

How to Post an OPS Position

Select the Applicant Tracking Module.

Hover over Postings.

Click OPS.

Click the **Create New Posting** button.

In the pop-up box, select Create from Position Type.

New Posting

Position Title: This is the Classification title (i.e. Office Specialist).

Organizational Unit: Once you select the Division from the drop down box, the Department will be available from the next drop down box.

Applicant Workflow: Under Review by HR.

Reference Notification: Under Review by HR.

Recommendation Workflow: Leave Blank.

Recommendation Document Type: No Document or if Letters of Recommendation will be selected then select Reference Letter.

Online Applications: The accept online applications box must always remain checked.

Special Offline Application Instructions: This field should remain blank.

Click the **Create New Posting** button.

Position Details

Enter information as necessary.

Save/Next

Posting Details

Enter information as necessary

Save/Next

Supplemental Questions

Over time there will be a bank of questions from which to choose.

The minimum qualification(s) question(s) will be entered by HR.

Create a question by selecting the **Add a question** button. Search for existing questions by typing a few words in the Keyword search box. To add a new question, click [Add a new one](#). Please use the actual question as the name of the question. The status of the question will be pending. Human Resources will approve the question before the position is posted. Select the category for the question, either Education or Experience. Type the question in the Question box and select if the question is Open Ended or has Predefined Answers. If the question has predefined answers enter the answers in provided boxes.

Click [Submit](#).

Save/Next.

Applicant Documents

Select documents that applicants are expected to provide for the position. Documents can be required or optional.

Save/Next.

Guest User

Guest User access is used to invite a non-UWF community member, student, or non-PeopleAdmin user to be a member of your search committee. You will need the email address for the guest user in order to send an invitation.

Click the Create Guest User Account button to generate the log in information, enter the email addresses for guest users, click the Update Guest User Recipient List button, Save/Next.

Search Committee (Not applicable for OPS, but can be used if so desired)

Search for search committee members by first name, last name, or email address. Click Add Member to make a user a member of the search committee. If the user is to serve as Search Committee Chair then check the box on the line with their name to make the designation.

If a user is not found while searching, please contact HR.

Save/Next.

Evaluative Criteria

NOT USED AT THIS TIME.

Next.

Letters of Recommendation

If the department will accept or require letters of recommendation then select Yes. Designate the minimum and maximum number of letters allowed. HR will select a date to end acceptance of the letters.

Save/Next.

Posting Documents

External advertisements are uploaded on this page. Please load documents in Word format. They will not be converted to pdf.

Save/Next.

Summary

Review job posting summary and make edits as needed.

Select **Take Action on Posting** and send through the appropriate approval process or send to HR (move to HR). A pop-up box will appear after clicking to move the job posting to the next approver. The pop-up box allows for comments that will be seen by the next approval authority and the comment will be a part of the job posting history. Also, the pop-up box allows for the job posting to be added to your watch list. The watch list provides the ability for the submitter to view the job posting as it moves through the approval process.

Human Resources will review/approve the job posting before it goes live on the applicant site.

Contact April Sargent, 2606, asargent@uwf.edu or Jamie Sprague, 2156, jsprague@uwf.edu for assistance.