

Careers@USF

Features & Benefits

Careers@USF will allow prospective applicants for Faculty, Staff, Administration and Temporary positions to search job postings, apply for open positions, attach resumes, CVs and other supporting materials, respond to initial screening questions and track their status, **all online**.

Hiring managers and departments will be able to view applicant resumes and to take action immediately, providing an easier, more efficient and faster job placement process.

What are some of the benefits of *Careers@USF*?

- Faster application screening and response time to engage highly qualified applicants.
- Less paper to handle and store.
- Reduced risk of losing important paperwork.
- An easy system to track the progress of approvals.
- Fewer phone calls from applicants checking their status.
- Automated notifications to applicants.
- Automated recruitment reports.
- Reduced paper usage to help respect the environment.
- Ability to “work smarter” by automating the recruiting process.

What else can *Careers@USF* do for hiring managers and departments?

Job Requisition, Workflow and Approval

Managers can create and submit job requisitions online for review and approval using electronic workflow, and track those requisitions as they move through the approval process.

Applicant Sourcing

Careers@USF increases your control and oversight over the employment process. You can track, search results and enter reasons for non-selection online, and when you're ready to hire, you can submit an online hiring proposal for review and approval.

Applicant Review

You'll find out instantly if an applicant meets minimum or preferred qualifications using job-specific qualification questions. You can route applications, resumes, cover letters and other attachments to hiring managers, search committees or hiring panels online, eliminating the need to copy paper application materials. **Careers@USF** provides automated notification to applicants both online and via email regarding the status of their application, reducing the time and costs associated with mailing paper notification letters.

Application Process

Careers@USF reduces staff data entry by allowing applicants to apply online using a customized employment application. It will improve the collection of EEO information (used for reporting purposes only), while eliminating the mailing costs and staff data entry associated with the old paper process.

Personnel Actions

Careers@USF saves time and eliminates the paper trail by processing change requests online. Departments can submit requests for position review and approval electronically to Classification & Compensation. Department hiring managers can easily submit hiring report forms upon the selection of a new hire.

Position Description Updates

Managers can review and update position descriptions electronically. HR can send e-mail updates prompting hiring managers to review position descriptions, ensuring an updated position description is always available. Employees can access their current job description online.

Job Requisitions

Managers can easily convert position descriptions into job requisitions when a position becomes vacant. Positions requiring modifications prior to posting can be forwarded automatically to Classification & Compensation, which will eliminate the forms and time associated with the paper process.