Recruiting Workflow

This simple workflow shows the basic steps for recruiting. Remember that if you are recruiting for a position, you must update the position profile (done outside of the recruiting module) and have it approved before creating an opening. NOTE: USF uses GEMS Self-Service for recruiting so all required users have access.
**Create Job Opening**

*NaviGATION: Main Menu > Recruiting > Create New Job Opening*

**Temporary Job Opening**

**Choose Job Family**

For temporary job openings, complete all fields except for the position number. [Click here for help on temporary job codes.](#) The posting title populates from the job code but can be changed. Click **Continue**.

The job opening opens with a status of *Draft*. Tabs at the top designate the information found on each tab.

**Job Details Tab**

This tab contains basic information for this job opening with most of the information pre-populated according to your selected job code.

*TIP: If you are recruiting to hire more than one person on an opening, add the number of target openings.*

For Temporary job openings, add the location.

When finished with each tab, click the next tab, in this case, **Additional Information**.
Additional Information Tab

NOTE: This tab is only seen on Temporary job openings.

Complete this tab with the appropriate information. Pay special attention to the Work Period and Pay Frequency fields – they will vary according to the type of Temporary opening. For a guide, see the Work Period/Pay Frequency Guide in the Appendix.

Under the Salary Information section, add the salary range as an hourly or annual rate based on the chosen job code. For example, this job code (0014) is hourly.

After completing the fields on this tab, click the Hiring Team tab.

Hiring Team Tab

The Hiring Team tab has sections to add users who need to view the job opening. To add your hiring team, first determine who is on your hiring team and what they will be doing.

<table>
<thead>
<tr>
<th>Interviewer</th>
<th>Interested Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Search Committee or Supervisor</td>
<td>• Someone who needs to approve a job opening</td>
</tr>
<tr>
<td>• Need to view applicant resumes and applications for a specific job opening</td>
<td>• Add user as Interested Party on Hiring Team tab and as Inserted Approver on approval page</td>
</tr>
<tr>
<td>• Can only view that job opening</td>
<td>• Can only view job opening until approved</td>
</tr>
</tbody>
</table>


If someone needs to approve a job opening AND also needs to view applicant information, add them as BOTH Interviewer and Interested Party.

On the Hiring Team tab, click Add Interviewers and Add Interested Party as needed. Type the first name and last name as it appears in GEMS or use the lookup. NOTE: We are not using the “add team” feature.

When you have added your hiring team, click the Job Postings tab.

TIP: If your interviewer does not work at USF and does not have access to GEMS Self-Service, contact HR to have them added as a person of interest with Self-Service access.
Job Postings Tab

Start by clicking the Add Job Posting link. This opens the job posting page with two sections – the Job Descriptions at the top and the Job Posting Destinations at the bottom.

Job Description section: This is where you create the job listing that applicants will see. Templates describe job duties and salary, or provide information. For each posting description added, select the visibility.

Click Add Posting Descriptions to add another. The appendix has a guide to which posting descriptions to add.

Job Posting Destinations section: Where and when to post the recruitment. Every recruitment should have a row for Careers@USF. Click Add Posting Destinations to add other destinations such as newspapers, websites or trade journals.

When all posting descriptions and destinations have been added to the job posting tab, click OK at the bottom to return to the job opening.

Submit the Job Opening/Posting

Back on the job opening, on the Job Posting tab, the job posting appears as a link.

Click Save and Submit to submit the job opening for approval.

The job opening status will change from Draft to Pending Approval and the job opening ID will show in the job opening header.
Attachments, Expenses and Notes (Oh My!)

After saving and submitting the opening, it will open with two tabs. Click the Activity & Attachments tab.

- **Click Add Notes** to track recruitment notes: Add notes about the job opening and recruitment. You can also Add Applicant Notes to document applicant correspondence on the Manage Applications page.

- **Click Add Attachments**
  - Before job opening is approved: Upload attachments such as budget or search plans.
  - After choosing your applicant, add employment or degree verification to the Manage Applications page using the Add Applicants Note before submitting a job offer for approval.

- **Click Add Expenses**: To pay for advertising, select Advertising in the drop-down field on the Add Expenses dialog box and type your chartfield string in the description field. You can also track travel expenses here.

---

Remember that you can add attachments, notes and expenses at any time during the recruitment process.
Position Job Opening

ências

Before creating an opening for a position (Faculty, Staff, Administration or Executive Service), update the position. Instructions are in the Maintain Position Guide available on the HR Procedures page.

Faculty Recruitments

The Provost Office has jurisdiction over Faculty recruitments. Familiarize yourself with the forms, policies and guidelines available on the Office of the Provost website. The system processes are the same as for any other position recruitments.

Staff and Administration Recruitments

HR must review and approve all recruitments to ensure they meet USF policy employment laws. Before creating an opening for a position, review the guidelines in the HR Recruiting pages.

Choose Job Family (Positions)

Complete each field on the job details page, using the lookups where needed.

Choose a job family with positions (Staff, Admin or Faculty) and add the department and position number. A posting title will populate based on the job code but can be changed. Click Continue.

Job Details Tab

The job opening page opens in draft status. Clicking the “Save as Draft” button will generate the job opening ID. The opening will remain in draft status until submitted.

Note the tabs at the top. We are on the Job Details tab; these fields are auto-populated.

If you are recruiting to hire more than one person on this opening, add the number of target openings - each opening will use the same applicant pool. Each time you hire an applicant, the available openings will reduce by one. When all available openings are filled, the applicant pool will close.

Click the Hiring Team tab.
Hiring Team

The Hiring Team tab has sections to add users who need to view the job opening. To add your hiring team, first determine who is on your hiring team and what they will be doing.

<table>
<thead>
<tr>
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<tr>
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<td>• Can only view job opening until approved</td>
</tr>
</tbody>
</table>

In GEMS Self-Service, navigate to Main Menu > Recruiting > Browse Job Openings.

If someone needs to approve a job opening AND also needs to view applicant information, add them as BOTH Interviewer and Interested Party

On the Hiring Team tab, click Add Interviewers and Add Interested Party as needed. Type the first and last name as it appears in GEMS or use the lookup.

NOTE: We are not using the “add team” feature.

When you have added your hiring team, click the Job Postings tab.

TIP: If your interviewer does not work at USF and does not have access to GEMS Self-Service, contact HR to have them added as a person of interest with Self-Service access.

When all assignments have been added, click the Job Postings tab.
Job Postings Tab

Start by clicking the **Add Job Posting** link. This opens the job posting page with two sections – the Job Descriptions at the top and the Job Posting Destinations at the bottom.

**Job Description section:** This is where you create the job listing that applicants will see. Templates describe job duties and salary, or provide information. For example, Position Details populates duties and other information from the position profile. For each posting description added, select the visibility.

Click **Add Posting Descriptions** to add another. The appendix has a guide to which posting descriptions to add.

**Job Posting Destinations section:** Where and when to post the recruitment. Every recruitment should have a row for *Careers@USF.*

Click **Add Posting Destinations** to add other destinations such as newspapers, websites or trade journals.

When all the posting descriptions and posting destinations are added, click **OK**.

---

**TIP:** Remember that HR coordinates all advertising for USF postings to create a consistent branded image and to secure volume pricing. [For information on advertising, click here.](#)

---

When all posting descriptions and destinations are added to the job posting tab, click **OK** at the bottom to return to the job opening.

**Submit the Job Opening/Posting**

Back on the job opening, on the **Job Posting** tab, the job posting appears as a link.

Click **Save and Submit** to submit the job opening for approval.

The job opening status will change from Draft to Pending Approval and the job opening ID will show in the job opening header.
## Attachments, Expenses and Notes (Oh My!)

After saving and submitting the opening, it will open with two tabs. Click the *Activity & Attachments* tab.

- **Click Add Notes** to track recruitment notes: Add notes about the job opening and recruitment. You can also Add Applicant Notes to document applicant correspondence on the Manage Applications page.

- **Click Add Attachments**
  - Before job opening is approved, upload attachments such as budget or search plans.
  - After choosing your applicant, add employment or degree verification to the Manage Applications page using the Add Applicants Note before submitting a job offer for approval.

- **Click Add Expenses**: To pay for advertising, select Advertising in the drop-down field on the Add Expenses dialog box and type your chartfield string in the description field. You can also track travel expenses here.

Remember that you can add attachments, notes and expenses at any time during the recruitment process.
Find Your Job Openings

Recruiting Home has Quick Links to jump to the most frequently used pages and My Job Openings to display your job openings. The first time you visit Recruiting Home, the My Job Openings pagelet may be blank. Personalize it display the jobs you need to see.

Click the small gear icon at the upper right of the My Job Openings pagelet and select Personalize.

On the Personalize… page, select the filters you want to use. Options include:

- Display – for example, Jobs Associated with me
- Status – for example, Draft or Open
- Created Within – for example, Last Week or Last Year

After saving your choices, My Job Openings will display your job openings.
Approving a Job Opening

Job Openings are set up for three approval levels: Initiator, Department HR Rep and Central HR. Each approval moves the job opening to the next level approver. Departments can add additional approvers if needed.

**NAVIGATION: Main Menu > Recruiting > Pending Approvals**

The Initiator must approve the job opening first.

All pending job opening or job offer approvals appear. Click the hyperlink to open the item to review and approve.

**Approve Job Opening**

Click the Details tab. Review information on each tab, then click Approvals.

The workflow displays the approvals in boxes. To approve, your name must show in the Pending box. Click Approve.

**NOTE:** Deny will “kill” the job opening and it can only be retrieved by contacting HR.

**Need to Add Another Approver?**

If you need to add another approver, follow these steps BEFORE approving:

1. Click the green after your name.
2. Enter the employee ID of the approver/reviewer.
3. Choose Approver or Reviewer and click Insert.

The approval routing now has an additional box and the approval is routed to the person identified.

---

*If you add someone as an Inserted Approver they will NOT be able to view the opening unless you also add them as an Interested Party.*
Approvals – Pushback and Deny

After the approval goes to the second or higher level of approval, there will be three buttons:

- **Approve**: moves it to the next level.
- **Pushback**: moves it back to the first approver (Initiator).
- **Deny**: WARNING: this stops the action.

![Approval Diagram]

**Stop!** At the top of the approval, box is a “Request Information” link. This is not currently in use – do not click.

What if an Approver Changes an Opening?

Approvers can change job openings during the approval. Be aware that changing information in some fields will restart the approval process. Common examples are changes to position, target openings, or hours. If an approver changes something that causes an approval process to restart, a warning message will appear.

What/Who are Multiple Approvers?

There will be times when an approval box will display “Multiple Approvers” rather than a name. This indicates more than one person is authorized to approve. Click the Multiple Approvers link to view the names.

Approval Steps

Once approved at the department/division level, the job opening is routed to Human Resources for final approval.
Applicants Apply

**External applicants** – currently employed as a Temporary employee or not employed at USF. Apply through Careers site.

**Internal applicants** – currently appointed to a Faculty, Staff or Administration position. Apply through Self-Service.

**External Applicant Guide**

**Step 1 – Find the job you want and log in or register**

Careers Home displays the latest job postings. Sort the listing by clicking a column header or filter the list by location or job families.

Click on a job title to view the description. Click **Apply Now** on the description page or click **Save Job** or **Apply** on the Careers Home page.

**Register/Log in**: First time users click **Register Now** and create a profile. Returning users log in with user name and password. Once logged in, follow the prompts on each page before clicking **Next**.

**First Time Applicant**? Click **Register Now** to open the profile page. Complete all fields, click “I agree...” and then click **Register**. Later, before submitting your application, you will have a chance to add your home address.

**Guided Navigation**: At the top of each page, note the steps that indicate your progress.
Step 2 – Add cover letter/resume

After creating a user name and password, add your cover letter/resume as one document. Choose copy/paste or attach and click Continue to add.

Step 3 – Complete application

- Click Add... in each section.
- Choose your highest education level and then add your degree information in the Add Degree section.
- Answer the questions in the questionnaire at the bottom, typing NA in open text fields that are not applicable to you.

Step 4 – Diversity

USF collects demographic information to ensure we are attracting a diverse applicant pool. Answer the questions or click “I decline to provide my Diversity details.”

Step 5 – Review & Submit

Review your application for completeness and accuracy.

The pencil icons in each section allow you to make edits. For example, click the pencil icon in the first section to add a home address.

Agree to the terms and conditions and click Submit Application.
Manage Applicants

**NAVIGATION: Main Menu > Recruiting > Recruiting Home**

BEFORE YOU START: Be sure you have enabled download security settings.

Recruiting Home has quick links to the left and job openings to the right. Personalize My Job Openings to show only your current open recruitments.

Applicants tab on the Manage Job Opening page.

The Applicants tab, gives you a graphical view of your applicants and their progress. You can open the Activity and Attachments tab to add attachments or job opening notes, and the Details tab to view the job opening details. The toolbar at the top provides quick access to a page.

The horizontal phase bar shows the number of applicants at each phase of the process. To sort the list by applicant name, ID, disposition, etc., click on a column header. To manage your applicants, click the application icon for your first applicant. Everything you need to review an applicant is available on the application.
Application – Overview of Sections

A Use the toolbar to perform other actions, including going to the previous or next application.

B All your applicant information is here, including phone number and email.

C View your job opening information

D Process your application. See the Process Application section of this guide.

E View applicant responses to the questionnaire.

F Use the attachments section to view resumes and other attachments added by the applicant.

G View application entries on work experience, education, etc.
Steps to Process Applicants

Click the application icon for the first applicant and review the information.

View Applicant Information

1. View the applicant and job opening information at the top of the application.

2. Click on the Questionnaire tab to read the responses. For example, are you eligible to work in the US? Use the right and left arrows or View All to see all the questions.

3. In the Attachments section, click the resume link to open it and other attachments. Be sure your browser’s pop-up and download settings are correct.

4. Review the application details such as work experience and education. To view more details, click the Details icon in each section.

Process Applicant and Set Disposition Status

5. Mark as Reviewed. Clicking this icon will change the applicant from Applied to Reviewed. This must be done first, before setting a disposition status.

6. Set the preliminary disposition. In the Process Application section, click Other Actions, then Recruiting Actions, then Edit Disposition.

Note: if the applicant does not qualify, click Reject in the Process Application section and select a reason in the drop-down.

7. Designate the applicant’s ranking by how well they’ve met the required qualifications:
   i. MQ – Met Minimum Qualifications
   ii. PPQ – Met Partial Preferred Qualifications
   iii. PQ – Met all Preferred Qualifications
8. If you have added a note by clicking the Add Applicant Note icon in the header, you will see a Notes tab. Use applicant notes to document communications with the applicant or to communicate with HR, INCLUDING employment or degree verification. The applicant DOES NOT SEE the notes.

9. To reject an applicant, click the Reject icon in the Process Application section. In the dialog box that opens, select the reason (such as DNQ or Lacks required experience). Click either Reject or Reject and Correspond.

10. You’ve finished reviewing the first applicant. Repeat steps 1-8 for each applicant, using the previous and next icons in the toolbar at the top to move to the next application.

Back on the Manage Applicants page, we can see that all applicants have been reviewed and had their disposition set, including one that was rejected. Now we can decide which applicants to interview.

**Interview and Choose Applicant to Hire**

Set the next level disposition. In the Process Application section, click Other Actions, then Recruiting Actions, then Edit Disposition.
Change the disposition to Interview for all applicants to be interviewed.
Sort or Filter Your Applicants

Sort any column by clicking on the column header. In the example below, we have sorted the applicants by name.

To filter applicants by their progress, click the desired phase in the bar at the top of the applicant listing. For example, click Interview to show only those applicants with a status of interview.

### Group Actions to Send Correspondence

At the bottom of the applicant listing is a drop-down labeled “Group Actions.” Click checkbox for applicants you want to contact. In the Group Actions drop-down, select Applicant Actions, and then click Send Correspondence.

In the example shown, we selected the three applicants with a status of “Interview” and chose Send Correspondence.

Use the page that opens to send emails to your applicants. You may also attach documents – for example, you might want to send interviewees a campus map with directions to your office for the interview.

### Send Rejection Letters

Once you have chosen and hired an applicant, use the Send Correspondence describe in the paragraphs above to notify the applicants you did not hire that the job has been filled.

Click Select all at the bottom of the applicant listing, then UNCHECK the applicants you hired or interviewed. Use the preprinted
**Job Offer**

**NAVIGATION: Main Menu > Recruiting > Recruiting Home**

**Basic Steps for Job Offer**

1. **Prepare offer**
   - Select letter
   - Offer components

2. **Approval**
   - Department
   - HR

3. **Upload Offer Letter**
   - Unsigned

4. **Post offer**
   - Posted in system
   - Applicant accepts

---

**TIP:** Before preparing a job offer, be sure you have completed any degree and employment verifications that are required. Upload these and other needed documents to the Add Applicant Note found on the application page.

---

**Disposition Changes**

The disposition status of the applicant changes automatically during the job offer process:

1. The disposition status remains at the previously set status until HR approves job offer.
2. Upon approval by HR, the status changes to *Offer*.
3. The status changes to *Accepted* once the applicant has accepted the offer online.

---

**Click the Application Icon for Applicant you wish to hire.**

Before creating the job offer, click Add Applicant Note to add any notes and attachments needed for this applicant. For example, add employment or degree verifications.

From the application, Process Application section, click Other Actions > Recruiting Actions > Prepare Job Offer.

---

**Stop!** Follow the next steps carefully and do not create a letter of offer until HR has approved the offer.
Prepare Job Offer

Complete job offer.

**Dates:** Add the start date and offer expiration date. The expiration date cannot be later than the start date as the applicant must accept the offer before they begin work.

**Job Offer Components:** Select the salary component based on the job code (annual, biweekly, etc.) and add the offer amount. Add rows as needed for components such as cell phone allowance.

**Offer Letter:** Use the drop-down to select the appropriate system offer notification. NOTE: Do not type the letter of offer yet; add it after getting HR approval.

**Actions:** Submit for Approval sends the job offer to the Department HR and then to HR for approval. DO NOT EXTEND AN OFFER UNTIL YOU HAVE FINAL APPROVAL.

⚠️ Stop! Do not use Add Applicant Attachments to add Letters of offer. These are added using Upload Letter AFTER the offer is approved by HR.

Submit Job Offer for Approval

Click **Submit for Approval** in the job offer. NOTE: be aware that clicking Edit Offer after submitting an offer for approval will restart the approval process and should only be used if you need to make a change to the job offer.
Approval

After submitting an offer for approval, the job offer page will have an additional tab. Click the Approvals tab.

On the approvals page, your action will depend on your role:

- Department Initiators – Submit
- Department HR Reps – Approve

As with the job opening, you can click the green plus sign to insert an approver.

**NAVIGATION: Main Menu > Recruiting > Pending Approvals**

Submitted job offers are routed to the approver identified in workflow. The “Pending Approvals” page lists all approvals pending. The offer approval link shows the name of the applicant. Click the link for the approval you want to approve.

The offer page opens. Click the Approvals tab. Approver name appears in the Pending box. Click Approve or Deny.

The offer approval is routed to next approver, shown in the Pending box.

---

**TIP:** Add any comments for Human Resources in the comments box on this page. Comments to the applicant are added to the comments box on the job offer.
Add an Additional Approver or Reviewer

To add another person as an approver, click the green＋ after your name. NOTE: you must do this BEFORE clicking Approve.

On the page that opens, add the employee ID for the person to be added and select approver. Click Insert.

A new approval box is added. Add an approver at any point in the workflow that has a green＋ sign.

After Approval Steps

When you receive the email notification that your job offer has been approved, open your job opening and click the application icon for the applicant

You can click the Offer tab to view the offer. Do not click Edit Offer; doing so will restart the approval process. In the Process Application section of the application just above the offer, click Other Actions. In the drop-down, select Recruiting Actions and then select Prepare Job Offer. The job offer will open.

Post Job Offer

The Generate Letter and Upload Letter buttons in the offer letter section will be active.

1. Click Generate Letter. The generate letter creates the offer notification that you selected when you prepared the job offer. The letter will download as a Word document. You do not need to print or save the letter as it is stored in the system. If the letter does not open, check your security download settings.
2. Click **Upload Letter** and upload the letter of offer you create using the templates found in the HR Forms Library on the HR site (www.usf.edu/hr).

   After uploading the letter, add a description – in this example, CharlesBull Offer.

3. Click **Post**.

**Review Online Job Offer**

You will get a review page. Review the details of the offer posting and click **Submit**. This posts the offer to the online recruiting site and sends an email to the applicant.

At this point, contact your applicant and let them know they have a job offer pending. They should log into the recruiting site to view and accept the offer.

The applicant will see a notification that an offer has been received. Clicking that link opens the job offer page where they can click to view the offer.
Offer Accepted – Next Steps

Once your applicant has accepted the offer, the applicant disposition will change to Accepted and other applicants for this opening will change to Hold. Rejected applicants will remain Rejected.

This is a good time to use the Group Actions feature to send correspondence to the applicants you did not hire.

Human Resources will complete the last hiring steps.

At this point, departments can schedule the background check and start preparing for the arrival of the new employee. This includes such departmental onboarding steps as showing new employees how to create a Net ID and how to reset their GEMS Self Service password to:

- Update home address, email and phone number
- Add an emergency contact
- Set up direct deposit
- Complete a W-4 Tax Withholding form
- Complete a W-2 Consent form
Appendix

Prepare Your Computer

Security Settings for Attachment Download

When managing applicants, if you click on a resume icon and get NO response you will need to check your browser security settings. Use the instructions below to change the settings that control how your computer downloads attachments.

1. Go to **Tools** on the Internet Explorer Menu Bar.
2. Click **Internet Options**.
3. Select the **Security** tab.
4. Select **Custom level...** then scroll down to “Downloads“ subheading.
5. Enable “Automatic prompting for file downloads” by clicking the radio button.
6. Click **OK** and then **OK**.

Clearing Internet Cache

Every web browser stores web pages, images and other downloaded content on the computer and speeds up access to sites by loading data from the cache rather than downloading it. You should periodically clear the browser cache and cookies to allow your browser to function more efficiently. Visit the BSR Browsers/Cache – Cookies page to learn how to do this.

Browser Pop-Up Blockers

Pop-up windows, or pop-ups, are windows that appear automatically without your permission while browsing websites. Some browsers have pop-up blocking turned on by default. However, blocking pop-ups interferes with websites such as FAST and GEMS. If you have a ‘Pop-up Blocker’ enabled on your browser, you can enable the browser to recognize USF servers as trusted sites, allowing pop-ups from FAST and GEMS. Visit the BSR Browsers/Pop-Up Blockers page for instructions on how to do this.

To Strip Formatting from Word Documents

Some formatting styles (such as bullets) can change when using copy/past. To avoid this, strip the formatting by highlighting the text you want to copy. Hold down the control key and hit the space bar.
Equal Employment Opportunity (EEO) Summary Report

What is the EOL Summary?

The EEO report summarizes applicants for a given job opening by gender, race and ethnicity as reported by the applicants. For Staff searches, it also lists all applicants requesting Veteran’s Preference. The summary must be generated for all position job searches – Faculty, Staff and Administrative. Who runs the report and when?

Who is responsible and when?

Department Initiators or Department HR Reps should run the report AFTER the closing date for a job opening and BEFORE interviews begin. Send the report to the departmental Equal Opportunity Liaison (EOL) to review and sign if the applicant pool is acceptable. The EOL ensures compliance with university guidelines and receives training from Diversity, Inclusion and Equal Opportunity

How to run the report

In GEMS Self Service, navigate to Main Menu > Recruiting > Reports > Applicant Pool Certification. Search for a Run Control or click Add a New Value if one does not exist. Click here for help on using Run Controls. Type the job opening number and click Create EEO Report.

The report will open as a PDF. The department’s EOL will use this report to determine if the applicant pool is acceptable. If acceptable, the EOL will sign the report and return it to the Dept Initiator or Dept HR Rep.

What to do with the signed reports?

The Dept Initiator or Dept HR Rep uploads the signed EEO Summary report to the job opening on the Activity and Attachments page.
Clone a Job Opening

Clone a previously created job opening to save time!

Open your job opening and click **Clone** in the toolbar at the top of the page.

On the Clone Job Opening page, choose the number of job openings you want to clone and click **Clone**.

The new job opening number appears (in this example, job opening 3552). Click the Job Opening ID on this page to open it.

The job opening retains most of the data from the original job opening. Make any changes needed on each tab.

A few details that need special attention:

- Cloned openings for temporary job codes will have blank begin and end dates in the additional Information tab.
- The posting destinations at the bottom of the job posting will have blank dates.
## Work Period and Pay Frequency Guide for Temporary Employees

Use this guide when adding working on the Additional Information tab in Create Job Opening.

<table>
<thead>
<tr>
<th>Types of Employees</th>
<th>Job Codes</th>
<th>Work Period</th>
<th>Pay Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Adjunct</td>
<td>9004, 9003, 9002, 9001</td>
<td>12 month, 9 month, Sem 1, Sem 2, Summer A, Summer B, Summer C</td>
<td>Annual</td>
</tr>
</tbody>
</table>

| Student Temporary        |                   |                                                  |               |
| Salaried (Grad Asst)     | 9181, 9182, 9183, 9184, 9550 | 12 month, 9 month, Sem 1, Sem 2, Summer A, Summer B, Summer C | Annual        |
| FWS                      | 9196              | 12 month                                         | Hour          |
| Hourly Student           | 9190              | 12 month                                         | Hour          |
| Hourly GA                | 9185              | 12 month                                         | Hour          |

| Non-student Temporary    |                   |                                                  |               |
| Hourly                  | 0014, 0015, 0016, 0017, 0018 | 12 month                                         | Hour          |
| Salaried                | 0012, 0013        | 12 month                                         | Annual        |
Guide to Posting Descriptions in Job Opening – Postings Tab

(Click here to return to Create Temporary Job Opening <-> Click here to return to Create Position Job Opening)

Every posting should have multiple posting descriptions. Use the guide below to know which posting descriptions to use for each job opening.

<table>
<thead>
<tr>
<th>Positions (Faculty, Staff, Administrative, Executive Service, University Police)</th>
<th>Staff – Add:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty on position – Add:</strong></td>
<td>• About USF (External only)</td>
</tr>
<tr>
<td>• Equal Employment Opportunity</td>
<td>• Equal Employment Opportunity</td>
</tr>
<tr>
<td>• How to Apply</td>
<td>• How to Apply</td>
</tr>
<tr>
<td>• Information for Applicants</td>
<td>• How to Claim Vet Preference</td>
</tr>
<tr>
<td>• Position Details</td>
<td>• Information for Applicants</td>
</tr>
<tr>
<td>• Work Location (choose location in drop-down)</td>
<td>• Position Details</td>
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<tr>
<td>• Working at USF (External only)</td>
<td>• Work Location (choose location in drop-down)</td>
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<thead>
<tr>
<th>Administrative &amp; Executive Service – Add:</th>
<th>University Police – Add:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• About USF (External only)</td>
<td>• About USF (External only)</td>
</tr>
<tr>
<td>• Equal Employment Opportunity</td>
<td>• Equal Employment Opportunity</td>
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<tr>
<td>• How to Apply</td>
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<td>• Information for Applicants</td>
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<td>• Working at USF (External only)</td>
<td>• Working at USF (External only)</td>
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</tbody>
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<thead>
<tr>
<th>Temporary (FWS, Adjunct Faculty, Student, Non-student temporary)</th>
<th>Adjunct Faculty – Add:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FWS or Student – Add:</strong></td>
<td>• About USF (External only)</td>
</tr>
<tr>
<td>• About Student Employment (External only)</td>
<td>• Equal Employment Opportunity</td>
</tr>
<tr>
<td>• Equal Employment Opportunity</td>
<td>• How to Apply</td>
</tr>
<tr>
<td>• How to Apply (choose FWS or Student)</td>
<td>• Information for Applicants</td>
</tr>
<tr>
<td>• Information for Applicants</td>
<td>• Posting Details</td>
</tr>
<tr>
<td>• Student Employment (FWS or Student)</td>
<td>• Work Location (choose location in drop-down)</td>
</tr>
<tr>
<td>• Work Location (choose location in drop-down)</td>
<td>• Working at USF (External only)</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Non-student Temporary – Add:</th>
<th><strong>NOTE:</strong> You may choose External only for the posting destination of some temporary job openings such as FWS or Student. Employees currently working as Faculty, Staff or Administrative are unlikely to apply for these job openings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• About USF (External only)</td>
<td></td>
</tr>
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<td>• Equal Employment Opportunity</td>
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</tbody>
</table>
Non-Recruited Openings

What about non-recruitments? Departments often hire Graduate Assistants, Adjuncts or other Temporary employees without doing a job posting. Follow the same steps for a recruited job opening with a few exceptions. Here are the steps:

1. The DEPARTMENT will create a Job Opening as usual except for the job posting steps.
   - **Job Posting Description** – choose description type of **Posting Details** and description ID of **Non-recruited Opening**. In the text field, type the job opening ID.
   - **Job Posting Destinations** – Destination: **Non-Recruit. Posting Type: External. Open Date: Approve Date.**

   Click **OK**, then **Save & Submit**. NOTE: the department and HR must approve all openings, including non-recruits. Once HR has approved the opening, applicants can apply.

2. The DEPARTMENT will send the applicant the link to the job opening in the non-recruit site.

   To do this, open the non-recruit Careers@USF site. https://gems.fastmail.usf.edu:4440/psp/gemsprogram/EMPLOYEE/HRMS/c/HRSM_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&Sited=1  NOTE: The URL for the non-recruit site is the same as the regular Careers@USF site except for the last digit. From the USF Home page, click Work at USF, then Access Careers@USF. The regular site ends with 1. Replace the 1 with a 2. From the non-recruit Careers@USF site, search for and open your job opening. On the job description page for the job opening, use the “Email to Friend” button to send an email to the applicant(s) you want to hire. The email they receive will open directly into this job opening.

3. The APPLICANT will click the link in the email you sent and apply for the job.

4. The DEPARTMENT will prepare the job offer following the instructions in this guide.

5. The APPLICANT will log into the applicant system, open the job offer and accept it.

6. HUMAN RESOURCES will complete the steps to move the applicant into a hire status.

**TIP:** What if you need to hire ten graduate assistants or adjunct faculty – all with the same job code? Create one job opening with ten target openings. Have all ten of your chosen candidates apply, then hire all ten of them.
Recruitment Checklist

Create Job Opening (JO)

- Choose JO parameters (job code, department, etc.).
- JO Details tab: number of openings, department and location.
- Additional Information (only Temporary): begin/end dates, salary, work period, pay frequency.
- Hiring Team tab: if needed, add Interviewers and Interested Parties.
- Postings tab: add posting descriptions and posting destinations.
- When done, click Save and Submit.
- Approve as Initiator (sends to next approver).

Once approved by department and HR, applicants can apply. Recruiting Home displays job opening and number of applicants.

Manage Applicants

Do the steps below for each applicant. On the manage applicants page, click the application icon for the first applicant. The application page opens.

- Read the resume and any attachments.
- View the application entries (work experience, etc.).
- Mark application as reviewed.
- Set disposition status to MQ, PPQ, or PQ, if qualify. Click Reject if did not qualify (DNQ as reason).
- Click Next to view next application and repeat for each application.
- Decide which applicants to interview and conduct interviews. Set disposition to Interview.
- Choose the applicant to hire. Qualify by verifying employment and education for position recruitments.
- Upload these verifications using the Add Applicant Note tab on the application page.

Prepare a Job Offer

*NOTE: Do not type the letter of offer until you receive HR approval to hire.*

Recruiting Actions: Prepare Job Offer

- Add start date and offer expiration date.
- Select the system letter (do not attach a letter yet).
- Add offer components (as hourly, salary, etc.)
- Submit for approval

Approval

- Department/Unit
- HR

After HR approval, go to Job Opening > Click on Application Icon > Application

- Click Other Actions > Recruiting Actions > Prepare Job Offer
- Click Generate Letter link
- Type offer letter and upload using Upload Letter link
- Post offer

Applicant accepts offer online. Initiate the background check if applicable. HR will complete the hire in GEMS.