

Staff Online Employment System Quick Reference Guide (Certified Interviewers)

Create User Account

1. Go to www.jobswithucf.com/hr
2. Click '**Create User Account**'
3. Please click '[USPS On Line Recruitment System User Account Security Access Form](#)' which is on top of the page, fill out the information, and print it out. An authorized signature is required on the form. Please fax the form to 407-384-2866.
4. Fill out the User Account information
5. Click '**Continue**' to submit for approval
6. Click '**Confirm**'
7. Click '**OK**'

Note: *Your account will be approved within 24 hours after both the online request and the Staff On Line Recruitment System User Account Security Access Form are received.*

Create a Requisition

1. Go to www.jobswithucf.com/hr
2. Log on
3. Create requisition '**From Template**'
4. Click drop down box next to Class Title to choose Class Title and then click '**Search**'
5. Click '**Create**' under the position title you selected
6. Complete Posting Details
7. To create guest user account, click '**Activate Guest User**' link. Username has already been created. Please create your password and click '**Continue To Next Page**'
If you do not want to create guest user account, click '**Continue to Next Page**'
8. If you want to edit the requisition, click '**Edit**' and you will go back to Posting Details, then repeat steps from Step 6.
9. Select '**Submit to HM Review**' to submit the requisition to Hiring Manager
10. Click '**Confirm**' to save the requisition and submit to Hiring Manager (*Please contact your Hiring Manager to review and submit the requisition to Human Resources.*)

(Note: Once the requisition is submitted to HR, guest user can no longer be added. Please contact HR-Employment for assistance.)

Review Applications (*Applications cannot be reviewed until the position is closed and released by HR*)

1. Log in
2. Click '**View Active**'
3. Click '**View**' under the position you want to review
4. Click '**View Application**' below applicants names to view applications
5. Click '**Change Status**' to go to Change Applicant Status page
6. On the Change Applicant Status page, you will be able to change applicants' statuses, provide rationales and additional information.
7. Click '**Continue to confirm page**'
8. Click '**Save Status Changes**' to save status changes

Change Applicants' Statuses

For Not Hired – Not Interviewed Candidates

1. Click '**All**' link next to the Status column
2. Unclick the boxes of the applicants who were interviewed but not hired
3. Click '**Change Multiple Applicant Statuses**'
4. On top of the page (right below the title Change Applicant Status), there is a drop down box for Status. Click the drop down box and select '**Not Hired – Not Interviewed**'
5. Next to the Status drop down box, there is a Rationale drop down box. Click the drop down box and select an appropriate option. Then an additional space will be provided for you to provide more information
6. When finished, click "**Continue To Confirm Page**"
7. Click '**Save Status Changes**' and the Not Hired – Not Interviewed candidates will change from active applicants to inactive applicants.

For Not Hired – Interviewed Candidates and Selected Candidate (Each candidate's status is done separately.)

1. There is a 'Change Status' link for each candidate. Click '**Change Status**' of each candidate to make the changes.
2. Repeat Step 4 to Step 6 above. (*Please make sure you choose the correct status and rationale for the applicants.*)
3. When finished, click '**Continue To Confirm Page**'
4. Click '**Save Status Changes**' to save the changes

(Note: After all the statuses have been changed for all applicants, the selected candidate should be the ONLY candidate who is active and appear on your screen. If you want to look at both active and inactive applicants, check the boxes for active applicants and inactive applicants, then click 'Refresh'.)

Hiring Proposal

1. Click '**Hiring Proposal**' tab
2. Complete the hiring proposal
3. Click "**Continue To Next Page**" or '**View Posting Summary**' to save hiring proposal
4. If you want to edit, click '**Edit**' link and make changes. Then repeat steps from Step 1. If not, choose '**Save**'

(Note: Please DO NOT click 'Printer-Friendly Version' to print the Hiring Proposal. Please refer to the next section for more detail information.)

5. Click '**Continue**'
6. Click '**Confirm**' to save the hiring proposal. (*Please contact your Hiring Manager to review and submit the hiring proposal to HR*)

Print Hiring Proposal

1. Go to View Active page
2. Click '**Get Reports List**' below the requisition number of the position you reviewed
3. Select '**Hiring Proposal**'
4. Click '**Generate Report**'
5. Print hiring proposal, get authorized signature, and submit to Human Resources.

Please submit the followings to HR:

- **A signed employment application for the selected candidate**
- **Official Transcripts (required for candidates who have college credit reported on their application)**

(Note: Unofficial transcripts are acceptable for processing your hiring proposals. However, the selected candidate must provide an official transcript within 30 days of employment.)

- **A signed hiring proposal**

Suggestion:

- **When you contact the applicants for interviews, please remind them to bring a copy of their official transcripts with them to the interviews and get them to sign their applications before/after the interviews. By doing so, when you are ready to hire, you can just simply send over the selected candidate's signed application, a copy of the official transcript, and a signed hiring proposal to Employment.**