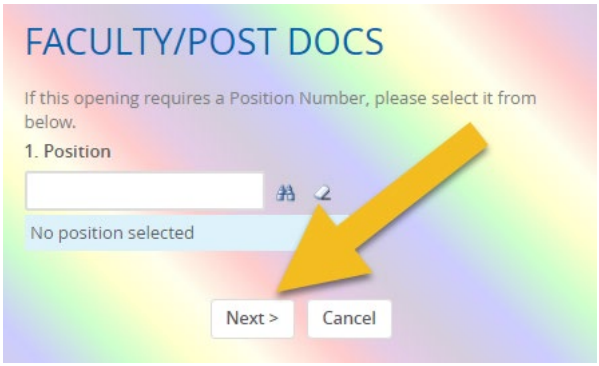
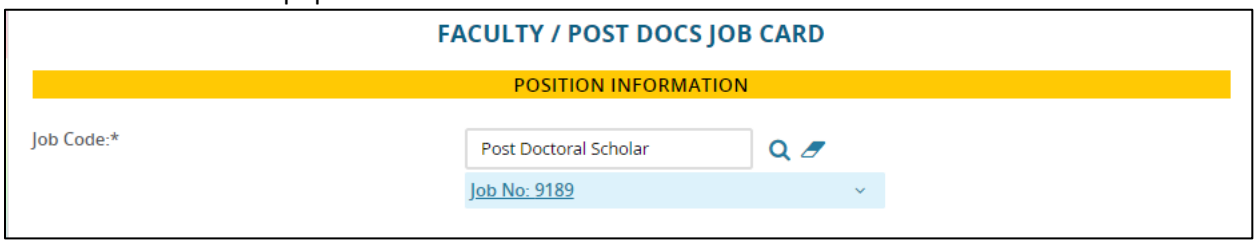
Submitting a Job Card for Post-Doctoral Scholar

Select **FACULTY/POST DOCS** from *My Dashboard*, add position number, then click Next.

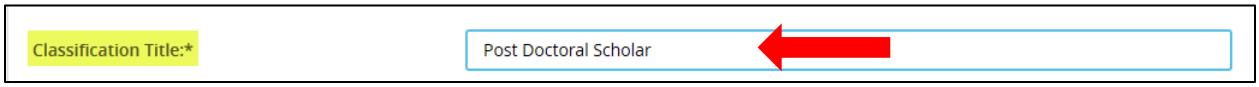


Post-Doctoral Scholar Information

1. **Job Code**: will auto populate.

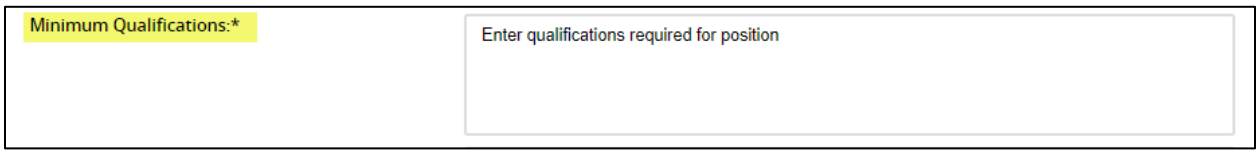


2. **Classification Title**: will auto populate but you may add to if needed.



3. **Job Summary/Basic Function**: Detail the specific responsibilities, and job duties required to perform this role. It also includes a list of common day-to-day tasks, equipment or tools used, who the role reports to, and overall goals.

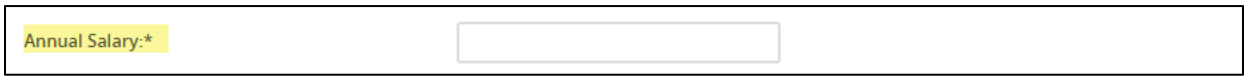
4. **Minimum Qualifications**: The minimum amounts of education or experience and the minimum level of knowledge, skills, abilities, licensures, certifications and other job-related requirements that must be met for a candidate to be considered for this position.



5. **Preferred Qualifications**: These qualifications include additional job-related education, experience, skills, competencies, and credentials desired but not mandatory.

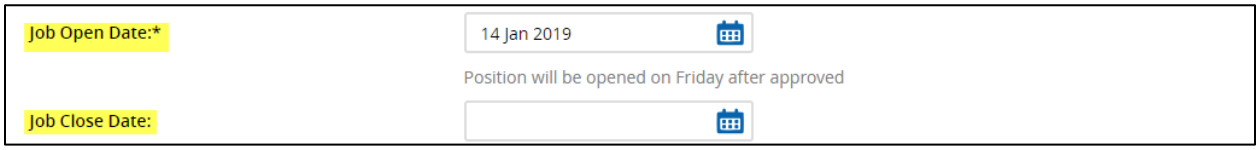
6. **Special Conditions**: Special conditions of employment describe conditions (i.e., environment, safety, travel, hours outside of the traditional work week, etc.) unique to the position.

7. **Annual Salary**: Enter the salary amount or negotiable.



8. **Additional Application Materials:** Request of supplemental documents/information in addition to application.

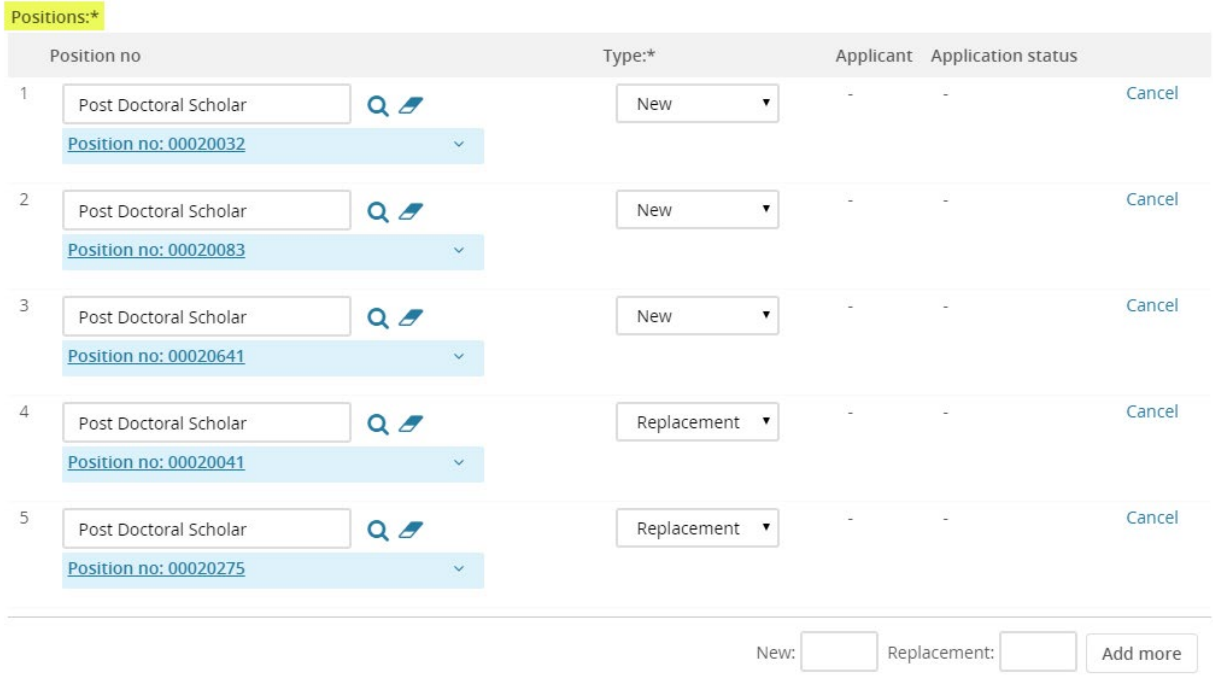
9. **Job Open Date**: The first Friday you want the position opened.
10. **Job Close Date**: The Thursday you want the position to close; or you may leave blank for open until filled option.



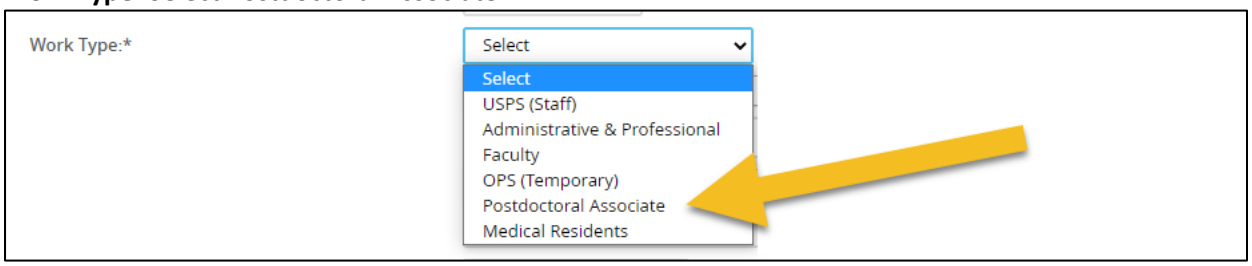
10. **Positions**:

a. If you are submitting a job card for a *Pool* advertisement you will enter the appropriate number of positions in the *New/Replacement* field and click **Add more**.

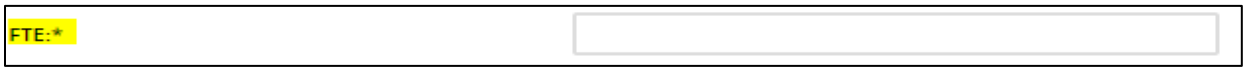
b. Position numbers are required to submit job card for approval. All position titles must be the same.



11. **Work Type**: Select Postdoctoral Associate

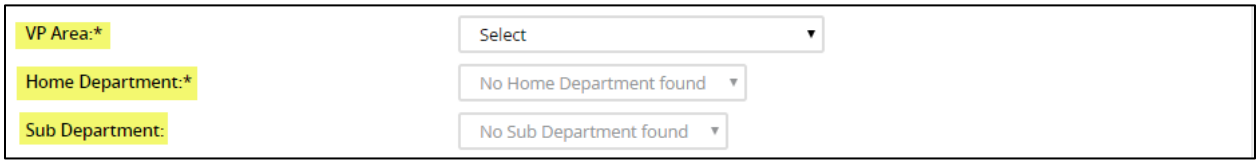


12. **FTE Examples**:
    - 1.0 (40 hours)
    - .75 (30 hours)
    - .50 (20 hours)
    - .25 (10 hours)

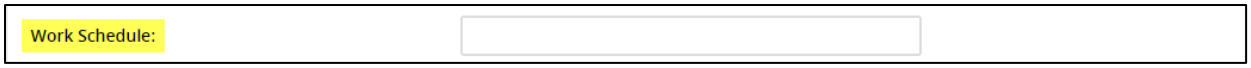


13. **VP Area**: Make selection from drop-down menu.
14. **Home Department**: Make selection from drop-down menu.
15. **Sub Department**: Make selection from drop-down menu.

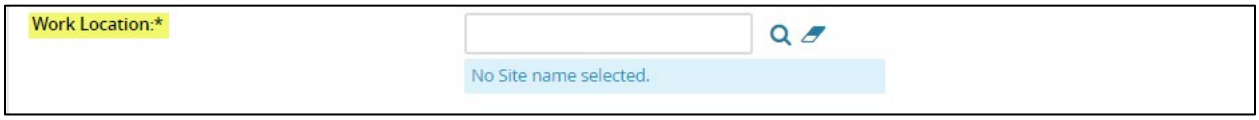
If you do not see your Area, please contact your Talent point of contact.



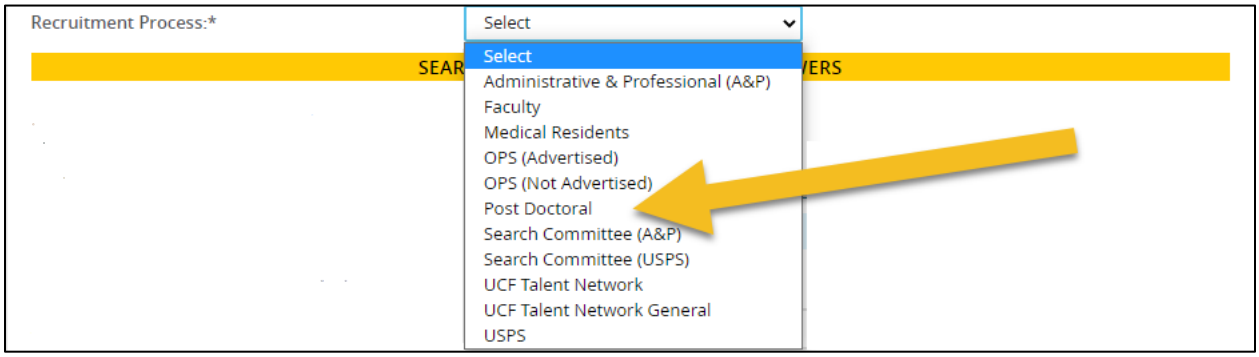
16. **Work Schedule:** Example - Monday to Friday from 8 AM to 5 PM.



17. **Work Location**: Utilize lookup function to identify place of work.



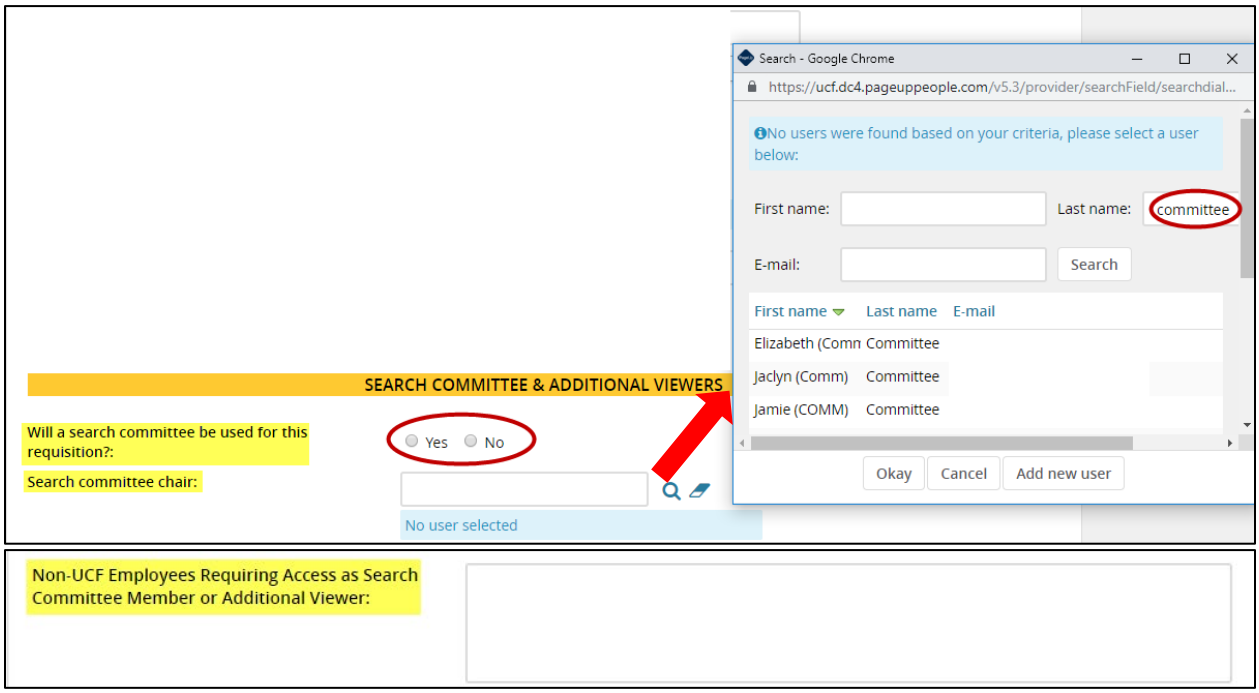
18. **Recruitment Process:** Select Post Doctoral



Search Committee & Additional Viewers

(Additional Viewers were previously known as Guest Users.)

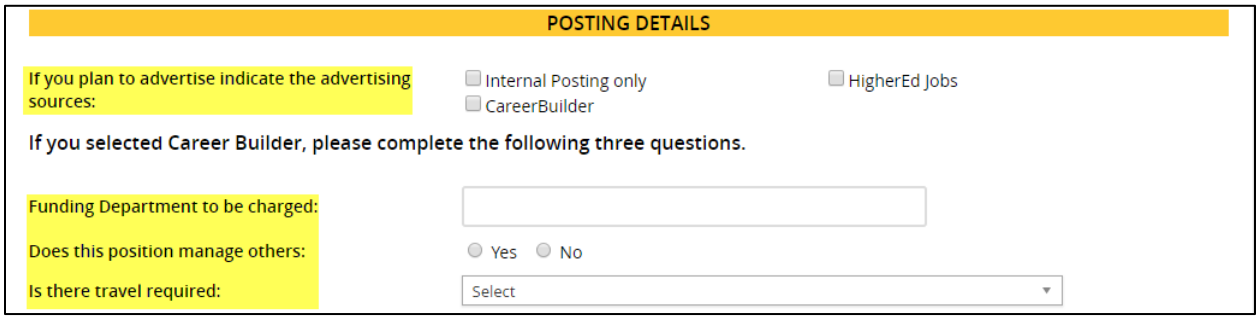
1. Select **YES or NO**
2. If *YES* add *Search committee chair* and *Search Committee Member(s)* or *Additional Viewer(s)*.
   a. In order to utilize the lookup function the Chair and Member(s) must be active in PeopleSoft. Search by first name, last name, or email address.
   b. Note: Allow pop-ups to open in your browser settings to search for name.
   c. Name search will be actual employee name, **no nicknames**.
3. Are you working with a Search Firm: Yes or No, if yes add the name of the firm(s).
4. For *Search Committee Members* or *Additional Viewer(s)* who are not UCF employees to access the system, enter the following information in the *Non-UCF Employees Requiring Access* text box: **First Name, Last Name,** and **E-mail**.



Post-Doctoral Posting Details

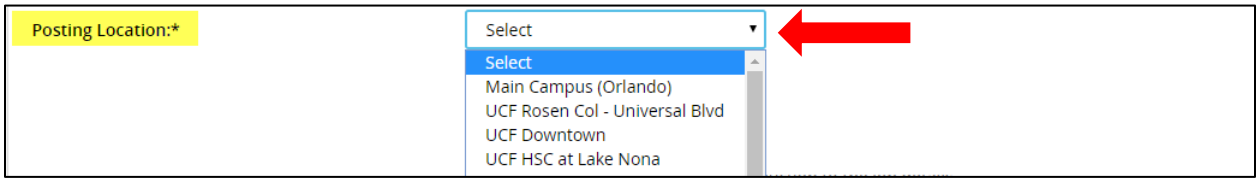
Make appropriate selection(s) for ad source.

1. *Internal Posting only* is for UCF internal candidates only.
2. If you are advertising the position on CareerBuilder website, fill out the following:
   a. *Funding Department to be charged*
   b. *Does the position manage others* – ***Yes*** or ***No***.
   c. If there *is travel required*- ***select*** one from drop down menu.



3. **Include Additional Posting Instructions**: In text box provided Information for approvers and/or Talent Acquisition (not for applicants). If you have a video link, enter the URL in this box.

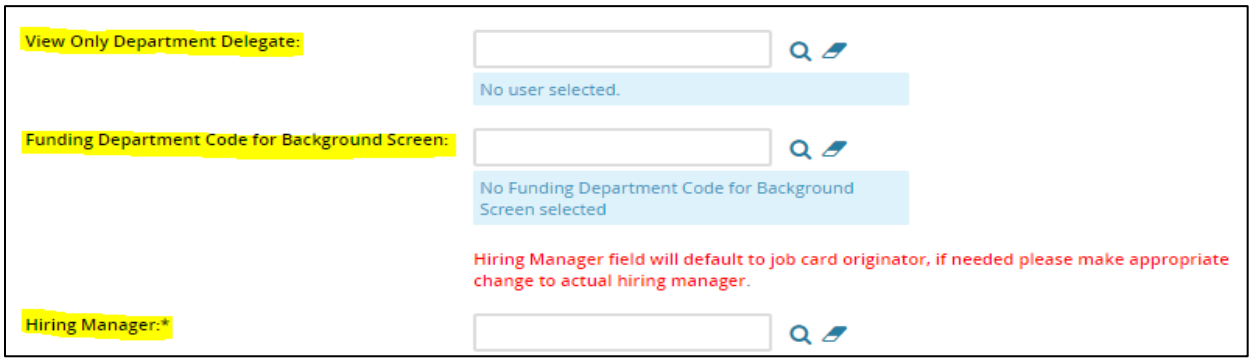
4. **Posting Location**: Please select one from drop down menu. Posting location selected here is where the position will be categorized in the UCF Careers page.



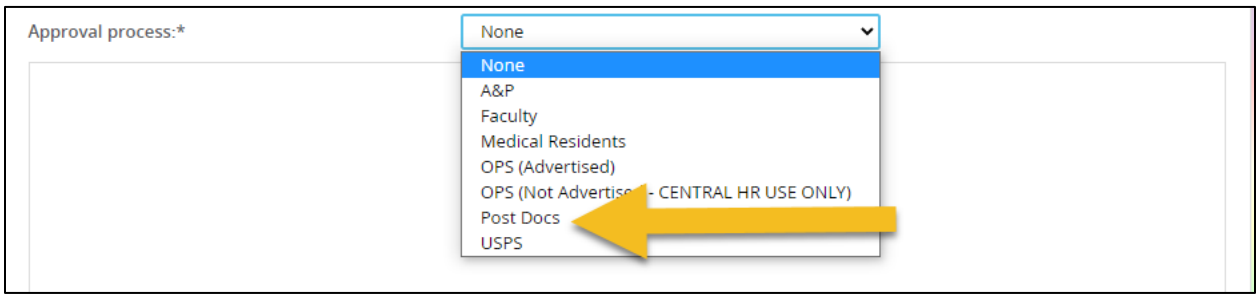
5. **Posting Introductory Sentence**: Please enter a brief description as an introduction to the job details.

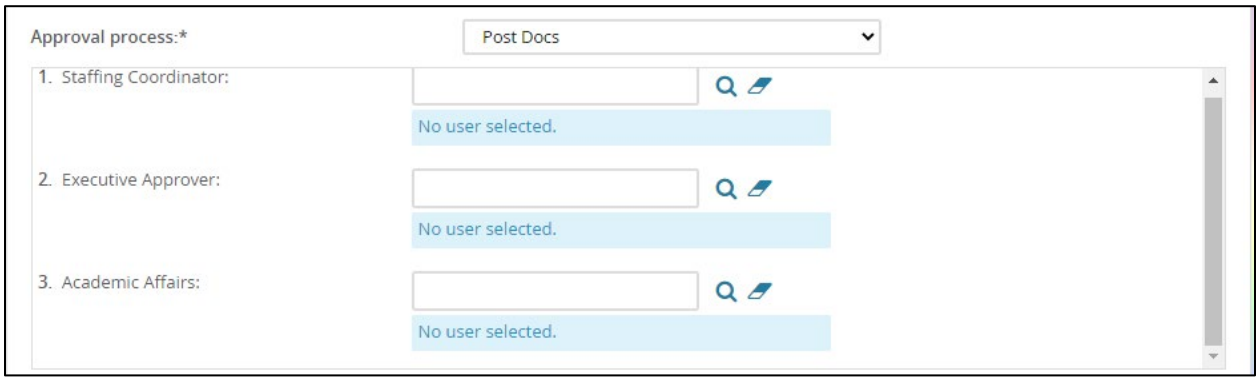
Post Docs Users and Approvals

1. HR's Point of Contact by College/Division is attached for reference.
2. **View Only Department Delegate**: (Optional) – This role can be assigned on the job card to allow someone who is not an approver view only access (Must be an active employee in PeopleSoft).
3. **Funding Department**: Utilize lookup function to identify funding department to be charged for background screening.
4. **Hiring Manager**: Will default to job card initiator. Make sure that the actual hiring official is listed. This may require replacing the auto-populated name in this field.



Approval process: *Select* Post Docs from drop down menu.



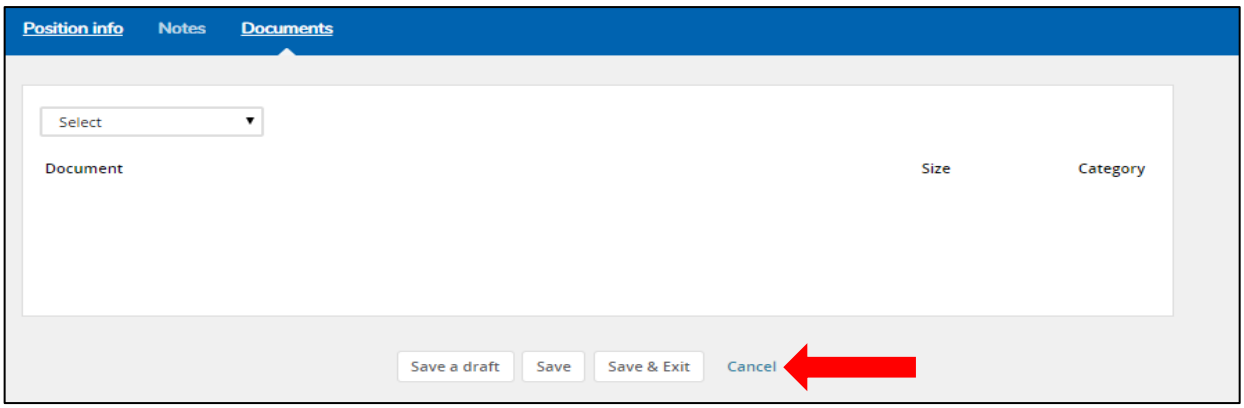


6. Select appropriate Point of Contact for each approver role.
   a. Staffing Coordinator – Actions allowed:
      - Update job details on job card
      - Approve or decline a job card

- Update applicant status

b. Executive Approver – Actions allowed:
   - Access to read-only a job card (requisition)
   - Approve or decline a job card
c. Academic Affairs Point of Contact

Next page: You can **add notes** and/or **upload documents**.



Save a draft: Allow you to save but not submit the job card for approval.

Save: Saves and submits job card for approval workflow.

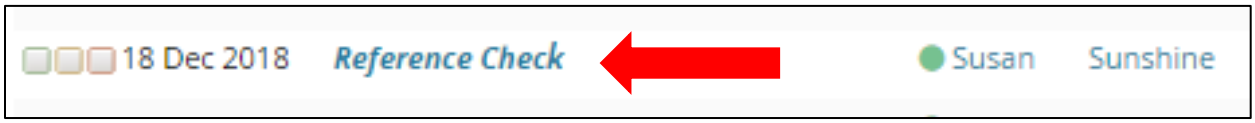
Save & Exit: Saves and submits job card for approval workflow. Page closes and brings you back to PageUp My Dashboard home page.

Cancel: Cancels and deletes information entered.

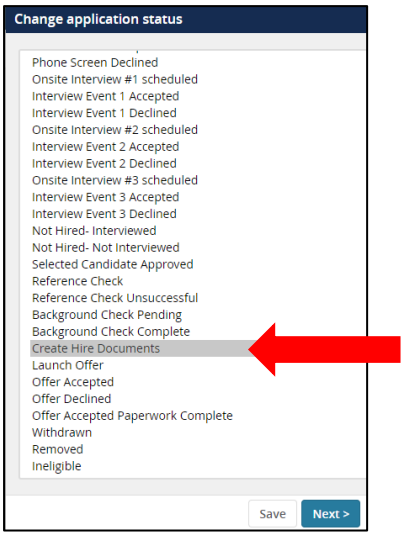
Submitting an Offer Card for Post-Doctoral Scholar

Create Hire Documents is utilized simply to record the final hire and to initiate a chain of events to activate their Onboarding Portal.

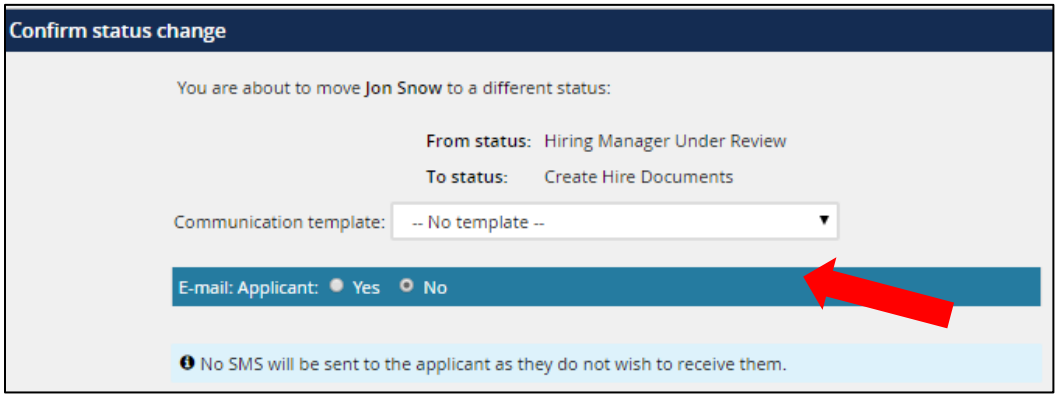
1. From the *Manage Applications* screen, click on the **current status** for the selected candidate.



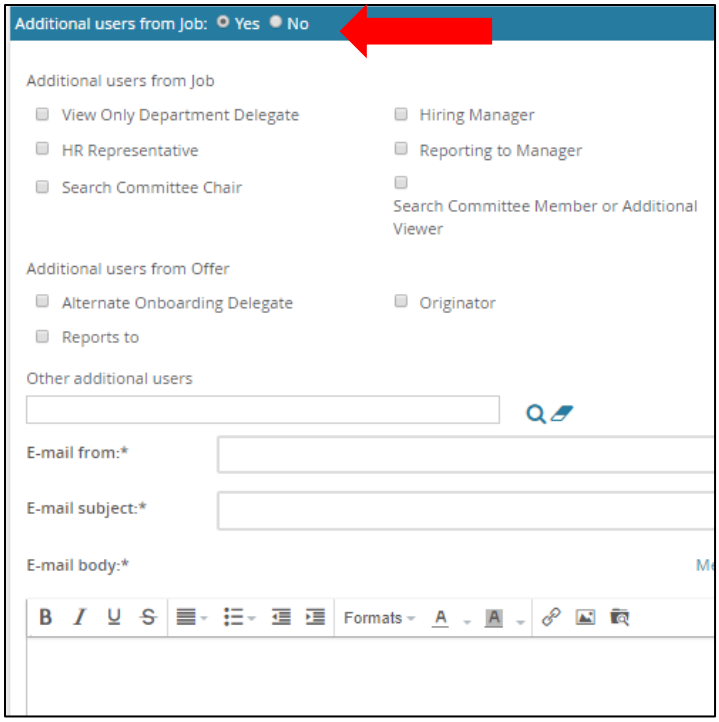
2. The *Change application* status screen opens in a new window. Select **Create Hire Documents**.



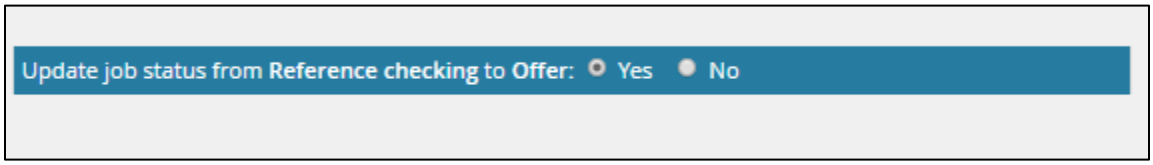
3. Click **Next**. The *Confirm status change* screen displays.
4. Ignore *Communication template* drop-down menu.
5. *E-mail Applicant* **leave as default - *No*** radio button



6. **Additional users from job** - Select ***Yes*** radio button if you wish to inform additional user(s) of status change by email. If not, select ***No***.



7. **Update job status from *Previous Status* to *Offer*** – leave as default.



8. Click **Move now**. The *Offer details* screen will open in a new window.
   The *Offer details* screen includes the following sections:
   - Personal details
   - Job details
   - Offer details
     - Approval Status
     - Position Details
     - Salary
     - Pre-Employment Checks
     - Onboarding
     - Offer Progress
   - Offer Documents
   - Application documents
   - Approval process

Personal and Job details sections carry over from application and job card (View only)

Position Type

Select **NO** not an OPS position (already defaults to No – leave as is)

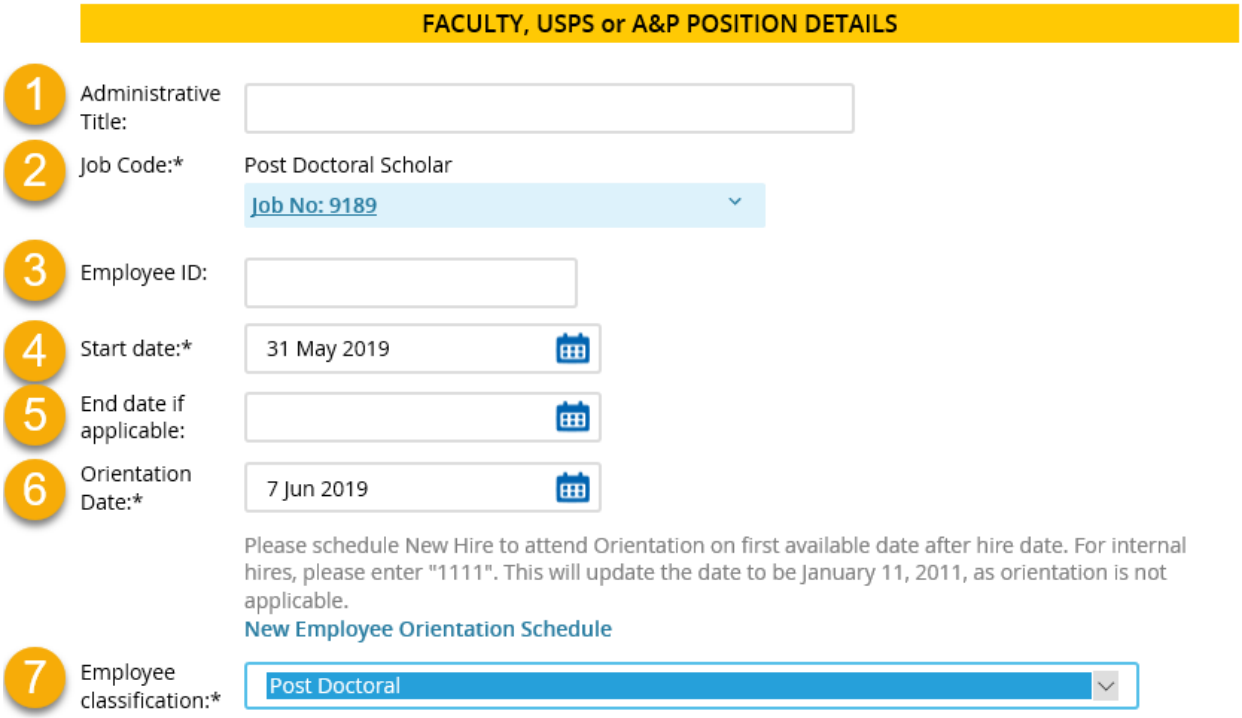
Offer Details

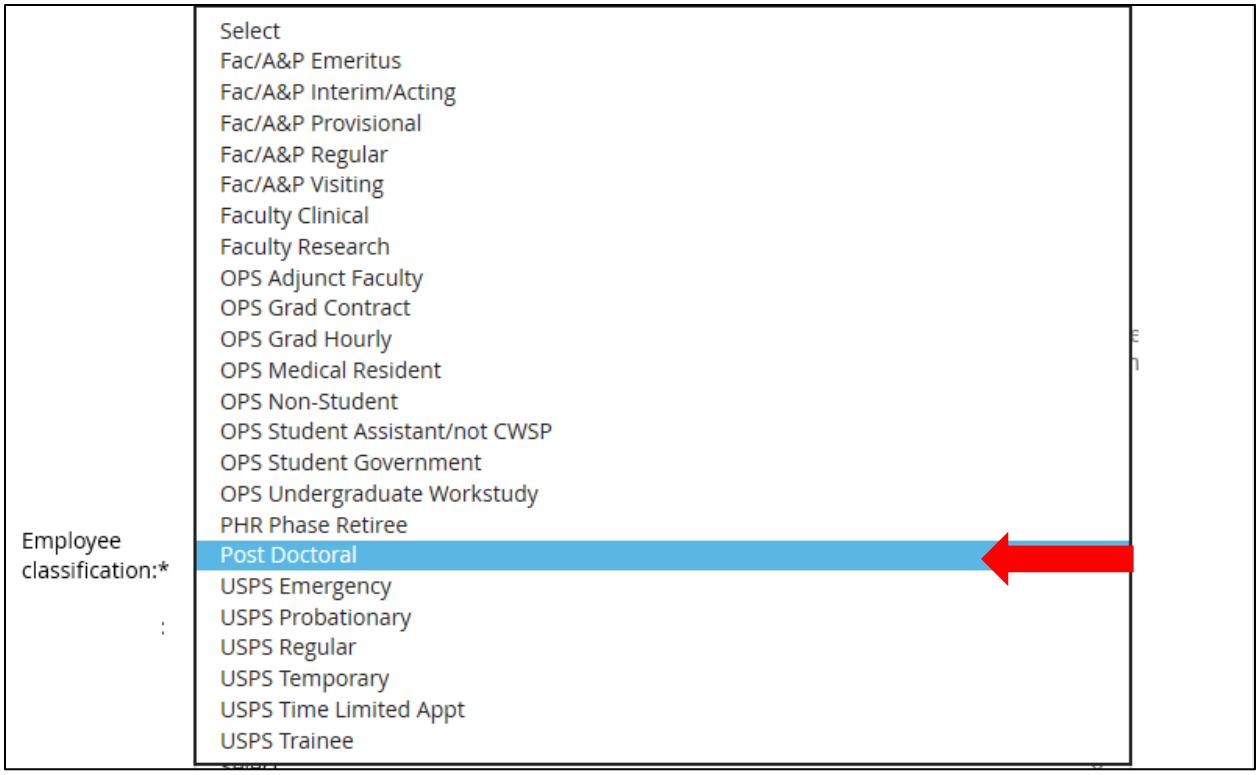
Approval Status

Approval status will identify approval workflow status such as pending, approved, declined, and cancelled as well as information that will carry over from application and job card.

Position Details

1. Administrative Title: Add administrative title if position will have an administrative function
2. Job Code: Unable to edit, will carry over from application and job card
3. Employee ID: Add if applicable
4. Start date: Input desired start date
5. End date: If applicable
6. New Employee Orientation date: If internal hire type 1111 in date field
7. Employee classification: **Make selection** from drop down-menu

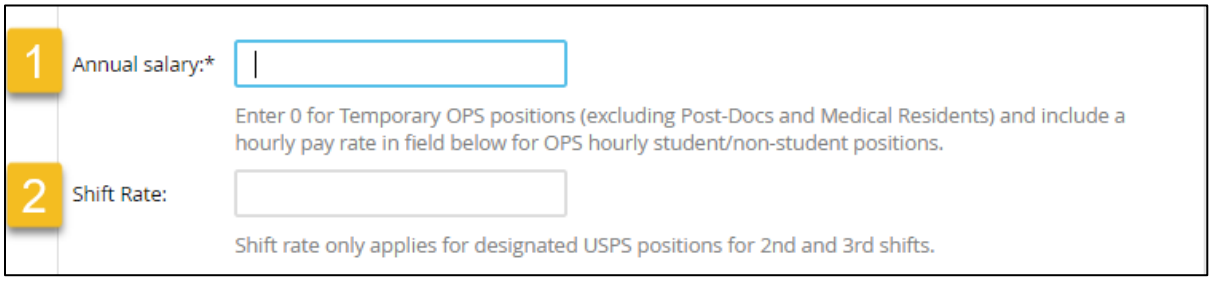




8. Exemption status*:* **Make selection** from drop down-menu - field is required.
9. Union code: **Make selection** from drop down-menu - field is not required.
10. Budget entity*:* **Make selection** from drop down-menu - field is required.
11. Liability Account #: Department responsible for budget of position - field is required.
12. Pay group*:* **Make selection** from drop down-menu - field is required.

Salary

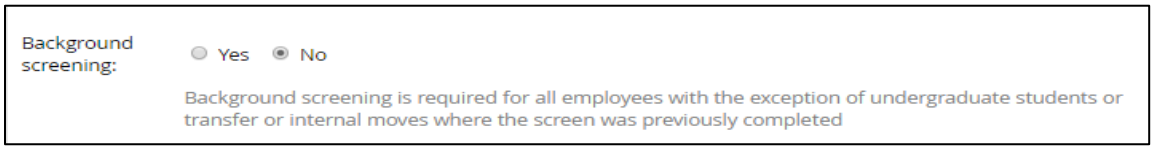
1. Annual salary: Required field
2. Shift rate: Applies to designated USPS positions working 2nd and 3rd shift.
    a. **Enter the total annualized amount** of shift rate.
        - For example: Annual salary of $25,000 at 5% shift rate = $1,250
        - 2nd Shift rate is calculated at 5% of the pay.
        - 3rd Shift rate is calculated at 10% of the pay.
    b. The *Shift rate* should not be included in the annual salary field.



Pre-Employment Checks

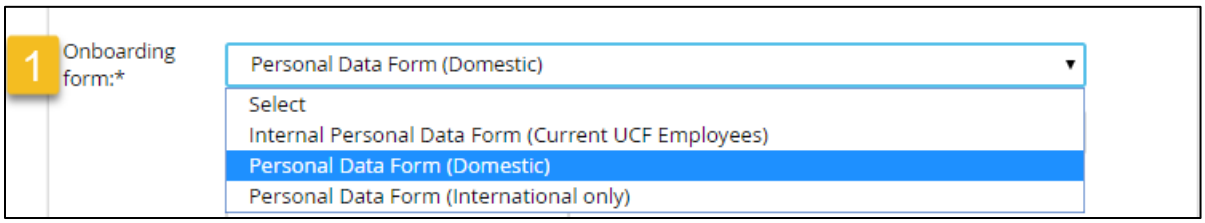
Background screening is required for all employees except for undergraduate students or internal moves where the screen was previously completed. All expenses for processing background checks will be charged directly to the respective hiring department.

Background Screening radio button: Select **Yes** or **No**

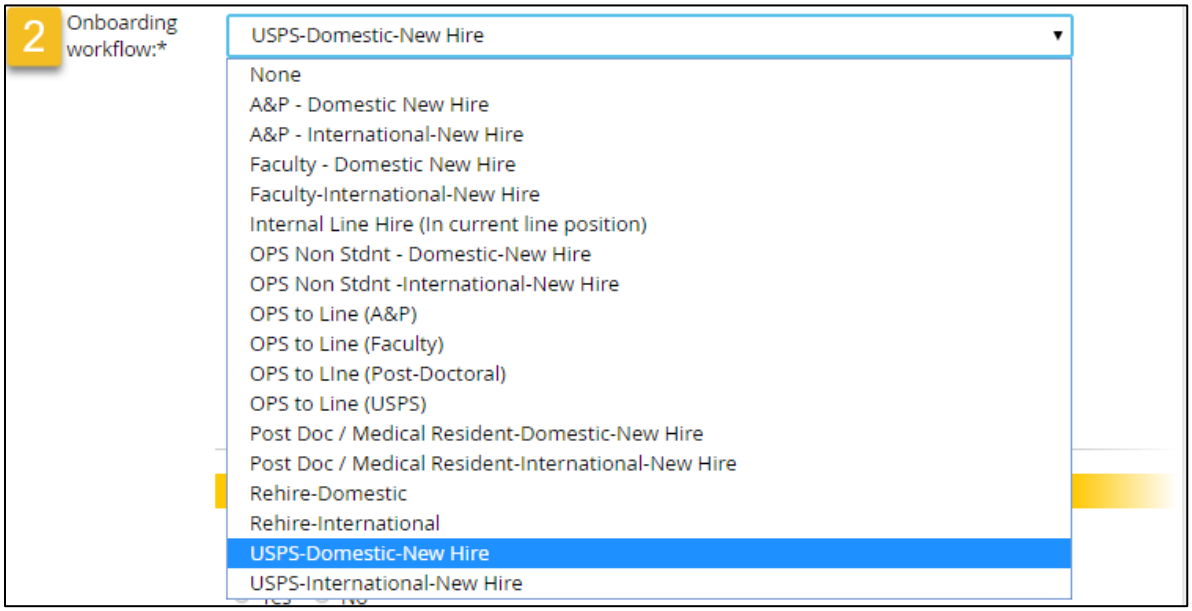


Onboarding

1. Onboarding form*:* **make selection** from drop-down menu.
   a. *Internal Personal Data Form* (Current UCF Employees) – internal moves
   b. *Personal Data Form* Domestic – new hires or hires of previous employees with a break in service
   c. *Personal Data Form* (International Only) – new hires or hires of previous employees with a break in service



2. Onboarding workflow: **Make selection** from drop-down menu - field is required.



3. Reports to: **Use lookup icon** to find Supervisor.
4. Onboarding Delegate: Supervisor and Onboarding Delegate users will have access to the new hire task list and are responsible for ensuring the candidate and the department complete all assigned tasks. Therefore, Supervisor and Onboarding Delegate selections should be made appropriately.

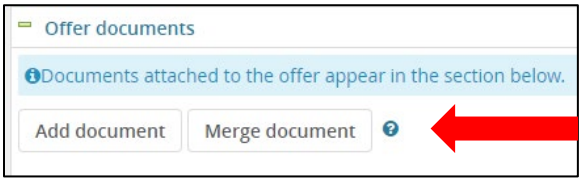
5. Alternate Onboarding Delegate (Optional): The Alternate Onboarding Delegate will not receive email reminders regarding incomplete onboarding tasks.

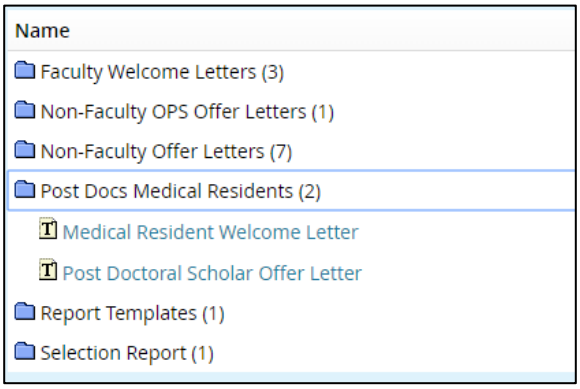
Offer Progress

Fields will be automatically updated by the system.

Offer Documents

1. Click ***Merge document*** and select an Offer/Welcome letter or agreement (i.e. clauses) to send to candidate from document library.





2. You can also click **Add document** to upload, such as an addendum.
   a. Please upload the Relocation allowance paperwork if applicable
3. Pop up message may appear, click **ok**.

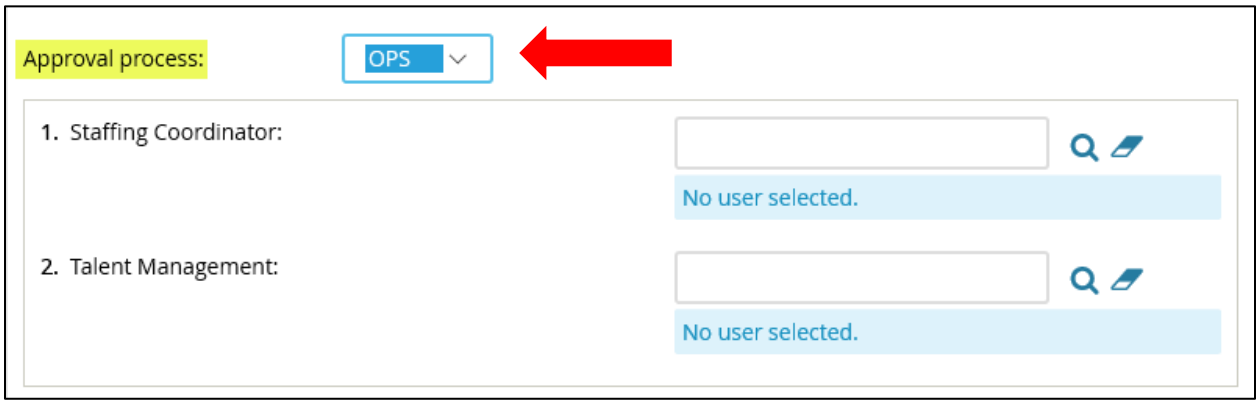
Application documents

Section will display all documents attached

Approval process

1. Originator: Field will default to person who originated the offer card.

Approval process: **Select from drop down menu** –OPS



2. Approval workflow
    a. An email will be sent to the first approver, informing them of the approval request. The user will need to log in to the system to review the offer and approve. Once they have approved the next person in the workflow will receive an email. The approval process is sequential.
    b. The originator will receive an email when the offer is approved and if at any point in the process a user declines the approval. This section will track the progress.
    c. Use Point of Contact for fields above.

Save & Close: Saves and submits job card for approval workflow. Page closes and brings you back to PageUp **My Dashboard** home page.

Save: Saves and submits job card for approval workflow. Page remains open.

Cancel: Cancels and deletes information entered.