

University of South Florida



Careers@USF

Departmental User Guide

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INTRODUCTION

Welcome to the University of South Florida Online Employment Application System. You will use this system to:

- Review Position Description
- Create, Modify and Reclassify Position Descriptions
- Create, Review and Approve Recruitment Requests
- Search and Review Applicants
- Create, Review and Approve Hiring Proposals
- Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in your hiring process

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your postings and positions
- More detailed screening of Applicants' qualifications – before they reach the interview stage

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 6.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. A free download is available at www.Adobe.com.

It is recommended that you **not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site**, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 6 and above.

Text Fields

The larger text fields will hold approximately 3,900 characters of text (including spaces, is about a page and a half). The smaller text fields (like Justification for Position) have a 1,200 character limit.

Spell Check

If you want to spell check your pages, you may download the Google toolbar at www.google.com. There is a free spellchecker in this toolbar that you can use on every page of the system.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity**. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

LOGGING IN

After entering the URL, the “login screen” for the system will appear and will be similar to the following screen:

USF UNIVERSITY OF SOUTH FLORIDA

Users
Create User Account

User Login

If you are an Internal USF User/Human Resource User, please sign in below:

USF Internal User/HR LOGIN

If you have been given a Guest User account, please click on the Guest User login link below to access the system:

Guest User LOGIN

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click the **Create User Account** link on the navigation bar.

- Click on the link labeled USF Internal User/HR LOGIN, this will take you to the USF Web Authentication page.

Welcome to WebAuth
USF Central Authentication Service

USF NetID: Activate
PASSWORD: Forgot ID/Password?
Sign In

What is WebAuth?
By signing in to WebAuth, you will be able to access participating USF services without having to supply your USF NetID and password again.

Sites using WebAuth
Google Apps at USF
myUSF
Microsoft DreamSpark

Help
We're here to help! If you have questions or are having trouble with your NetID, please contact the IT Help Desk.
Phone: (813) 974-1222
Toll Free: (866) 974-1222
Email: help@usf.edu
Ask a Question
Live Chat Online
Check Our FAQ

- Login using your USF NetID
- Enter your USF NetID password
- Click Sign In (on this page you will see a Help section to use if you are having trouble with your USF Net ID. To Activate your NetID click on Activate and if you forgot your USF NetID or Password click on Forgot ID/Password?)
- After logging in with your NetID and Password you should see the Careers@USF Home Page

Job Postings
Active Postings
Pending Postings
Historical Postings
Search Hiring Proposals
Position Descriptions
Begin New Action
Search Actions
Pending Actions

• Welcome **Lori Withrow**. You are logged in with User View.
Your Current Group:Level One.

Careers@USF

Supervisor/Manager's Guide
[View / Download](#)

- The welcome information identifies your current User Type.

HOW TO CHANGE YOUR USER TYPE



- Click on Change User Type

Level One
 Employee
 Administrative Preparer
 Unit HR
 Budget Confirmation
 EOL User

CHANGE GROUP

CANCEL

- Choose the User Type you need, then click Change Group

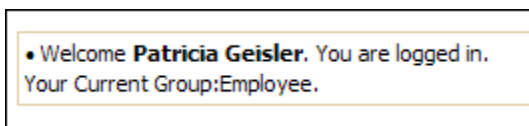


- Look at the top of the page to verify your User Type is now correct.

CERTIFY YOUR OWN POSITION DESCRIPTION & CONFIRM OTHERS

Certify Your Own Position Description

Employees should sign into the system to review their own position description to ensure it's accurate and up to date. To do this, log into the system using your USF NetID.



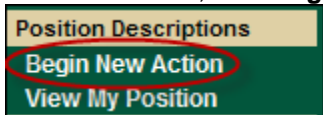
- Check to be sure your User Type is set to Employee (change if necessary)

Level Four
 Employee

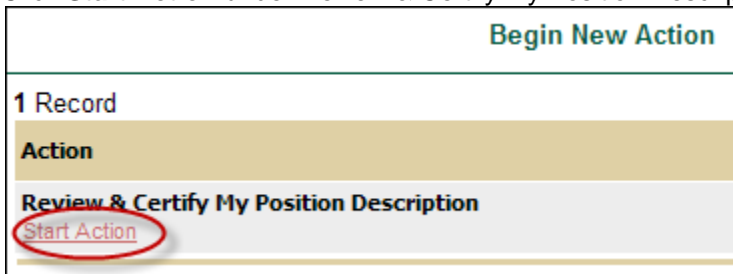
CHANGE GROUP

CANCEL

On the left menu, click **Begin New Action** under Position Descriptions.



Click **Start Action** under Review & Certify My Position Description.

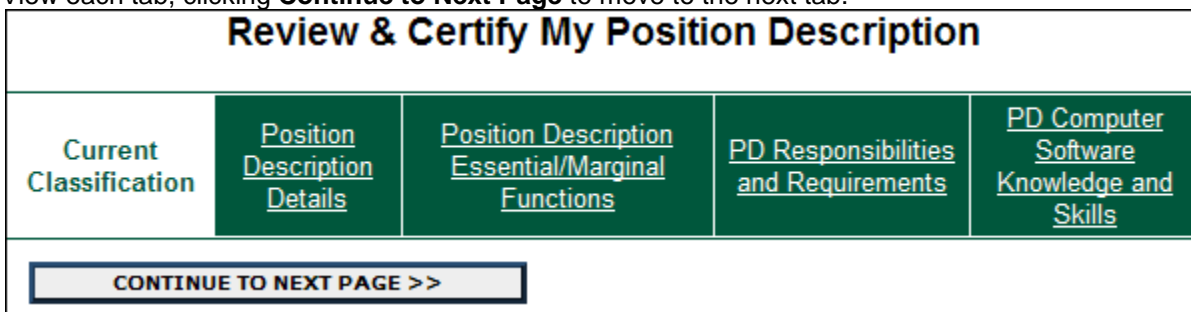


Click **Start Action** to view AND certify or click **View Summary** to view and print the existing description.

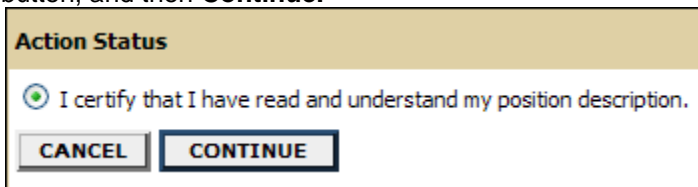
| Job/Classification Title | Posting Title | Job/Classification Code | Employee Id | Employee Last Name | Last Action |
|---|-----------------------------|-------------------------|-------------|--------------------|--|
| Learning & Devt Facilitator Start Action View Summary | Learning & Devt Facilitator | 9291 | 00000034525 | Geisler | Access to Position Description Changed View History |

Your position description will open in tab view. You will not have access to change your own position description so if you find omissions or mistakes, make note of them and talk with your supervisor. NOTE: Any changes can be done by the departmental user with Administrative Preparer, Level One or higher access.

View each tab, clicking **Continue to Next Page** to move to the next tab.



After reviewing all pages, click **Continue to Next Page**. If you agree that the description is accurate, select the radio button, and then **Continue**.



How to Confirm an Employee Has Certified Their Position Description

Departmental Users with Administrative Preparer access and higher can perform the following steps.

Log in to the system and click **Search Positions**.

| |
|-------------------------|
| Job Postings |
| Active Postings |
| Pending Postings |
| Historical Postings |
| Search Hiring Proposals |
| Position Descriptions |
| Begin New Action |
| Search Actions |
| Pending Actions |
| Search Positions |

Enter the position number and click **Search**.

| Search Positions | | | |
|--|-----|----------------------|----------|
| Job/Classification Title | Any | PeopleAdmin ID: | |
| Posting Title:(This is the only title that will appear on the posting) | | Position Number | 00001110 |
| Employee ID Number | | Employee First Name | |
| Employee Last Name | | Posting Number: | |
| SEARCH | | CLEAR RESULTS | |

If the employee has certified their position description you will see *Position Description Certified by Employee* as an entry. If you do not see this entry, the employee has not certified their position description through Careers@USF.

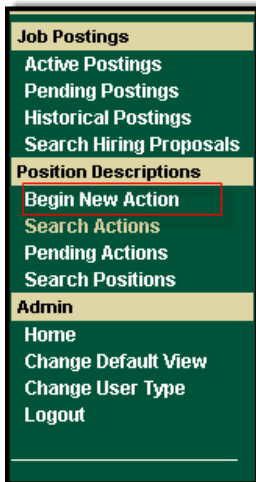
| Job/Classification Title | Posting Title | Position Number | Job/Classification Code | Employee Id | Employee Last Name | Last Action | Date of Last Action |
|------------------------------|-----------------------------|-----------------|-------------------------|-------------|--------------------|--|---------------------|
| View Summary | Learning & Devt Facilitator | 00001110 | | 00000034525 | Geisler | Position Description Certified by Employee View History | 07-28-2009 |

POSITION DESCRIPTION/RECRUITMENT REQUEST ACTIONS

Position Description/Recruitment Request options are broken down into different Requests in the online system.

- Create and Fill New Position Description (Staff/Administration/Faculty) – Use this action to create and request approval for a new position and corresponding recruitment.
- Reclassify and Fill Existing Position Description (Staff/Administration/Faculty) – Use this action to create and request approval for a reclassification of a filled position. You can also use this action to create and request approval for a reclassification of a vacant position and corresponding recruitment.
- Modify and Fill an Existing Position Description (Staff/Administration/Faculty) – Use this action to create and request approval for a modification of a filled position (change supervisor, update mail point, update campus phone number etc.). You can also use this action to create and request approval of a modification and corresponding recruitment. If you have no changes to the Position Description you will use this action type to request approval for recruitment.
- Request to fill a Temporary Position (Temporary – formerly known as OPS) – Use this action to request approval to recruit and recruit for a temporary position.

How to Create and Request to Fill a New Position Description



- Click on Begin New Action

| Begin New Action | |
|---|--|
| Begin New Action | |
| 4 Records | |
| Action | Description |
| Create and Fill New Position Description (Staff/Administration/Faculty) Start Action | Use this action to create and request a new position and recruitment. |
| Reclassify and Fill Existing Position Description (Staff/Administration/Faculty) Start Action | Use this action to request a classification of an existing position description. If vacant, also use this action to request approval of recruitment. |
| Modify and Fill an Existing Position Description (Staff/Administration/Faculty) Start Action | Use this action to modify an existing position description. If vacant, also use this action to request approval of recruitment. |
| Request to fill a Temporary Position (Temporary – formerly known as OPS) Start Action | Use this action to request approval to recruit and post a temporary position. |

- Click on **Start Action** under Create and Fill New Position Description (Staff/Administration/Faculty)

Proposed Classification

The “**Proposed Classification**” tab opens. This screen allows you to select a specific Job/Classification title or Job/Classification Code for the Position Description being created.

UNIVERSITY OF
FLORIDA

Welcome Lori Withrow. You are logged in with Department View.
Your Current Group: Level Two.

Create and Fill New Position Description (Staff/Admin)

| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Re |
|-------------------------|---------------|------------------------------|---|--------------------------------------|---|----------------------------|----|
|-------------------------|---------------|------------------------------|---|--------------------------------------|---|----------------------------|----|

Search Classification Specifications

Job/Classification Code: Any Job/Classification Title: [Dropdown]

SEARCH CLEAR RESULTS

CANCEL

Request Classification**
Academic Advisor
Academic Program Specialist
Academic Svcs. Administrator
Accountant
Accounting Assistant
Accounting Manager
Accounting Specialist
Accounting Supervisor
Administrative Assistant
Administrative Clerk
Administrative Specialist
Admissions Evaluator
Admissions Recruiter Advisor
Admissions Team Administrator
Advanced Registered Nurse Prac
Advancement Administrator
Advertising Sales Executive
Alumni Officer
Alumni Program Director
Alumni Program Specialist
Applications Developer
Art/Publications Prod Spec
Ass Y P Academic Affairs
Assistant Accounting Manager
Assistant Athletic Coach
Assistant Curator
Assistant Dean
Accountant

- Use the Job/Classification Title or Job/Classification Code drop down to select the desired title.
- Click **Search**

If you do not know which title to use, select ****Request Classification**** located as the first choice on the Job/Classification Title drop down then click **Search**. If you want to choose a different title, click on Clear Results and make a different selection then click **Search**.

Choose Classification to Assign

You may associate this Position Description with one of the Classification Titles below by choosing the **Select and Continue** link directly below the Classification Title you choose.

1 Record

| Job/Classification Title | Job/Classification Code |
|---|-------------------------|
| Administrative Assistant Select and Continue | 0710 |

View Summary

Search Classification Specifications

Job/Classification Code: Any Job/Classification Title: Administrative Assistant

SEARCH CLEAR RESULTS

CANCEL

- To view the Classification Specification, click **View Summary**
- To revise your search click **Clear Results**
- To cancel your search click **Cancel**
- To start using the displayed title click the **Select and Continue** link and the page will open up on the Proposed Classification Tab (see below)

Legal, Licensure & USP Requirements:

CHANGE CLASSIFICATION

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL **PREVIEW ACTION**

- Click **Continue to Next Page** at the bottom of the page.

The Classification Specification for the proposed title opens.

| Create and Fill New Position Description (Staff/Administration/Faculty) | | | | | | | | | |
|--|-------------------------------|-------------------------------------|--|---|--|-----------------------------------|---|-----------------------------------|----------------------------|
| Proposed Classification | <u>Copy Position</u> | <u>Position Description Details</u> | <u>Position Description Essential/Marginal Functions</u> | <u>PD Responsibilities and Requirements</u> | <u>PD Computer Software Knowledge and Skills</u> | <u>Supplemental Documentation</u> | <u>Request to Recruit/Posting Vacancy Announcement Form</u> | <u>Posting Specific Questions</u> | <u>Disqualifyin Points</u> |
| Classification Specification | | | | | | | | | |
| Job/Classification Title: | Accounting Specialist | | | | | | | | |
| Job/Classification Code: | 3230 | | | | | | | | |
| Career Family: | Accounting, Finance & Budgets | | | | | | | | |
| Salary Plan: | Staff | | | | | | | | |
| Salary Plan Code: | 21 - Administration | | | | | | | | |
| Salary Band: | C | | | | | | | | |
| Supervisor Level (Administration Only): | | | | | | | | | |
| Suggested hiring range per Classification Specification: | | | | | | | | | |
| FLSA: | Non-Exempt | | | | | | | | |
| CBU: | 31 - General Unit - USPS | | | | | | | | |

- Click **Continue to Next Page** located at the bottom of the page.

Copy Position Tab

The next tab is the **Copy Position** tab. Copy Position allows you to copy an existing position description and then make changes.

Create and Fill New Position Description (Staff/Administration/Faculty)

| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions | Disqualifying / Points | Comments |
|-------------------------|---------------|------------------------------|---|--------------------------------------|---|----------------------------|--|----------------------------|------------------------|----------|
|-------------------------|---------------|------------------------------|---|--------------------------------------|---|----------------------------|--|----------------------------|------------------------|----------|

Search Position Description to Copy

| | | | |
|--------------------------|---|---------------------|----------------------|
| Job/Classification Title | <input type="text" value="Administrative Assistant"/> | Position Number | <input type="text"/> |
| Employee ID Number | <input type="text"/> | Employee First Name | <input type="text"/> |
| Employee Last Name | <input type="text"/> | | |

- If you do not want to use this function click **Do Not Choose Position, Continue to Next Page**
- To use the Copy Function, search for the position you would like to copy using any of the search options.
- Click **Search**

Search Position Description to Copy

5 Records

| ▼ Job/Classification Title | ▼ Job/Classification Code | ▼ Employee Id | ▲ Employee Last Name | ▼ Position # | ▼ Department |
|--|---------------------------|---------------|----------------------|--------------|---|
| Administrative Specialist Select and Continue View Summary | 2204 | 00000062051 | Ballinger | 00009903 | 3-5129-000 Academic Affairs(USF St. Pete) |
| Administrative Specialist Select and Continue View Summary | 2204 | 00000046939 | Farmer | 00010756 | 0-3902-000 Graduate Studies |
| Administrative Specialist Select and Continue View Summary | 2204 | 00000072880 | Ingersoll | 00016197 | 0-6325-000 Byrd Institute |
| Administrative Specialist Select and Continue View Summary | 2204 | 00000068303 | Pendergrass | 00014747 | 0-6127-000 Orthopaedics & Sports Medicine |
| Administrative Specialist | | | | | |

- Locate the correct Job Description and click **Select and Continue**

Position Description Details Tab

The system has taken data from the Position Description you copied and placed it on the Position Description Details Tab.

| Create and Fill New Position Description (Staff/Administration/Faculty) | | | | | | | | | | |
|---|---------------|------------------------------|--|--------------------------------------|---|----------------------------|--|----------------------------|------------------------|----------|
| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions | Disqualifying / Points | Comments |
| << RETURN TO PREVIOUS | | CONTINUE TO NEXT PAGE >> | | | | | | | | |
| *Required information is denoted with an asterisk. | | | | | | | | | | |
| PeopleAdmin ID: | | | | | | | | | | |
| Position Number: | | | <input type="text"/> | | | | | | | |
| Job/Classification Title: | | | Accounting Specialist | | | | | | | |
| Job/Classification Code: | | | 3230 | | | | | | | |
| Action Type: | | | No Response <input type="button" value="v"/> | | | | | | | |
| Other Action Type: | | | <input type="text"/> | | | | | | | |
| * Department Number/Name: | | | 0-1748-000 Inst For At-Risk Infants <input type="button" value="v"/> | | | | | | | |
| College/Division: | | | Acad Affairs-College of Educ | | | | | | | |
| Faculty Administrative Code: | | | Not Applicable <input type="button" value="v"/> | | | | | | | |
| FTE and Standard Hours: | | | 1.00: 40.00 hours <input type="button" value="v"/> | | | | | | | |

- The position description details tab will include all details about the position description.
- Any field with a red asterisk (*) is a required field. You will need to enter information in each required field in order to move forward or save the information on the page.
- The larger text areas will hold approx. 3900 characters of text (including spaces, is about a page and a half).
- The smaller text areas (like Justification for Position) are a 1200 character limit.
- If you want to spell check your pages, you may download the Google toolbar at www.google.com. There is a free spellchecker in this toolbar that you can use on every page of the system.

You have three different types of fields on this page:

- Open Text (just fill in the text box with your information)
- Drop Down (Click on down arrow and click on your selection)
- Non-Select and Select Boxes (Choose the item or items in the Non-Select Box then click the > to move them to the Select Box)

Populate the User fields. Choose the appropriate user for each role. Only those users selected for each role will have access to the position description action and be notified by email when an approval or other action is needed .

| | | |
|----------------------------------|---|---|
| * Administrative Preparer Users: | <p>Not Selected</p> <ul style="list-style-type: none"> Geisler, Pat Henry, Denelta Kamath, Sharmila Loveless, Michele Pierce, Eric Randall, Shelley Smith, Randy West, Dana | <p>Selected</p> <ul style="list-style-type: none"> Withrow, Lori |
| Level One Users: | <p>Not Selected</p> <ul style="list-style-type: none"> Loveless, Michele Mullings, Cerise Pierce, Eric Randall, Shelley Sharp, Christopher Smith, Randy Underhill, Eve West, Dana | <p>Selected</p> <ul style="list-style-type: none"> Withrow, Lori |

- Once you are finished adding the Position Description Details, click on “Continue to Next Page”.

Position Description Essential/Marginal Functions Tab

- After continuing to the next page, you will be on the Position Description Essential/Marginal Functions Tab.
- On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function.
- The total percentage of all the duties combined must equal 100%. This page calculates the percentage. It does not stop you from being under or going over 100%.
- Most jobs can be described with five to eight major duties.

| Create and Fill New Position Description (Staff/Administration/Faculty) | | | | | | | | | | |
|---|---------------|------------------------------|---|--------------------------------------|---|----------------------------|--|----------------------------|------------------------|----------|
| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions | Disqualifying / Points | Comments |
| <p>Provide a brief description of each of the major duties and responsibilities of this position in the space provided below. Most Jobs can be described with about five to eight major duties.</p> <p>In accordance with the Americans with Disabilities Act (ADA), identify functions of the job to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.</p> <p>Marginal Functions: for the purposes of the Americans with Disability Act (ADA), marginal functions are only assigned to individuals who are unable to perform the functions with or without reasonable accommodations because of the covered disability.</p> <p>To begin entering each individual duty/responsibility, click the Add New Entry button. Enter each percent of time, function type, and duty, and click the Add Entry button.</p> <p>The percentage of duties must equal 100%.</p> <p>A minimum of 3 Essential Function entries is required.</p> <p>To add a new Entry, click the Add New Entry button below. To view more details about an existing entry, click the View link for the entry. To edit an existing entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.</p> <p>ADD NEW ENTRY</p> | | | | | | | | | | |

- To begin entering each individual duty, click the **Add New Entry** button.

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

| | |
|--------------------------|----------------------|
| Function type: | No Response ▾ |
| Responsibility / Duty: | <input type="text"/> |
| * Percent of total time: | <input type="text"/> |

ADD ENTRY

CANCEL

- Select Function Type from Drop Down (Essential or Marginal)
- Describe the Responsibility/Duty providing as much detail as possible
- Enter the Percent of Total Time for this duty (do not include the % sign)
- Click Add Entry

Existing Entries

Percent of Duty Total: **100**

5 Records

| ▼ % of Time | ▼ Responsibility / Duty | ▼ Function Type |
|---|---|-----------------|
| 52 View Edit Delete | Programming- Development, editing, tracking, and maintaining 700-900 test items in 64 different subject areas. Development and editing of graphics and mathematical equations. Creates tests from blue prints and test plans. Import items from paper-pencil banking system to computer-based system. Exercises high level of organization skills and uses discretion because of the confidential nature of the test items and documents produced. | Essential |
| 40 View Edit Delete | Development- Facilitates test development meetings using approved procedures. Leads teams of school district supervisors, teachers, and university professors. Prepares meeting materials. Works collaboratively with FDOE and Asst. Director of Development to ensure timely development of test materials. Oversees script development for performance examinations. Inventories item banks and creates matrix to use for development meetings. Ensures integrity of documents. Coordinates and administers pilot testing of new items. | Essential |
| 5 View Edit Delete | Research- Research and troubleshoot problems related to importing items from paper-pencil banking system to computer based system. Research, create, and maintain electronic repository of art items and related information. | Essential |
| 3 View Edit Delete | Performs other duties assigned and attends workshops to improve skills. | Marginal |

- To edit an existing entry, click the **Edit** link.
- To delete an entry, click the **Delete** link.
- To add a new Entry, click the **Add New Entry** button below.
- To view more details about an existing entry, click the **View** link for the entry.
- When finished click Continue to Next Page located at the bottom of the page

Position Description (PD) Responsibilities and Requirements Tab

- Complete information on page
- Click Continue to Next Page when ready

| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions |
|--|---------------|------------------------------|---|--|---|----------------------------|--|----------------------------|
| << RETURN TO PREVIOUS CONT. | | | | | | | | |
| Responsibility for Financial Transactions | | | | | | | | |
| Employees of USF and USF related entities performing assigned functions with financial end/or budgetary responsibilities financial information and/or assignment of accountable officer responsibilities are required to sign a Code of Conduct for commencing employment. | | | | | | | | |
| This position has a signature responsibility for approving financial transactions. | | | | No Response <input type="button" value="v"/> | | | | |
| This position has responsibility for electronic approval of financial transaction. | | | | No Response <input type="button" value="v"/> | | | | |
| This position is responsible for preparing financial transactions for approval by others. | | | | No Response <input type="button" value="v"/> | | | | |
| This position has responsibility for reconciliation of financial transactions. | | | | No Response <input type="button" value="v"/> | | | | |
| This position is responsible for cash transactions (including checks, credit/debit cards, electronic funds transfers, and other financial instruments), fulfilling one of the four roles in the cash management process (record keeping, authorization, custody, or reconciliation.) | | | | No Response <input type="button" value="v"/> | | | | |
| This position is responsible for developing and managing departmental budget and/or overseeing budget entities. | | | | No Response <input type="button" value="v"/> | | | | |
| Indicate the approximate combined amount of money for which this position has some financial responsibility on an annual basis: | | | | <input type="text"/> | | | | |
| Indicate the approximate combined amount of money for which this position is the budget accountable officer on an annual basis: | | | | <input type="text"/> | | | | |
| Other Specific Requirements for Testing, Certification, or Legal Compliance | | | | | | | | |
| Please check the boxes below to indicate whether any of these specific requirements apply to this position. | | | | | | | | |
| Does this position require: | | | | Check All Clear All <input type="checkbox"/> Criminal History Background Check Level 1 (Click here for details) <input type="checkbox"/> Criminal History Background Check Level 2 (Click here for details) <input type="checkbox"/> Fingerprinting <input type="checkbox"/> Drug Testing <input type="checkbox"/> Drivers License Type (specify below) <input type="checkbox"/> Post offer physical exam <input type="checkbox"/> Florida Notary certification <input type="checkbox"/> Other (specify below) | | | | |
| | | | | Specify other requirement(s) and/or driver license type: <input type="text"/> | | | | |

Position Description (PD) Computer Software Knowledge and Skills Tab

Use this tab to list Computer Software, Knowledge and Skills that are needed for this position.

- To add a new Entry, click the **Add New Entry** button below, complete all fields, click Add Entry
- To view more details about an existing entry, click the **View** link for the entry.
- To edit an existing entry, click the **Edit** link for that entry.
- To delete an existing entry, click the **Delete** link for that entry.
- When finished click Continue to Next Page

| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions |
|--|---------------|------------------------------|---|--------------------------------------|---|----------------------------|--|----------------------------|
| <p>List the software applications that are required for this position explain how you use this application in your work.</p> <p>To add a new Entry, click the Add New Entry button below. To view more details about an existing entry, click the View link for that entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.</p> | | | | | | | | |
| Existing Entries | | | | | | | | |
| No Records Found | | | | | | | | |
| ADD NEW ENTRY | | | | | | | | |
| << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> | | | | | | | | |
| SAVE AND STAY ON THIS PAGE | | | | | | | | |

Supplemental Documentation Tab

| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions | Disqualifying / Points | Comments |
|--|---------------|---|---|--------------------------------------|---|----------------------------|--|----------------------------|------------------------|----------|
| 10 Records | | | | | | | | | | |
| Attach / Remove | | Document Type | | | | Attached Document | | View Document | | |
| Attach | | Memo | | | | Not Attached | | | | |
| Attach | | Organizational Chart | | | | Not Attached | | | | |
| Attach | | Funding Plan | | | | Not Attached | | | | |
| Attach | | Other 1 | | | | Not Attached | | | | |
| Attach | | Other 2 | | | | Not Attached | | | | |
| Attach | | Search Plan-Advertisement Plan | | | | Not Attached | | | | |
| Attach | | Search Plan-Search Committee | | | | Not Attached | | | | |
| Attach | | Search Plan-Recruitment Time Line | | | | Not Attached | | | | |
| Attach | | Search Plan-Screening and Evaluation Process | | | | Not Attached | | | | |
| Attach | | Search Plan-Criteria for Evaluation of Candidates | | | | Not Attached* | | | | |
| <div style="display: flex; justify-content: space-between; align-items: center;"> << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> SAVE AND STAY ON THIS PAGE </div> | | | | | | | | | | |

- On the supplemental documentation tab attach additional documentation to support your request.
- To attach a document, click the **Attach** link next to the document type.

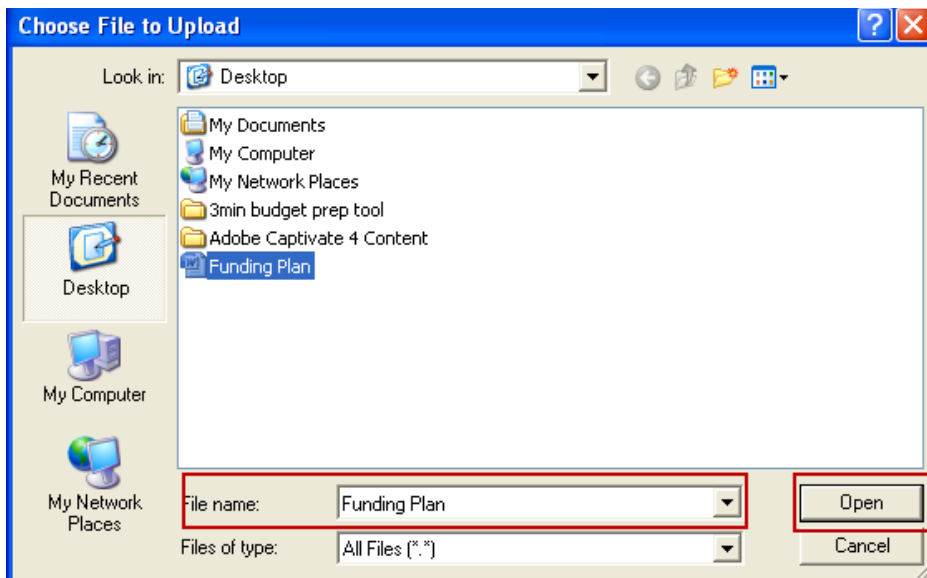
Upload a new document:

Browse below to select a document to associate.

File: Browse...

ATTACH

- Click the **Browse** button to attach an electronic document.



- Locate the drive and file you wish to attach
- Click **Open**

Upload a new document:

Browse below to select a document to associate.

File: C:\Documents and Settings\ [Browse...]

ATTACH

- Click **Attach**

Click the **Confirm** button below to attach the document.

GO BACK

CONFIRM

- Click **Confirm**

| Attach / Remove | Document Type | Attached Document | View Document |
|------------------------|----------------------|-------------------|----------------------|
| Remove | Memo | Attached | View |
| Attach | Organizational Chart | Not Attached | |

- To View your document click **View**
- If finished click **Continue to Next Page** at the bottom of the page

You can also cut and paste a document in the section “**Paste a New Document**”.

Paste a new document:

Please either copy and paste document text or type from scratch into the box below to associate a document.

Text:

ATTACH

- Cut and Paste your information or type the information directly into the text box
- Click **Attach**

Click the **Confirm** button below to attach the document.

GO BACK

CONFIRM

- Click **Confirm**
- Click **Continue to Next Page** when ready

Request to Recruit/Posting Vacancy Announcement Form

If you are requesting to fill a position, you will need to complete the **Request to Recruit/Posting Vacancy Announcement Form** tab. If you are not filling your position, you may click **Continue to Next Page**.

| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions | Disqualifying / Points | Comments | HR Use Only |
|--|---------------|------------------------------|---|--------------------------------------|---|----------------------------|--|----------------------------|------------------------|----------|-------------|
| << RETURN TO PREVIOUS | | CONTINUE TO NEXT PAGE >> | | | | | | | | | |
| *Required information is denoted with an asterisk. | | | | | | | | | | | |
| Request to Recruit | | | | | | | | | | | |
| Working Title: | | | <input type="text"/> | | | | | | | | |
| Salary Plan: | | | Staff | | | | | | | | |

- Complete fields on page

| | |
|--|----------------------|
| Duties: Please provide a brief description of the core or essential job duties. If not provided, HR will use summary from the Position Description. | <input type="text"/> |
|--|----------------------|

- Enter Duties as you want to see them listed on the posting.

| | |
|-------------------------------------|----------------------|
| Special Instructions to Applicants: | <input type="text"/> |
|-------------------------------------|----------------------|

- **Use Special Instructions to Applicants** for additional information – for instance, include instructions for sending additional information or tell applicants what you want them to include in their cover letter.

| | | |
|----------------------------|----------------------|----------------------------|
| Proposed Posting Date: | <input type="text"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| Application Deadline Date: | <input type="text"/> | MM/DD/YYYY -or- MM-DD-YYYY |

- The **Proposed Posting Date** field is the date used by the system to automatically post your job on the web for applicants to begin applying. You can post a future date. The **Application Deadline date** field automatically closes the posting at midnight on date listed. Applicants will no longer be able to apply for this position after it is closed. The dates are subject to change depending on when the approval occurs. HR will adjust the dates.

| | |
|-------------------------------|---|
| Optional Applicant Documents: | Check All Clear All <input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy <input type="checkbox"/> Letter of Reference <input type="checkbox"/> Transcripts <input type="checkbox"/> Letter of Interest <input type="checkbox"/> Scholarship/Research Plan <input type="checkbox"/> Publications <input type="checkbox"/> Letter of Recommendation <input checked="" type="checkbox"/> Other Document 1 <input checked="" type="checkbox"/> Other Document 2 <input checked="" type="checkbox"/> Other Document 3 |
| | Required Applicant Documents: |
| | Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy <input type="checkbox"/> Letter of Reference <input type="checkbox"/> Transcripts <input type="checkbox"/> Letter of Interest <input type="checkbox"/> Scholarship/Research Plan <input type="checkbox"/> Publications <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Other Document 1 |

- NOTE: The **Optional** and **Required Applicant Documents** fields allow you to specify which documents you would like an applicant to attach when they apply to your job. By checking a document under Optional, applicants CAN, but are not forced to attach documents. By checking a document under Required, applicants will be forced to attach these documents before they can complete applying to your job. It is recommended to always select Resume, Cover Letter, Other Document 1, 2 and 3 under Optional Documents.

| | |
|-------------------------------------|--|
| Special Instructions to Applicants: | <input checked="" type="checkbox"/> Other Document Please attach salary requirements as "Other" document. |
|-------------------------------------|--|

- The **"Other" document type** can be anything you may need for your position. You will need to enter the details for what type of document an applicant should attach here in the "Special Instructions to Applicants" field.

Posting Specific Questions Tab

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.

| Create and Fill New Position Description (Staff/Administration/Faculty) | | | | | | | | | |
|--|---------------|---|---|--------------------------------------|---|---|--|----------------------------|-------------------|
| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions | Disqualify Points |
| To add questions that will be asked of every applicant who applies to this position, click the Add a Question button. Click the Continue to Next Section button to skip this section or when finished. | | | | | | | | | |
| No Posting Specific Questions exist. | | | | | | | | | |
| | | <input type="button" value="ADD A QUESTION"/> | | | | <input type="button" value="CONTINUE TO NEXT PAGE >>"/> | | | |
| | | <input type="button" value="RETURN TO PREVIOUS"/> | | | | <input type="button" value="SAVE AND STAY ON THIS PAGE"/> | | | |
| <input type="button" value="CANCEL"/> | | <input type="button" value="PREVIEW ACTION"/> | | | | | | | |

- If you are not adding any Screening Questions, click the **Continue to Next Page** button.
- To add a Screening Question to this Posting, click on the **Add a Question** button, which returns the following page:

Add a Question

Search Existing Questions:

Search by Keyword:

[Create a Question](#)

- The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank).

Search Existing Questions:

Search by Keyword:

Search Results

1 Record

| Question Text | |
|---|--------------------------|
| Do you have a high school diploma or GED? | View/Add |

- After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Postings. Select one of the questions from the list if it is appropriate for this Posting. Click the View/Add link to the right of the question in order to add it to your posting.

If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.

Search Results

1 Record

| Question Text | |
|---|--------------------------|
| Do you have a high school diploma or GED? | View/Add |

[Create a Question](#)

- After clicking the **Create a Question** button, the following screen will appear:

- Step 1:** *Please enter question text:* Enter the text of the question you wish to ask candidates applying to this posting.
- Step 2:** *Please select answer type:* Select either Closed- Ended or Open -Ended.
- Step 3:** Enter answer choices or select answer format based upon your selection in step 2.

Adding Closed-Ended Questions

Closed-ended questions require a multiple-choice answer. For example: Do you have experience working in an office environment? Possible Responses: Yes or No

- After selecting the “Closed- Ended” radio button, enter the answer choices that candidates can choose from in the boxes labeled “Possible Responses”. In this case, you would enter “Yes” and “No”
- When finished, click on **Submit Question**

Adding Open-Ended Questions

Open-ended questions do NOT require a multiple-choice answer. For example: Describe any work experience relevant to this position.

After selecting the “open-ended” radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate’s response to less than 50 characters, select **Short Text**. Otherwise, select **Long Text** (Text > 50 characters). If a phone or a date is the required response, select the **Phone** or the **Date** options.

In the following example, **Long Text** was selected as the answer-type for the open-ended question.

- NOTE: The use of open-ended questions in recruitment requires the recruitment to go through Human Resources.
- Click **Submit Question**. Every applicant who applies to this posting will be asked this question.

The next screen summarizes the question(s) you have entered.

- You may continue to add more questions by clicking **Add a Question**. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.
- You have the ability to **require** an applicant provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with a “Required” status.
- If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.
- When you have finished adding screening questions for this posting, click **Continue to Next Page**.

Disqualifying/Points Tab

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen.

| Posting Specific Questions | | |
|---|-------------------------------------|--|
| Do you have experience working in an office environment? | | |
| ANSWER | DISQUALIFYING | SCORE |
| No Response | <input type="checkbox"/> | 0 |
| Yes | <input type="checkbox"/> | 0 |
| No | <input checked="" type="checkbox"/> | 0 |
| 0 % | | |
| <input type="button" value="RECALCULATE"/> <input type="button" value="RESET"/> | | |
| <input >="" <="" td="" type="button" value=" << RETURN TO PREVIOUS "/> <td> <input >="" <="" td="" type="button" value=" CONTINUE TO NEXT PAGE >> "/> </td> | | <input >="" <="" td="" type="button" value=" CONTINUE TO NEXT PAGE >> "/> |
| <input >="" <="" td="" type="button" value=" SAVE AND STAY ON THIS PAGE "/> | | |

To disqualify a candidate based on a particular answer, click the corresponding box under the word "DISQUALIFYING". In the above example, when a candidate answers "No" to this question, the system would disqualify them for further consideration for this Posting. The candidate would receive the "Fail Message" for this position and be classified as "Inactive".

Assigning Points:

| Posting Specific Questions | | |
|---|--------------------------|--|
| Maximum Points Possible: 1 | | |
| Do you have experience working with GEMS and FAST? | | |
| ANSWER | DISQUALIFYING | SCORE |
| No Response | <input type="checkbox"/> | 0 |
| Yes | <input type="checkbox"/> | 1 |
| No | <input type="checkbox"/> | 0 |
| 100 % | | |
| <input type="button" value="RECALCULATE"/> <input type="button" value="RESET"/> | | |
| <input >="" <="" td="" type="button" value=" << RETURN TO PREVIOUS "/> <td> <input >="" <="" td="" type="button" value=" CONTINUE TO NEXT PAGE >> "/> </td> | | <input >="" <="" td="" type="button" value=" CONTINUE TO NEXT PAGE >> "/> |
| <input >="" <="" td="" type="button" value=" SAVE AND STAY ON THIS PAGE "/> | | |

- To assign points to a candidate based on a particular answer, enter a 1 in the SCORE box next to the positive response. This score will appear on the recruitment page. If you have multiple questions, continue to use a 1 for each positive response.
- When all disqualifiers and assigning points are set to your satisfaction, click the **Continue to Next Page** button.

Comments Tab

You may enter comments to other approvers in the comments section. This is also where you will review any comments from other approvers in the event your position request is returned for review. Comments are subject to Florida Open Records Laws (Sunshine Laws).

| Proposed Classification | Copy Position | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions | Disqualifying / Points | Comments |
|--|---------------|------------------------------|---|--------------------------------------|---|----------------------------|--|----------------------------|------------------------|----------|
| <input >="" <="" <input="" td="" type="button" value=" CONTINUE TO NEXT PAGE >> "/> | | | | | | | | | | |
| Level One Comments: | | | | | | | | | | |
| Human Resources Comments | | | | | | | | | | |
| Level Two Comments: | | | | | | | | | | |
| Level Three Comments: | | | | | | | | | | |

- At the bottom of the page, click **Continue to Next Page**.


Saving/Approving the Action

After clicking the **Continue to Next Page** button, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.

View Create and Fill New Position Description (Staff/Administration/Faculty) Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.

[Edit](#)  [Printer-Friendly Version](#)

Action Status

- Save Without Submitting
- Send to Budget Confirmation
- Send to EOL
- Send to Unit HR
- Send to President
- Send to Level Two
- Send to Level Three
- Send to Level Four
- Send to Level One
- Send to Level Five
- Send to Level Six

CANCEL**CONTINUE**

- Select one of the choices and click **Continue**.

Action Status

Send to Level Three

GO BACK**CONFIRM**

- After making your selection, click **Confirm**.

Modify and Fill an Existing Position Description (Staff/Administration/Faculty)

Other than requests that will create a brand new position description in the system, most requests will be updates to existing position descriptions. When the action involves changing items such as duties, reports to, campus mail point etc., you will use this action. If you do not have a change to the position description but need to request to recruit, use this action and complete the applicable tabs.

Click on **Begin New Action** and then Start Action under the Request to Modify and Existing Position and/or Recruit.

| | |
|--|---|
| Modify and Fill an Existing Position Description (Staff/Administration/Faculty) Start Action | Use this action to modify an existing position description. If vacant, also use this action to request approval of recruitment. |
|--|---|

Once you have started your request, you must find the existing position description you wish to modify. You should see a screen similar to the following:

| Search Positions to Begin Action On | | | |
|---------------------------------------|----------------------------------|--|----------------------|
| Job/Classification Title | <input type="text" value="Any"/> | Working Title | <input type="text"/> |
| Position Number | <input type="text"/> | Employee ID Number | <input type="text"/> |
| Employee First Name | <input type="text"/> | Employee Last Name | <input type="text"/> |
| Key Word Search | <input type="text"/> | | |
| <input type="button" value="SEARCH"/> | | <input type="button" value="CLEAR RESULTS"/> | |

- Search for the position using the parameters, then click **Search**.

| Job/Classification Title | Working Title | Job/Classification Code | Employee Id | Employee Last Name | Last Action |
|---|---------------------------|-------------------------|-------------|--------------------|--|
| Human Resources Assistant Start Action View Summary | Human Resources Assistant | 1112 | 00000058829 | Bouly | Approved Position Description Template in System View History |

- Once you have found the position you would like to update, click the '**Start Action**' link below the position title.

| Current Job Description | Position Description Details | Position Description Essential/Marginal Functions | PD Responsibilities and Requirements | PD Computer Software Knowledge and Skills | Supplemental Documentation | Request to Recruit/Posting Vacancy Announcement Form | Posting Specific Questions | Disqualifying / Points | Comments |
|-------------------------------------|--|---|--|---|--|--|--|--|--------------------------|
| Position Description Details | | | | | | | | | |
| Position Number: | 00006732 | | | | | | | | |
| Department Number/Name: | 0-0430-000 Student Health Svc | | | | | | | | |
| Working Title: | Client Services Assistant | | | | | | | | |

- Click the tab you wish to modify or go through each page and update anything that has changed on the position.

NOTE: the information is already filled in from the official position you are updating. It is not necessary to start from scratch each time you want to do an update to an existing position.

After selecting the position description you want to modify, navigate and complete the rest of the action tabs.

Reclassify and Fill an Existing Position

Click on **Begin New Action** and then Start Action under the Request to Reclassify and/or Recruit.

| | |
|---|--|
| Reclassify and Fill Existing Position Description (Staff/Administration/Faculty) Start Action | Use this action to request a classification of an existing position description. If vacant, also use this action to request approval of recruitment. |
|---|--|

Once you have started your request, you must find the existing position description you wish to modify. You should see a screen similar to the following:

Search Positions to Begin Action On

| | | | |
|--------------------------|-----|--------------------|--|
| Job/Classification Title | Any | Working Title | |
| Position Number | | Employee ID Number | |
| Employee First Name | | Employee Last Name | |
| Key Word Search | | | |

SEARCH **CLEAR RESULTS**

| Job/Classification Title | Working Title | Job/Classification Code | Employee Id | Employee Last Name | Last Action |
|--|---------------------------|-------------------------|-------------|--------------------|--|
| Human Resources Assistant Start Action View Summary | Human Resources Assistant | 1112 | 00000058829 | Bouly | Approved Position Description Template in System View History |

- Once you have found the position you would like to update, click the 'Start Action' link below the position title. Go to the Proposed Classification tab and scroll to the bottom.

CHANGE CLASSIFICATION

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE **EXIT**

- Click the Change Classification button.

Search Classification Specifications

| | | | |
|-------------------------|-----|--------------------------|-------------------------|
| Job/Classification Code | Any | Job/Classification Title | Human Resources Analyst |
|-------------------------|-----|--------------------------|-------------------------|

SEARCH **CLEAR RESULTS**

CANCEL SEARCH

- Search for the appropriate Class Specification

1 Record

| Job/Classification Title | Job/Classification Code |
|---|-------------------------|
| Human Resources Analyst Select and Continue View Summary | 1416 |

- Click the Select and Continue link.

Search Actions

You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.

| Search Actions | | | |
|--------------------------|-----|--------------------|---|
| Job/Classification Title | Any | Working Title | |
| Position Number | | Employee ID Number | |
| Employee First Name | | Employee Last Name | |
| Department Number/Name | Any | Status | Check All Clear All <input checked="" type="checkbox"/> Saved Not Submitted <input checked="" type="checkbox"/> Sent to Budget Confirmation <input checked="" type="checkbox"/> Sent to EOL <input checked="" type="checkbox"/> Sent to Unit HR <input type="checkbox"/> Sent to President <input checked="" type="checkbox"/> Sent to Level Five <input checked="" type="checkbox"/> Sent to Level Six <input type="checkbox"/> Sent to HR - Classification & Compensation Approves <input type="checkbox"/> Sent to Level Two <input type="checkbox"/> Sent to Level Three <input type="checkbox"/> Sent to Level Four <input type="checkbox"/> Sent to Level One <input checked="" type="checkbox"/> Sent to HR Recruiter Posting Approval <input type="checkbox"/> Action Canceled (Final) <input type="checkbox"/> Approved for Posting (Temporary Position Description) <input type="checkbox"/> Approved for Posting (New Position Description) <input type="checkbox"/> Approved Incomplete/Posted (New Position Description) <input type="checkbox"/> Approved (Position Description Modified) <input type="checkbox"/> Approved for Posting (Position Description Reclassified) <input type="checkbox"/> Approved for Posting (Position Description Modified) <input type="checkbox"/> Approved (Position Description Reclassified) <input type="checkbox"/> Approved Incomplete/Posted (Position Description Reclassified) <input type="checkbox"/> Position Description Certified by Employee <input type="checkbox"/> Approved (User or Employee Changed) <input type="checkbox"/> Position Description Inactivated |

Once you search for your position request, you should see a table that shows you the position and its current status in the "Status" column. You may click the view link to review details or comments from other approvers.

| Job/Classification Title | Working Title | Status | Action Type | Action Number | Position Number | Employee Last Name | Date of Last Action | Date Approved |
|--|---------------|---|---|---------------|-----------------|--------------------|---------------------|---------------|
| Human Resources Assistant View View Summary | | Approved for Posting (New Position Description) | Create and Fill New Position Description (Staff/Administration/Faculty) | 000021 | | | 05-18-2009 | 05-18-2009 |

Search Positions

At any time, you can search for and view the position descriptions to which you have access. NOTE: you will only be able to view positions that are within your assigned department (s).

- Select **Search Positions** on the left menu and use the search criteria to find the position description.

| Search Positions | | | |
|--------------------------|-----|--------------------|--|
| Job/Classification Title | Any | Working Title | |
| Position Number | | Employee ID Number | |
| Employee First Name | | Employee Last Name | |
| Key Word Search | | Posting Number: | |

6 Records

| ▲ Job/Classification Title | ▼ Working Title | ▼ Position Number | ▼ Job/Classification Code | ▼ Employee Id | ▼ Employee Last Name | ▼ Last Action | ▲ Date of Last Action |
|--|---------------------------|-------------------|---------------------------|---------------|----------------------|--|-----------------------|
| Human Resources Assistant View Summary | Human Resources Assistant | 00007316 | 1112 | 00000040136 | Ferrell | Approved Position Description Template in System View History | 03-31-2009 |

- Click the **View Summary** link to view the position.

REVIEWING APPLICANTS

View Applicants to your Posting

After logging in to the system, you will see your active postings, if you have any.

Active

2 Records

| ▼ Job/Classification Title | ▲ Posting Number | ▲ Apps In Process | ▼ Job Open Date | ▲ Application Deadline Date | ▼ Department | ▼ Posting Status |
|--|------------------|-------------------|-----------------|-----------------------------|--|------------------|
| Human Resources Assistant View | 0000002 | 3 | 05-19-2009 | | 0-0000-000 University of South Florida | Posted |
| Administrative Assistant View | 0000003 | 0 | 05-19-2009 | 05-30-2009 | 0-1229-000 School of Aging Studies | Posted |

You can also use the options on the left menu to view postings at different stages:

Active Postings: Postings that are Active are either:

- Currently posted on the applicant site, or
- No longer posted but contain applicants still under review

Pending Postings: These are postings that are not currently approved by HR or are waiting to appear externally based on the Position Open Date.

Historical Postings: Postings that are filled or cancelled will be here.

To view the details of a specific posting, including the description and the applicants to that posting, click on the word **View** below the relevant title. This will bring you to a screen similar to the following:

| Applicants | Posting Details | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | Documents | Equal Opportunity Liaison Information | Comments | Notes / History |
|--|---|----------------------------|--|---|-----------------|--------------------------|---------------------------------------|----------|-----------------|
| Active Applicants | | | | | | | | | |
| 3 Records | | | | | | | | | |
| ▼ Name | Documents | ▲ Score | ▲ Date Applied | ▼ Status | External Status | All / None | | | |
| Last Name, First Name: View General Application for Employment | Res | 0 | 05-19-2009 History/ Notes | Under Review by HR Change Status | In Progress | <input type="checkbox"/> | | | |
| Applicant 2, Test View General Application for Employment | Res | 0 | 05-19-2009 History/ Notes | Under Review by HR Change Status | In Progress | <input type="checkbox"/> | | | |
| Applicant, Test View General Application for Employment | Cvr Res Ltr | 0 | 05-19-2009 History/ Notes | Under Review by HR Change Status | In Progress | <input type="checkbox"/> | | | |

The posting data is divided into tabs at the top, starting with **“Applicants”**. This first tab lists the Applicants who have applied to this posting. Additional information is also provided on this screen, including the application date, status, etc.

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant’s status

Activate Guest User

The Guest User function allows you to set up members of a search committee to have access to review a recruitment. To activate Guest User for a recruitment click on the **Guest User** tab.

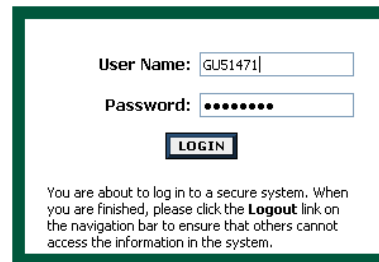
- Click on the **Activate Guest User** link.

- The system will generate a User Name. Enter a password and click **Save and Stay on This Page**.
- Your Guest User Account is now Activated. When the applicant is hired the deactivation of the Guest User Account will occur automatically.

Guest User Instructions

Send the login instructions, user name, password and link to the members of the search committee. Careers@USF link is <https://employment.usf.edu/hr>

- Have users click on Guest User Login

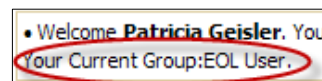


- Enter User Name and Password from Email you sent previously. Guest User can now begin to review the applicants.

EOL (Equal Opportunity Liaison) Information

When you receive notification to approve an applicant pool as an Equal Opportunity Liaison, follow these steps.

- Log in to Careers@USF with your USF NetID. Look at the top of the screen to make sure your current group is EOL User. To change your group, follow the instructions under **How to Change your User Type** in this document.



| Job/Classification Title | Working Title | Posting Number | Position Number | Apps In Process | Job Open Date | Application Deadline Date | Department | Posting Status |
|-----------------------------|---------------|----------------|-----------------|-----------------|---------------|---------------------------|---------------------------------|----------------|
| Academic Program Specialist | Training1 | 0000232 | | 7 | 09-15-2009 | | 0-0110-000 Government Relations | Posted |

- You will see a listing of your current job postings. Click **View** below the Job Title of the position you are hiring for.

| Applicants | | | | | | |
|-----------------|------------|-----------|---------------------------------------|-------------|-----------------|--|
| Posting Details | Guest User | Documents | Equal Opportunity Liaison Information | HR Comments | Notes / History | Reports |
| | | | | | | Departmental EEO Summary Posting Preview Applicant Contact Information |

- When the View/Edit Posting page opens, click on the **Departmental EEO Summary** link. The summary will open in another browser window or tab.

| Applicants Under Dept Review | | | | | | | | | |
|------------------------------|--------|---------------|----------------------------------|-------|---------------------------|---|-------|-------------------|-------|
| Race | | | | | | | | | |
| Gender | | Not Disclosed | American Indian or Alaska Native | Asian | Black or African American | Native Hawaiian or Other Pacific Islander | White | Two or More Races | Total |
| | | Not Disclosed | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Male | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 4 |
| | Female | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 3 |
| | Total | 0 | 0 | 2 | 3 | 0 | 2 | 0 | 7 |

- Review the summary to ensure the applicant pool is acceptable. If acceptable, return to the View/Edit Posting page (see step 5) and click on the Equal Opportunity Liaison Information tab.

| Applicants | Posting Details | Guest User | Documents | Equal Opportunity Liaison Information | HR Comments | Notes / History |
|---|-----------------|---|-----------|---------------------------------------|-------------|-----------------|
| << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> | | Name of Equal Opportunity Liaison: Pat Geisler | | | | |
| Based on the information included in this report, I certify that this search or hire was conducted within the framework of Right Search Guidelines of the University. | | <input checked="" type="checkbox"/> Check here to certify | | | | |
| I certify that the pool is: | | Acceptable | | | | |
| Advertisement Sources Used: | | USF job listing HigherEdJobs.com Tampa Tribune | | | | |
| << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> | | SAVE AND STAY ON THIS PAGE EXIT | | | | |

- Complete the fields on the EOL Information tab then click the **Save and Stay on This Page** button.
- Notify the initiator that the applicant pool is approved and they can proceed with the applicant review.

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

| ▼ Name | Documents | ▲ Score | ▲ Date Applied | ▼ Status | External Status | All / None |
|---|----------------|---------|----------------|---|-----------------|--------------------------|
| Talent, Ann View General Application for Employment | | 100 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input type="checkbox"/> |
| Talent, Barbara View General Application for Employment | | 33 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input type="checkbox"/> |
| Talent, Carl View General Application for Employment | Res | 67 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input type="checkbox"/> |
| Talent, Daniel View General Application for Employment | Cvr Ltr Res | 0 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input type="checkbox"/> |

| | |
|--|---|
| Include: | <input checked="" type="checkbox"/> Active Applicants |
| | <input type="checkbox"/> Inactive Applicants |
| <input type="button" value="REFRESH"/> | |

- You may choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are those still under review) and “Inactive Applicants” (inactive Applicants are no longer under review).
- Click the **Refresh** button to refresh the screen.

View and Print Applications and Documents

| ▼ Name | Documents | ▲ Score | ▼ Date Applied | ▼ Status | External Status | All / None |
|--|----------------|---------|----------------|---|-----------------|--------------------------|
| Talent, Carl View General Application for Employment | Res | 67 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input type="checkbox"/> |
| Talent, Daniel View General Application for Employment | Cvr Ltr Res | 33 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input type="checkbox"/> |

- To view and print a single application, click **View Application** under the applicant’s name.

- Select **File > Print** from your browser's menu to print the application.

View and Print Multiple Applications at the Same Time

| Name | Documents | Score | Date Applied | Status | External Status | All / None |
|---|-----------|-------|--------------|---|-----------------|-------------------------------------|
| Talent, Ann View General Application for Employment | | 100 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input checked="" type="checkbox"/> |
| Talent, Barbara View General Application for Employment | | 33 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input checked="" type="checkbox"/> |
| Talent, George View General Application for Employment | | 0 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input checked="" type="checkbox"/> |

CHANGE MULTIPLE APPLICANT STATUSES

| | |
|--|---|
| Refresh | View Multiple |
| Minimum Score: <input type="text"/> | <input type="button" value="VIEW MULTIPLE APPLICATIONS"/> |
| Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants | <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> |

- Check the boxes next to the applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
- Click the **View Multiple Applications** button. A new window will appear. This window contains all the applications you selected to print.
- Select **File > Print** or **File > Save** from your browser's menu to print or save the applications.

View and Print Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software.

| Name | Documents | Score | Date Applied | Status | External Status | All / None |
|--|---|-------|--------------|---|-----------------|--------------------------|
| Talent, Carl View General Application for Employment | Res | 67 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input type="checkbox"/> |
| Talent, Daniel View General Application for Employment | Cvr Ltr Res | 33 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input type="checkbox"/> |

- To view/print a single document (such as resume or cover letter), click the link of the document under the column labeled Documents from the Active Applicants screen. After clicking the link, a new browser window will open.
- Select **File > Print** from your browser's menu to print the application.
- Close the browser window with the document, being careful not to close the original Careers@USF window.

View and Print Multiple Documents at the Same Time

- Follow the steps for **View and Print Multiple Applications at the Same Time** but for step two, click the **View Multiple Documents** button.
- Select **File > Print** or **File > Save** from your browser's menu to print or save the documents.
- Close the browser window (or browser tab) with the document, being careful not to close the original Careers@USF window.

Change the Status of Applicants

Change for ONE Applicant

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

| Name | Documents | Score | Date Applied | Status | External Status | All / None |
|---|-----------|-------|--------------|---|-----------------|--------------------------|
| Talent, Ann View General Application for Employment | | 100 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input type="checkbox"/> |

- To change the status of one applicant, click the **Change Status** link in the Status column in the row corresponding to the applicant.

Change for Multiple Applicants

To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled **Change Multiple Applicant Statuses**.

| Name | Documents | Score | Date Applied | Status | External Status | All / None |
|--|-----------|-------|--------------|---|-----------------|-------------------------------------|
| Talent, Ann View General Application for Employment | | 100 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input checked="" type="checkbox"/> |
| Talent, Barbara View General Application for Employment | | 33 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input checked="" type="checkbox"/> |
| Talent, George View General Application for Employment | | 0 | 09-15-2009 | Under Review by Department Change Status | In Progress | <input checked="" type="checkbox"/> |

CHANGE MULTIPLE APPLICANT STATUSES

Refresh **View Multiple**

Minimum Score:

Include: Active Applicants Inactive Applicants

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

- After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:

Change Applicant Status

Change For All Applicants: Status: Selection Reason:

| Name | Documents | Status | Selection Reason |
|---|-----------|---|---|
| Last Name, First Name: View General Application for Employment | Res | <input type="text" value="Not Hired - No Email"/> | <input type="text" value="Does not meet minimum qualifications"/> |
| Applicant 2, Test View General Application for Employment | Res | <input type="text" value="Under Review by Department"/> | <input type="text" value="Choose Option Below:"/> |

To change the status of all applicants at once, click in the section titled “Change for All Applicants”.

Change For All Applicants: Status: Selection Reason:

Under the Status column there is a drop down menu of the different statuses an applicant can be changed to. Select the new status, to see them change for all applicants in the table.

Change Applicant Status

| | | |
|-----------------------------------|--|---|
| Change For All Applicants: | Status Recommend for Interview | Selection Reason Choose Option Below: |
|-----------------------------------|--|---|

| Name | Documents | Status | Selection Reason |
|--|-----------|-------------------------|----------------------|
| Last Name, First Name: View General Application for Employment | Res | Recommend for Interview | Choose Option Below: |
| Applicant 2, Test View General Application for Employment | Res | Recommend for Interview | Choose Option Below: |
| Applicant, Test | | | |

- Click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the Request. Select the **Cancel** button to return to the previous screen to edit your changes.

Change Applicant Status

| Name | Documents | Status | Selection Reason |
|--|----------------|-------------------------|------------------|
| Last Name, First Name: View General Application for Employment | Res | Recommend for Interview | |
| Applicant 2, Test View General Application for Employment | Res | Recommend for Interview | |
| Applicant, Test View General Application for Employment | Cvr Ltr Res | Recommend for Interview | |

SAVE STATUS CHANGES >>
CANCEL

HIRING PROPOSALS

Before Starting a Hiring Proposal:

1. Interview a minimum of 3 candidates
2. Change status in Careers@USF of those interviewed to “*Interviewed.*” (Applicants not hired should be “Not Hired – No Email” at first, then changed to “Not Hired – Email.”)
3. Select an Applicant for Hire
4. Complete Verification of Employment & Verification of Degree (Verify what was posted in the minimum qualifications)

Non-recruitments (hiring without advertising, ex: GAs, Adjuncts, other Temporary employees):

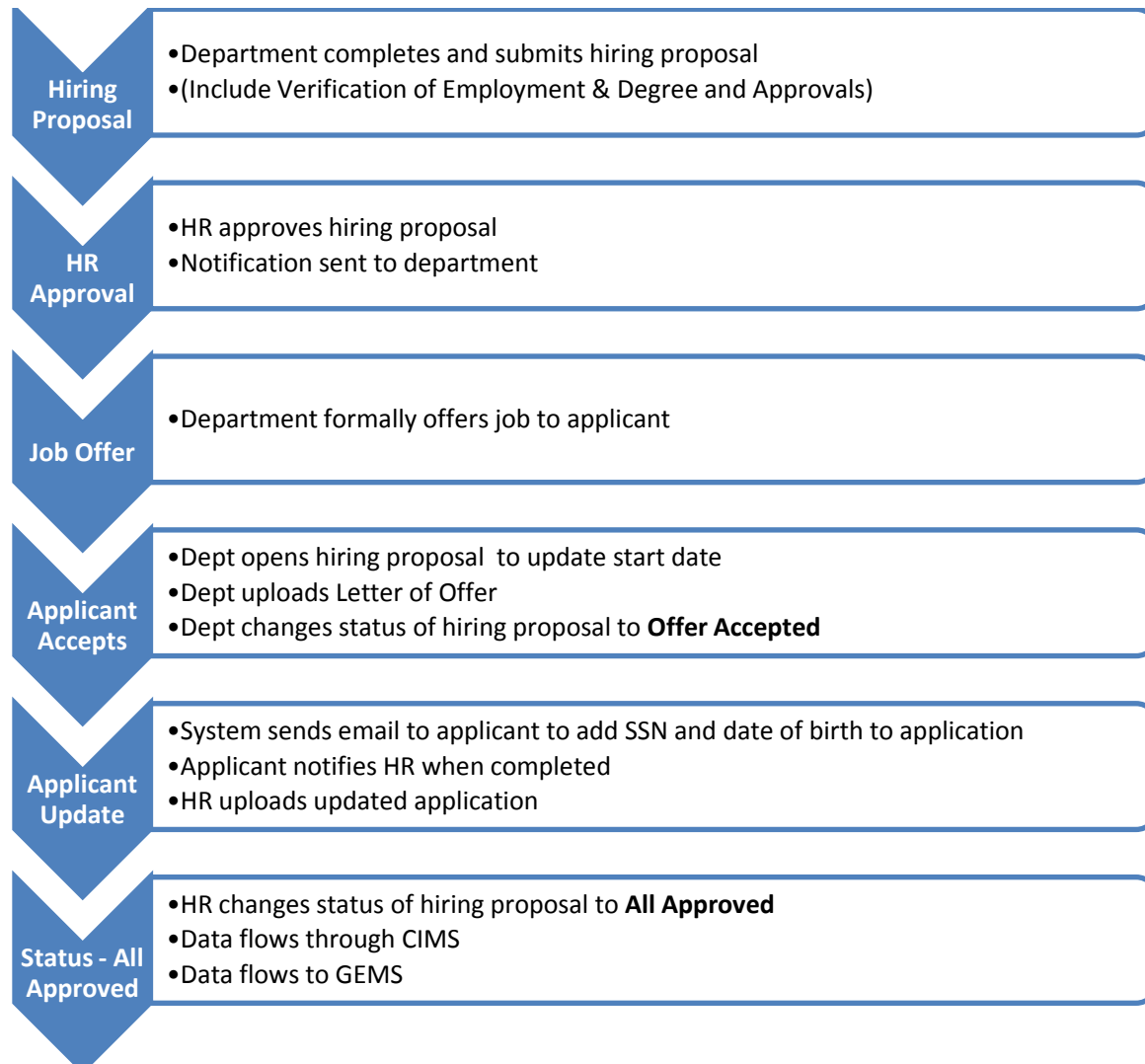
For a new hire that’s not advertised (common examples are Gas, Adjuncts, student assistants), the department will:

1. Send the letter of offer to the new hire and email a copy of the letter to your Employment Center rep in HR.
2. Ask the new hire to complete an application in the system. For non-recruitments only, we ask them to complete the social security number and date of birth but if they don’t, it’s not a big deal.

HR will:

1. Complete a position description and “posting” using the job code class specifications and details in the letter of offer.
2. Search for the applicant and assign it to the “posting” and create a hiring proposal.
3. Once done, the new hire integration happens and the new hire will be added. When they arrive for Right Start, the final checks will be done.

Hiring Proposal Steps



Starting a Hiring Proposal

When you have identified a candidate that you wish to hire, you will need to fill out and submit a Hiring Proposal.

NOTE: when you first log in to Careers@USF, you will see a listing of your current job postings.

| Job/Classification Title | Working Title | Posting Number | Position Number | Apps In Process | Job Open Date | Application Deadline Date | Department | Posting Status |
|---|---------------|----------------|-----------------|-----------------|---------------|---------------------------|------------------------------------|----------------|
| Academic Program Specialist View | Training1 | 0000232 | | 7 | 09-15-2009 | | 0-0110-000 Government Relations | Posted |

- Select the View link under the title of your posting.

The **View/Edit Posting** page opens to the **Applicants** tab with the list of applicants below. You can review all the applicants from this page and change their status as appropriate. (NOTE: set the status for all applicants first to DNQ, MQ, PPQ or PQ and then change to Interviewed for those you interviewed. Lastly, set the status to Not Hired-No Email for all applicants you do not wish to hire. Once this is complete, you should only have one active applicant showing.)

| Applicants | Posting Details | Guest User | Documents | Equal Opportunity Liaison Information | HR Comments | Notes / History |
|--|-----------------|------------|--------------|--|-----------------|--------------------------|
| Name | Documents | Score | Date Applied | Status | External Status | All / None |
| Talent, Ann View General Application for Employment | | 100 | 09-15-2009 | Interviewed Change Status | In Progress | <input type="checkbox"/> |

- To start the Hiring Proposal, click the **Change Status** link in the Status column for the applicant you want to hire.

| Name | Documents | Status | Selection Reason |
|--|-----------|--------------------|---------------------------------|
| Talent, Ann View General Application for Employment | | Recommend for Hire | Univ Police Rejection Rationale |

Choose Option Below:

- On the Change Applicant Status page, use the drop down and select **Recommend for Hire**, then click the Continue to Confirm Page button.

| Name | Documents | Status |
|--|-----------|--------------------|
| Talent, Ann View General Application for Employment | | Recommend for Hire |

- Click the **Save Status Changes** button.

| Name | Documents | Score | Date Applied | Status | External Status | All / None |
|--|-----------|-------|--------------|---|-----------------|--------------------------|
| Talent, Ann View General Application for Employment | | 100 | 09-15-2009 | Recommend for Hire Begin Hiring Proposal Change Status | In Progress | <input type="checkbox"/> |

- On the applicant list, click the **Begin Hiring Proposal** link in the applicant Status column.

The **Begin Hiring Proposal for Job Description** page appears. *NOTE: at this point, you have two options:*

- Select Hiring Proposal for Position Description Listed Below to hire the applicant into the position listed at the bottom of the page.
- Select Hiring Proposal for Different Position Description if you have one posting but more than one open position. You can hire applicants from the single posting into the open position descriptions.

| ▲ Action | ▼ Description |
|--|--|
| Hiring Proposal for Different Position Description Start Action | Use this action to request a candidate for hire into a position other than the position listed below. Note: You will have the opportunity to search all positions. |
| Hiring Proposal for Position Description Listed Below Start Action | Use this action to request a candidate for hire into the position listed below. |

- Select the appropriate [Start Action](#) link.

The Hiring Proposal opens in tab format. Complete each tab.

| Hiring Proposal | Optional Hiring Proposal Supplemental Documentation | Search Committee Members | Comments |
|--|---|--|--------------------------|
| <div style="border: 1px solid black; padding: 2px; display: inline-block;">CONTINUE TO NEXT PAGE >></div> | | | |
| <p>NOTE: The information on this Hiring Proposal will pass through to GEMs. Before submitting, ensure the following:</p> <ul style="list-style-type: none"> • Applicant updated the application with SSN & Birthdate • Applicant name information on the Hiring Proposal is properly formatted <p><small>*Required information is denoted with an asterisk.</small></p> | | | |

- Complete the fields on the Hiring Proposal tab. NOTE: any fields with an asterisk (*) are required.

NOTE: Complete these pages carefully. Incorrect information could cause the integration to fail, resulting in a delay in getting your employee in the system. Please pay special attention to:

- Salary Admin Plan Type on Position Description
- Supervisor on Position Description
- Employee Class on Hiring Proposal
- Types of concurrent job on Hiring Proposal

General Information

| PeopleAdmin ID: | 90003566 | | | | |
|---|---|--------------|----------|---|-------------|
| Job/Classification Title: | Academic Program Specialist | | | | |
| Job/Classification Code: | 2200 | | | | |
| Career Family: | Academic and Student Services | | | | |
| Salary Plan Code: | 23 - Staff | | | | |
| Salary Band: | C | | | | |
| Salary Plan: | Staff | | | | |
| If this action is for Faculty Adjunct, choose Temporary in this drop down field. | | | | | |
| Empl Class: | Prob-Perm | | | | |
| Student Status: | No Response | | | | |
| Length of Employment or Contract Months: <i>Administration/Staff/Temporary choose 12 month</i> <i>Faculty - choose appropriate contract month</i> | 12 Month | | | | |
| Department Number/Name: | 0-1290-000 College Of Arts & S | | | | |
| Posting Number: | 0001004 | | | | |
| Position Number: | 00017113 | | | | |
| HR User: | Geisler, Patricia | | | | |
| Administrative Preparer Users: | <table border="1"><thead><tr><th>Not Selected</th><th>Selected</th></tr></thead><tbody><tr><td>Abrams, Brian Agarwal, James Agné, Kathleen Ales, Alisha</td><td>Mgmt, Tal13</td></tr></tbody></table> | Not Selected | Selected | Abrams, Brian Agarwal, James Agné, Kathleen Ales, Alisha | Mgmt, Tal13 |
| Not Selected | Selected | | | | |
| Abrams, Brian Agarwal, James Agné, Kathleen Ales, Alisha | Mgmt, Tal13 | | | | |

See **Employee Class Modifier** in Appendix at end of user guide.

Use only for student employees.

Users were selected when the posting was created. Changes can be made now if a selected user is no longer available.

- Complete all fields paying special attention to the fields with balloons above.

| | |
|--|--|
| Specific reason for the exception, including the direct impact on core and essential business operations: | |
| Show how suspending, delaying or freezing requested action would negatively impact on essential or critical business operations: | |
| Show that other methodologies and/or options have been explored and exhausted: | |

- Some colleges/divisions require that these exception fields be completed at all times and other colleges require them only when a hiring freeze is in effect. Check with your Dean or Business office.

| | | |
|---|----------------------------------|---|
| FTE and Standard Hours: | 1.000: 40.00 hours | Select Comp Rate Code. |
| * Comp Rate Code: | Biweekly | |
| * Final Salary to be Offered: <i>Format: Numbers Only</i> | 30000 | Enter salary and hire date as annual, biweekly or hourly to match Comp Rate code (Can be adjusted later.) |
| * Hire Date: | 06/15/2010 MM/DD/YYYY | |
| Last Day of Appointment (if applicable): | MM/DD/YYYY | Add last day if Temporary or Time Limited. |
| Pay Envelope: | 120 0-1201-000 | |
| Position's Campus Mail Point: | SVC2072 - HR / Talent Management | |
| Position's Campus Location Bldg/Room: | SVC2072 | |
| <i>If Location is a remote location please list here Off Camp</i> | | |
| * Does this position work at a location other than a USF Campus? | Yes | If the position does not work on a USF Campus, select Yes and enter the work address below. |
| Other Work Address: | 100 Oak Drive | |
| Other Work City: | Titusville | |
| Other Work Zip: | 32667 | |
| Other Work County: | Brevard | |
| Other Work State: | | |

| | |
|---|----------------------------|
| Tenured upon appointment: | Not Applicable |
| Tenure Earning Status | No Response |
| Tenure Prior Experience Credit: | |
| Is this a faculty summer appointment? | No Response |
| If Yes, provide the employee 600 record number (Empl Rcd#) if the employee is being rehired to a previous summer faculty appointment. | |
| Is this a concurrent appointment? | No |
| If Yes, provide the employee record number (Empl Rcd#) if the employee is being rehired to a previous concurrent appointment. | |
| Is this an extra compensation appointment? <small>*Please note that all extra compensation appointments must include the Extra Compensation Approval Form.</small> | No |
| If Yes, what is the nature of the extra compensation appointment? | |
| Expected End Date of Extra Compensation | MM/DD/YYYY -or- MM-DD-YYYY |
| Please provide the employee record number (Empl Rcd#) if the employee is being rehired to a previous extra compensation appointment. | |
| Is any portion of the funding for this position coming from a federal contract? (not including grants) | No |

- Answer questions on tenure, faculty summer appointment, extra compensation and funding.

Pay Distribution

Please provide the combo code(s) to be used for the appointment pay distribution.

| | | | |
|---------------|---------------------------------------|------------------------|----------------------------------|
| Combo Code 1: | <input type="text" value="00001427"/> | Distribution Amount 1: | <input type="text" value="100"/> |
| Combo Code 2: | <input type="text"/> | Distribution Amount 2: | <input type="text"/> |
| Combo Code 3: | <input type="text"/> | Distribution Amount 3: | <input type="text"/> |
| Combo Code 4: | <input type="text"/> | Distribution Amount 4: | <input type="text"/> |
| Combo Code 5: | <input type="text"/> | Distribution Amount 5: | <input type="text"/> |

- If you want HR to enter the pay distribution for you, enter the GEMS Combination Code(s) and the percentage of distribution here.

Selected Candidate

Hiring Departments must ensure that qualifications of candidate selected for Staff and Administration positions are approved by the Division of Human Resources. The hiring department is responsible for verification of credentials/licenses of applicants.

| | |
|---|----------------------|
| Employee ID Number: | <input type="text"/> |
| If you are a previous or current USF student, please provide your student U number. (Lookup for USF ID Number) Format: 8 Numbers (exclude the leading U) | <input type="text"/> |
| Name-Prefix: | No Response ▾ |
| Employee First Name: | Ann |
| Middle Name: | T |
| Employee Last Name: | Talent |
| Name-Suffix: | No Response ▾ |
| Address-Line-1: | 100 N Palm |
| Address-Line-2: (use to list Apt Number, Bldg. Number, etc.) | <input type="text"/> |
| City: | Tampa |
| State: | Florida - FL ▾ |
| Zip Code: | 33620 |
| County: | Hillsborough ▾ |
| Home Phone Number: (format: xxx-xxx-xxxx) | 813-974-5555 |
| Work Phone Number: (format: xxx-xxx-xxxx) | 813-974-1234 |
| Cell Phone Number: (format: xxx-xxx-xxxx) | <input type="text"/> |

- The selected applicant will be populated in the Selected Candidate Section.

Alternate Candidates

Alternate Candidates: If selected candidate declines the offer, individual listed as the 2nd and 3rd choice (if any) must be considered in order listed.

Candidate #2: Carl Talent

Candidate #3: Barbara Talent

Search Committee Information

Name of Search Committee Chair: Joseph Smith

Phone Number of Search Committee Chair: 813-555-5555

Mail Point of Search Committee Chair: SVC2172

- If you name an alternate candidate, HR will approve both the alternate and the primary candidate. If your primary candidate backs out, the alternates will be approved to hire right away. If no alternate candidate is listed, you can choose another candidate from your pool and do a new Hiring Proposal.
- Add the Search Committee Chair information.

Compliance Information

Name of Equal Opportunity Liaison: Beverly Ferris

Based on the information included in this report, I certify that this search or hire was conducted within the framework of Right Search Guidelines of the University.

Check here to certify

<http://sis.fastmail.usf.edu/eoa/equity.asp>

I certify that the pool is: Acceptable

Advertisement Sources Used: USF jobs listing, HigherEdJobs.com, Tampa Tribune, ASTD

EEO1-Job Category: 5 - Administrative Support Workers

Verifications of Employment: Yes

Verification of Degree (per minimum qualifications) Completed: Yes

Internal Applicants Employment File Reviewed: No Response

- The Equal Opportunity Liaison information should be here from the EOL certification. Complete the rest of the compliance information – EEO Job Category (see [Appendix 2](#)) and Verifications.
- When you have finished with this page, click **Continue to Next Page** at the bottom of the page.

Use the **Optional Hiring Proposal Supplemental Documentation** tab to attach documents needed as part of the hiring record. Attach documents as described in the [Position Description – Supplemental Documentation](#) section.

| Hiring Proposal | Optional Hiring Proposal Supplemental Documentation | Search Committee Members | Comments |
|------------------------|---|--------------------------|----------------------|
| 16 Records | | | |
| Attach / Remove | Document Type | Attached Document | View Document |
| Attach | Funding Plan | Not Attached | |
| Remove | Advertisement 1 | Attached | View |
| Attach | Advertisement 2 | Not Attached | |
| Attach | Advertisement 3 | Not Attached | |
| Attach | Advertisement 4 | Not Attached | |
| Attach | Advertisement 5 | Not Attached | |
| Remove | Verification of Employment 1 | Attached | View |
| Attach | Verification of Employment 2 | Not Attached | |
| Attach | Verification of Employment 3 | Not Attached | |
| Attach | Verification of Education 1 | Not Attached | |
| Attach | Verification of Education 2 | Not Attached | |
| Attach | Salary Justification Memo | Not Attached | |
| Remove | Other 1 | Attached | View |
| Attach | Other 2 | Not Attached | |
| Attach | Other 3 | Not Attached | |
| Remove | Letter of Offer | Attached | View |

- NOTE: If your approvers are unable to approve in the system, attach a document with their approval (email, scanned memo, etc.)
- After adding all necessary documents, scroll to the bottom and click Continue to Next Page.

| Hiring Proposal | Optional Hiring Proposal Supplemental Documentation | Search Committee Members | Comments |
|---|---|---|----------|
| Existing Entries | | | |
| No Records Found | | | |
| ADD NEW ENTRY | | | |
| <input style="margin-right: 100px;" type="button" value=" << RETURN TO PREVIOUS "/> | | <input style="margin-left: 100px;" type="button" value=" CONTINUE TO NEXT PAGE >> "/> | |

- On the Search Committee tab, add each Guest User (Search Committee member) by clicking the **Add New Entry** button.

| | |
|---------------------------|--|
| Name: | <input type="text" value="Carlos Lopez"/> |
| Race/Ethnicity: | <input type="text" value="Hispanic/Latino of any Race"/> |
| Gender: | <input type="text" value="Male"/> |
| ADD ENTRY | |

- Complete the fields then click the **Add Entry** button.

| | | |
|---|--|---|
| <input type="text" value="Carlos Lopez"/> | <input type="text" value="Hispanic/Latino of any Race"/> | <input type="text" value="Male"/> |
| View Edit | | |
| Delete | | |
| <input style="margin-right: 100px;" type="button" value=" ADD NEW ENTRY "/> | | |
| <input style="margin-right: 100px;" type="button" value=" << RETURN TO PREVIOUS "/> | | <input style="margin-left: 100px;" type="button" value=" CONTINUE TO NEXT PAGE >> "/> |

- Continue adding members of the committee, and then click **Continue to Next Page**.

| | | | |
|---|---|--|--------------------------|
| Hiring Proposal | Optional Hiring Proposal Supplemental Documentation | Search Committee Members | Comments |
| <input style="border: 1px solid gray;" type="button" value=" << RETURN TO PREVIOUS "/> <input style="border: 2px solid red;" type="button" value=" CONTINUE TO NEXT PAGE >> "/> | | | |

- On the Comments tab, add your comments, and then click **Continue to Next Page**.

Edit

Action Status

Send Hiring Proposal to Budget Confirmation
 Send Hiring Proposal to Unit HR
 Send Hiring Proposal to EOL
 Save Hiring Proposal Without Submitting
 Send Hiring Proposal to Level Two
 Send Hiring Proposal to HR

- Select the appropriate approval level to send to, and then click the **Continue** button. (NOTE: To return to the tab view to make changes, click the Edit link)
- The last approver at the Division/College level will choose **Send Hiring Proposal to HR**.

Action Status

Send Hiring Proposal to Level Two

- Click **Confirm**.

Next Steps in Hiring Proposal

The Hiring Proposal is approved by HR. The department can track the approval process by using the **Search Hiring Proposal** function (See [Search Hiring Proposal](#) section of this document.) Type the search parameters, apply any filters and click Search. The results will appear as below.

| Job/Classification Title | Department Number/Name: | Status | Action Type |
|---|-----------------------------|--|---|
| Academic Program Specialist View View Summary | 0-1001-000 Provost's Office | Hiring Proposal Approved for Offer - Sent to Initiator | Hiring Proposal for Position Description Listed Below |

- Note the Status of the hiring proposal. NOTE: for more details, see the *How Do I Find an Action, Hiring Proposal or Position Job Aid*.

Once the Hiring Proposal is at a status of **Hiring Proposal Approved for Offer – Sent to Initiator** (as in image above), you may formally extend an offer to the employee. (NOTE: use the Letter of Offer templates found on the HR website.)

| Job/Classification Title | Department Number/Name: | Status | Action Type |
|---|-----------------------------|--|---|
| Academic Program Specialist View View Summary | 0-1001-000 Provost's Office | Hiring Proposal Approved for Offer - Sent to Initiator | Hiring Proposal for Position Description Listed Below |

- Once the candidate accepts the offer, open the Hiring Proposal by clicking View under the Job Title to view and update the Hiring Proposal with information such as start date or final salary.

| | | | | |
|---|---|--|--------------------------------|--------------------------|
| Hiring Proposal | Optional Hiring Proposal Supplemental Documentation | Search Committee Members | Action History | Comments |
| <input style="border: 1px solid gray;" type="button" value=" << RETURN TO PREVIOUS "/> <input style="border: 2px solid red;" type="button" value=" CONTINUE TO NEXT PAGE >> "/> | | | | |

- Step through the tabs of the Hiring Proposal to the Comments tab, then click **Continue to Next Page**.

- On the Action Status page, choose **Offer Accepted - Send Hiring Proposal to HR**, click **Continue**, then **Confirm**.
- You have now notified HR that the candidate has accepted the offer.

Search Hiring Proposals

Check the status of your Hiring Proposal at any time using the **Search Hiring Proposal** function.

You will be able to search using any of the specified criteria on the search page. Click search once you have marked your search criteria.

Status – Once you locate your Hiring Proposal, the Status is displayed. An explanation of the statuses is shown below.

| Steps | Action Taken | Status Displayed |
|------------------|--|---|
| Hiring Proposal | Department completes and submits hiring proposal for unit approval. | Hiring Proposal Sent to Level 1 (or other college/division levels) |
| Submit to HR | After all approvals obtained at the department/division level, the hiring proposal is sent to HR. | Hiring Proposal Sent to HR |
| HR Approval | HR Approves Hiring Proposal and notifies department. | Hiring Proposal Approved for Offer – Sent to Initiator |
| Job Offer | Department formally offers the job to the applicant. After applicant accepts the job, department opens the hiring proposal | Offer Accepted – Hiring Proposal Sent to HR |
| Applicant Update | Applicant updates information in system and notifies HR. HR uploads updated application, then changes status. | All Approvals Obtained (Hiring Proposal Approved) |

You may click **View** under the title to:

- Submit to your next level approver after saving.
- View the Hiring Proposal as it is being approved.
- Approve a Hiring Proposal that has been sent to you for approval.
- Edit a Hiring Proposal that was returned to you.

| Job/Classification Title | Status | Action Type | Position Number | Candidate Last Name | Date First Submitted to HR | Date of Last Action | Date App |
|---|-------------------------------------|---|-----------------|---------------------|----------------------------|---------------------|----------|
| Human Resources Assistant View View Summary | Hiring Proposal Saved Not Submitted | Hiring Proposal for Position Description Listed Below | | Last Name: | | | |

What About the Applicants You Didn't Hire?

After your chosen candidate has accepted the offer, you need to change the status for all the other applicants to **Not Hired – Email**. This generates an automatic email (example below) to the candidate letting them know they were not selected. In addition, when they log into the applicant system, their status for that application will show them as not hired.

Thank you for your time and interest in the XXXX position with the University of South Florida.

The task of selecting the most suitable candidate was difficult, considering the number of qualified applicants for this position. Although your qualifications were impressive, we have chosen an individual who more closely fits our needs at this time.

We encourage you to review other employment opportunities at the University of South Florida.

We wish you the best of success in your future endeavors and personally thank you for considering the University of South Florida as a possible employer.

Job Title: (Job title will be here)
 Working Title: (Working title will be here)
 Position Number: 00000012345
 Posting Number: 0000123456

Set Applicant Status to “Not Hired–Email” and Generate an Automatic Email to Applicants

| |
|----------------------------|
| Job Postings |
| Active Postings |
| Pending Postings |
| Historical Postings |
| Search Hiring Proposals |
| Position Descriptions |

- Log in to the Careers@USF system and click on **Historical Postings**.

| Job/Classification Title | Posting Number | Date Filled / Withdrawn | Department | Posting Status |
|---|----------------|-------------------------|-----------------------------|-----------------|
| Academic Program Specialist View | 0000240 | 10-16-2009 | 0-1001-000 Provost's Office | Position Filled |

- Click **View** under the job title.

| Name | Documents | Score | Date Applied | Status | External Status | All / None |
|---|-----------|-------|--------------|--------|------------------|--------------------------|
| Talent, Ann View General Application for Employment | | 100 | 09-15-2009 | Hired | Offered Position | <input type="checkbox"/> |

Refresh

Minimum Score:

Include: Active Applicants
 Inactive Applicants

REFRESH

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

- Select the **Inactive Applicants** checkbox, and then click **Refresh**.

Note that the inactive applicants can now be viewed and the status can be changed. Follow the steps given in the **Reviewing Applicants** section of this user guide for changing the status of the applicants to **Not Hired-Email**.

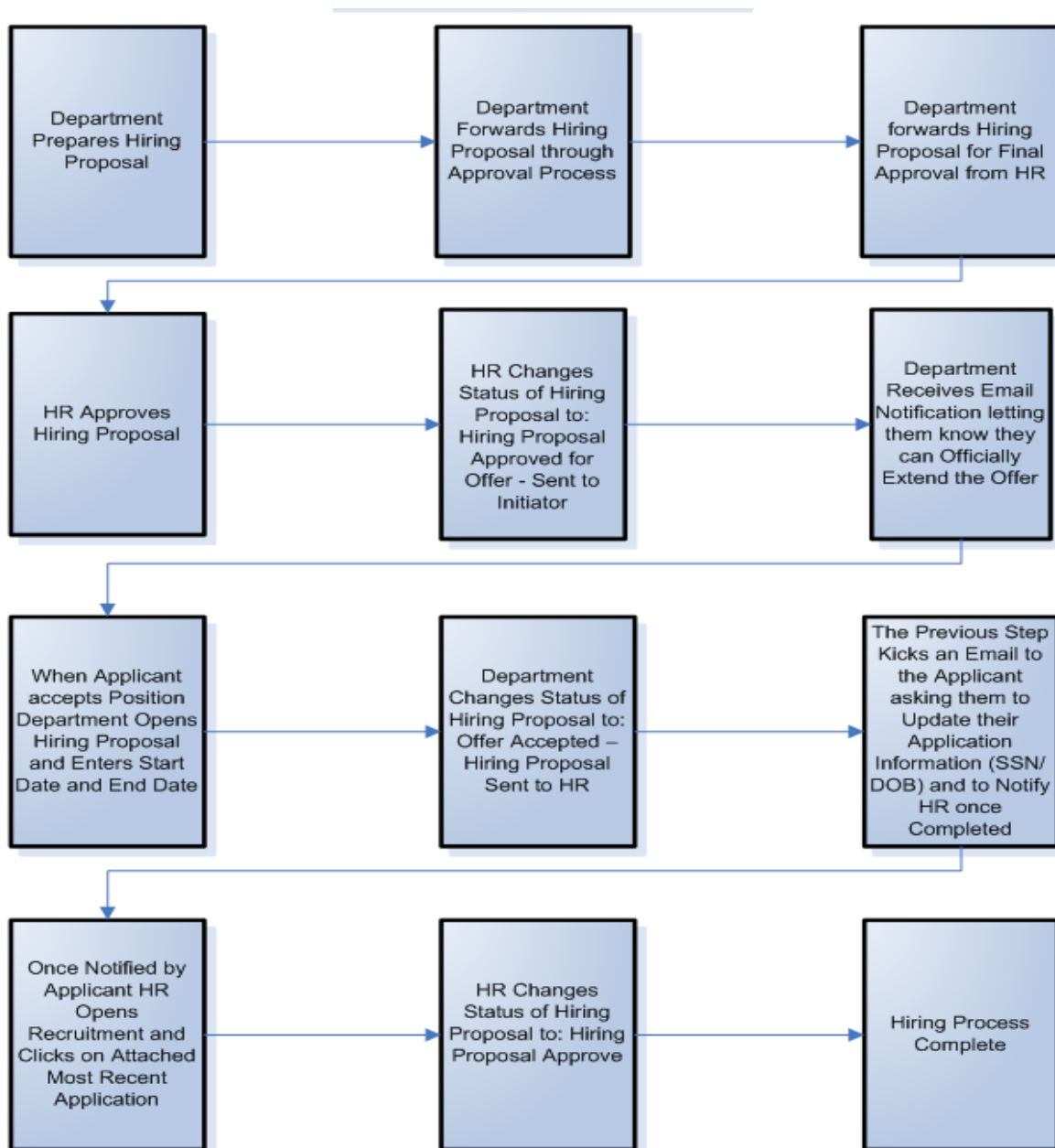
| Inactive Applicants | | | | | | |
|---|---|-------|--------------|---|-----------------|-------------------------------------|
| 6 Records | | | | | | |
| Name | Documents | Score | Date Applied | Status | External Status | All / None |
| Talent, Barbara View General Application for Employment | | 33 | 09-15-2009 | Not Hired - No Email Change Status | Position Filled | <input checked="" type="checkbox"/> |
| Talent, Carl View General Application for Employment | Res | 67 | 09-15-2009 | Not Hired - No Email Change Status | Position Filled | <input checked="" type="checkbox"/> |
| Talent, Daniel View General Application for Employment | Cvr Ltr Res | 0 | 09-15-2009 | Not Hired - No Email Change Status | Position Filled | <input checked="" type="checkbox"/> |
| Talent, Elaine View General Application for Employment | Res | 67 | 09-15-2009 | Not Hired - No Email Change Status | Position Filled | <input checked="" type="checkbox"/> |
| Talent, Frank View General Application for Employment | | 0 | 09-15-2009 | Not Hired - No Email Change Status | Position Filled | <input checked="" type="checkbox"/> |
| Talent, George View General Application for Employment | | 0 | 09-15-2009 | Not Hired - No Email Change Status | Position Filled | <input checked="" type="checkbox"/> |

CHANGE MULTIPLE APPLICANT STATUSES

At this point, the system will send the applicants an email letting them know they were not chosen for the position; they can view their application status for that posting by logging in to the Applicant site.

Review of Steps in Hiring Process

- Step 1:** Department prepares Hiring Proposal
Step 2: Department forwards Hiring Proposal through approval process
Step 3: Department forwards Hiring Proposal for final approval from HR
Step 4: HR approves Hiring Proposal
Step 5: HR changes status of Hiring Proposal to Hiring Proposal Approved for Offer – Sent to Initiator
Step 6: Department receives email notification letting them know they can officially extend the offer
Step 7: When Applicant accepts Position Department Opens Hiring Proposal and Enters Start Date and End Date
Step 8: Department changes status of Hiring Proposal to *Offer Accepted – Hiring Proposal Sent to HR*
Step 9: The previous step generates an email to the applicant asking them to update their application information (Social Security number and date of birth) and to notify HR once completed
Step 10: Once notified by applicant, HR opens recruitment and attaches the updated application
Step 11: HR changes status of Hiring Proposal to *Hiring Proposal Approved*
Step 12: Hiring process is complete and applicant can be scheduled for Right Start.



LOGGING OUT

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

APPENDIX 1 – EMPLOYEE CLASS

The Hiring Proposal requires you to select the Empl Class for the candidate you are hiring.

Empl Class: U Regular ▼

This field describes the status of an employee within a specific salary plan. For example, a Staff employee hired as a Staff Assistant will be hired as:

- Probationary if they come from outside the university
- Probationary-Permanent if they have achieved Permanent status as a Staff employee in a different job title
- Regular if they are permanent as a Staff Assistant and are being hired to a different position or department.

These tables give you the Employee Class options and descriptions of when to use them.

| Empl Class for Administration Employees | | | |
|---|----------------|-----------------|---|
| TYPE | Comp Rate Code | GEMS Empl Class | DESCRIPTION |
| Acting | NAANNL | F/AP Acting | Acting status is used to fill an Administration position with a current USF employee when another employee is on a leave of absence (paid/unpaid) or under circumstances where the position can't be filled through the normal advertising process. The position should be advertised at a later date. Employees with this status must meet the minimum qualifications for the class and be approved through Human Resources prior to being appointed. Acting status may be used to appoint an employee for up to one year. |
| Grant Funded | NAANNL | F/AP Reg | An appointment on a position which is entirely or partially funded by grant, contract, auxiliary or local funds. This appointment is conditioned upon the loss or reallocation of funds. |
| Provisional | NAANNL | F/AP Provi | An appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time. Appointment is made for the time period needed for the incumbent to acquire the needed qualifications and generally is not extended if the incumbent does not become fully qualified by the end of the appointment. If the incumbent does attain the needed qualifications by the end of the provisional appointment, the appointment is changed to Regular. |
| Regular | NAANNL | F/AP Reg | A continuing appointment for which a search was completed. Needs to have a search or waiver of search. Must meet minimum qualifications. |
| Visiting | NAANNL | F/AP Visit | Visiting status is used to fill an Administration position with an outside employee when the current employee is on a leave of absence (paid/unpaid) or under circumstances where the position can't be filled through the normal advertising process. Typically, the appointment should not exceed 12 months. The Diversity & Equal Opportunity Office (DEO) must approve visiting appointments over one year. Employees with this status must meet the minimum qualifications for the class and be approved through Human Resources prior to being appointed. |

| Empl Class for Staff Employees | | | |
|--------------------------------|----------------|--|---|
| TYPE | Comp Rate Code | GEMS Modifier | DESCRIPTION |
| Emergency | BIWK | U Emergenc | An appointment for up to 3 months while a search is conducted to fill the job on a regular basis. Since it is not expected that the entire job will be performed, the employee need not meet minimum qualifications and may be paid below the minimum pay of the class, not to exceed 10% below the range. Emergency Appointments are one-time appointments and may not be extended. Time served on an emergency basis does not count towards probationary period or anniversary date. |
| Short Term (temporary) | BIWK | U Temp | Short Term is used when a person is appointed to a position when the regular employee is on a leave of absence, the position can't be filled through the normal advertising process, or the hiring authority is unsure if the position is needed long term. Appointment must be approved by HR, cannot exceed 12 months and the incumbent must meet minimum qualifications. Time served may count toward probationary period and anniversary date. |
| Regular | BIWK | U Probatio (New) Prob/Perm (Placed in a new job code that they have not previously obtained status within) U Regular (Once achieved status within job class) | A continuing appointment for which a search was completed. Needs to have a search or waiver of search. Must meet minimum qualifications. The initial probationary period is 6 months. When employees successfully complete the specified probationary period, they attain permanent status, which is retained throughout continuous employment at USF. When employees move to a new classification they begin a new probationary period for that job title. |
| Law Enforcement Officer | BIWK | U Probatio (New) Prob/Perm (Placed in a new job code that they have not previously obtained status within) U Regular (Once achieved status within job class) | A continuing appointment for which a search was completed. Needs to have a search or waiver of search. Must meet minimum qualifications. Law Enforcement Officers (LEO) probationary period is 12 months. When employees successfully complete the specified probationary period, they attain permanent status, which is retained throughout continuous employment at USF. When employees move to a new classification they begin a new probationary period for that job title. |
| Time Limited | BIWK | U Probatio (New) Prob/Perm (Placed in a new job code that they have not previously obtained status within) U Regular (Once achieved status within job class) | An appointment on a position which is entirely or partially funded by grant, contract, auxiliary or local funds. The employee must complete the <i>Time Limited Agreement</i> prior to the commencement of the appointment. Must be advertised as Time Limited. Time served counts towards probationary period and anniversary date. |
| Trainee | BIWK | U Trainee | An appointment when the person is not fully qualified, but is expected to acquire such qualifications in a short period of time. May be hired below the minimum of the pay grade. Time served as a trainee does not count towards probationary period. Appointment is made for the time period needed for the incumbent to acquire the needed qualifications and generally is not extended if the incumbent does not become fully qualified by the end of the appointment. If the incumbent attains the needed qualifications by the set deadline, the appointment is changed to Regular. |

Empl Class for Faculty Employees

| TYPE | Comp Rate Code | GEMS Modifier | DESCRIPTION |
|---|----------------|---------------|---|
| Acting | NAANNL | F/AP Acting | A time limited appointment for an existing employee to a position primarily assigned administrative duties. |
| Adjunct | NAANNL | FacAdj | A temporary appointment extended to persons of satisfactory professional qualifications who perform temporary teaching, research, or extension functions in connection with established programs. Such persons are appointed for one academic term at a time and possess no continuing contractual relationship with the university. Time spent in this appointment cannot be counted toward tenure or permanent status. |
| Affiliate (Faculty – Non Compensated) | N/A | F Affiliat | An appointment similar to Courtesy, when a person participates in some functions, but not all, of other academic departments/units. Affiliate is mostly used by Faculty to enable appropriately qualified physicians engaged in the private practice of medicine in the community (and other similarly qualified health professionals) to participate in and contribute to the college's teaching and/or research programs without remuneration. |
| Clinical | NAANNL | F Clinical | An appointment in conjunction with a professional position in a hospital or other clinical environment. These appointments are not tenure earning. |
| Courtesy (Faculty – Non Compensated) | N/A | F Courtesy | An unpaid appointment which may include special academic privileges such as voting in departmental affairs. Persons appointed with this status may or may not be otherwise affiliated with the university. This designation should be used for individuals whose credentials would warrant appointment as a member of the faculty and who are or will participate in a meaningful way in one of our programs. |
| Joint | NAANNL | F Joint | An appointment when the person is regularly participating in the teaching and/or graduate supervision responsibilities of more than one academic department/unit. |
| Joint College (Faculty – Non Compensated) | N/A | F Joint Co | An appointment to a college/unit administered jointly by more than one university. Although appointed and employed by only one of the participating universities, each person so designated is considered an employee of the other participating universities for purposes of carrying out the teaching, research and service responsibilities of the college/unit. |
| Provisional | NAANNL | F/AP Provi | An appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time. Appointment is made for the time period needed for the incumbent to acquire the needed qualifications and generally is not extended if the incumbent does not become fully qualified by the end of the appointment. If the incumbent does attain the needed qualifications by the end of the provisional appointment, the appointment is changed to Regular, Clinical or Research. |
| Regular | NAANNL | F/AP Regul | A continuing appointment for which a search was completed or waiver of search was approved. |
| Research | NAANNL | F Research | An appointment when the person is engaged primarily in research. These appointments are not tenure earning. |
| Visiting | NAANNL | F/AP Visit | An appointment of a person having professional qualifications, when either the person or the position is not expected to be available for more than a limited period of time. The UFF Collective Bargaining Agreement limits visiting appointments to 4 years. The Diversity and Equal Opportunity Office must approve visiting appointments over one year. Visiting faculty are always Non-Tenure Not on Track |

| Empl Class for Student Employees | | | |
|---|---|----------------------|---|
| TYPE | Comp Rate Code | GEMS Modifier | DESCRIPTION |
| Federal Work Study (FWS) Student | NAHRLY | StuAsst | An hourly, time limited appointment of a student who has been awarded FWS financial aid. |
| Graduate Student (GA) | NAANNL (9181, 9182, 9183, 9184 & 9550) NAHRLY (9185) | Grad Asst | An hourly or salaried (depending upon the type of job, e.g., Graduate Assistant, Graduate Research Associate) appointment of a student who is enrolled full time in a master's or doctoral program at USF. According to the job code used, duties will include teaching, conducting research or performing other tasks that contribute to the student's professional development. |
| Hourly Student | NAHRLY | StuAsst | A time limited appointment of a student employee who is enrolled at USF at least half time and whose primary purpose is to be a student. It is advantageous to appoint this way because neither the student nor department will pay FICA taxes (7.62% of wages) up to 32 hours per week. |
| Resident Assistant | BIWK | StudAsst | An appointment of a person in a professional capacity within the department of Housing and Residential Education. |

| Empl Class for Non-Student Employees | | | |
|---|-----------------------|----------------------|---|
| TYPE | Comp Rate Code | GEMS Modifier | DESCRIPTION |
| Hourly Non-Student | NAHRLY | OPS NonStu | A time limited appointment to a job that is non-exempt according to the Fair Labor Standards Act (e.g., can earn overtime pay). Employee does not meet the criteria for an hourly student appointment due to not being enrolled as a student. |
| Medical Resident | BIWK | HouseStaff | An appointment for up to one year by a physician in a residency program within the College of Medicine. |
| Postdoctoral Scholar | NAANNL | Post Doc | A time limited appointment of an employee holding a doctoral degree. Involves mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a specific career path. |
| Psychological Intern | BIWK | OPS NonStu | A time limited appointment of a person in a professional capacity within the Counseling Center. |
| Salaried Non-Student | BIWK | OPS NonStu | A time limited appointment to a job that is exempt according to the Fair Labor Standards Act. A <i>Duties and Responsibilities</i> form must be included at the time of appointment and will be reviewed by HR. |

APPENDIX 2 – EEO CATEGORIES

The Hiring Proposal will ask you to choose the EEO Job Category. You may not be familiar with these categories but you can find them in GEMS for each Job Code/Title.

EEO Categories are job classifications published by the Employment Opportunity Commission (EEOC). NOTE: As a higher education organization, USF uses IPEDS which has recently replaced the EEO-6 categories.

Look Up EEO Category in GEMS

- Go to the **Job Code Table** (to find it, use the Search field at the top of the menu).
- Search by either Job Code or Description, then click **Search**. In the example shown, we are searching for an Academic Program Specialist.

- When the **Job Code Profile** opens, click the USF flag at the bottom of the page to display the EEO Categories. Find the EEO-6 and IPEDS Job Category.

- Choose the category in the Hiring Proposal that most closely matches the IPEDS or EEO-6 categories in GEMS.

APPENDIX 3 –NON-RECRUITED (NON-ADVERTISED) EMPLOYEES

A department will sometimes appoint an employee without advertising or recruiting. Common examples include Graduate Assistants, Adjunct Faculty and other Temporary employees. These employees will be added to our systems through Careers@USF.

Exception – FWS students. FWS student employees will apply through the USF Career Center. Departments should use the Career Center system to create a position description and job posting.

Temporary Employee Being Reappointed:

The current process to reappoint a temporary employee is not changing: complete and submit an Appointment Status Form in GEMS. This process may change in the future so watch for notifications.

Temporary Employee New to USF: (Responsible parties in arrows at left)

