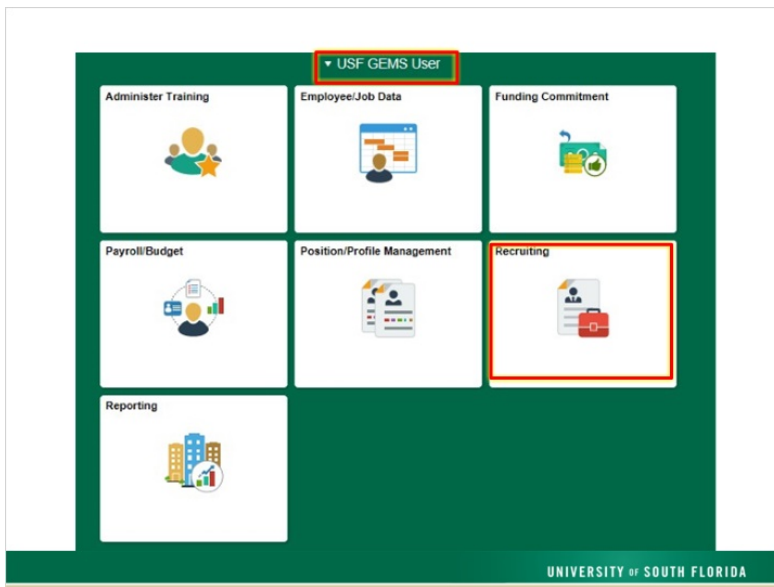
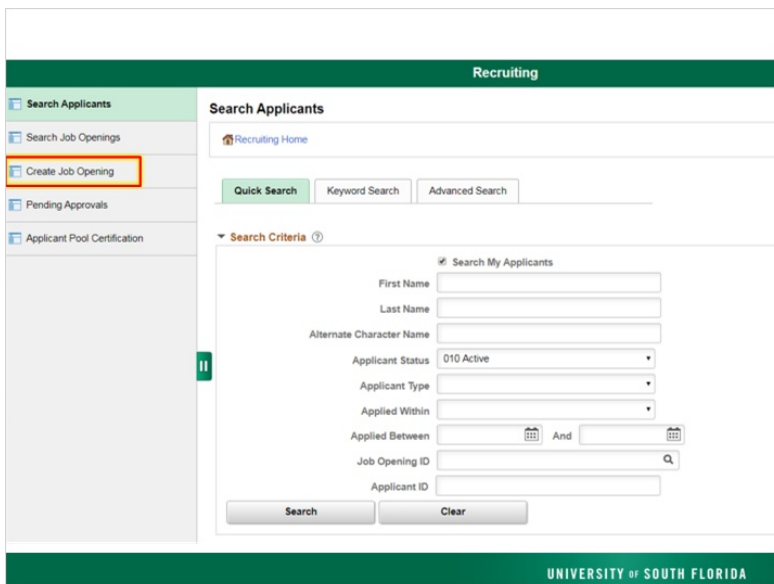


Create a Job Opening



Job openings are created through the “USF Gems User” menu by clicking the “Recruiting” Tile.

Recruiting Menu



The left side menu contains the “Create Job Opening” option.

Create Job Opening

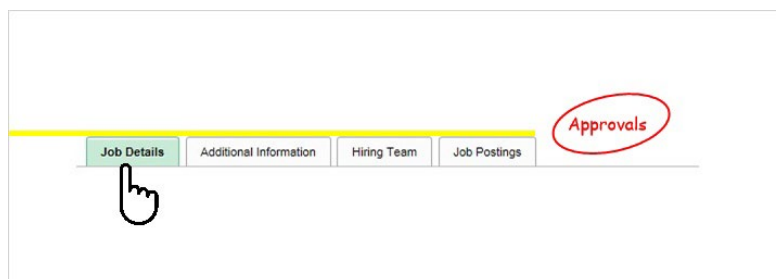
The screenshot shows the 'Primary Job Opening Information' form. The 'Job Opening Type' is set to 'Standard Requisition'. The 'Business Unit' is 'USFBU'. The 'Job Family' is 'TMP', 'Department' is '0-0320-000', 'Job Code' is '0018', and 'Recruiting Location' is '1001'. The 'Job Posting Title' is 'Other Hourly Prof Support/Svc'. A 'Continue' button is located at the bottom right of the form.

The first screen will require the type of opening, standard requisition or targeted recruitment,

followed by the appropriate Job family, department, position number (if applicable), job code, recruiting location and job posting title.

When this information is entered, the continue button will carry the information forward.

Job Details Tab



The resulting page will contain 4 tabs, Job Details, Additional Information, Hiring Team and Job Postings.

After the correct steps are completed, there will also be a fifth "approvals" tab.

Let's look at the Job Details tab, which should be the first to open.

Job Details

The screenshot shows the 'Job Details' page with the following sections:

- Locations:** A table with columns: *Location, Location Description, Primary Location. Includes an 'Add Location' button.
- Recruiting Locations:** A table with columns: *Recruiting Area, Recruitment Area Description, Primary Recruiting Area, Target Openings. Includes an 'Add Recruiting Location' button.
- Positions:** A table with columns: *Position, Position Number, Primary Position. Includes an 'Add Position' button.
- Employees Being Replaced:** A table with columns: *Employee ID, Name. Includes an 'Add Employee' button.

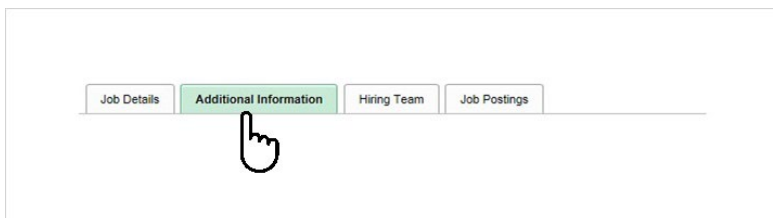
At the bottom, there are buttons for 'Save and Submit' and 'Save as Draft', and navigation links for 'Recruiting Home', 'Notification', and 'Start Over'. The University of South Florida logo is at the bottom right.

The job details page should autopopulate.

The top of the page contains general opening information such as template ID, number of openings to fill, business unit, department and dates.

In bottom of the Job Details page, any information can be added to help in the recruitment process. This may include locations, positions and employees being replaced. This information does not display to applicants.

Additional Info Tab



Next, we'll look at the Additional Information tab.

Additional Info

The screenshot displays a web form with three main sections:

- Staffing Information:** Includes fields for Region (USA), Schedule Type, Regular/Temporary (Temporary), Begin Date, and End Date.
- Salary Information:** Includes Salary Admin Plan (00), From Grade (MW), From Step, To Grade, To Step, Salary Range From (16,912.800000), Salary Range To (417,600.000000), Pay Frequency (Year), and Currency (US Dollar).
- Work Experience & Education:** Includes a dropdown for Highest Education Level (Not Indicated) and a field for Years of Work Experience.

The University of South Florida logo is visible at the bottom of the form.

Again in this tab, further information that will help in the recruitment process can be added. This information does not display to applicants, and much of the information will autopopulate. Items in the Additional Information tab include Staffing Information, Salary Information and Work Experience and Education.

Hiring Team Tab



Next, we'll look at the Hiring Team tab. This page will have a big impact on the ability to be approved.

Hiring Team

Select	Team ID	Description
<input type="checkbox"/>	1001	Data Center - A
<input type="checkbox"/>	1002	Data Center - B
<input type="checkbox"/>	1013	Data Center - C
<input type="checkbox"/>	1004	HR Services - A
<input type="checkbox"/>	1005	HR Services - B
<input type="checkbox"/>	1006	HR Services - C
<input type="checkbox"/>	1007	HR Services - D
<input type="checkbox"/>	1008	USF Health Dia Ctr
<input type="checkbox"/>	1009	Sarasota HR
<input type="checkbox"/>	1010	St Petersburg HR
<input type="checkbox"/>	1011	USF Health HR Svcs
<input type="checkbox"/>	1012	FWS Approvers
<input type="checkbox"/>	1013	Student Succes Approvers

The person who is filling out this opening (typically the Hiring department representative or department initiator) - MUST include himself or herself as a recruiter

- Recruiters are added by clicking “add recruiter” and entering the name.
- The person added as department recruiter should be marked as primary.
- Next, a recruiting team can be added by clicking “Add Recruiter Team”
- The team should be selected from the popup.
- If you don’t know who you should add as your recruiter team, please contact your HR Service Center manager, your regional campus HR or USF health HR.

Hiring Team

Job Details | Additional Information | **Hiring Team** | Job Postings

Assignments

Recruiters

Name	Recruiter ID	Primary	
Rocky Recruiter	0000000000	✖	
Harley Hire	0000000000		
TJ Team	0000000000		

Add Recruiter | Add Recruiter Team

Hiring Manager

No Hiring Managers have been added to this Job Opening

Add Hiring Manager | Add Hiring Manager Team

Interviewers

Name	Interviewer ID	
Rocky Recruiter		

Add Interviewer | Add Interviewer Team

No Interested Parties have been added to this Job Opening

Add Interested Party | Add Interested Parties Team

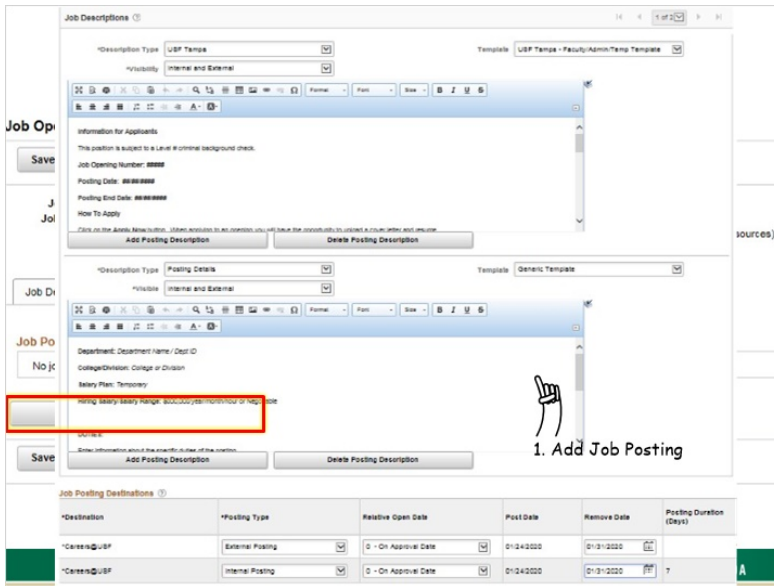
Search Committee Members = Interviewers

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

- Once the appropriate team is selected, the team member names are automatically add to the recruiter section.
- Do not add a hiring manager. Adding a hiring manager will negatively impact the approval process.
- Interviewers are added by clicking “add interviewer,” and adding a name for each interviewer.
- Please note that search committee members will need to be added as interviewers.

Job Postings Tab

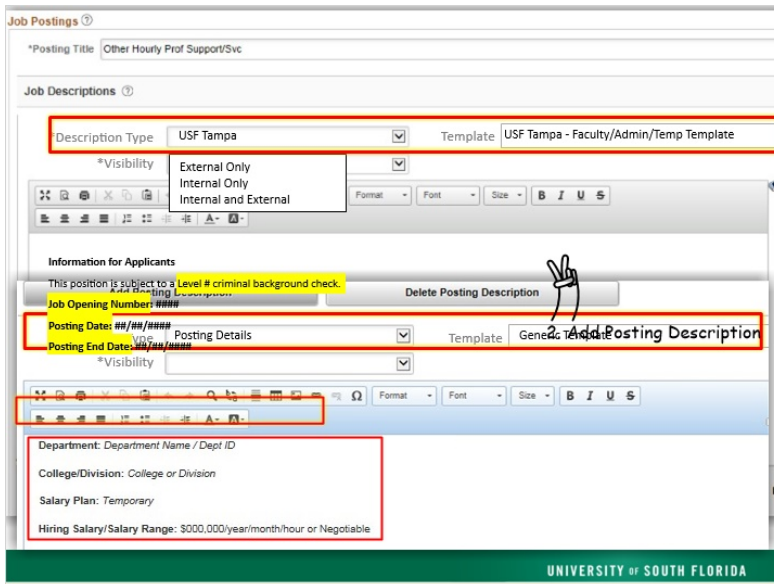
Job Details | Additional Information | Hiring Team | **Job Postings**



When complete, the Job Postings page will resemble this. But first, there are some items to add.

- This page will differ depending on the type of job that is being created.
- The first step is to click "Add Job Posting"

Job Postings

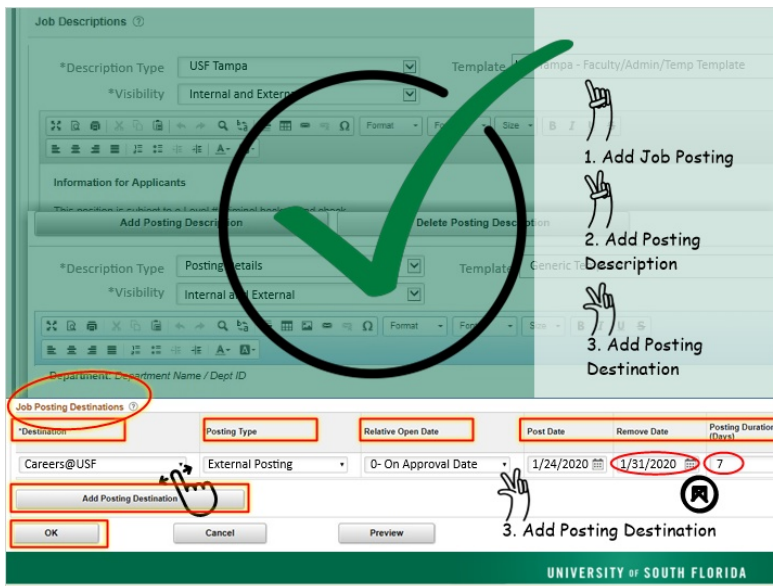


Upon adding a description type and selecting a template, the template area will fill - The items inside this area need to be edited including:

- the background check level

- the Job Opening Number
- the Posting date and
- the Posting End Date
- Visibility options include external to USF, internal to USF, or both.
- After adding a posting, a posting description needs to be added.
- Posting Details should be selected as the description type along with selecting a template.
- The relevant sections within the template area will need to be updated.

Job Posting Destination



After adding the job posting and posting description, at least one posting destination needs to be added.

The dropdown menus contain destination, posting type, relative open date, post date and remove date. The posting duration will automatically populate depending on the remove date. Or adding the duration will cause the remove date to autopopulate based on the number of days entered.

If more than one posting type was selected (as in external and internal), then more posting destinations will need to be added by clicking “add posting destination” and completing the information.

After the job posting, posting description and posting destinations are added, proceed with the “ok” button

Posting

Job Opening

Save and Submit Save as Draft Recruiting Home Notification Start Over

Job Opening ID NEW
Job Posting Title Other Hourly Prof Support/Svc
Job Code 0018 (Other Hourly Prof Support/Svc)
Job Family TMP (Temporary)

Status 005 Draft
Business Unit USFBU (USF Business Unit)
Department 0-0320-000 (Division Of Human Resources)
Primary Recruiting Location 1001 (Tampa, FL)

Job Details Additional Information Hiring Team **Job Postings**

Postings	Primary Posting Title
Other Hourly Prof Support/Svc	

Add Job Posting

Save and Submit Save as Draft Recruiting Home Notification Start Over Top of Page

On the page that follows, "Save and submit" needs to be clicked.

Approvals Tab

Job Opening

Save Recruiting Home Clone Create New Print Job Opening

Job Opening ID 23712
Job Posting Title Other Hourly Prof Support/Svc
Job Code 0018 (Other Hourly Prof Support/Svc)
Job Family TMP (Temporary)

Status 006 Pending Approval
Business Unit USFBU (USF Business Unit)
Department 0-0320-000 (Division Of Human Resources)
Primary Recruiting Location 1001 (Tampa, FL)

Job Details Additional Information Hiring Team Job Postings **Approvals**

Opening Information

*Template ID 1021 Temporary

Job Opening Type Standard Requisition

Created By 00000040136

Created 01/17/2020

*Openings to Fill Limited Number of Openings

Target Openings 1

Available Openings 1

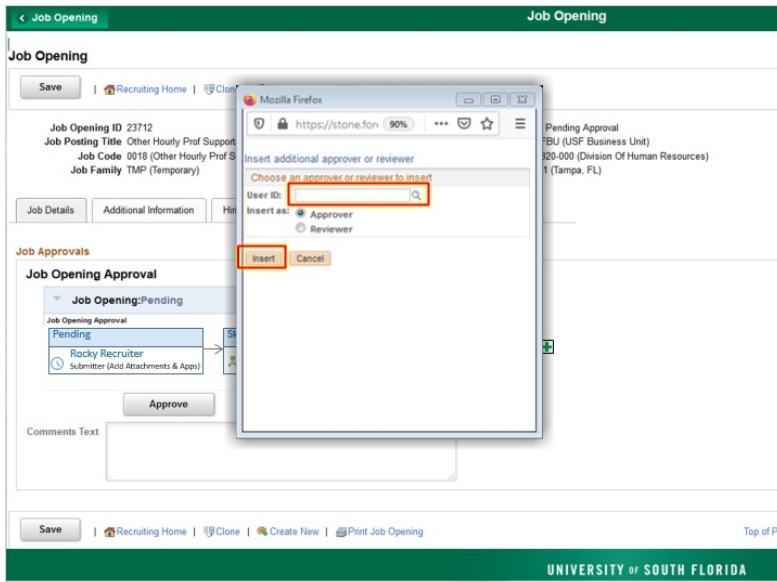
Establishment ID

Business Unit USFBU USF Business Unit

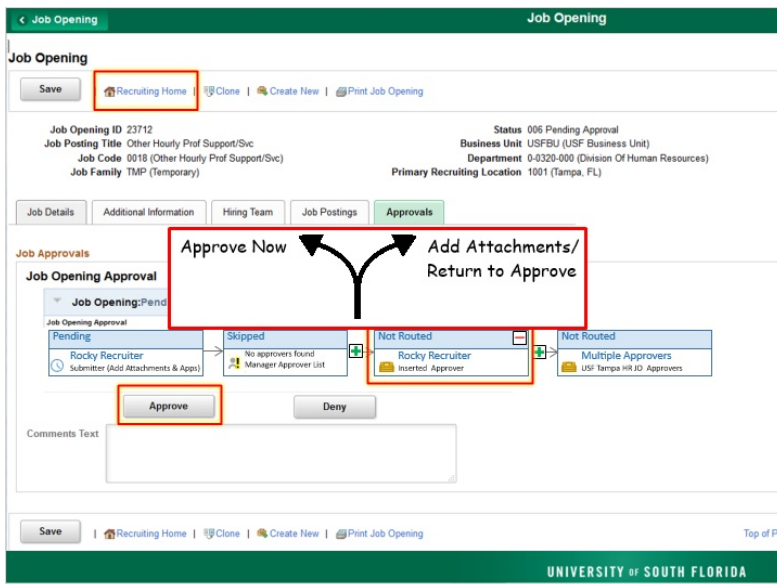
UNIVERSITY OF SOUTH FLORIDA

Notice that now an "approvals" tab has been added. Let's look at the "approvals" tab.

Approvals



The person who is creating job opening needs to enter him or herself as an additional approver. This is done by clicking the green plus sign. Enter the user ID in all capital letters and click Insert.



Notice the new box with the name now added. This person now has the ability to approve.

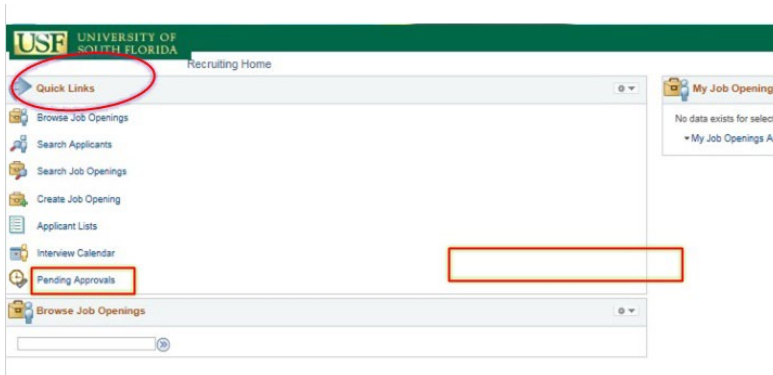
The workflow may look different depending on the campus or job type. For instance, you may be asked to reapprove the action.

There are two options here. Either approve now by clicking "approve" on this

screen Or add attachments before returning to this screen to approve the posting.

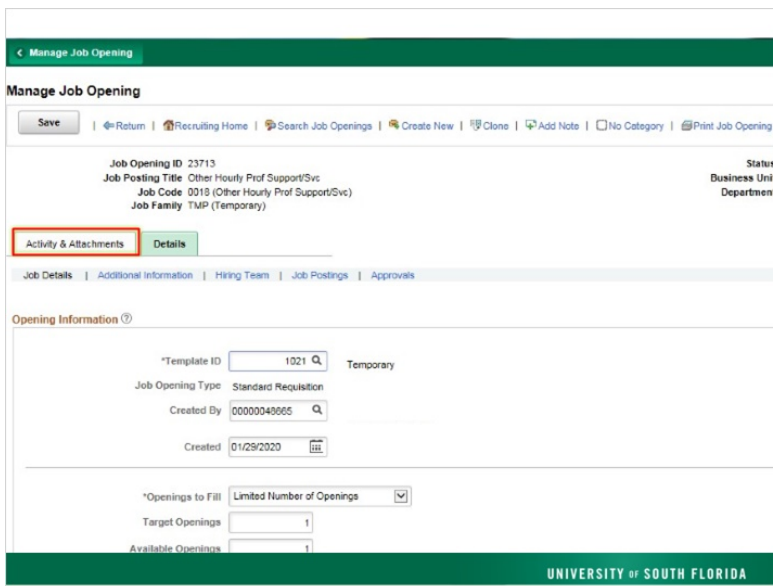
To add attachments, visit pending approvals or search job openings. To access pending approvals for the purpose of adding attachments, there is a “recruiting home” link at the top of the page.

Quick Links



The recruiting home link leads to a page with quick links. Here, you can find “pending approvals.” This will open a window with all pending approvals. In this example, we have one pending approval and would click on the title.

Activity & Attachments



The details tab opens in the managing job opening page. Next to the details tab, is the activity and attachments tab that needs to be clicked

Activity & Attachments

Manage Job Opening

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [No Category](#)

Activity & Attachments | [Details](#)

Job History

Date	Subject	Reason	Action Taken By
01/29/2020	006 Pending Approval		

Searches

No searches are related to this Job Opening.

Notes

No notes have been added to this Job Opening.

[Add Note](#)

Attachments

No Attachments have been added to this Job Opening.

[Add Attachment](#)

UNIVERSITY OF SOUTH FLORIDA

On the activity and attachments tab, see the add attachment button that will allow documents to be uploaded. When finished, the save button needs to be pressed.

Manage Job Opening

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#)

Job Opening ID 23713 Status
Job Posting Title Other Hourly Prof Support/Svc Business Un
Job Code 0018 (Other Hourly Prof Support/Svc) Department
Job Family TMP (Temporary)

Activity & Attachments | [Details](#)

[Job Details](#) | [Additional Information](#) | [Hiring Team](#) | [Job Postings](#) | [Approvals](#)

Opening Information

*Template ID [Q](#) Temporary

Job Opening Type Standard Requisition

Created By [Q](#)

Created [Q](#)

*Openings to Fill [Limited Number of Openings](#)

Target Openings

Available Openings

UNIVERSITY OF SOUTH FLORIDA

The "save" button returns us to the "details tab." We can click "approvals" to return to the approval workflow page.

Approvals

The screenshot displays the 'Job Opening Approvals' page. At the top, the 'Job Opening' header is visible. Below it, there are navigation links: 'Save', 'Recruiting Home', 'Clone', 'Create New', and 'Print Job Opening'. The main content area shows job details: Job Opening ID 23712, Job Posting Title 'Other Hourly Prof Support/Svc', Job Code '0018 (Other Hourly Prof Support/Svc)', Job Family 'TMP (Temporary)', Status '006 Pending Approval', Business Unit 'USFBU (USF Business Unit)', Department '0-0320-000 (Division Of Human Resources)', and Primary Recruiting Location '1001 (Tampa, FL)'. A tabbed interface includes 'Job Details', 'Additional Information', 'Hiring Team', 'Job Postings', and 'Approvals'. The 'Approvals' tab is active, showing a 'Job Opening Approval' flowchart. The flow starts with 'Pending' (Rocky Recruiter, Submitter (Add Attachments & Apps)), which can lead to 'Skipped' (No approvers found, Manager Approver List) or 'Not Routed' (Rocky Recruiter, inserted Approver). From 'Not Routed', it can lead to another 'Not Routed' state (Multiple Approvers, USF Tampa HRJO Approvers). Below the flowchart are 'Approve' and 'Deny' buttons, with the 'Approve' button highlighted by a red box. A 'Comments Text' input field is located below the buttons. At the bottom, there are navigation links: 'Save', 'Recruiting Home', 'Clone', 'Create New', 'Print Job Opening', and 'Top of Page'. The footer of the page reads 'UNIVERSITY OF SOUTH FLORIDA'.

After returning to the approval workflow page, the “approve” button can now be clicked. The job opening is now submitted and awaiting HR’s review.