



Submitting a Job Card for Post-Doctoral Scholar

Select **New Jobs (OPS)** from *My Dashboard*, then select a **Job Template** (OPS Advertised, or OPS Not Advertised).

OPS

A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available.

1. Template

--No template--
OPS (Advertised)
OPS (Not Advertised)

Next > Cancel

Post-Doctoral Scholar Information

1. **Job Code:** Click on the OPS Job Codes. Once you determined the OPS classification and job code you must type it in the **Job Code** field.

OPS JOB CARD

POSITION INFORMATION

Job Code:*

No job code selected

Click [HERE](#) to view OPS Job Codes

2. **Position Number:** Enter the position number for Post-Doctoral Scholar.

Position Number

(If NO position has been assigned enter position number 00080100):*

Post Doctoral Scholar

Position no: 00020032

3. **Classification Title:** Remove what is generated and add title.

Classification Title:*	Post Doctoral Scholar
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4. **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.

Job Summary/Basic Function:*	
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5. **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.

Minimum Qualifications:*	Enter qualifications required for position
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6. **Preferred Qualifications:** These qualifications include additional job-related education, experience, skills, competencies, and credentials desired but not mandatory.

Preferred Qualifications:*	
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7. **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.

Special Conditions:	
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8. **Hourly Rate:** Enter the salary amount or negotiable.

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

Additional Application Materials:	
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10. **Job Open Date:** The first Friday you want the position opened.

11. **Job Close Date:** The Thursday you want the position to close; or you may leave blank for open until filled option.

Job Open Date:*	14 Jan 2019
Position will be opened on Friday after approved	
Job Close Date:	<input type="text"/>

10. **Positions:**

Positions:*		Position no	Type:*	Applicant	Application status
1	<input type="text" value="Post Doctoral Scholar"/>	<input type="text" value="New"/>	-	-	Cancel
		<input type="text" value="Position no: 00020032"/>			
		New: <input type="text"/>		Replacement: <input type="text"/>	Add more

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**.

Positions:*		Position no	Type:*	Applicant	Application status
1	<input type="text" value="Post Doctoral Scholar"/>	<input type="text" value="New"/>	-	-	Cancel
		<input type="text" value="Position no: 00020032"/>			
		New: <input type="text" value="2"/>		Replacement: <input type="text" value="2"/>	Add more

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

Positions:*		Position no	Type:*	Applicant	Application status
1	<input type="text" value="Post Doctoral Scholar"/>	<input type="text" value="New"/>	-	-	Cancel
		<input type="text" value="Position no: 00020032"/>			
2	<input type="text" value="Post Doctoral Scholar"/>	<input type="text" value="New"/>	-	-	Cancel
		<input type="text" value="Position no: 00020083"/>			
3	<input type="text" value="Post Doctoral Scholar"/>	<input type="text" value="New"/>	-	-	Cancel
		<input type="text" value="Position no: 00020641"/>			
4	<input type="text" value="Post Doctoral Scholar"/>	<input type="text" value="Replacement"/>	-	-	Cancel
		<input type="text" value="Position no: 00020041"/>			
5	<input type="text" value="Post Doctoral Scholar"/>	<input type="text" value="Replacement"/>	-	-	Cancel
		<input type="text" value="Position no: 00020275"/>			
		New: <input type="text"/>		Replacement: <input type="text"/>	Add more

11. **FTE Examples:**

- 1.0 (40 hours)
- .75 (30 hours)
- .50 (20 hours)
- .25 (10 hours)

FTE:*	<input type="text"/>
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12. **VP Area:** Make selection from drop-down menu.

13. **Home Department:** Make selection from drop-down menu.

14. **Sub Department:** Make selection from drop-down menu.


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

VP Area:*	Select ▼
Home Department:*	No Home Department found ▼
Sub Department:	No Sub Department found ▼

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

Work Schedule:	<input type="text"/>
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16. **Work Location:** Utilize lookup function to identify place of work.

Work Location:*	<input type="text"/> 
No Site name selected.	

OPS Posting Details

Make appropriate selection(s) for ad source.

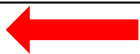
1. *Internal Posting only* is for UCF internal candidates only.
2. If you are advertising the position on CareerBuilder website, fill out the following:
 - a. *Funding Department to be charged*
 - b. *Does the position manage others* – **Yes** or **No**.
 - c. If there *is travel required*- **select**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

POSTING DETAILS	
If you plan to advertise indicate the advertising sources:	<input type="checkbox"/> Internal Posting only <input type="checkbox"/> HigherEd Jobs <input type="checkbox"/> CareerBuilder
If you selected Career Builder, please complete the following three questions.	
Funding Department to be charged:	<input type="text"/>
Does this position manage others:	<input type="radio"/> Yes <input type="radio"/> No
Is there travel required:	<input type="text" value="Select"/>

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.

Include Additional Posting Instructions:	<input type="text"/>
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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.

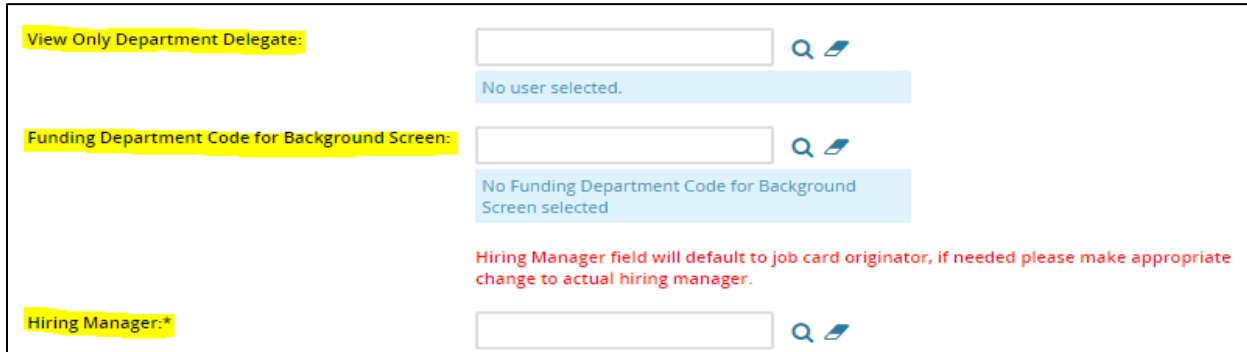
Posting Location:*	<input type="text" value="Select"/> 
	<ul style="list-style-type: none">SelectMain Campus (Orlando)UCF Rosen Col - Universal BlvdUCF DowntownUCF HSC at Lake Nona

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

Posting Introductory Sentence:	<input type="text"/>
	Please enter one sentence as an introduction to the job details.

OPS 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.



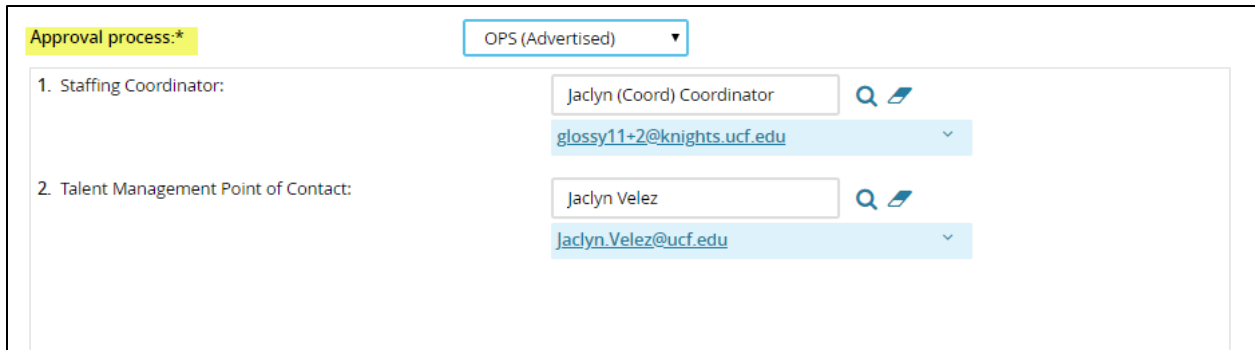
View Only Department Delegate: [Search field] [Search icon] [No user selected.]

Funding Department Code for Background Screen: [Search field] [Search icon] [No Funding Department Code for Background Screen selected]

Hiring Manager:* [Search field] [Search icon]

Hiring Manager field will default to job card originator, if needed please make appropriate change to actual hiring manager.

Approval process: *Select* from drop down menu – for example, (OPS Advertised, or OPS Not Advertised).



Approval process:* [OPS (Advertised) ▼]

1. Staffing Coordinator: [Jaclyn (Coord) Coordinator] [Search icon] [glossy11+2@knights.ucf.edu ▼]

2. Talent Management Point of Contact: [Jaclyn Velez] [Search icon] [Jaclyn.Velez@ucf.edu ▼]

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. Talent Management Point of Contact

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

The screenshot shows a web application interface with a blue header bar containing three tabs: 'Position info', 'Notes', and 'Documents'. The 'Documents' tab is active. Below the header, there is a 'Select' dropdown menu. Underneath is a table with three columns: 'Document', 'Size', and 'Category'. At the bottom of the interface, there are four buttons: 'Save a draft', 'Save', 'Save & Exit', and 'Cancel'. A red arrow points to the 'Cancel' button.

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.

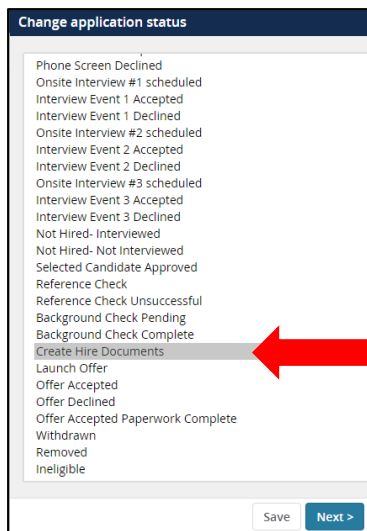
Submitting an Offer Card for Post-Doctoral Scholar

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

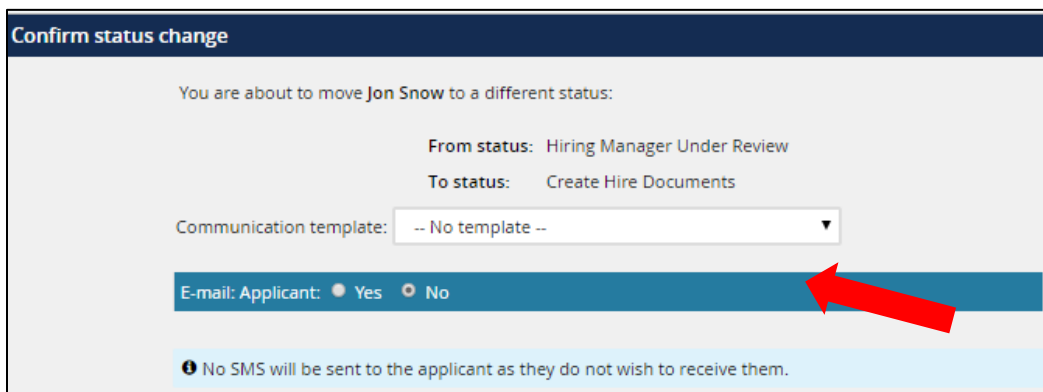
1. From the *Manage Applications* screen, click on the **current status** for the selected candidate.



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**.

Additional users from job: Yes No

Additional users from job

View Only Department Delegate Hiring Manager

HR Representative Reporting to Manager


Search Committee Chair Search Committee Member or Additional Viewer

Additional users from Offer

Alternate Onboarding Delegate Originator

Reports to

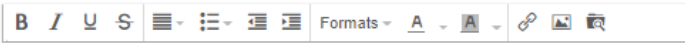
Other additional users



E-mail from:*

E-mail subject:*

E-mail body:*



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

Update job status from Reference checking to Offer: Yes No

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)

<input type="checkbox"/> Position type
OPS Position:* <input type="radio"/> Yes <input checked="" type="radio"/> No

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

FACULTY, USPS or A&P POSITION DETAILS	
1	Administrative Title: <input type="text"/>
2	Job Code:* Post Doctoral Scholar Job No: 9189
3	Employee ID: <input type="text"/>
4	Start date:* 31 May 2019
5	End date if applicable: <input type="text"/>
6	Orientation Date:* 7 Jun 2019
Please schedule New Hire to attend Orientation on first available date after hire date. For internal hires, please enter "1111". This will update the date to be January 11, 2011, as orientation is not applicable. New Employee Orientation Schedule	
7	Employee classification:* <input type="text" value="Post Doctoral"/>

Employee classification:*	Select Fac/A&P Emeritus Fac/A&P Interim/Acting Fac/A&P Provisional Fac/A&P Regular Fac/A&P Visiting Faculty Clinical Faculty Research OPS Adjunct Faculty OPS Grad Contract OPS Grad Hourly OPS Medical Resident OPS Non-Student OPS Student Assistant/not CWSP OPS Student Government OPS Undergraduate Workstudy PHR Phase Retiree Post Doctoral USPS Emergency USPS Probationary USPS Regular USPS Temporary USPS Time Limited Appt USPS Trainee
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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

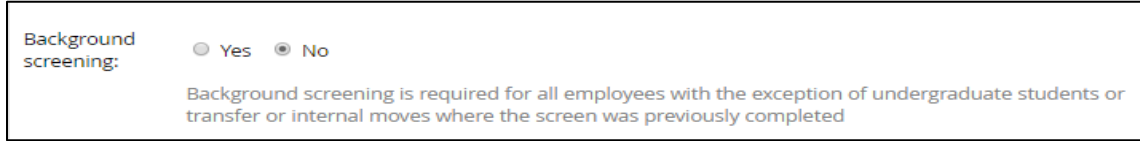
1. Annual salary: Required field
2. Shift rate: Applies to designated USPS positions working 2nd and 3rd shift.
 - a. **Enter the total annualized amount** of shift rate.
 - For example: Annual salary of \$25,000 at 5% shift rate = \$1,250
 - 2nd Shift rate is calculated at 5% of the pay.
 - 3rd Shift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

1	Annual salary:*	<input style="width: 200px; height: 20px;" type="text"/>
Enter 0 for Temporary OPS positions (excluding Post-Docs and Medical Residents) and include a hourly pay rate in field below for OPS hourly student/non-student positions.		
2	Shift Rate:	<input style="width: 200px; height: 20px;" type="text"/>
Shift rate only applies for designated USPS positions for 2nd and 3rd shifts.		

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**

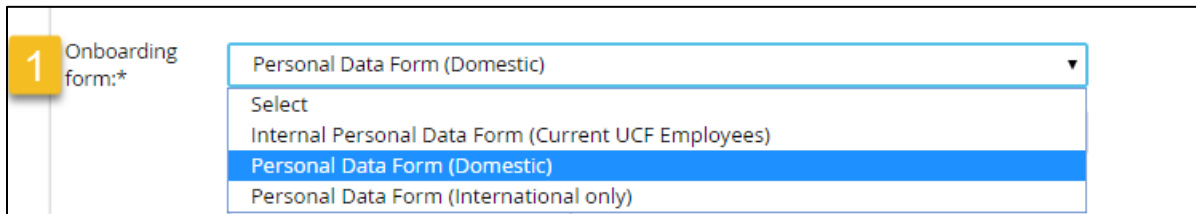


Background screening: Yes No

Background screening is required for all employees with the exception of undergraduate students or transfer or internal moves where the screen was previously completed

Onboarding

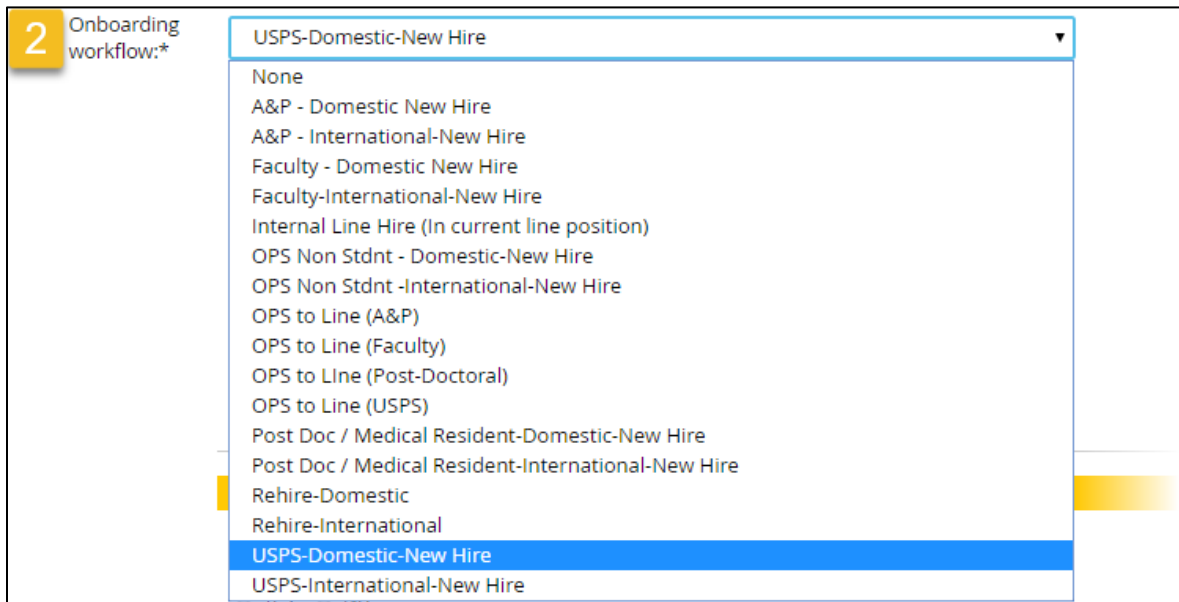
1. Onboarding form: **make selection** from drop-down menu.
 - a. *Internal Personal Data Form* (Current UCF Employees) – internal moves
 - b. *Personal Data Form Domestic* – new hires or hires of previous employees with a break in service
 - c. *Personal Data Form (International Only)* – new hires or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



1 Onboarding form:*

- Personal Data Form (Domestic)
- Select
- Internal Personal Data Form (Current UCF Employees)
- Personal Data Form (Domestic)
- Personal Data Form (International only)

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



2 Onboarding workflow:*

- USPS-Domestic-New Hire
- None
- A&P - Domestic New Hire
- A&P - International-New Hire
- Faculty - Domestic New Hire
- Faculty-International-New Hire
- Internal Line Hire (In current line position)
- OPS Non Stdnt - Domestic-New Hire
- OPS Non Stdnt -International-New Hire
- OPS to Line (A&P)
- OPS to Line (Faculty)
- OPS to Line (Post-Doctoral)
- OPS to Line (USPS)
- Post Doc / Medical Resident-Domestic-New Hire
- Post Doc / Medical Resident-International-New Hire
- Rehire-Domestic
- Rehire-International
- USPS-Domestic-New Hire
- USPS-International-New Hire

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.