On-line Jobsite Checklist

This checklist has been prepared to assist you in using the university's online jobsite for recruiting for positions at UWF. Please follow this process to its completion. For additional assistance, please call the OHR Employment Section Ext. 2156 or visit our website at http://uwf.edu/ohr/.

1.______ Go to https://jobs.uwf.edu/hr to login to the internal user's jobsite. (If you do not have a username and password, you will need to *"Create User Account"* to access the system. You will receive a confirmation e-mail when your account has been approved.)

2._____ A) Log-in to prepare a requisition. Click on *"Create Requisition"* "From Template or From Previous" Assemble documents needed to create the requisition. If a template does not exist for your position, please contact Human Resources to get one established.

B) You may copy and paste information from the job questionnaire into the *"Job Summary"* and *"Preferred Qualifications."* This information must be consistent with the information in the job questionnaire.

C) The *"Minimum Qualifications"* are populated from the template.

3._____ You will be able to save the requisition only if you complete the required fields. The requisition may be saved as many times as needed before sending it to be authorized. Click "Preview Requisition" and choose "Save w/o Submitting" button. After it is saved, you may print a copy by clicking on "Printer Friendly Version." To edit the requisition go to "Job Postings," "View Pending," click on "View" and then on "Edit." Once you have completed your revisions you may send to the next authorization level.

4._____ Check all boxes that are applicable for this position in the *"Special Requirements"* box, for example, fingerprinting or veteran's preference.

5._____ In the *"Special Instructions"* section you must indicate if the position requires a resume, cover letter, etc. to be attached to the on-line application. Any additional information such as a grant funded position ending date or special work location is also stated in this area.

6._____ In the box *"Documents Which can be Associated with this Posting,"* click on the boxes for the documents you want the applicants to attach to their application.

7._____ Establish or search for approved questions for *"Posting Specific*

Questions." (All questions must be relevant to the position description.) Questions can consist of short or long text and can be open or closed ended.

8.______ *"Points"* Tab is where you can assign points to the questions you have created. The answers will accumulate points for the applicant and then you can put them in order of highest to lowest percentages on the applicant list summary.

9._____ *"Hiring Steps"* these are the statements that show up on the applicant's *"Status"* page so the applicant knows where he/she is in the hiring process. These are defaults and cannot be changed.

10.____ A *"Guest User"* ID and "Password" will need to be set up at this time for the Search Committee. They may access the on-line applications at any time during the advertising of the position and after the deadline until it is filled. The Hiring Official will advise search committee members of established time-lines for reviewing on-line applications, resumes, and cover letters and/or other documents submitted by the applicants. After the deadline, a list of potential interviewees may be submitted to the hiring official.

11.____ The *"Notes/History*" section can be used to state any issues or changes that are applicable to the requisition or search. Do not enter information about applicants.

12.____ After you finish the *"Notes/History"* section, you will be on the *"View Requisition Summary"* page. In the *"Posting Status"* box, click on "Save w/o Submit" and then click on *"Continue*." By clicking on *"Confirm,"* you will save your requisition. Click on *"View Posting Summary,"* where you can print a copy by clicking on *"Printer Friendly Version."* If you have completed the requisition, you will select the next appropriate level (Dept Head, Dean/Division Head, VP, etc) to send the requisition to.

13.____ To edit the requisition, click on *"View Pending"* under "Job Postings." Click on "View" and then on "Edit."

14.____ When you are finished with the requisition, it will need to be electronically routed to each appropriate level for authorization. The typical routing process is as follows:

1) Send to Department Head first.
2) Department Head sends to Dean/Division Head
3) Dean/Division Head sends to VP
4) VP office sends to Human Resources

There is also an option to send to "**Sponsored Research.**" You will route there only if this approval is required for your posting. Additionally, you may at any step along the way choose to "**Return to Person Responsible for Recruitment**." This will return the requisition to its originator so that edits can be made.

You should check with your division for the required approval levels for your division.

15.____ The requisition is tracked in the *"History file"* in the on-line system. This file records the name of the person responsible for all actions/changes made to the position's requisition.

16.____ Any extension, closing, or re-opening of a search must be requested in writing or by e-mail by the Search Committee Chair or Hiring Official. For extended or re-opened searches, all applicants in the applicant pool should be notified advising them of the search status and asking specifically if they wish to continue to be considered. (Sample letters may be downloaded from the OHR website under Forms, and a list of all applicants may be received by e-mail in Excel format from HR.)

17.____ After the job closes, an email will be sent out informing the Search Committee if the applicant pool has been approved. Additionally, a note will be placed in the *"Notes Section"* that the pool has been approved.

18.____ Non-qualified candidates will be informed of their application status when they submit their application. The template level question contains a disqualifier, if appropriate.

19.____ Interviews are scheduled and conducted with the Search Committee. Recommendations are then forwarded to the Hiring Official. The Search Committee Chair or designee will go into the system to change the status on all **non-selected candidates**.

a) Login screen shows jobs and their status
b) Click on job *"View"*
c) The applicants are in *"Active"* status. Click on *"All/None"* to select multiple applicants **(deselect** any applicant(s) you do not wish to change), then click on *"Change Multiple Applicant Statuses"*. You may also do these changes individually.
d) Under "Status" click on the down arrow and a drop down box will show various applicant statuses. You will choose *"Interviewed"* for those applicants selected for interviews and *"Not Hired"* for those who will no longer be considered.
e) Click on *"Continue to Confirm Page"* and *"Save Status Changes."*
f) As soon as the interviewing process is complete and a finalist has been identified, you will need to go into the system and change the

status of the interviewed applicants to *"Finalist"* or *"Interviewed--Not Hired"* and the not hired reason. All other applicants will be assigned the status of "Not Hired."

g) Once all paperwork has been submitted to Human Resources, HR will change the status of the Finalist to "Hired."

20.____ Have the "Finalist" complete the Background Screening Form and forward to Human Resources. You will be notified when you may proceed with an offer of employment.

21.____ Print and have the incumbent sign the on-line application (This does not apply to Faculty). Send the transcripts, if applicable, the Staff Certification form (not used in Faculty searches), and the signed on-line application to OHR for verification.

22.____ Non-selected finalists will be informed on the on-line hiring system once the position is filled. **Please note:** The jobsite sends automatic email notices to all applicants when assigned the "Not Hired" or the "Interviewed—Not Hired" status informing them of their non-selection for the position.

23.____ Print a list of all applicant names for search record file. Keep it with the interview notes, selection criteria, and other search notations for three years. You don't need to print each applicant's application; the system will retain information for three years.