

UCF PeopleAdmin 7 User Guide

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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.
- 2. Click on "Request an Account" to open a blank Account Information form.

F	lniversit lorida	y of Cen	tral
	Username		
	Password	-	
			Login
	Forgot y	First time her our password? <u>Re</u>	?? <u>Request an account</u> quest a password reset

- 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.
 - Enter the email address where systemgenerated 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.

University of Central Florida

Required fields are indicated with an asterisk (*).

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 <u>Online Security Access Form</u>. 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.

* Username				
* Password				
Confirm				
* First Name				
* Last Name				
Employee ID				
Title				
* Phone Number				
* Email				
* Department	niversity of Cent	al Florida		
Requested Gro	up	Please select		
			Save	Cancel

- 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".

Required fields are	indicated with an asterisk (*).	
 Complete the fi Your request will b Complete the <u>C</u> your department 	elds below and click Save at the bottom of the p e submitted on-line to Recruitment for approval online Security Access Form. Be sure it is signe seed and fax to Recruitment at (407) 823-1095.	age. d by
* Username	otity you once your access is approved.	
* Password		

- 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.
- 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 <u>www.jobswithucf.com/hr</u>.
- 2. Once in, highlight the "Postings" tab menu within the drop down menu click "A&P" from the available options.

		Home	Postings	Applicants	Hiring Proposals	My Profile	Н
			Staff			David	Ama
		<	A&P	> _			
			Faculty				
Wolcomo	to your Online P	ooruitmont Su	intom				
vveicome	e to your Online R	ecruitment Sy	stem				

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

All Templates 0												
Saved Search: "All Templates" (414 Items Found)												
« Previou	s 1	2	3	4	5	6	7	8	9	Next »		
Class Title							Cla	ass C	ode		Status	(Actions)
Advanced Registered Nurse Practitioner							95	13			Approved	Actions •
Applications Programmer							25	12			Approved	GENERAL
Applications Systems Analysis and Programming Manager (Financials)							26	05			Approved	View Template
Applications Systems Analyst Lead (Financials)							26	06			Approved	Cleate From
Applications Systems Analyst Programmer Lead (Financials)							26	07			Approved	Actions •
Applications Systems Analyst Senior (Financials)							26	09			Approved	Actions

 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".

* Required Information		
Class Title	Advanced Registered Nurse Practitioner	
Division *	Default Division	
Department *		
Accepted Application Forms	CAH-Dean's Office CAH-Digital Media CAH-English	

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.

Editing Posting	Posting Details					
Posting Details						
Guest User						
Ocuments	To create a requisition, first complete the information on this screen, then click the Next>> button. Proceed through all sections					
Summary	completing all necessary information. To submit the requisition to Human Resources, you must go to the Summary page by clicking on the Next>> button until you reach the Posting Summary Page or select Summary from the left navigation menu. Once a summary page of select Summary from the left navigation menu.					
	appears, hover your mouse over the orange Action button for a list of possible approval step options.					
	* Required Information					
	Posting Details					
	* Position Number 33333					
	Class Title Architect					
	Class Code 9216					
	• FTE 1.0-Full-Time .					
	If you selected Other Part-Time, Indicate FTE					
	Requisition Number					

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.

Editing Posting	Guest User	Save << Prev Next >>			
Posting Details	On this screen you may create an account that will be used by members of the	e review committee			
Guest User	Comparison members use les la units this session multiple used of members of the review commander.				
Ocuments	action on the applicants.				
Summary	When finished or to skip this section, click the Next>> button.				
	Wapt to give greasts access to view this posting?				
	Create Guest User Account				

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.

Editing Posting	Guest User
Posting Details	On this screen, you may create an account that will he used by members of the review committee
Guest User	on the screen, you may create an account that will be used by members of the revery committee.
Ocuments	Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.
Summary	When finished or to skip this section, click the Next>> button.
	Guest User Credentials
	Guest users may view this posting by using these credentials.
	Username
	gu44809
	Password
	Recruitment Update Password
	Email Addresses of Guest User Recipients
	Email addresses (one per line)
	Email addresses (one per line)

- 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 it 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.

tings	/ A&P / Architect (Draft) / Summary		
	Posting: Architect (A&F Current Status: Draft	?) Edit	Take Action On Posting • WORKFLOW ACTIONS
	Position Type: A&P Department: CAH-Digital Media	Created by: David Amaro Owner: David Amaro	Hing stranger (move to Hinng Manager) w/e Posting)
	Summary History Settin	gs Hiring Proposals	in the second seco
	Please review the details of the	e posting carefully before continuing.	
	To take the action, select the a posting and also add this posti on the popup box.	ppropriate Workflow Action by hovering over the orang ng to your Watch List. in the popup box that appears. W	e "Take Action on this Posting" button. You may add a Comment to the /hen you are ready to submit your posting, click on the Submit button

- 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.

Take Actio	n	×
Move dire	ectly to 'Hiring Mana	ger'
Comments	(optional)	
I	*	
	-	
Add this	s posting to your watch li	st?
		-
	Submit	Cancel

Hiring Manager:

- 1. First log into <u>www.jobswithucf.com/hr</u>.
- 2. Once in, highlight the "Postings" tab menu within the drop down menu click "A&P" from the available options.

		Home	Postings	Applicants	Hiring Proposals	My Profile	He
		-	Staff			David	Amar
			A&P Eaculty	-			
			racuity				
Welcome to ve	our Online Recru	uitment Sy	/stem				

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

Create New	×
What would you like to use to create this new posting?	
Create from Template	
Copies in general information from a template. You will need to provide spe information inside the posting.	cific

 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.

All Templates			
Saved Search: "All Templates" (414 Items Found)			
« Previous 1 2 3	4 5 6 7 8 9 Next »		
Class Title	Class Code	Status	(Actions)
Advanced Registered Nurse Practitioner	9513	Approved	Actions +
Applications Programmer	2512	Approved	GENERAL
Applications Systems Analysis and Programming Manager (Financials)	2605	Approved	View Template
Applications Systems Analyst Lead (Financials)	2606	Approved	Create From
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".

* Required Information	
Class Title	Advanced Registered Nurse Practitioner
Division *	Default Division
Department *	
Accepted Application Forms	CAH-Digital Media CAH-English

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.

Editing Posting	Posting Details		Sav Next >>						
Posting Details	Wr Charle and Fast								
 Guest User 									
 Documents 	To create a requisition, first co	emplete the information on this screen, the	hen click the Next>> button. Proceed through all sections						
Summary	completing all necessary information. To submit the requisition to Human Resources, you must go to the Summary page by clicking on the Next> button until you reach the Posting Summary Page or select Summary from the left navigation menu. Once a summary page								
	appears, hover your mouse of	ver the orange Action button for a list of p	possible approval step options.						
	* Required Information								
	Posting Details								
	* Position Number	33333							
	Class Title	Architect							
	* Class Code	9216							
	• FTE	1.0-Full-Time							
	If you selected Other								
	Part-Time, indicate FTE		\$						
	Requisition Number								
	the lab Orace Data	10/14/2011							

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.

Editing Posting	Guest User	Save << Prev Next >>
Posting Details	On this screen, you may create an account that will be used by members of the	review committee
Guest User	Committee members who lea in using this account may view applications and re	returned to this requisition only and are not able to take
 Documents 	action on the applicants.	esumes to this requisition only, and are not able to take
Summary	When finished or to skip this section, click the Next>> button.	
	Wapt to give guests access to view this posting?	
	Create Guest User Account	

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.

Editing Posting	Guest User
Posting Details	On this screen, you may create an account that will be used by members of the review committee
Guest User	
 Documents 	Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.
Summary	When finished or to skip this section, click the Next>> button.
	Guest User Credentials
	Guest users may view this posting by using these credentials.
	Username
	gu444809
	Password
	Recruitment Update Password
	Email Addresses of Guest User Recipients
	Email addresses (one per line)
	Recruitment@ucf.edu * Update Guest User Recipient List

- 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 it 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.

	P / Architect (Draft) / Summary		
Po	sting: Architect (A&P) ent Status: Draft	Edit	Take Action On Posting +
Pos	tion Type: A&P	Created by: David Amaro	De la Desta de la Applicant
Dep	irtment: CAH-Digital Media	Owner: David Amaro	Print Preview (Applicant View)
Sur	mary History Settings	Hiring Proposals	
3	Please review the details of the r	osting carefully before continuing.	
	ieuserenen ale selais of ne p		
	to take the action, select the approximation and also add this postion	propriate Workflow Action by hovering over the orang	e "Take Action on this Posting" button. You may add a Comment to the
			then you are ready to cubrat your nection, click on the Submit button
	in the popup box	to your watch List. In the populp box that appears. W	hen you are ready to submit your posting, click on the Submit button
	on the popup box.	to your watch List. In the puppip box that appears. W	Then you are ready to submit your posting, click on the Submit button
	on the popup box.	Section Name in the Summary Section. This will take	Then you are ready to submit your posting, click on the Submit button e you directly to the Posting Page to Edit . If a section has an orange to corrections before moving to the next step in the workflow
	or the popup box. Fo edit the posting, click on the S con with an exclamation point, y	Section Name in the Summary Section. This will take ou will need to review this section and make necessar	Then you are ready to submit your posting, click on the Submit button e you directly to the Posting Page to Edit . If a section has an orange ry corrections before moving to the next step in the workflow.
	for edit the posting, click on the solution posting for edit the posting, click on the solution point, y	Section Name in the Summary Section. This will take ou will need to review this section and make necessar	Then you are ready to submit your posting, click on the Submit button e you directly to the Posting Page to Edit . If a section has an orange ry corrections before moving to the next step in the workflow.
	To edit the posting, click on the so con with an exclamation point, y	Section Name in the Summary Section. This will take ou will need to review this section and make necessar	Then you are ready to submit your posting, click on the Submit button e you directly to the Posting Page to Edit . If a section has an orange ry corrections before moving to the next step in the workflow.
	or of the population of the posting or edit the posting, click on the s con with an exclamation point, y Posting Details Edit	Section Name in the Summary Section. This will take ou will need to review this section and make necessar	Then you are ready to submit your posting, click on the Submit button eyou directly to the Posting Page to Edit . If a section has an orange by corrections before moving to the next step in the workflow.
	Posting Details	Section Name in the Summary Section. This will take ou will need to review this section and make necessar	Then you are ready to submit your posting, click on the Submit button eyou directly to the Posting Page to Edit . If a section has an orange by corrections before moving to the next step in the workflow.
	Posting Details Posting Details	Section Name in the Summary Section. This will take	Then you are ready to submit your posting, click on the Submit button eyou directly to the Posting Page to Edit . If a section has an orange by corrections before moving to the next step in the workflow.
	Posting Details Posting Details Posting Details Posting Details Posting Details	Section Name in the Summary Section. This will take	Then you are ready to submit your posting, click on the Submit button eyou directly to the Posting Page to Edit . If a section has an orange by corrections before moving to the next step in the workflow.
	voting and also does units posting in the population of the posting control of the posting of the sector of the sector control of the posting potentials Posting Details Edit Posting Details Class Title	Section Name in the Summary Section. This will take ou will need to review this section and make necessar 33333 Architect	Then you are ready to submit your posting, click on the Submit button e you directly to the Posting Page to Edit . If a section has an orange ry corrections before moving to the next step in the workflow.
	Posting Details Posting Details Posting Details Posting Details Posting Details Class Title Class Code	Section Name in the Summary Section. This will take ou will need to review this section and make necessar Architect 9216	then you are ready to submit your posting, click on the Submit button e you directly to the Posting Page to Edit. If a section has an orange ry corrections before moving to the next step in the workflow.

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.

Take Action	×	Take Action >
Submit for Initial Exec Review to Initial Executive Review)	(move	Submit for Posting Review (move to Posting Review)
comments (optional)	_	Comments (optional)
^	-	*
This posting is currently in your w ncheck this box to remove it.	atch list.	This posting is currently in your watch list. Uncheck this box to remove it.
		Submit Cancel

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 <u>www.jobswithucf.com/hr</u>.
- 2. Once in, highlight the "Postings" tab menu within the drop down menu click "A&P" from the available options.

	Home	Postings	Applicants	Hiring Proposals	My Profile	
		Staff			David	Ama
	C	A&P	> -			
		Faculty				
Malagna	te veur Online Desmitterent St					
vveicome	to your Online Recruitment Sy	stem				

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



 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.

All Templates 0												
Saved Search: "All Templates" (414 Items Found)												
« Previous	1	2	3	4	5	6	7	8	9	Next »		
Class Title							Cla	ass C	ode		Status	(Actions)
Advanced Registered Nurse Practitioner							95	13			Approved	Actions •
Applications Programmer							25	12			Approved	GENERAL
Applications Systems Analysis and Programming Manager (Financials)						2605				Approved	View Template	
Applications Systems Analyst Lead (Financials)							26	06			Approved	Create From
Applications Systems Analyst Programmer Lead (Financials)							26	07			Approved	Actions *
Applications Systems Analyst Senior (Financials)							26	09			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".

* Required Information		
Class Title	Advanced Registered Nurse Practitioner	
Division *	Default Division	
Department *		
Accepted Application Forms	CAH-Dean's Office CAH-Digital Media CAH-English	

 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.

Editing Posting	Posting Details		Sav Next >>
Posting Details	Manuta Para		
 Guest User 	Check spelling		
 Documents 	To create a requisition, first complete the information on this screen, then click the Next>> button. Proceed		then click the Next>> button. Proceed through all sections
Summary	completing all necessary info	rmation. To submit the requisition to Hur	nan Resources, you must go to the Summary page by clicking on
	appears, hover your mouse of	iver the orange Action button for a list of	possible approval step options.
	* Required Information		
	Posting Details		
	* Position Number	33333	
	Class Title	Architect	
	* Class Code	9216	
	• ETE	1.0-Full-Time	
		The second second	
	Part-Time, indicate FTE		÷.
	Requisition Number		

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.

Editing Posting	Guest User	Save << Prev Next >>
Posting Details	On this screen, you may create an account that will be used by members of the revie	w committee
Guest User	Comparities warehous use los is using this sessure any using septiations and source	the contributed
 Documents 	action on the applicants.	ies to this requisition only, and are not able to take
Summary	When finished or to skip this section, click the Next>> button.	
	Wapt to give groots access to view this posting?	
	Create Guest User Account	
		China and Direct Manufacture

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 the "Next" button to continue.

Editing Posting	Guest User			
Posting Details	On this screen, you may create an account that will be used by members of the review committee			
Guest User				
 Documents 	Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.			
Summary	When finished or to skip this section, click the Next>> button.			
	Guest User Credentials			
	Guest users may view this posting by using these credentials.			
	Username			
	gu444809			
	Password			
	Recruitment Update Password			
	Email Addresses of Guest User Recipients			
	Email addresses (one per line)			
	Recruitment@ucf.edu Indate Guest User Recipient List			

- 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 it 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)".

 Posting: Architect (A&P) Current Status: Initial Executive Review	Edit	Take Action On Posting WORKFLOW ACTIONS
Position Type: A&P Department: CAH-Digital Media	Created by: David Amaro Owner: Executive User	Submit for Posting Review (move to Posting Review) California Review) California Stational Stational Stational with Posting)
Summary History Settings	Applicants Reports Hinng Proposals	
Please review the details of the p	osting carefully before continuing.	

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.

	×
ing Review (m)	ove to
d)	
*	
-	
currently in your premove it.	watch list.
Submit	Cancel
	ing Review (m) II) currently in your p remove it.

USPS

4.

Certified Interviewer:

- 1. First log into <u>www.jobswithucf.com/hr</u>.
- 2. Once in, highlight the "Postings" tab menu within the drop down menu click "Staff" from the available options.

1 mg ricome	Hiring Proposals	Postings	Home
David Amaro, you h		Staff	— C
		A&P	
		Faculty	
		Faculty	

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

	Create New
A dialog box will present you with the choice	
to Create from Template - scroll through a	posting?
list of available templates to find the job title	Create from Template
you wish to recruit for.	Copies in general information from a template. You will need to provide specific information inside the posting.

E

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.

Air reinplates				
Saved Search: "All Template	es" (280 Items Fou	und)		
	« Previous	1 2 3 4 5 6 N	Next »	
Class Title		Class Code	Status	(Actions)
Accountant		051	Approved	Actions
Administrative Assistant		163	Approved	GENERAL
Administrative Assistant - Confidential		242	Approved	View Template
Admissions Specialist		176	Approved	Create From
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".

* Required Information		
Class Title	Advanced Registered Nurse Practitioner	
Division *	Default Division	
Department *		
Accepted Application Forms	CAH-Dean's Office CAH-Digital Media CAH-English	

7. Fill in all the necessary and required information on the "Posting Details" page. Click the "Save button 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.

ongs / Statt / Accountant (Drait) /	Earc Posting Details			
Editing Posting	Posting Details	Save Next >>		
Posting Details	学 Chack spalling (一)	<u> </u>		
Guest User	To create a requisition, first complete the information on this screen, then click the Next>> button.			
Documents				
	 reach the Posting Summary Page appears, hover y approval step options. * Required Information 	your mouse over the orange Action button for a list of possible		
	Posting Details			
	Position Number	33334		
	Class Title	Accountant		
	* Class Code 0	151		

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 on the "Next" button to continue.

Editing Posting	Guest User Save << Prev Next >>				
Posting Details	On this screen, you may create an account that will be used by members of the review committee				
Guest User					
Ocuments	Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.				
Summary	When finished or to skip this section, click the Next>> button.				
	Guest User Credentials				
	Guest users may view this posting by using these credentials.				
	Username				
	Password				
	Recruitment Update Password				
	Email Addresses of Guest User Recipients				
	Email addresses (one per line)				

- 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 it 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.

Sungs / Stan / A	Countain (brang / Summe	21 Y		
Postir Current Position	ng: Accountant (S Status: Draft Type: Staff	Staff) Edit Created by: David Amaro	Take Action On Posting WORKFLOW ACTIONS	
Summar	ry History Setti	ings Hiring Proposals	Carcer no component to Carcel w/o Posting)	
Pleas	se review the details of th	ne posting carefully before continuing.		
To ta	ke the action, select the	appropriate Workflow Action by hoverin	ng over the orange "Take Action on this Posting" sting to your Watch List in the popup box that	

- 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.

Take Action		×
Move directly	to 'Hiring Manager'	
Comments (optio	nal)	
	^	
Add this post	ing to your watch list?	
	Submit Cance	I
		/

Hiring Manager:

- 1. First log into <u>www.jobswithucf.com/hr</u>.
- 2. Once in, highlight the "Postings" tab menu within the drop down menu click "USPS" from the available options.

Home	Postings	Hiring Proposals	My Profile	Help
- C	Staff		David Amaro, you	have 0 r
	A&P			
	Faculty			

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

All Templates				
Saved Search: "All Template	es" (280 Items Fou	und)		
	« Previous	1 2 3 4 5 6 Nex	kt »	
Class Title		Class Code	Status	(Actions)
Accountant		051	Approved	Actions
Administrative Assistant		163	Approved	GENERAL
Administrative Assistant - Confidential		242	Approved	View Template
Admissions Specialist		176	Approved	Create From
Assistant Custodial Superintendent		037	Approved	Actions •
Assistant Editor		193	Approved	Actions

6. 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".

	Create New Posting Cancel
Advanced Registered Nurse Practitioner	
Default Division	
CAH-Dean's Office CAH-Digital Media CAH-English	
	Advanced Registered Nurse Practitioner Default Division

7. 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.

ongs / Statt / Accountant (Drait) /	Earc Posting Details				
Editing Posting	Posting Details	Save Next >>			
Posting Details	学 Chack spalling (一)	<u> </u>			
Guest User	Check spennig				
Documents	To create a requisition, first complete the information on this screen, then click the Next>> button				
	 reach the Posting Summary Page appears, hover y approval step options. * Required Information 	your mouse over the orange Action button for a list of possible			
	Posting Details				
	Position Number	33334			
	Class Title	Accountant			
	* Class Code 0	151			
	Ciass CODE UD1				

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.

		-	
Editing Posting	Guest User Save << Prev Nex	>>	
Posting Details	On this screen, you may create an account that will be used by members of the review commi	tee	
Guest User	Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.		
Ocuments			
Summary	When finished or to skip this section, click the Next>> button.		
	Guest User Credentials		
	Guest users may view this posting by using these credentials.		
	Username		
	guadao io		
	Recruitment Update Password		
	Email Addresses of Guest User Recipients		
	Empil addresses (one per line)		

- 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 it 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.

1118-5-6		
	Posting: Accountant (Staff) Edit Current Status: Draft Edit Position Type: Staff Created by: David Amaro Department: CAH-Dean's Office Owner: David Amaro	Take Action On Posting • • <
	Summary History Settings Hiring Proposals	
	Please review the details of the posting carefully before continuing	g.

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.

Take Action	×	Take Action X
Submit for Initial Exec Review (m to Initial Executive Review)	ove	Submit for Posting Review (move to Posting Review)
Comments (optional)		Comments (optional)
1		~
	- 8	
	_	-
T		
This posting is currently in your wate Uncheck this box to remove it.	ch list.	This posting is currently in your watch list. Uncheck this box to remove it.

 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 <u>www.jobswithucf.com/hr</u>.
- 2. Once in, highlight the "Postings" tab menu within the drop down menu click "USPS" from the available options.

Home	Postings	Hiring Proposals	My Profile	Hel
<	Staff		David Amaro, you	have 0
	A&P	-		
	Faculty			
	-			

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

Create New	×
What would you like to use to create this new posting?	
Create from Template Copies in general information from a template. You will need to provide specif information inside the posting.	ic
	//

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.

All Templates				
Saved Search: "All Template	es" (280 Items For	und)		
	« Previous	1 2 3 4 5 6 N	ext »	
Class Title		Class Code	Status	(Actions)
Accountant		051	Approved	Actions
Administrative Assistant		163	Approved	GENERAL
Administrative Assistant - Confidential		242	Approved	View Template
Admissions Specialist		176	Approved	Create From
Assistant Custodial Superintendent		037	Approved	Actions
Assistant Editor		193	Approved	Actions

6. 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".

* 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.

angs i start recountant (orany i	Luit Pooling Details	
Editing Posting	Posting Details	Save Next >>
Posting Details	Check spalling	
Guest User	• Offect spenning	
Ocuments	To create a requisition, first	complete the information on this screen, then click the Next>> button.
	reach the Posting Summary summary page appears, ho approval step options. * Required information	y Page or select Summary from the left navigation menu. Once a over your mouse over the orange Action button for a list of possible
	Position Number Class Title Class Code	33334 Accountant 051

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.

Editing Posting	Guest User Save << Prev. Next >
Posting Details	On this screen, you may create an account that will be used by members of the review committee
Guest User	
Documents	Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.
Summary	When finished or to skip this section, click the Next>> button.
	Want to give guests access to view this posting?
	Create Guest User Account

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.

Editing Posting	Guest User		Save << Prev Next>>
Posting Details	On this screen, you may	create an account that will be us	ed by members of the review committee
Guest User			
Ø Documents	Committee members who requisition only, and are n	o log in using this account may v not able to take action on the appl	iew applications and resumes to this icants.
Summary	When finished or to skip t	this section, click the Next>> but	ton.
	Guest User Credentials	5	
	Guest users may view thi	is posting by using these credent	ials.
	Username		
	gu444816		
	Password		
	Recruitment	Update Password	
	Email Addresses of Gu	lest User Recipients	
	Email addresses (one p	per line)	
	Recruitment Email Addresses of Gu	Update Password	

- 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 it 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)".

Posting: Accountant (S Current Status: Initial Executive Revie	taff) Edit	Take Action On Posting WORKFLOW ACTIONS
Position Type: Staff Department: CAH-Dean's Office	Created by: David Amaro Owner: Executive User	Kees with Costing Review (move to <u>Posting Review</u>) Cancer was possing (move to Cancel w/o Posting)
Summary History Settin	gs Applicants Reports H	iring Proposals
Please review the details of the	posting carefully before continuing.	

- 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.

Take Action		×
Submit for Post Posting Review	in <mark>g Rev</mark> iew (move)	to
Comments (optiona	al)	
	~	
	~	
This posting is Uncheck this box to	currently in your wate o remove it.	h list.
	Submit Can	cel

Approving Job Posting

Hiring Manager:

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

- 1. First log into <u>www.jobswithucf.com/hr</u>.
- 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.

splaying items	for group "Hiring Managers".			
Postings (2)	Hiring Proposals (0) Actions (0)			
ob Title		Туре	Current State	Owner
Applications Sy	stems Analyst Lead (Financials)	A&P	Hiring Manager	Hiring Managers
Associate Direc	tor, Academic Support Services	A&P	Hiring Manager	Hiring Managers

- 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.

Po (Fi	sting: Applications Systemancials) (A&P) Edit rent Status: Hiring Manager	stems Analyst Lead	Take Action On Posting •
Posi Dep	ition Type: A&P artment: CAH-Dean's Office	Created by: David Car Owner: Hiring Managers	Print Preview (Applicant View) Print Preview
Sur	nmary History Settings	Applicants Reports Hirring Proposals	
2			
	To take the action, select the app posting and also add this posting on the popup box. To edit the posting, click on the S icon with an exclamation point, you Posting Details Edit Posting Details	propriate Workflow Action by hovering over the orange "Take A to your Watch List in the popup box that appears. When you Section Name in the Summary Section. This will take you dire ou will need to review this section and make necessary correct	Action on this Posting [®] button. You may add a Comment to the are ready to submit your posting, click on the Submit button ctly to the Posting Page to Edit . If a section has an orange tions before moving to the next step in the workflow.

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)". 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.

7. 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.

Take Action	×	Take Action	×
Submit for Initial Exec Review to Initial Executive Review)	w (move	Submit for Posting Review (m Posting Review)	iove to
Comments (optional)		Comments (optional)	
A		*	
This posting is currently in your Uncheck this box to remove it.	watch list.	This posting is currently in your Uncheck this box to remove it.	watch list.

8. 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.
- 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.

ostings (2)	Hiring Proposals (0) Actions (0)			
ob Title		Туре	Current State	Owner
pplications F	Programmer	A&P	Initial Executive Review	Executive User
ssociate Dire	ector, Academic Support Services	A&P	Initial Executive Review	Executive User

- 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.

Posting: Associate Dir Services (A&P) Edit Current Status: Initial Executive Rev	ector, Academic Support	Take Action On Posting •
Position Type: A&P Department: CAH-Dean's Office	Created by: David Amaro Owner, Executive User	Print Preview (Applicant View) Print Preview
Summary History Setti	ngs Applicants Reports Hiring Proposals	
Please review the details of the To take the action, select the	e posting carefully before continuing.	ake Action on this Posting" button. You may add a Comment to the
Please review the details of th To take the action, select the posting and also add this posi on the popup box. To edit the posting, click on th icon with an exclamation poin	he posting carefully before continuing. appropriate Workflow Action by hovering over the orange " ting to your Watch List in the popup box that appears. Whe le Section Name in the Summary Section. This will take yo t, you will need to review this section and make necessary of	Take Action on this Posting" button. You may add a Comment to the a you are ready to submit your posting, click on the Submit button u directly to the Posting Page to Edit . If a section has an orange prrections before moving to the next step in the workflow.

- 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)".
- 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.

ew (move to
n your watch list t.
it Cancel

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

				Wa
Home	Postings	Hiring Documents	My Profile	
_ (Staff A&P			Karla Doe, you have 0 m
	Faculty			

- 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.

Ad	hoc Search		Active Postings	Ø					
4	Saved Sea	arch: "Active P	ostings" (5 Items Fou	nd)					Actions
3	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 •
1	Automosive Mechanic	005916	45454	1	11/21/2011	11/22/2011	CAH-Dean's Office	Released to HM	Actions •
5	Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Draft	Actions •
1	Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Initial Executive Review	Actions

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

Ad	hoc Search		Active Postings	0					
1	Saved Sea	arch: "Active P	ostings" <mark>(5 Items Fo</mark> u	und)					Actions
	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	Actions +
21	Automotive Mechanic	005916	45454	1	11/21/2011	11/22/2011	CAH-Dean's Office	Released to Vie	w Applicants
	Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Draft	CKING

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

tive Ap	plications	0					
Sa	ved Search: "Active	Applications" (6 Items Four	nd)				Actions
Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	Priority	(Actions)
Christia Anders	en 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.

	Saved S	earch: "Active	Applications" (6 Items Four	nd)				Actions
0	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	Actions •
21	Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Mercy View App Preferen	lication
_			Curriculum Vitae/Resume	November 29, 2011 at			1 - A - A	Actions

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.

Saved S	Search: "Active	Applications" (6 Items Four	nd)				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	Actions
Smith	Jane	Curriculant maencesume, 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 <u>www.jobswithucf.com/hr</u>

Florida	
Username	
Password	
	Login
Firs	t time here? <u>Request an account</u>

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

	Home	Postings	Hiring Documents	My Profile	
		Staff			Karla Doo
		A&P			
		Faculty			

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.

	Open Saved Search 🔻	Search:			Se	earch More sea	arch options
Ac	d hoc Search	Active Post	tings	0			
	Saved Search: "Ac	tive Postings" <mark>(1</mark> 6	Items Found)				
	Saved Search: "Ac	tive Postings" (16 Requisition Number	Items Found) Position Number	Active Applications	Job Open Date	Job Close Date	Department
	Saved Search: "Ac Class Title Coordinator, Administrative Same Same Same Same Same Same Same Same	tive Postings" (16 Requisition Number 005771	Items Found) Position Number 39125	Active Applications	Job Open Date 06/20/2012	Job Close Date 06/30/2012	Department CAH-Dean's Office
	Saved Search: "Ac Class Title Coordinator, Administrative Sassistant Director, Academic Support Services	tive Postings" (16 Requisition Number 005771 00012	Items Found) Position Number 39125 12345	Active Applications 1	Job Open Date 06/20/2012 12/15/2011	Job Close Date 06/30/2012 12/16/2011	Department CAH-Dean's Offic CAH-Dean's Offic

- 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.

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 p	posting carefully before continuing.					
To take the action, select the app posting and also add this posting on the popula box	propriate Workflow Action by hovering over the orange "Take Action on this f to your Watch List. in the popup box that appears. When you are ready to s					

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

Editing Posting	Posting Details						
Posting Details	To create a requisition first complete the information on this series than slick the News> button Process						
 Guest User 	completing all necessary information. To submit the requisition to Human Resources, you must go to the						
A&P Agreement Request	the Next>> button until you reach the Posting Summary Page or select Summary from the left navigation appears, hover your mouse over the orange Action button for a list of possible approval step options. * Required Information Posting Details						
A&P Employment Certifi							
Documents							
Search Committee Meeti	Position Number	12345					
,	Class Title	Assistant Director, Academic Support Services					
	Class Code	9327					
	• FTE	1.0-Full-Time					
	If you selected Other Part-Time, indicate FTF						

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

Save << Prev Next >>
Save << Prev Next >>

8. Complete the required fields.

Search Committee Meeting Notic	9	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		
	2	

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

earch Committee	Meeting Notice	0	Save <pre>Save Next >></pre>
Check spelling			
n this tab, you may docun	nent the committee member meetings.		
Search Committee Meetin	ng Notice		
Meeting Date	12/7/2011		
Position Title	Asst. Dir., Acad. Supp. Svs.		
Meeting Time	2:00 p.m.		
	Building 123, Room 321	*	
Meeting Location			
		*	

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

Editing Posting	Search Committee I	Meeting Notice			
Posting Details	** Check spelling -				
Guest User		1.11 ··································			
A&P Agreement Request	On this tab, you may docum	the committee member meetings.			
A&P Employment Certifi	Search Committee Meetin	ng Notice			
Ocuments	Meeting Date	12/7/2011			
Search Committee Meeti	Position Title	Acat Dir Acad Supp Sup			
Summary	Position file	Asst. Dir., Acau. Supp. Svs.			
	Meeting Time	2:00 p.m.			
		Building 123, Room 321			
	Meeting Location				

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

Search Committee Meeting No	otice	
Meeting Date	12/7/2011	
Position Title	Asst. Dir., Acad. Supp. Svs.	
Meeting Time	2:00 p.m.	
Meeting Location	Building 123, Room 321	

Changing Application Status (Certified Interviewer Only)

- 1. Log into <u>www.jobswithucf.com/hr</u>
- 2. Highlight the Posting tab dropdown menu and click on the type of position classification for the job posting.

				V
Home	Postings	Hiring Documents	My Profile	Help
1	Staff			Karla Doe, you have 0 r
	= A&P)		
	Faculty			

- 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.

Ad I	hoc Search		Active Postings	Ø					
C	Saved Sea	arch: "Active P	ostings" (5 Items Fou	nd)					Actions
	Class Fitle	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 •
	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 you cursor over the Actions dropdown menu and click View Applicants.

Ad	hoc Search		Active Postings	0					
4	Saved Sea	arch: "Active P	ostings" <mark>(5 Items Fou</mark>	und)					Actions
1	Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department	Workflow State	(Actions
3	Administrative Assistant	005919	35789	6	11/28/2011	11/29/2011	CAH-Dean's Office	Released to LINE	Actions v
1	Automotive Mechanic	005916	45454	1	11/21/2011	11/22/2011	CAH-Dean's Office	Released to Vi	aw Applicants
	Accountant		33334	0	10/14/2011	10/20/2011	CAH-Dean's Office	Draft	ACKING

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

	Posting: Current Stat	us: Released to HM	e Assistant (Staff)			Take Action (On Posting 🔻
	Position Type	: Staff	Created by: Karla Do	e		😦 See how	Posting looks to Appli
	Department:	CAH-Dean's Office	Owner: Hiring Manag	jers		🚔 Print Pre	view (Applicant View)
						🚔 Print Pre	view
	Summary	History Settin	gs Applicants R	leports Hiring Docun	nents		
	Open Saved S	Search • Sear	ch:		Search More	search options	
A	Open Saved S	Search v Sear	Neetlane" (6 horse Four	(b)	Search More	search options	
A	Open Saved S ctive Applicatio Saved S Last	Search • Search ons Search: "Active App First	blications" (6 Items Four	nd) Application	Search More	e search options	Detective
A	Open Saved S ctive Application Saved S Last Name:	Search ▼ Sear ons S eearch: "Active App First Name:	blications" (6 Items Four Documents	nd) Application Date	Workflow State (Internal)	workflow State (External)	Priority
A	Open Saved S ctive Application Saved S Last Name: Christian Andersen	Search ▼ Sear ons ② eearch: "Active App First Name: Hans	Documents	d) Application Date November 29, 2011 at 08:58 am	Workflow State (Internal) Regular USPS Employee	Workflow State (External) In Progress	Priority 4. Regular USP Employee
A(Open Saved S tive Application Saved S Last Name: Christian Andersen Doe	Search ▼ Sear ons Search: "Active App First Name: Hans John	blications" (6 Items Four Documents Curriculum Vitae/Resume, Cover Letter	Application Date November 29, 2011 at 08:58 am November 29, 2011 at 09:54 am	Workflow State (Internal) Regular USPS Employee Met Veterans Preference	Workflow State (External) In Progress In Progress	Priority 4. Regular USP Employee 2. Met Veterans Preference

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

ctive Applicat	ions	0					
Saved S	Search: "Active	Applications" (6 Items Four	nd)				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	Actions •

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

	Saved S	earch: "Active	Applications" (6 Items Four	id)				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 Employ	Actions •
E)	Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Mg View App Preferen	ication

7. Once the application comes up, highlight on the "Take Action On Job Application" and select the correct rationale for the application.

Hans Cr SPS Employ	e (Staff)	Take Action On Job Application WORKFLOW ACTIONS
oplication		Keep working on this Job application
Andersen	Created by: Hans Christian	Selected Applicant (move to Selected Applicant)
	Andersen Owner: Certified Interviewer	Not Hired-Not Interviewed (move to Not Hired-Not Interviewed)
.com		Not Hired-Interviewed (move to Not Hired-Interviewed)
		Round 1 (move to Round 1)
1-5123		Round 2 (move to Round 2)
		Round 3 (move to Round 3)
Office		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)

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

•	Saved S	earch: "Active	Applications" (6 Items Four	nd)				Actions
LN	.ast lame:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	Priority	(Actions)
CA A	Christian Indersen	Hans		November 29, 2011 at 08:58 am	Regular USPS Employee	In Progress	4. Regular USPS Employee	Actions
ŀ	Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Met Veterans Preference	Actions •
9	Smith	Jane	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 10:51 am	Recall Eligible	In Progress	1. Recall Eligible	Actions •
Ę	opelas	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.

	Saved S	earch: "Active	Applications" (6 Items Four	id)			Actions
	Last Name:	First Name:	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	GENERAL Review Supplemental Question Answers
V	Christian Andersen	Hans		November 29, 2011 at 08:58 am	Regular USPS Employee	In Progress	Export results
V	Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	Move in Workflow
J	Smith	Jane	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 10:51 am	Recall Eligible	In Progress	PDFs
23	Popelas	Patsy	Cover Letter	November 29, 2011 at 11:10 am	Under Review by Manager	In Progress	Actions

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

Cha	nge for all applicants	Not Hirod Not Inteniowed	
Cha	nge for an applicants		Please select
Applicant	Current State	New State	LESS RELEVANT WORK EXPERIENCE LESS RELEVANT EDUCATION LESS RELEVANT EDUCATION & WORK EXPERIENCE
Patsy Popelas	Under Review by Mana	ger Not Hired-Not Interview	Ved LESS JOB RELATED SKILLS UNABLE TO WORK REQUIRED SHIFT/WORK HOURS
Joe Don	Under Review by Mana	ger Not Hired-Not Interview	Ved CEPTED ANOTHER POSITION
Mitch Popelas	Under Review by Mana	ger Not Hired-Not Interview	ved APPLICANT APPLIED AFTER CLOSE DATE

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



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

1. Log into <u>www.jobswithucf.com/hr</u>

University of C Florida	Central
Username	
Password	
	Login
First ti Forgot your passwo	me here? <u>Request an account</u> ord? <u>Request a password reset</u>

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

Home	Postings	Hiring Proposals	My Profile	Help
- (Staff		David Amaro, you	have 0 r
	A&P			_
	Faculty			
	1 douty			

3. Locate and open the job posting.

5	tatt Posting	IS					
	Open Saved Sea	rch 🔹 🛛 S	earch:		5	Search More sear	ch options
A	d hoc Search		Active Postings	0			
				-			
	 Saved Sea Class Title 	rch: "Active F Requisition Number	Postings" (5 Items Fou Position Number	Active Applications	Job Open Date	Job Close Date	Department
	Saved Sea Class Title Administrative Assistant	rch: ''Active F Requisition Number	Postings" (5 Items Fou Position Number 35789	Active Applications 6	Job Open Date 11/28/2011	Job Close Date 11/29/2011	Department CAH-Dean's Office
	Saved Sea	rch: "Active F Requisition Number 005919 005916	Position Number 35789 45454	Active Applications 6 1	Job Open Date 11/28/2011 11/21/2011	Job Close Date 11/29/2011 11/22/2011	Department CAH-Dean's Office CAH-Dean's Office

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

Open Saved Search 🔻	Search:		 Search	More search options	
Active Applications	0				

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

4	Saved S	earch: "Active	Applications" (6 Items Four	nd)				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 •
Ì	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.

+(cuve Applicatio	ons	0					
	Saved S	earch: "Active	Applications" (6 Items Four	nd)				Actions
0	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	Actions •
	Doe	John	Curriculum Vitae/Resume, Cover Letter	November 29, 2011 at 09:54 am	Met Veterans Preference	In Progress	2. Meren View App Preferen	lication
			Curriculum Vitae/Resume	November 29, 2011 at			100000000000	Actions

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

	Position Type: Staff Department: CAH-De	an's Office	Created by: Karla Do Owner: Hiring Manag	e gers		Print Previe
	Summary Hist	ory Appl	icants Reports H	iring Documents		
	Open Saved Search 🔻	Sea	rch:		Search M	ore search options
		0				
Act	tive Applications					
Act	Vive Applications	"Active Ap	olications" (1 Item Found	i)		
Act	tive Applications Saved Search: Last Firs Name: Nar	"Active App t ne:	Dications" (1 Item Found	d) Application Date	Workflow State (Internal)	Workflow State (External)

7. Click on the "Preview Application"

Current Status: Selected Applicant Application form: Staff Application		View Posting Applied To
		Preview Application
Full name: John Doe	Created by: John Doe	O OLIVER DE LA
Address:	Owner: Administrators	Start Staft Hiring Proposal
123 Test St.		
Orlando , FL		
United States of America		
Usemame: Doe.lohn		

- 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.

		Bration Application
Full name: John Doe Address: 123 Test St. Orlando , FL United States of America Username: DoeJohn Email: JohnDoe@gmail.com Phone (Primary): 407-245-8745 Phone (Secondary): 407-245-8745	Created by: John Doe Owner: Administrators	Start Staff Hiring Proposal
Position Type: Staff Department: CAH-Dean's Office		
Junnary		

11. Click on the "Start Staff Hiring Proposal" button.



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

Editing Hiring Documents	Hiring Proposal	Save Next >>
Hiring Proposal Hiring Documents Summary	Check spelling Required Information	
	Hiring Proposal	
	First Name John Last Name Doe Recommended Date of Hire Recommended Salary	
	Recommended Salary is List the following information for verified reference #1:	*

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

Hiring Proposal		Save lext >>
Check spelling		
Hiring Proposal		
First Name	John	

14. Then click on the "Hiring Documents Summary" link.

Editing Hiring Documents	Hiring Proposal	Save Next >>
Hiring Proposal Hiring Documents Summary	Check spelling Required Information	
	Hiring Proposal	
	First Name John	

A summary of the Hiring Proposal will be displayed.

15. Click on the "Reports" Tab.

Curre	ff Hiring Proposal: Jo ent Status: Certified Interviewer	ohn Doe (Staff) Edit	Take Action On Hiring Documents •
Positi Depar Applic Postir	on Type: Staff tment: CAH-Dean's Office cant: John Doe ng: Administrative Assistant	Created by: Karla Doe Owner: Certified Interviewer	Print Preview
Sum	mary History Setting	is Reports	
	Ulising Despaced Edit		
e	Hiring Proposal Edit		
C	Hiring Proposal		
c	Hiring Proposal	John	

16. Click on the Hiring Proposal Report.

Position Type: Staff	Created by: Karla Doe	🚔 Print Preview
Department: CAH-Dean's Office	Owner: Certified Interviewer	
Posting: Administrative Assistant		
Summary History Setting	Reports	
Hiring Proposal		
Employment Agreement		
Employment Agreement for \	/isiting Appointments	

- 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.

		Print Preview
Position Type: Staff Department: CAH-Dean's Office Applicant: John Doe Posting: Administrative Assistant	Created by: Karla Doe Owner: Certified Interviewer	
Summary History Setting Hiring Proposal Edit Hiring Proposal 	s Reports	
Summary History Setting Hiring Proposal Edit Hiring Proposal First Name	s Reports John	

- 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)"

Department: CAH-Dean's Office Applicant: John Doe Posting: Administrative Assistant	Created by: Karla Doe Owner: Certified Interviewer	Keep working on this Hinng Submit to Hinng Manager (move to Hinng Manager)
Summary History Settin	igs Reports	
• Thing Troposul		
Hiring Proposal		
Hiring Proposal First Name	John	

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)".

	ger	
Position Type: Staff Department: CAH-Dean's Of Applicant: John Doe Posting: Administrative Ass	Created by: Karla Doe Owner: Hiring Managers	Keep working on this Hiring Document Submit to Human Resources (move to Human Resources)
Summary History	Settings Reports	
Hiring Proposal	Edit	
Hiring Proposal Hiring Proposal	Edit	
Hiring Proposal Hiring Proposal First Na	Edit ame John	
Hiring Proposal Hiring Proposal First Na Last Na	Edit ame John ame Doe	

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

Take Action		×
Submit to Hum Human Resour	an Resources (r ces)	nove to
Comments (option	al)	
	*	
	~	
Add this hiring list?	documents to you	r watch
	Submit (Cancel

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

S	UCF Resources		Watch List APPLICANT TRACKING
Č		Home Postings Hiring Documents	My Profile Help
			Karla Doe, you have 2 messages. Hiring Managers 💌 C logo
"	/ John Doe (Selected Applicant) / Staff Hi	ring Proposal / Summary	Search Results: Previous

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

Staff Posti	ngs						Create	New Posting
Open Saved	Search • Sear	ch:			Search More sear	ch options		
Ad hoc Search	earch: "Active Pos	Active Postings	O					Actions
Class	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department	Workflow State	(Actions)
Administrative Assistant	005919	35789	1	11/28/2011	11/29/2011	CAH-Dean's Office	Released to HM	Actions •
Automotive	005916	45454	1	11/21/2011	11/22/2011	CAH-Dean's Office	Released to HM	Actions

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.

Position Type: Staff Department: CAH-Dean's Office	Created by: Karla Doe Owner: Hiring Managers	Keen Submit for Final HR Review (move t Final HR Review)
Summary History Settings	Applicants Reports Hiring Documents	
Please review the details of the p	osting carefully before continuing.	
To take the action, select the app posting and also add this posting	ropriate Workflow Action by hovering over the orange "Ta to your Watch List. in the popup box that appears. When	ake Action on this Posting" button. You may add a Commen you are ready to submit your posting, click on the Submit b

28. Click "Submit" to complete the proposal submission.



The A&P Agreement Request Form and Employment Certification Form

Certified Interviewer

1. Log into <u>www.jobswithucf.com/hr</u>.

University of (Florida	Central
Username Password	
	Login
First t Forgot your passwo	ime here? <u>Request an account</u> ord? <u>Request a password reset</u>

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

		Home	Postings	Applicants	Hiring Proposals	My Profile	Help
			Staff			David	Amaro,
			A&P	> _			
			Faculty				
Welcome	e to your Online R	ecruitment Sy	stem				

3. Locate and open the job posting.

	Control				the second	
Open Saved Search 🔻	Search:			56	earch More sea	arch options
Active Postings	0					
Saved Search: "Ac	tive Doctinge" (15	Itome Found)				
Saved Search: "Ac	tive Postings" <mark>(15</mark>	Items Found)				
 Saved Search: "Ac Class Title 	tive Postings" (15 Requisition Number	Items Found) Position Number	Active Applications	Job Open Date	Job Close Date	Department
Saved Search: "Ac Class Title Coordinator, Administrative Saver	tive Postings" (15 Requisition Number 005771	Items Found) Position Number 39125	Active Applications	Job Open Date 06/20/2012	Job Close Date 06/30/2012	Department CAH-Dean's Office
 Saved Search: "Ac Class Title Coordinator, Administrative Sasti Coordinator, Administrative 	tive Postings" (15 Requisition Number 005771 400004	Position Number 39125 36987	Active Applications 1	Job Open Date 06/20/2012 11/28/2011	Job Close Date 06/30/2012 11/29/2011	Department CAH-Dean's Office CAH-English

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

Open Save	d Search 🔻	Search:		Search More	e search options
ctive Applica	tions	0			
Saved	Search: "Activ	e Applications" (1 Item F	ound)		
			Application	Workflow State	Workflow State

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

	Edit Current Statu	s: A&P Close	đ	Crosted by Karl	la Doo			
	Department: C	AH-English		Owner: Certified	l Interviewer			
	Summary	History	Settings	Applicants	Reports	Hiring Documen	its	
	Open Saved S	earch 🔻	Search:				Search	More search
Ac	Open Saved South	earch ▼ nS	Search:				Search	More search (
Ac	Open Saved So tive Application Saved Se	earch ▼ ns earch: "Acti n	Search:	ations" (1 Item F	ound)		Search	More search o
Ac	Open Saved S tive Application Saved Se Last Name:	earch ▼ ns earch: "Acti n First Name:	Search:	ations" (1 Item F ocuments	ound) Applic Date	cation	Search Workflow State (Internal)	More search o

6. Click on the "Preview Application"

Application form: A&P Application	a	😸 View Posting Applied To
Full name: Jane Smith Address: 321 Test Ave. Orlando , FL United States of America	Created by: Jane Smith Owner: Administrators	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

Current Status: Selected Appli Application form: A&P Applica	cant tition	View Posting Applied To
Full name: Jane Smith Address:	Created by: Jane Smith Owner: Administrators	Start Agreement Request & Employment Certification
321 Test Ave.		

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



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	S Chark spelling 🖃
 Documents 	
Hiring Documents Summary	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.
	A&P Agreement Request Form
	Last Name Smith First Name Jane Employee ID
	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.



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

A&P Hiring Documents	Save Next >>
Check spelling	
An official employment contract will be issued based strictly on the information pro complete and accurate. This form will be submitted to the Office of Equal Opportu hiring package for all new Administrative & Professional (A&P) and Faculty hires.	wided here, so please be sure that all entries are nity/Affirmative Action (EOAA) as part of the require
* 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".

Editing Hiring Documents	Documents		Save << Prev N
A&P Hiring Documents	PDF conversion must be completed for the	document to be valid when applicable	
Documents		accument to be fund inten applicable.	
Hiring Documents Summary	Document Type Name Status	(Actions)	
Thing Documents outninury	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 Re	eference 1
To upload your document, p you are ready to submit your	rovide a name and description of the document. To ch document, click the Submit button.
Name	
Description	
File to upload	Browse
Submit	

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

Upload a Letter o	f Reference 1	
To upload your docume you are ready to submit	ent, provide a name and description of the document. t your document, click the Submit button.	To ch
Name		
Description		
File to upload	Browse	
Submit		

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

1000	N. N.	12					
Uploa	id a Le	tter of h	Referen	ce 1			
To uplo you are	ad your d ready to	locument, submit yo	provide a ur docum	name and ent, click th	description o e Submit bu	f the document tton.	t. To c
Name	Test						
Descri	ption]			
File to	upload o	:\Users\dar	maro\Desk	top Browse	ð		
Calar							
Subm	it						

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

Editing Hiring Documents	Documents					Save <> Prev
A&P Hiring Documents	PDF conversion must be	e complete	ed for the document to be	valid when appli	able	
Documents		o compion		raila mitari appi		
Hiring Documents Summary	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 Cher	cks		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.

Editing Hiring Documents	Documents				Save << Prev Next
A&P Hiring Documents	PDF conversion must b	e completi	ed for the document to be	valid when applicable	
Documents		e complet		and mich appreader	
Hiring Documents Summary	Document Type	Name	Status	(Actions)	
Thing Documents outmuty	Letter of Reference 1	Test	PDF conversion in process		
	Letter of Reference 2			Actions	
	Letter of Reference 3			Actions	
	Telephone Reference Che	cks		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.

Jane Smith (A&F Current Status: Draft	est & Employment Certificat	ion:	Take Action On Hiring Documents •
Position Type: A&P Department: CAH-English Applicant: Jane Smith Posting: Coordinator, Administrative Services	Created by: Johnny Smith Owner: Johnny Smith		
Summary History	Settings Reports uments Edit		
	Demuest Form		
A&P Agreement	request Form		
A&P Agreement	ame Smith		
A&P Agreement Last First	ame Smith Jane		

- 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.

Agreement Request &	Employment Certification:	Take Action On Hiring Documents +
Jane Smith (A&P) Ed	dit	WORKFLOW ACTIONS
Current Status: Draft		Keep working on this Hiring Documents
Position Type: A&P	Created by: Johnny Smith	Cancel Hiring Proposal (move to
Department: CAH-English	Owner: Johnny Smith	Cart
Applicant: Jane Smith		Hinng Manager (move to Hiring
Posting: Coordinator, Administrative Services		Manager



- 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.

Agreement Request Jane Smith (A&P) Current Status: Hiring Manager	& Employment Certification:	
Position Type: A&P Department: CAH-English Applicant: Jane Smith Posting: Coordinator, Administrative Services	Created by: Johnny Smith Owner: Hiring Managers	
Summary History S	ettings Reports	
A&P Hiring Docume	nts	

- 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).

Posting: Coordinator, Adu	ministrative Services (A&P)	Take Action On Posting WORKFLOW ACTIONS
Current Status: A&P Closed Position Type: A&P Department: CAH-English	Created by: Karla Doe Owner: Certified Interviewer	Submit to Himmy Manager for Final Approval (move to Himny Manager Final Approval)
Summary History Settings	Applicants Reports Hiring Documents	
Please review the details of the po	osting carefully before continuing.	
To take the action, select the app posting and also add this posting on the popup box.	ropriate Workflow Action by hovering over the orange "Take to your Watch List. in the popup box that appears. When you	Action on this Posting" button. You may add a Comment to the u are ready to submit your posting, click on the Submit button
To edit the posting, click on the S	ection Name in the Summary Section. This will take you dir	ectly to the Posting Page to Edit. If a section has an orange

- 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.

ake Action		×
Submit to Hiring I Approval (move t Final Approval)	Manager for Final o Hiring Manager	
Comments (optional)		
	*	
	*	
This posting is cu Jncheck this box to	urrently in your watch remove it.	list.

Hiring Manager

1. Log into www.jobswithucf.com/hr

licomemo	
	_
Username	
Password	
	Login
First time here? <u>R</u>	equest an account
Forgot your password? <u>Reques</u>	t a password reset

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

le -		Home	Postings	Applicants	Hiring Proposals	My Profile	Hel
		1	Staff			David	Amaro
			Faculty				
Welcom	e to your Online R	ecruitment Sy	stem				

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

Open Saved Search 🔻	Search:			Se	earch More sea	arch options
Active Postings	0					
Saved Search: "Ac	tive Postings" (15	Items Found)				
Saved Search: "Ac	tive Postings" (15 Requisition Number	Items Found) Position Number	Active Applications	Job Open Date	Job Close Date	Department
 Saved Search: "Ac Class Title Coordinator, Administrative 	tive Postings" (15 Requisition Number 005771	Items Found) Position Number 39125	Active Applications 1	Job Open Date 06/20/2012	Job Close Date 06/30/2012	Department CAH-Dean's Office
 Saved Search: "Ac Class Title Coordinator, Administrative Social Coordinator, Administrative Services 	tive Postings" (15 Requisition Number 005771 400004	Position Number 39125 36987	Active Applications 1	Job Open Date 06/20/2012 11/28/2011	Job Close Date 06/30/2012 11/29/2011	Department CAH-Dean's Office CAH-English

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

current status. Filling has	lager Final Approval	See how Posting looks to Applica
Position Type: A&P	Created by: Karla Doe	Print Preview (Applicant View)
Department: CAH-English	Owner: Hiring Managers	🚔 Print Preview
Summany	Sattings Applicants Reports Hiring Documents	
Please review the de	tails of the posting carefully before continuing	
Theuse remember de	tails of the posting earchary before continuing.	
To take the action, se posting and also add	Hect the appropriate Workflow Action by hovering over the orange " this posting to your Watch List. in the popup box that appears. Whe	Take Action on this Posting" button. You may add a Comment in you are ready to submit your posting, click on the Submit bu
on the nanun hav		
on the popup box.		ou directly to the Posting Page to Edit If a section has an ora
To edit the posting, c	lick on the Section Name in the Summary Section. This will take yo	directly to the Posting Page to Late in a section has an ora
5. Select the "Submit to Final Exec Approval (move to Submitted/Returned for Final Exec Approval)".

Current Status: Hiring Mana	ger Final Approval	Keen monking on this more the
Position Type: A&P Department: CAH-English	Created by: Karla Doe Owner: Hiring Managers	Submit for Final Exec Approval (move to Submitted/Returned for Final Exec Approval)
Summary History	Settings Applicants Reports Hiring Documents	
Please review the deta	ils of the posting carefully before continuing.	
To take the action, sel posting and also add t on the popup box.	ect the appropriate Workflow Action by hovering over the orange his posting to your Watch List. in the popup box that appears. W	"Take Action on this Posting" button. You may add a Comment to hen you are ready to submit your posting, click on the Submit butt
To edit the posting, cli	k on the Section Name in the Summary Section. This will take	you directly to the Posting Page to Edit . If a section has an orang

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

Take Action	×
Submit for Final Exec to Submitted/Returne Approval)	: Approval (move ed for Final Exec
Comments (optional)	
	*
	-
This posting is current Uncheck this box to remo	tly in your watch list. we it.

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

Position Type: A&P Department: CAH-English	Created by: Karla Doe Owner: Executive User	 See how Posting looks to Applicant Print Preview (Applicant View) Print Preview
Summary History App	Dicants Reports Hiring Documents	
Please review the details of	the posting carefully before continuing.	
To take the action, select the posting and also add this po on the popup box.	e appropriate Workflow Action by hovering over the orange "T sting to your Watch List. in the popup box that appears. When	ake Action on this Posting" button. You may add a Comment to th n you are ready to submit your posting, click on the Submit button
	he Castion Name in the Cumman Castion This will take we	undirectly to the Posting Page to Edit. If a section has an orange

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

Positio Depart	n Type: A&P ment: CAH-English	Created by: Ka Owner: Execu	arla Doe tive User		😦 See how A Print Pre A Print Pre
Summ	ary History Ap	plicants Reports	Hiring Documents		
A&P H	iring Documents				
7 101 11					
Open S	Saved Search • Se	earch:		Search	More search options
Open S	Saved Search + Se	arch:		Search	More search options
Open S	Saved Search → So Documents O ved Search: "All Hiring	arch: g Documents'' (4 Ite	ems Found)	Search	More search options
Open S All Hiring I Sav Last Name	Saved Search → So Documents O ved Search: "All Hiring First Name	arch: g Documents'' (4 Ite Title/Rank & Job Code	erns Found) Department	Hiring Proposal Proposal Workflow State	More search options

9. 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)".

Current Status: Hiring Manager	t	WORKFLOW ACTIONS
Position Type: A&P Department: CAH-English Applicant: Jane Smith Posting: Coordinator, Administrative Services	Created by: Johnny Smith Owner: Hiring Managers	Submit to Executive for Review (move to Executive User)
Summary History Setti	ngs Reports	
A&P Hiring Documents A&P Agreement Request	Form	
A&P Hiring Documents A&P Agreement Request Last Name	Form Smith	

- 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 the Executive User.
- 11. Click the "Submit" button.

Submit to Executive for Review to Executive User)	(move
Comments (optional)	
*	
-	
Add this hiring documents to your list?	watch

Executive User

1. Log into <u>www.jobswithucf.com/hr</u>.

University Florida	of Central
Username	
Password	
	Login
Forgot vour	First time here? <u>Request an account</u> password? Request a password reset
i orgot your	

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

		Home	Postings	Applicants	Hiring Proposals	My Profile	Help
		-	Staff			David	Amaro,
		6	Faculty				
Welcome to v	our Online Recruit	ment Sv	stem				
Welcome to y	our Online Recruiti	ment Sy	stem				

3. Locate and open the job posting.

Open Saved Search 🔻	Search:			Se	earch More sea	arch options
Active Postings	0					
Saved Search: "Ac	tive Postings" (15	Items Found)				
Saved Search: "Ac	tive Postings" (15 Requisition Number	Items Found) Position Number	Active Applications	Job Open Date	Job Close Date	Department
 Saved Search: "Ac Class Title Coordinator, Administrative Saster 	tive Postings" (15 Requisition Number 005771	Items Found) Position Number 39125	Active Applications 1	Job Open Date 06/20/2012	Job Close Date 06/30/2012	Department CAH-Dean's Office
 Saved Search: "Ac Class Title Coordinator, Administrative Savi Coordinator, Administrative Services 	Requisition Number 005771 400004	Position Number 39125 36987	Active Applications 1	Job Open Date 06/20/2012 11/28/2011	Job Close Date 06/30/2012 11/29/2011	Department CAH-Dean's Office CAH-English

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

Position Type: A	§P I English	Created by: Karla Doe	Print Preview (Applicant View)
copulation. or	- engineer		Funt Freedew
Summary	History Settin	ngs Applicants Reports Hiring Documents	
Please revi	w the details of th	e posting carefully before continuing.	
To take the	action, select the a	appropriate Workflow Action by hovering over the orange "Tak	ke Action on this Posting" button. You may add a Comment
TO take the			you are ready to submit your posting, click on the Submit bu
posting and on the popu	also add this post p box.	ing to your Watch List . In the popup box that appears. When y	,

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

Current Status: Submitted/Re	turned for Final Exec Approval	Keep working on this Posting
Position Type: A&P Department: CAH-English	Created by: Karla Doe Owner: Executive User	Return Final A&P to HM (move to Higns Hall A&P to HM (move to Submit for Final Recruitment Review (move to Final Recruitment Review (ARP)
Summary History	Settings Applicants Reports Hiring Documents	
Please review the detail	s of the posting carefully before continuing.	
To take the action selec	t the appropriate Workflow Action by hovering over the orange "Take Actions president to your Watch Lief, in the population by that appears, When you are	n on this Posting" button. You may add a Comment ready to submit your posting, click on the Submit bu
posting and also add thi on the popup box.	s posting to your match List, in the population that appears, when you are	

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

Take Action		×
Submit for Fin (move to Fina (A&P))	nal Recruitment R al Recruitment Rev	eview view
Comments (opti	onal)	
	*	
	-	
This posting Uncheck this bo	is currently in your w ox to remove it.	atch list.
	Submit C	ancel

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)".

Current Status: Submitted/Returned	for Final Exec Approval	Keep walk October
Position Type: A&P Department: CAH-English	Created by: Karla Doe Owner: Executive User	Beturn Final A&P to HM (move to Hinng Manager Final Approval) Submervice Strain Review (move to Final Recruitment Review (A&P))
Summary History Sett	ngs Applicants Reports Hiring Documents	
Please review the details of t To take the action, select the posting and also add this pos on the popup box.	ne posting carefully before continuing. appropriate Workflow Action by hovering over the orange "T ting to your Watch List. in the popup box that appears. When	ake Action on this Posting" button. You may add a Comment to you are ready to submit your posting, click on the Submit butto
To edit the posting, click on the icon with an exclamation point	e Section Name in the Summary Section. This will take you t, you will need to review this section and make necessary of	u directly to the Posting Page to Edit . If a section has an orange orrections before moving to the next step in the workflow.

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

	Position Type: A&P Department: CAH-English	Created by: Karla Doe Owner: Administrators	 See how Posting looks to Applicant Print Preview (Applicant View) Print Preview 		
ľ	Summary History Apr	dicants Reports Hiring Documents			
	Please review the details of To take the action, select the posting and also add this po on the popup box.	he posting carefully before continuing. appropriate Workflow Action by hovering over the orange sting to your Watch List. in the popup box that appears. Wh	"Take Action on this Posting" button. You may add a Comment to hen you are ready to submit your posting, click on the Submit butto		
	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.				

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

Positio	on Type: A&P	Created by: K	arla Doe		See now
Depart	ment: CAH-English	Owner: Admi	nistrators		📇 Print Pre
					🚔 Print Pre
Summ	ary History Ap	oplicants Reports	Hiring Documents		
A&P H	iring Documents				
	•				
	5				
-		earch.		Search Mo	re search onlings
Open	Saved Search ¥ S	earch:		Search Mo	re search options
Open All Hiring	Saved Search v S	earch:		Search Mo	re search options
Open a All Hiring	Saved Search • So Documents O ved Search: "All Hiring	earch: g Documents'' (4 Ite	ems Found)	Search Mo	re search options
Open All Hiring © Sa Last Name	Saved Search • So Documents O ved Search: "All Hiring First Name	earch: g Documents'' (4 Ite Title/Rank & Job Code	ems Found) Department	Search Mo	re search options Status

9. 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)".

Jane Smith (A&P) Edit Current Status: Executive User		WORKFLOW ACTIONS Keep working on this Hiring
Position Type: A&P Department: CAH-English Applicant: Jane Smith Posting: Coordinator, Administrative Services	Created by: Johnny Smith Owner: Executive User	Documents Return to Hirring Manager (move to Hirring and the second seco
Summary History Repo	ts	
A&P Agreement Request	Form	
	Smith	
Last Name		

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).

Current Status: Executive User		Keep working on this Hiring
Position Type: A&P Department: CAH-English Applicant: Jane Smith Posting: Coordinator, Administrative Services	Created by: Johnny Smith Owner: Executive User	Return to Hining Manager (move to Hining Manager) Submit
Summary History Repor	s	
Summary History Repor	iorm	
Summary History Repor	form Smith	

- 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.

Submit to Recruitment (move to	
Human Resources)	
Comments (optional)	
*	
*	
Add this hiring documents to your watc list?	h

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

Requisition Status	Status Meaning
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	A USPS or A&P new hire has been approved
Filled	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.