents' and 'A&P Hiring Documents'. The main area is titled 'Documents' and contains a table of document entries. The 'Save' button in the top right corner is circled in red.

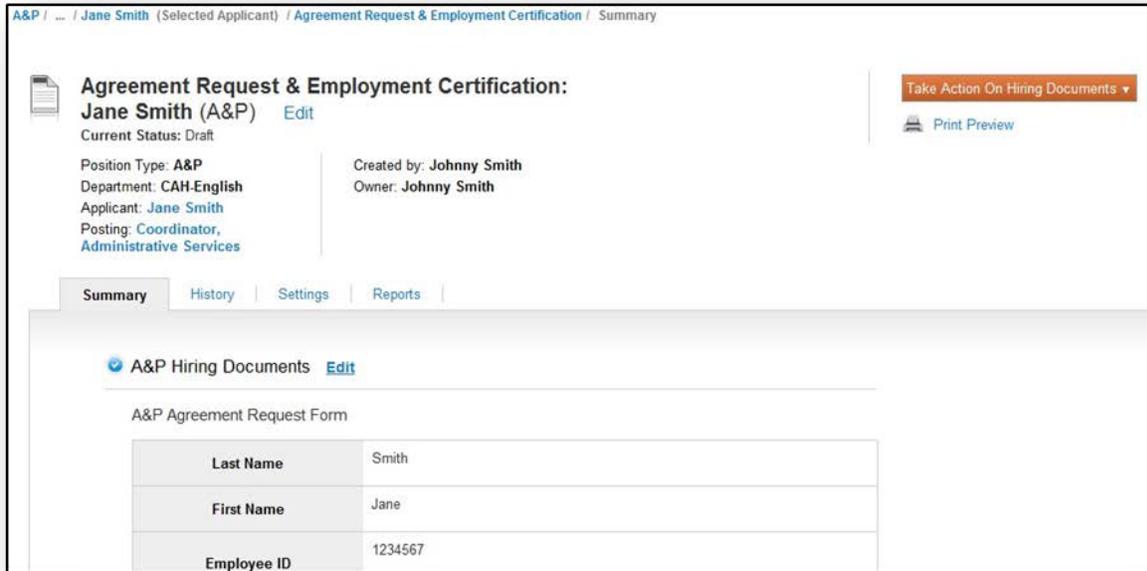
Document Type	Name	Status	(Actions)
Letter of Reference 1	Test	PDF conversion in process	
Letter of Reference 2			Actions▼
Letter of Reference 3			Actions▼
Telephone Reference Checks			Actions▼
Other Document 1			Actions▼
Other Document 2			Actions▼
Other Document 3			Actions▼
Other Document 4			Actions▼
Other Document 5			Actions▼

16. Click the “Next” button to get to the Hiring Documents Summary page.

This screenshot is identical to the previous one, but the 'Next >>' button in the top right corner is circled in red.

Document Type	Name	Status	(Actions)
Letter of Reference 1	Test	PDF conversion in process	
Letter of Reference 2			Actions▼
Letter of Reference 3			Actions▼
Telephone Reference Checks			Actions▼
Other Document 1			Actions▼
Other Document 2			Actions▼
Other Document 3			Actions▼
Other Document 4			Actions▼
Other Document 5			Actions▼

17. A summary of the Agreement Request & Employment Certification Forms will be displayed.



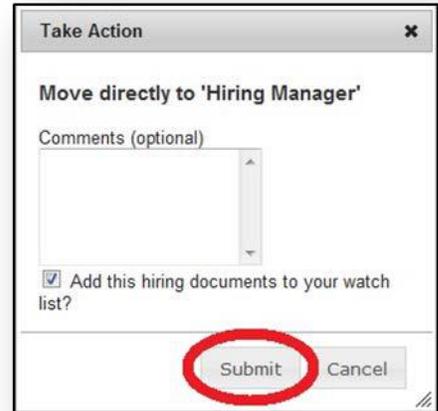
a. Do a final review of the hiring documents.

18. If everything is correct, place cursor over the "Take Action on Hiring Documents" button.

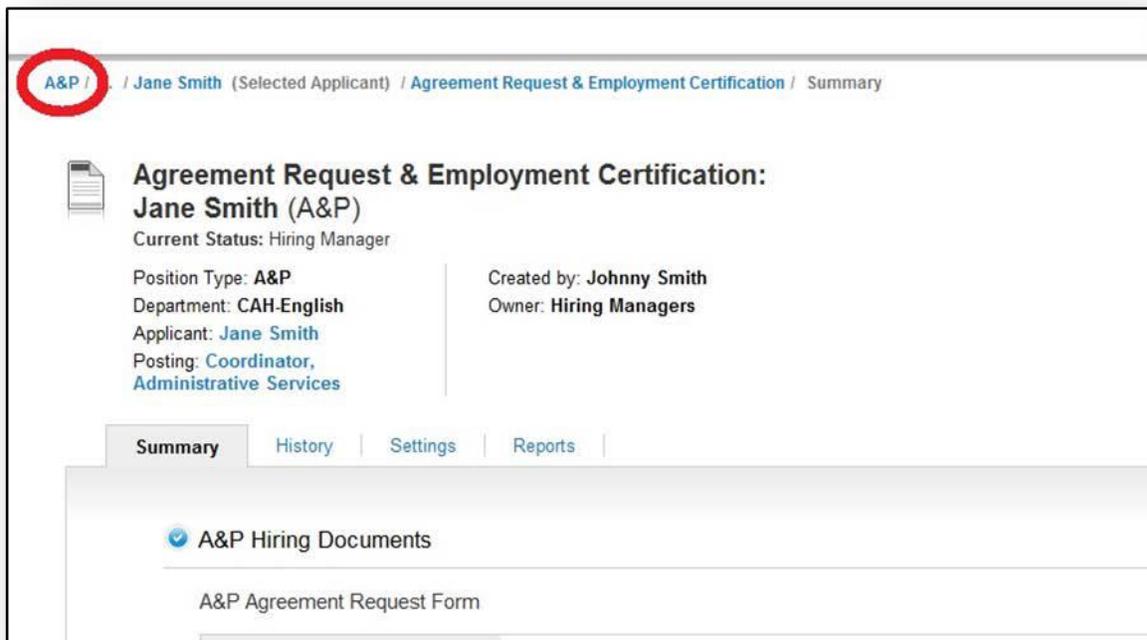
19. Select "Hiring Manager (Move to Hiring Manager)" to move the A&P Agreement Request/Employment Certification Forms to the Hiring Manager for review.



20. The Take Action pop up box will appear asking you to confirm/submit the A&P Agreement Request Form and A&P Employment Certification Form to the Hiring Manager.

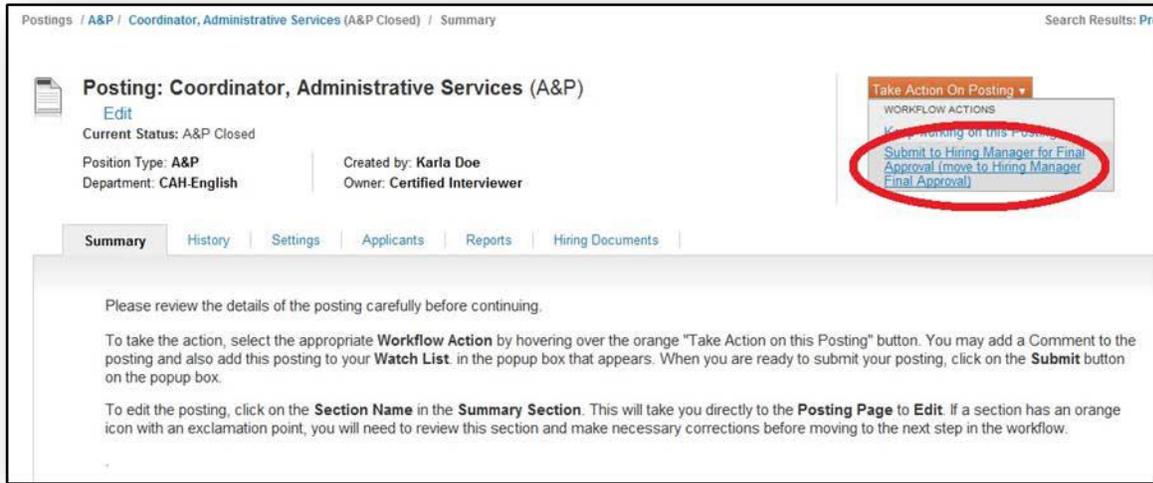


21. Once the A&P Agreement Request and Employment Certification have been submitted to Hiring Manager, click on the A&P job posting link to return to the job posting.



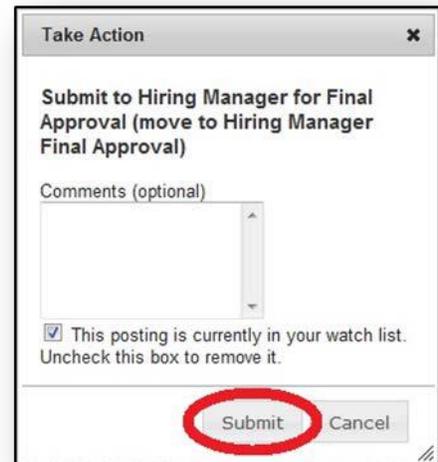
22. Locate the job posting again and click on the job title.  
23. Place your cursor over the "Take Action on Posting"

24. Select the "Submit to Hiring Manager for Final Approval (move to Hiring Manager Final Approval)".



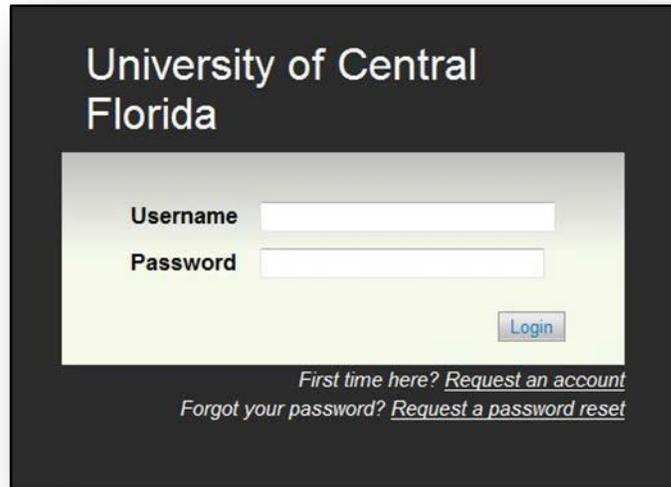
25. The Take Action Pop Up box will appear asking you to confirm/submit the Job Posting to Hiring Manager for Final Approval.

26. Click the "Submit" button.



## Hiring Manager

1. Log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)



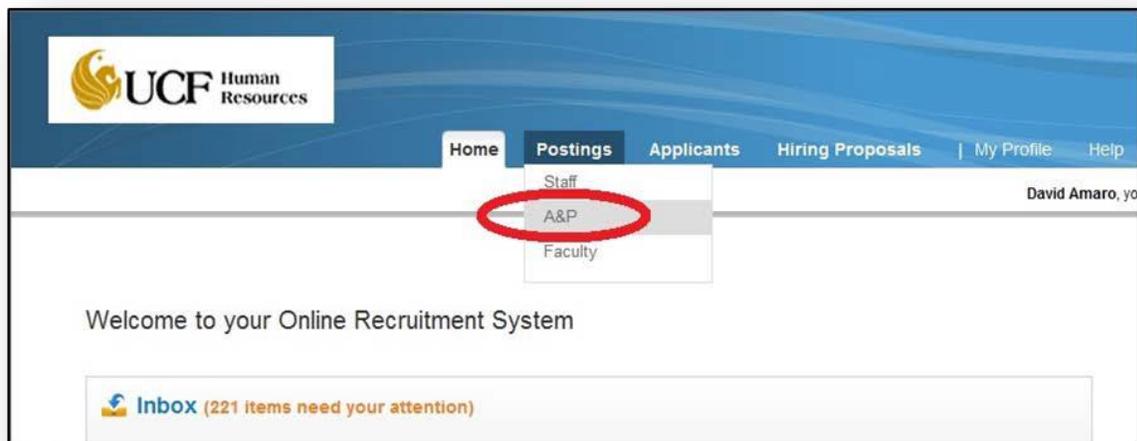
University of Central Florida

Username

Password

*First time here? [Request an account](#)*  
*Forgot your password? [Request a password reset](#)*

2. Once in, highlight the “Postings” tab menu within the drop down menu click “A&P” from the available options.



UCF Human Resources

Home Postings Applicants Hiring Proposals | My Profile Help

David Amaro, yo

Staff  
A&P  
Faculty

Welcome to your Online Recruitment System

 **Inbox** (221 items need your attention)

3. Locate the job posting and click on the job title. Review the job posting.

<input type="checkbox"/>	Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department
<input type="checkbox"/>	Coordinator, Administrative Services	005771	39125	1	06/20/2012	06/30/2012	CAH-Dean's Office
<input type="checkbox"/>	Coordinator, Administrative Services	400004	36987	1	11/28/2011	11/29/2011	CAH-English
<input type="checkbox"/>	Executive Vice President	400002	45123	1	11/21/2011	11/23/2011	CAH-Dean's Office

4. If all fields are complete and correct, place the cursor over the “Take Action on Posting”

**Posting: Coordinator, Administrative Services (A&P)**  
Edit  
Current Status: Hiring Manager Final Approval  
Position Type: A&P | Created by: Karla Doe  
Department: CAH-English | Owner: Hiring Managers

**Take Action On Posting** (circled in red)

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

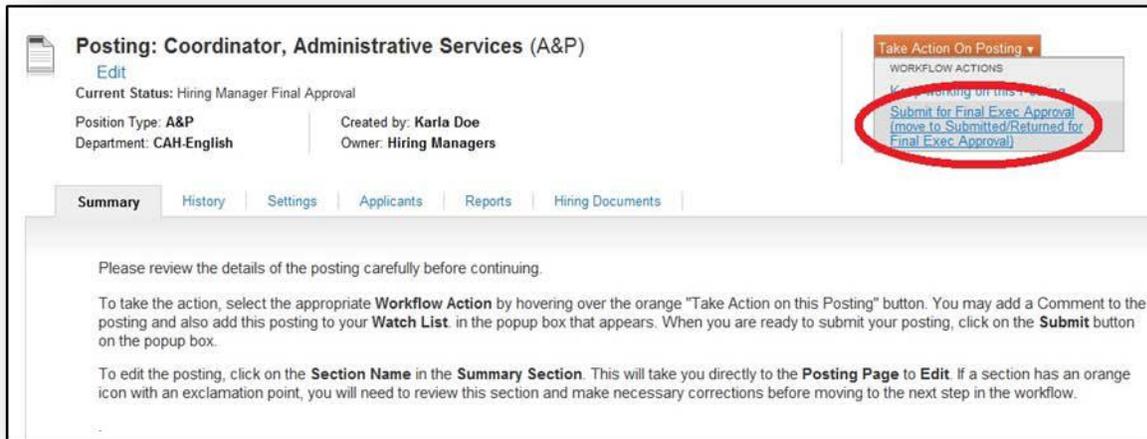
**Summary** | History | Settings | Applicants | Reports | Hiring Documents

Please review the details of the posting carefully before continuing.

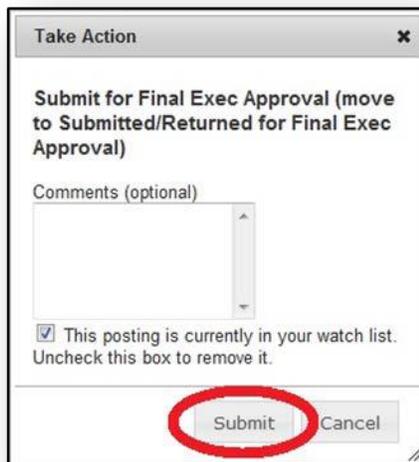
To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

5. Select the "Submit for Final Exec Approval (move to Submitted/Returned for Final Exec Approval)".



6. The Take Action Pop up box will appear asking to confirm/submit the Job Posting to Final Exec Approval.



- Once the job posting has been submitted to the Executive User, click on the Hiring Documents tab.

**Posting: Coordinator, Administrative Services (A&P)**  
 Current Status: Submitted/Returned for Final Exec Approval  
 Position Type: A&P | Created by: Karla Doe  
 Department: CAH-English | Owner: Executive User

Summary | History | Applicants | Reports | **Hiring Documents**

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

- Click on last name of the selected applicant to bring up the A&P Agreement Form and A&P Employment Certification form.

**Posting: Coordinator, Administrative Services (A&P)**  
 Current Status: Submitted/Returned for Final Exec Approval  
 Position Type: A&P | Created by: Karla Doe  
 Department: CAH-English | Owner: Executive User

Summary | History | Applicants | Reports | **Hiring Documents**

**A&P Hiring Documents**

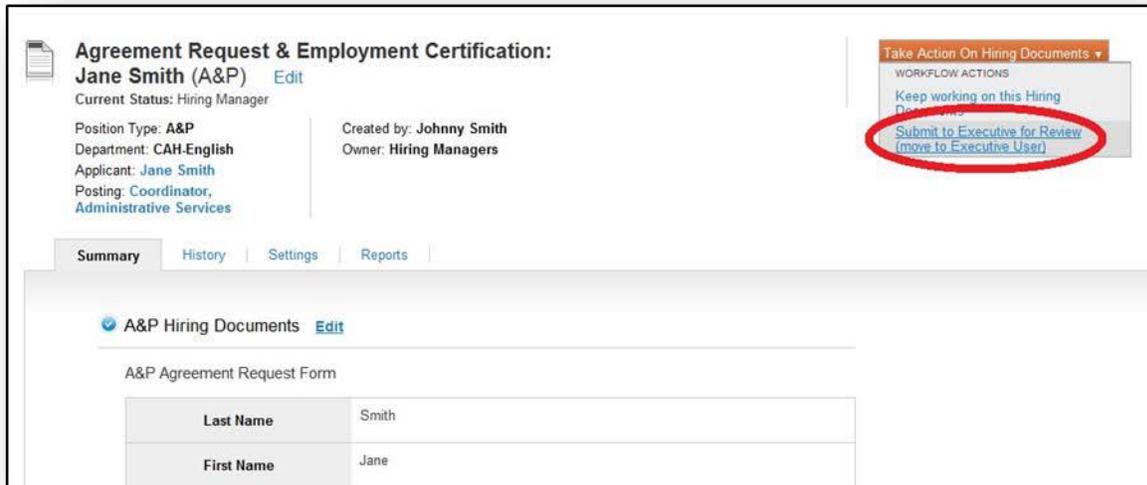
Open Saved Search ▾ Search:  Search More search options

All Hiring Documents ✕

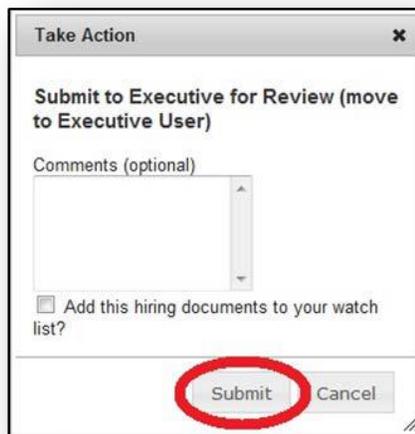
✓ Saved Search: "All Hiring Documents" (4 Items Found)

Last Name	First Name	Title/Rank & Job Code	Department	Hiring Proposal Workflow State	Status
Smith	Jane	9225	CAH-English	Hiring Manager	Hiring Manager

- Review the A&P Agreement Request and A&P Employment Certification. If correct, place the cursor over the 'Take Action on Hiring Documents' button and click on the "Submit to Executive for Review (move to Executive User)".

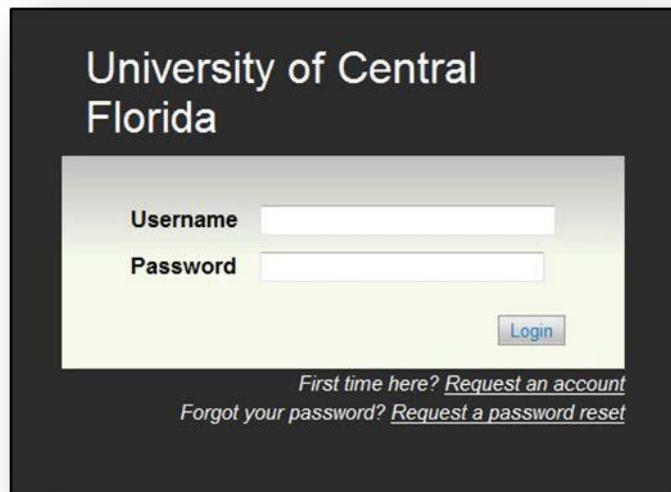


- The Take Action pop up box will appear asking to confirm/submit the A&P Agreement Request Form and A&P Employment Certification Form to the Executive User.
- Click the "Submit" button.



## Executive User

1. Log into [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr).



University of Central Florida

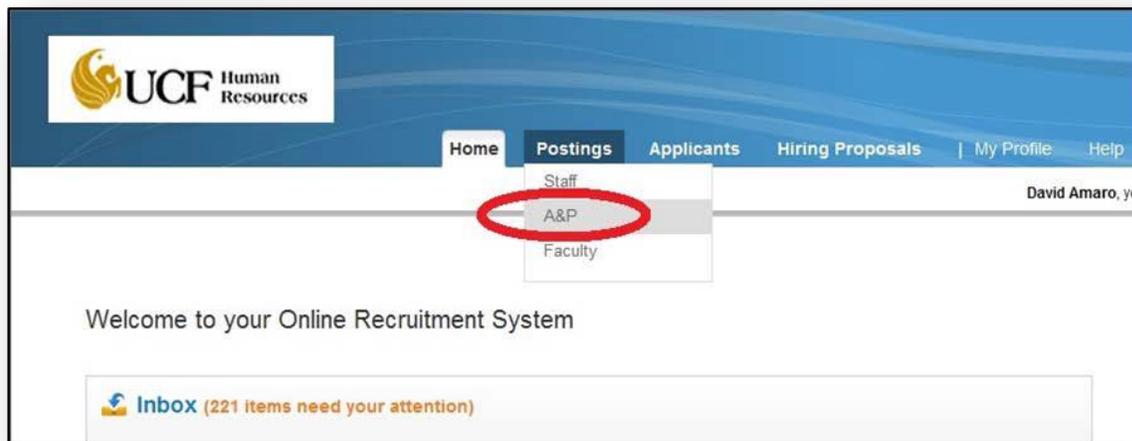
Username

Password

Login

*First time here? [Request an account](#)*  
*Forgot your password? [Request a password reset](#)*

2. Once in, highlight the “Postings” tab menu within the drop down menu click “A&P” from the available options.



UCF Human Resources

Home Postings Applicants Hiring Proposals | My Profile Help

David Amaro, yo

Staff  
A&P  
Faculty

Welcome to your Online Recruitment System

Inbox (221 items need your attention)

3. Locate and open the job posting.

<input type="checkbox"/> Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department
<input type="checkbox"/> Coordinator, Administrative Services	005771	39125	1	06/20/2012	06/30/2012	CAH-Dean's Office
<input type="checkbox"/> Coordinator, Administrative Services	400004	36987	1	11/28/2011	11/29/2011	CAH-English
<input type="checkbox"/> Executive Vice President	400002	45123	1	11/21/2011	11/23/2011	CAH-Dean's Office

4. If all fields are complete and correct, place the cursor over the "Take Action on Posting".

**Posting: Coordinator, Administrative Services (A&P)**  
[Edit](#)

Current Status: Submitted/Returned for Final Exec Approval

Position Type: A&P      Created by: Karla Doe  
Department: CAH-English      Owner: Executive User

[Take Action On Posting](#) ▼

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

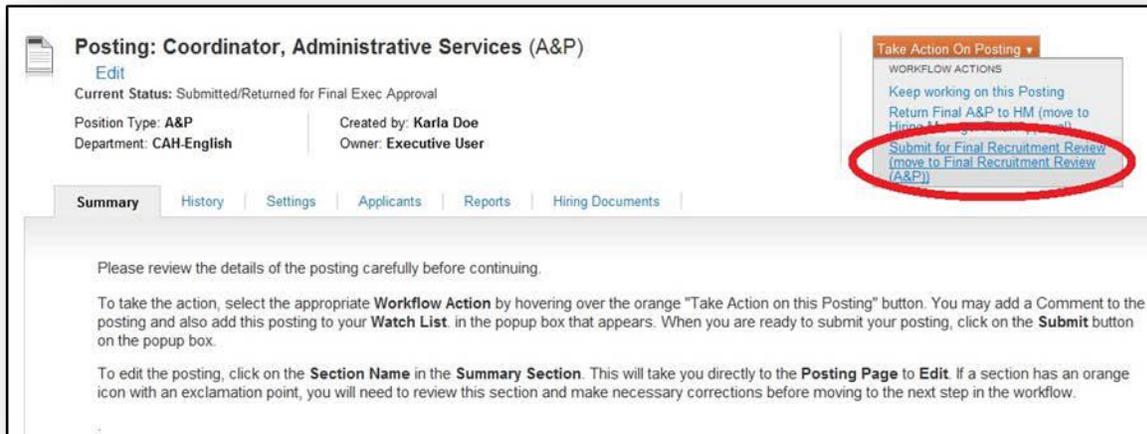
**Summary** | History | Settings | Applicants | Reports | Hiring Documents

Please review the details of the posting carefully before continuing.

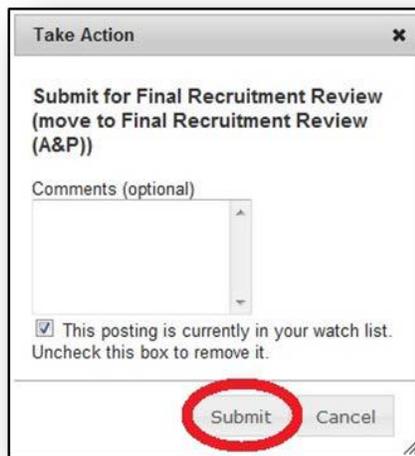
To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a **Comment** to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

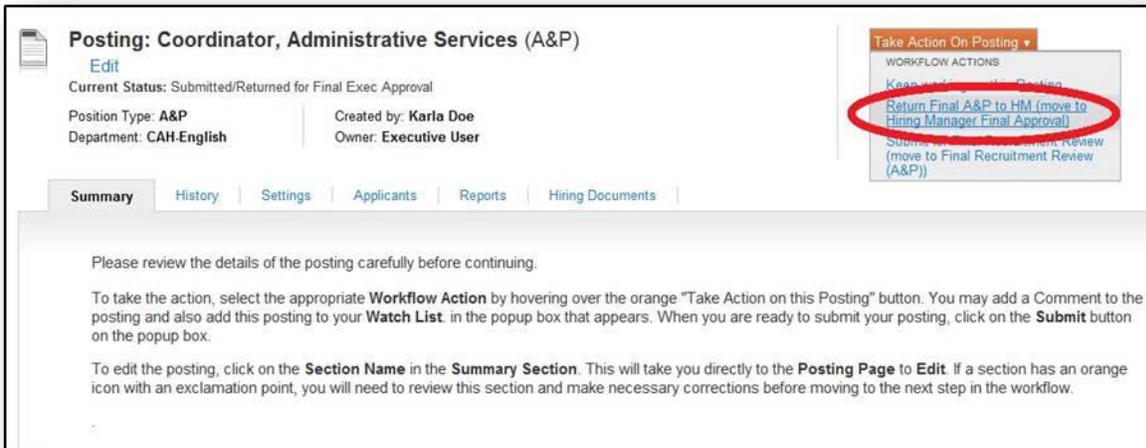
5. Select the "Submit for Final Talent Acquisition Review (move to Final Talent Acquisition Review (A&P))".



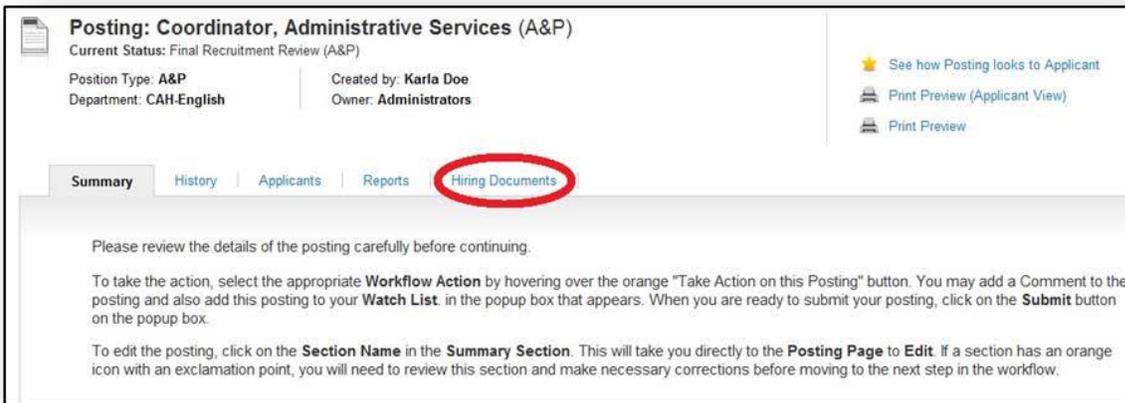
6. The Take Action Pop up box will appear asking to confirm/submit the Job Posting to Final Talent Acquisition Review.



**NOTE:** IF THE JOB POSTING NEEDS TO BE RETURNED BACK TO THE HIRING MANAGER, CLICK ON THE "RETURN FINAL A&P TO HM (MOVE TO HIRING MANAGER FINAL APPROVAL)".



7. Once the job posting has been submitted to Talent Acquisition, click on the Hiring Documents tab.



- Click on last name of the selected applicant to bring up the A&P Agreement Form and A&P Employment Certification form.

**Posting: Coordinator, Administrative Services (A&P)**  
 Current Status: Final Recruitment Review (A&P)  
 Position Type: A&P | Created by: Karla Doe  
 Department: CAH-English | Owner: Administrators

Summary | History | Applicants | Reports | **Hiring Documents**

**A&P Hiring Documents**

Open Saved Search ▾ Search:  Search More search options

All Hiring Documents +

Saved Search: "All Hiring Documents" (4 Items Found)

Last Name	First Name	Title/Rank & Job Code	Department	Hiring Proposal Proposal Workflow State	Status
Smith	Jane	9225	CAH-English	Executive User	Executive User

- Review the A&P Agreement Request and A&P Employment Certification. If correct, place the cursor over the "Take Action On Hiring Documents" button and click on the Submit to Talent Acquisition (move to Human Resources)".

**Agreement Request & Employment Certification:**  
**Jane Smith (A&P)** Edit  
 Current Status: Executive User

Position Type: A&P | Created by: Johnny Smith  
 Department: CAH-English | Owner: Executive User  
 Applicant: Jane Smith  
 Posting: Coordinator, Administrative Services

Summary | History | Reports

**A&P Hiring Documents**

A&P Agreement Request Form

Last Name	Smith
First Name	Jane

Take Action On Hiring Documents ▾  
 WORKFLOW ACTIONS  
 Keep working on this Hiring Documents  
 Return to Hiring Manager (move to Human Resources)  
**Submit to Recruitment (move to Human Resources)**

**NOTE:** IF THE A&P AGREEMENT REQUEST AND A&P EMPLOYMENT CERTIFICATION FORM NEED TO BE RETURNED BACK TO THE HIRING MANAGER, CLICK ON THE RETURN TO HIRING MANAGER (MOVE TO HIRING MANAGERS).



10. The Take Action pop up box will appear asking to confirm/submit the A&P Agreement Request Form and A&P Employment Certification Form to Talent Acquisition.
11. Click the "Submit" button.



## Applicant Position Statuses

Requisition Status	Status Meaning
Under Review by HM	CI created a posting and submitted it to HM to review and approve
Save w/o submit	CI/HM created a posting and just saved the information and has not submitted to the next user to approve
Return Final A&P to HM	Return A&P hiring packet to HM
Req Returned to Hiring Manager for Review	Return a posting to HM for review
Final Talent Acquisition Review (A&P)	A&P hiring packet completed and submitted to Talent Acquisition for review
FAC PVA Returned to HM	Academic Affairs Admin returned a faculty posting to HM
FAC PVA at AA	A faculty posting is pending for Academic Affairs Admin to approve for posting
FAC PVA Returned to EU	Academic Affairs Admin returned a faculty posting to EU
Posting Review (for Staff & A&P)	A USPS or A&P posting has been submitted for Talent Acquisition to review for posting
Initial Executive Review	HM has submitted a USPS or A&P or Faculty posting for EU to review and approve
A&P Return to Final Comp Approval	After Comp has approved an A&P hire, something needs to be changed and Talent Acquisition has to send the hiring packet back to this status for Comp to make revisions.
Submitted/Returned for Final Exec Approval	A hiring packet has been submitted to EU to review or Talent Acquisition has to send the hiring packet back to EU to make revisions.
A&P Submitted for Final Comp Approval	Talent Acquisition has approved an A&P hiring packet and submitted to Comp for approval
Human Resources Review - Employment	Posting is currently being reviewed by Talent Acquisition
Approve Staff	USPS posting has been approved by Talent Acquisition
A&P Approved	A&P posting has been approved by Talent Acquisition
FAC PVA Approved	Faculty posting has been approved by Academic Affairs Administration
Staff Posted	USPS position is posted
A&P Posted	A&P position is posted
FAC Posted	Faculty position is posted
Close Staff	USPS position is closed and pending for Talent Acquisition to review the applications to the department
A&P Closed	A&P position is closed
Hiring Manager Final Approval	CI has completed the A&P hiring packet and submitted to HM for approval

<b>Requisition Status</b>	<b>Status Meaning</b>
FAC Closed	Faculty posting is closed
Released to HM	USPS posting is closed and applications have been released to the department for review
Final HR Review (Staff)	USPS hiring packet is completed and submitted to Talent Acquisition for review
Selected Cand Appvd for Hire Filled	A USPS or A&P new hire has been approved New hire is on payroll and the position has been filled
Position Cancelled	Talent Acquisition has canceled a requisition/posting after the department made the decision to cancel the search
Cancel w/o Posting	Talent Acquisition has canceled a requisition that was never posted.