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.

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

5. Talent Acquisition will notify you by e-mail when access is approved.

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

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

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

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

![Image of job posting interface]

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

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

![Image of create new posting dialog]

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”.

![Image of actions drop down menu]
**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.

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

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

7. Fill in all the necessary and required information on the “Posting Details” page. Click the “Save button then the “Next” button.
NOTE: THERE IS AN AVAILABLE “CHECK SPELLING” LINK AT THE TOP OF THE “POSTING DETAILS” PAGE.

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

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

9. If using the “Guest User” Account, complete the needed sections on the page.
NOTE: YOU CAN CHANGE THE PASSWORD IF NEEDED, PLUS YOU HAVE THE ABILITY TO SEND THE GUEST USER ACCESS TO INDIVIDUALS USING THE E-MAIL OPTION.

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

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

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

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

13. The last screen is the “Summary” page. Please review the job posting to ensure all the needed areas have been completed. If any fields need to be corrected or changed, click on the “Edit” link located next to the corresponding section title.
14. Highlight the “Take Action on Posting” drop down box and click “Hiring Manager (move to Hiring Manager)” link to submit the job posting to Hiring Manager review.

15. A pop up box will appear in the middle of the screen. You will have the option to add any additional comments to the hiring manager and also the ability to add the job posting to your watch list on the home page.

16. Click “Submit” to complete the job posting and send it to the hiring manager for review.
Hiring Manager:

1. First log into www.jobswithucf.com/hr.

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

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

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

5. Once you locate the template that you wish to use as the basis for the new posting, click on the “Actions” drop down box and select “Create From”
**OPTIONAL:** USER CAN CLICK ON THE “VIEW TEMPLATE” UNDER THE “ACTIONS” DROP DOWN BOX OR CLICK THE JOB TITLE TO SEE A SUMMARY OF THE TEMPLATE FOR THE JOB TITLE. THERE IS AN AVAILABLE “CREATE POSTING FROM THIS TEMPLATE” LINK ON THE SUMMARY PAGE WHICH WILL ALLOW YOU TO CREATE THE NEW JOB POSTING WITHOUT HAVING TO RETURN TO THE PREVIOUS SCREEN.

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”.

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

**NOTE:** THERE IS AN AVAILABLE “CHECK SPELLING” LINK AT THE TOP OF THE “POSTING DETAILS” PAGE.
8. The next screen allows you to create a “Guest User” Account for the position.

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

9. If using the “Guest User” Account, complete the needed sections on the page.
NOTE: YOU CAN CHANGE THE PASSWORD IF NEEDED, PLUS YOU HAVE THE ABILITY TO SEND THE GUEST USER ACCESS TO INDIVIDUALS USING THE E-MAIL OPTION.

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

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

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

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

13. The last screen 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.

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

**Executive User:**

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

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

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

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

5. Once you locate the template or posting that you wish to use as the basis for the new posting, click on the “Actions” drop down box and select “Create From”
**OPTIONAL:** USER CAN CLICK ON THE “VIEW TEMPLATE” UNDER THE “ACTIONS” DROP DOWN BOX OR CLICK THE JOB TITLE TO SEE A SUMMARY OF THE TEMPLATE FOR THE JOB TITLE. THERE IS AN AVAILABLE “CREATE POSTING FROM THIS TEMPLATE” LINK ON THE SUMMARY PAGE WHICH WILL ALLOW YOU TO CREATE THE NEW JOB POSTING WITHOUT HAVING TO RETURN TO THE PREVIOUS SCREEN.

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”.

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

**NOTE:** THERE IS AN AVAILABLE “CHECK SPELLING” LINK AT THE TOP OF THE “POSTING DETAILS” PAGE.
8. The next screen allows you to create a “Guest User” Account for the position.

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

9. If using the “Guest User” Account, complete the needed sections on the page.
**NOTE:** YOU CAN CHANGE THE PASSWORD IF NEEDED, PLUS YOU HAVE THE ABILITY TO SEND THE GUEST USER ACCESS TO INDIVIDUALS USING THE E-MAIL OPTION.

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

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

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

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

13. The last screen 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)”. 

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

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

**Certified Interviewer:**

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

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

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

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

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

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”.

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.

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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.

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

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14. Highlight the “Take Action on Posting” drop down box and click “Hiring Manager (move to Hiring Manager)” link to submit the job posting to Hiring Manager review.
15. A pop up box will appear in the middle of the screen. You will have the option to add any additional comments to the hiring manager and also the ability to add the job posting to your watch list on the home page.

16. Click “Submit” to complete the job posting and send it to the hiring manager for review.
Hiring Manager:

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

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

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

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

5. Once you locate the template that you wish to use as the basis for the new posting, click on the “Actions” drop down box and select “Create From”
**OPTIONAL:** USER CAN CLICK ON THE “VIEW TEMPLATE” UNDER THE “ACTIONS” DROP DOWN BOX OR CLICK THE JOB TITLE TO SEE A SUMMARY OF THE TEMPLATE FOR THE JOB TITLE. THERE IS AN AVAILABLE “CREATE POSTING FROM THIS TEMPLATE” LINK ON THE SUMMARY PAGE WHICH WILL ALLOW YOU TO CREATE THE NEW JOB POSTING WITHOUT HAVING TO RETURN TO THE PREVIOUS SCREEN.

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

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

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

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

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

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

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

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

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

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

5. Once you locate the template that you wish to use as the basis for the new posting, click on the “Actions” drop down box and select “Create From”
**OPTIONAL:** USER CAN CLICK ON THE “VIEW TEMPLATE” UNDER THE “ACTIONS” DROP DOWN BOX OR CLICK THE JOB TITLE TO SEE A SUMMARY OF THE TEMPLATE FOR THE JOB TITLE. THERE IS AN AVAILABLE “CREATE POSTING FROM THIS TEMPLATE” LINK ON THE SUMMARY PAGE WHICH WILL ALLOW YOU TO CREATE THE NEW JOB POSTING WITHOUT HAVING TO RETURN TO THE PREVIOUS SCREEN.

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”.

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

**NOTE:** THERE IS AN AVAILABLE “CHECK SPELLING” LINK AT THE TOP OF THE “POSTING DETAILS” PAGE.
8. The next screen allows you to create a “Guest User” Account for the position.

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

9. If using the “Guest User” Account, complete the needed sections on the page.
NOTE: YOU CAN CHANGE THE PASSWORD IF NEEDED, PLUS YOU HAVE THE ABILITY TO SEND THE GUEST USER ACCESS TO INDIVIDUALS USING THE E-MAIL OPTION.

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

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

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

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

13. The last screen 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)”. 

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

16. To complete the sending of the job posting to Talent Acquisition, click on the “Submit” button.
Approving Job Posting

Hiring Manager:

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

1. First log into www.jobswithucf.com/hr.

2. Once logged in, positions needing approval will be located in the “Inbox” in the middle of the screen.

   a. The user can also search for the position by clicking on the Posting tab and searching by the position number.

3. To view the job posting, click on the job title. A summary of the job posting will appear.

4. Review the job posting to ensure all field are correct and accurate. If any section needs to be corrected or changed, click on the “Edit” link located next to the corresponding section title.

5. Once done, highlight the “Take Action on Posting” drop down box.
6. If the job posting is ready to be submitted to Talent Acquisition for review, click on the “Submit for Posting Review (move to Posting Review)”. 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 your watch list on the home page.  

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.

3. To view the job posting, click on the job title. A summary of the job posting will appear.

4. Review the job posting to ensure all field are correct and accurate. If any section needs to be corrected or changed, click on the “Edit” link located next to the corresponding section title.

5. Once done, highlight the “Take Action on Posting” drop down box.
6. If the job posting is ready to be submitted to Talent Acquisition for review, click on the “Submit for Posting Review (move to Posting Review)”.  

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

8. To complete the sending of the job posting to Talent Acquisition, click on the “Submit” button.
Viewing and Reviewing Applications (For All Users)

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

3. Scroll through the “Active Posting” and locate the correct Job Requisition Number.
4. The user has several options to view applicants:
   a. Clicking on the Job Title will bring up the posting summary. From the posting summary click on the Applicants tab.
   b. Place you cursor over the Actions dropdown menu and click View Applicants.
5. The user has several options to view applications:
   a. Click the applicant’s last name.

   ![Screen shot of Active Applications page with 'Christian Anderson' highlighted]

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

   ![Screen shot of Active Applications page with 'View Applications' link highlighted]

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.

   ![Screen shot of Active Applications page with 'Curriculum Vitae/Resume' and 'Cover Letter' highlighted]
Search Committee Meeting Notices *(Certified Interviewer)*

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

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

3. Scroll through the “Active Posting” and locate the correct Job Requisition Number.
4. Clicking on the Job Title will bring up the posting summary.

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

**NOTE:** JOB REQUISITION MUST BE AT A “CLOSED” OR “RELEASED” STATUS.
6. Select the Search Committee Meeting Notice tab on the left hand side of the screen.

7. Click on the “Add Search Committee Meeting Notice Entry” button to start adding a new search committee notice.
8. Complete the required fields.

![Search Committee Meeting Notice](image)

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

![Search Committee Meeting Notice](image)
10. Click on the “Summary” tab on the left hand side of the screen to return back.

![Summary Tab]

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

![Meeting Notice]

Meeting Date: 12/7/2011
Meeting Time: 2:00 p.m.
Meeting Location: Building 123, Room 321
Changing Application Status *(Certified Interviewer Only)*

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

![UCF Human Resources interface](image1.png)

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.
   ![Active Postings table](image2.png)
   
   b. Place you cursor over the Actions dropdown menu and click View Applicants.
   ![Saved Search: Active Postings](image3.png)
5. Click on the “Applicants” Tab under the job posting.

![Image of the Applicants tab]

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

![Image of the applicants list with selected applicant]

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

![Image of the View Applications option highlighted]
7. Once the application comes up, highlight on the “Take Action On Job Application” and select the correct rationale for the application.

8. To change multiple applicants’ application statuses, place check marks next to all the applicant’s names.
9. Once all the applicants have been selected, place the cursor over the Actions button, and click on “Move in Workflow”.

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

10. Use the drop down boxes to select the rationale and reason.
11. When completed, click on the "Save Changes" button

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Current State</th>
<th>New State</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patsy Popelas</td>
<td>Under Review by Manager</td>
<td>Not Hired - Not Interview</td>
<td>LESS RELEVANT WORK EXPERIENCE</td>
</tr>
<tr>
<td>Joe Don</td>
<td>Under Review by Manager</td>
<td>Not Hired - Not Interview</td>
<td>LESS RELEVANT WORK EXPERIENCE</td>
</tr>
<tr>
<td>Mitch Popelas</td>
<td>Under Review by Manager</td>
<td>Not Hired - Not Interview</td>
<td>LESS RELEVANT WORK EXPERIENCE</td>
</tr>
</tbody>
</table>

[Image of a window showing the workflow states for 3 applicants with a red circle on the Cancel button]
Completing the Staff Hiring Proposal (Certified Interviewer & Hiring Manager only)

1. Log into www.jobswithuf.com/hr

2. Once logged in, highlight the “Postings” tab menu within the drop down menu click “Staff” from the available options.
3. Locate and open the job posting.

![Staff Postings]

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

![Applicants]

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

![Active Applications]
b. Place your cursor over the Actions dropdown menu and click View Applications.

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

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

11. Click on the “Start Staff Hiring Proposal” button.
12. Fill in all required fields (Required fields marked by red asterisks).

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

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

A summary of the Hiring Proposal will be displayed.
15. Click on the “Reports” Tab.


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

18. After the Hiring Proposal has been printed and signed, click the “Back Button” on the internet browser.
19. Click on the Summary Tab. Make sure to do a final review.

20. If everything is correct, place cursor over the “Take Action on Hiring Documents” button.
21. Select “Hiring Manager (Move to Hiring Manager)” to move the Hiring Proposal to the Hiring Manager for review. The Take Action pop up box will appear asking you to confirm/submit the Hiring Proposal to the Hiring Manager.

**NOTE:** IF YOU ARE THE HIRING MANAGER, YOU WILL STILL NEED TO SUBMIT THE HIRING PROPOSAL TO “HIRING MANAGER (MOVE TO HIRING MANAGER)”
22. **Hiring Manager Only:** Once the hiring manager has completed their reviewed the Hiring Proposal, place the cursor over the "Take Action on Hiring Documents" button and click on the “Submit to Human Resources (move to Human Resources)".

23. The Take Action pop up box will appear asking you to confirm/submit the Submit to Human Resources (move to Human Resources)
24. Once the Hiring Proposal has been submitted to Human Resources, click on the Staff job posting link to return to the job posting.

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

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

28. Click “Submit” to complete the proposal submission.
The A&P Agreement Request Form and Employment Certification Form

Certified Interviewer

1. Log into www.jobswithucf.com/hr.

2. Once in, highlight the “Postings” tab menu within the drop down menu click “A&P” from the available options.
3. Locate and open the job posting.

4. Click on the "Applicants" Tab under the job posting.
5. Select the application for the applicant that is being hired for the position.

6. Click on the “Preview Application”

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

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

11. Complete the required fields, denoted by red asterisks, on the hiring documents.
12. Once done, click on the “Save” button to save the A&P Agreement Request Form and A&P Employment Form.

![A&P Hiring Documents](image)

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

![A&P Hiring Documents](image)

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

![Editing Hiring Documents](image)

a. Type the name of the document in the “Name field”
b. Click Browse to look for the document on your computer.

c. Once located, click on the document and click “Open.”

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

16. Click the “Next” button to get to the Hiring Documents Summary page.
17. A summary of the Agreement Request & Employment Certification Forms will be displayed.

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

19. Select “Hiring Manager (Move to Hiring Manager)” to move the A&P Agreement Request/Employment Certification Forms to the Hiring Manager for review.
20. The Take Action pop up box will appear asking you to confirm/submit the A&P Agreement Request Form and A&P Employment Certification Form to the Hiring Manager.

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

22. Locate the job posting again and click on the job title.
23. Place your cursor over the “Take Action on Posting”
24. Select the “Submit to Hiring Manager for Final Approval (move to Hiring Manager Final Approval).”

25. The Take Action Pop Up box will appear asking you to confirm/submit the Job Posting to Hiring Manager for Final Approval.
26. Click the “Submit” button.
**Hiring Manager**

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

2. Once in, highlight the “Postings” tab menu within the drop down menu click “A&P” from the available options.
3. Locate the job posting and click on the job title. Review the job posting.

4. If all fields are complete and correct, place the cursor over the “Take Action on Posting”
5. Select the “Submit to Final Exec Approval (move to Submitted/Returned for Final Exec Approval)”.

6. The Take Action Pop up box will appear asking to confirm/submit the Job Posting to Final Exec Approval.
7. Once the job posting has been submitted to the Executive User, click on the Hiring Documents tab.

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

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.
Executive User

1. Log into www.jobswithucf.com/hr.

2. Once in, highlight the “Postings” tab menu within the drop down menu click “A&P” from the available options.
3. Locate and open the job posting.

4. If all fields are complete and correct, place the cursor over the “Take Action on Posting”.
5. Select the “Submit for Final Talent Acquisition Review (move to Final Talent Acquisition Review (A&P))”.

6. The Take Action Pop up box will appear asking to confirm/submit the Job Posting to Final Talent Acquisition Review.
NOTE: IF THE JOB POSTING NEEDS TO BE RETURNED BACK TO THE HIRING MANAGER, CLICK ON THE “RETURN FINAL A&P TO HM (MOVE TO HIRING MANAGER FINAL APPROVAL)”.

7. Once the job posting has been submitted to Talent Acquisition, click on the Hiring Documents tab.
8. Click on last name of the selected applicant to bring up the A&P Agreement Form and A&P Employment Certification form.

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

10. The Take Action pop up box will appear asking to confirm/submit the A&P Agreement Request Form and A&P Employment Certification Form to Talent Acquisition.
11. Click the “Submit” button.
<table>
<thead>
<tr>
<th>Requisition Status</th>
<th>Status Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review by HM</td>
<td>CI created a posting and submitted it to HM to review and approve</td>
</tr>
<tr>
<td>Save w/o submit</td>
<td>CI/HM created a posting and just saved the information and has not submitted to the next user to approve</td>
</tr>
<tr>
<td>Return Final A&amp;P to HM</td>
<td>Return A&amp;P hiring packet to HM</td>
</tr>
<tr>
<td>Req Returned to Hiring Manager for Review</td>
<td>Return a posting to HM for review</td>
</tr>
<tr>
<td>Final Talent Acquisition Review (A&amp;P)</td>
<td>A&amp;P hiring packet completed and submitted to Talent Acquisition for review</td>
</tr>
<tr>
<td>FAC PVA Returned to HM</td>
<td>Academic Affairs Admin returned a faculty posting to HM</td>
</tr>
<tr>
<td>FAC PVA at AA</td>
<td>A faculty posting is pending for Academic Affairs Admin to approve for posting</td>
</tr>
<tr>
<td>FAC PVA Returned to EU</td>
<td>Academic Affairs Admin returned a faculty posting to EU</td>
</tr>
<tr>
<td>Posting Review (for Staff &amp; A&amp;P)</td>
<td>A USPS or A&amp;P posting has been submitted for Talent Acquisition to review for posting</td>
</tr>
<tr>
<td>Initial Executive Review</td>
<td>HM has submitted a USPS or A&amp;P or Faculty posting for EU to review and approve</td>
</tr>
<tr>
<td>A&amp;P Return to Final Comp Approval</td>
<td>After Comp has approved an A&amp;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.</td>
</tr>
<tr>
<td>Submitted/Returned for Final Exec Approval</td>
<td>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.</td>
</tr>
<tr>
<td>A&amp;P Submitted for Final Comp Approval</td>
<td>Talent Acquisition has approved an A&amp;P hiring packet and submitted to Comp for approval</td>
</tr>
<tr>
<td>Human Resources Review - Employment</td>
<td>Posting is currently being reviewed by Talent Acquisition</td>
</tr>
<tr>
<td>Approve Staff</td>
<td>USPS posting has been approved by Talent Acquisition</td>
</tr>
<tr>
<td>A&amp;P Approved</td>
<td>A&amp;P posting has been approved by Talent Acquisition</td>
</tr>
<tr>
<td>FAC PVA Approved</td>
<td>Faculty posting has been approved by Academic Affairs Administration</td>
</tr>
<tr>
<td>Staff Posted</td>
<td>USPS position is posted</td>
</tr>
<tr>
<td>A&amp;P Posted</td>
<td>A&amp;P position is posted</td>
</tr>
<tr>
<td>FAC Posted</td>
<td>Faculty position is posted</td>
</tr>
<tr>
<td>Close Staff</td>
<td>USPS position is closed and pending for Talent Acquisition to review the applications to the department</td>
</tr>
<tr>
<td>A&amp;P Closed</td>
<td>A&amp;P position is closed</td>
</tr>
<tr>
<td>Hiring Manager Final Approval</td>
<td>CI has completed the A&amp;P hiring packet and submitted to HM for approval</td>
</tr>
<tr>
<td>Requisition Status</td>
<td>Status Meaning</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FAC Closed</td>
<td>Faculty posting is closed</td>
</tr>
<tr>
<td>Released to HM</td>
<td>USPS posting is closed and applications have been released to the department for review</td>
</tr>
<tr>
<td>Final HR Review (Staff)</td>
<td>USPS hiring packet is completed and submitted to Talent Acquisition for review</td>
</tr>
<tr>
<td>Selected Cand Appvd for Hire Filled</td>
<td>A USPS or A&amp;P new hire has been approved</td>
</tr>
<tr>
<td></td>
<td>New hire is on payroll and the position has been filled</td>
</tr>
<tr>
<td>Position Cancelled</td>
<td>Talent Acquisition has canceled a requisition/posting after the department made the decision to cancel the search</td>
</tr>
<tr>
<td>Cancel w/o Posting</td>
<td>Talent Acquisition has canceled a requisition that was never posted.</td>
</tr>
</tbody>
</table>