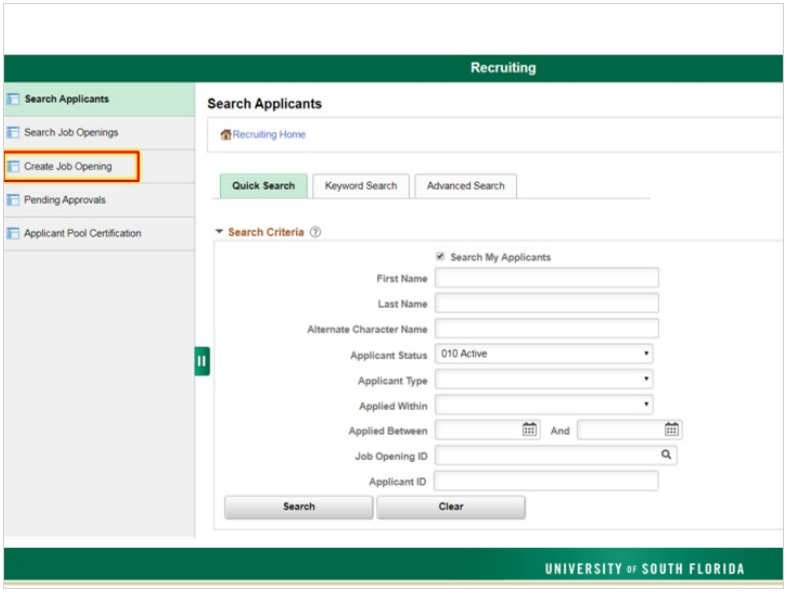
Create a Job Opening

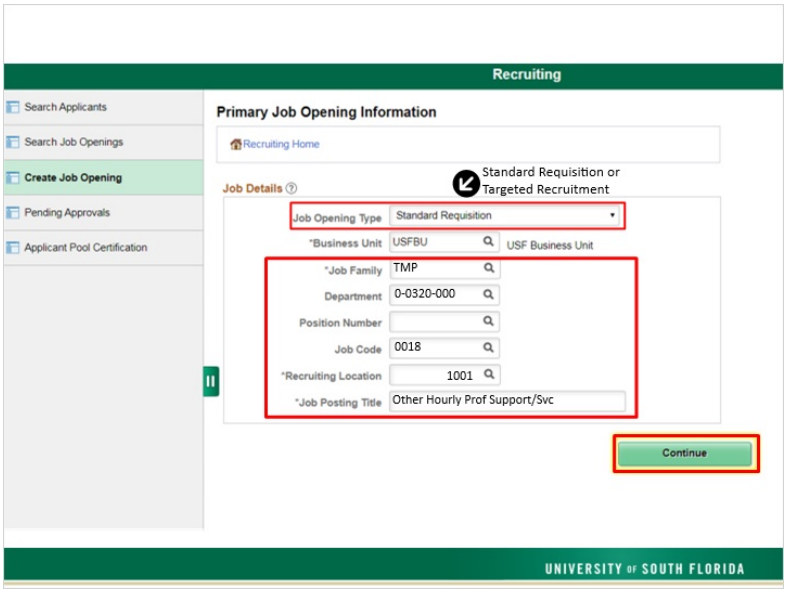
Job openings are created through the “USF Gems User” menu by clicking the “Recruiting” Tile.

Recruiting Menu



The left side menu contains the “Create Job Opening” option.

Create Job Opening

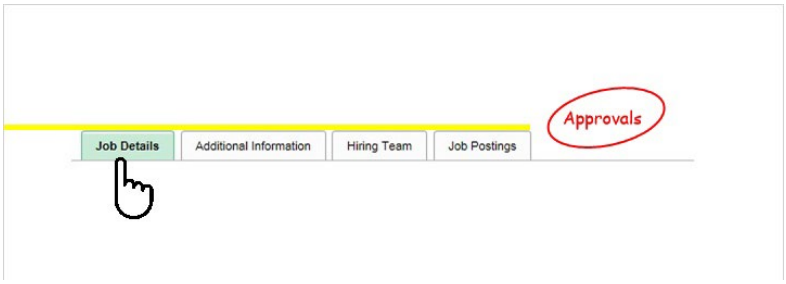


The first screen will require the type of opening, standard requisition or targeted recruitment,

followed by the appropriate Job family, department, position number (if applicable), job code, recruiting location and job posting title.

When this information is entered, the continue button will carry the information forward.

Job Details Tab

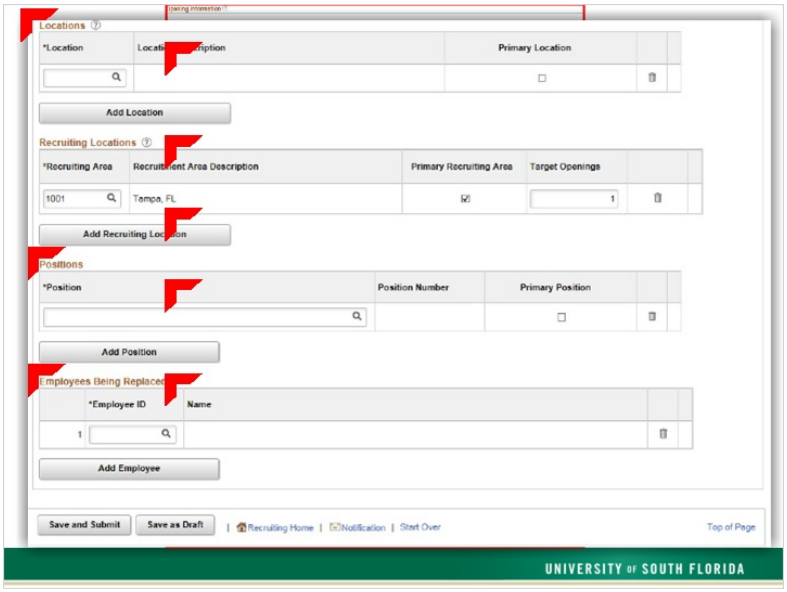


The resulting page will contain 4 tabs, Job Details, Additional Information, Hiring Team and Job Postings.

After the correct steps are completed, there will also be a fifth “approvals” tab.

Let’s look at the Job Details tab, which should be the first to open.

Job Details



The job details page should autopopulate.

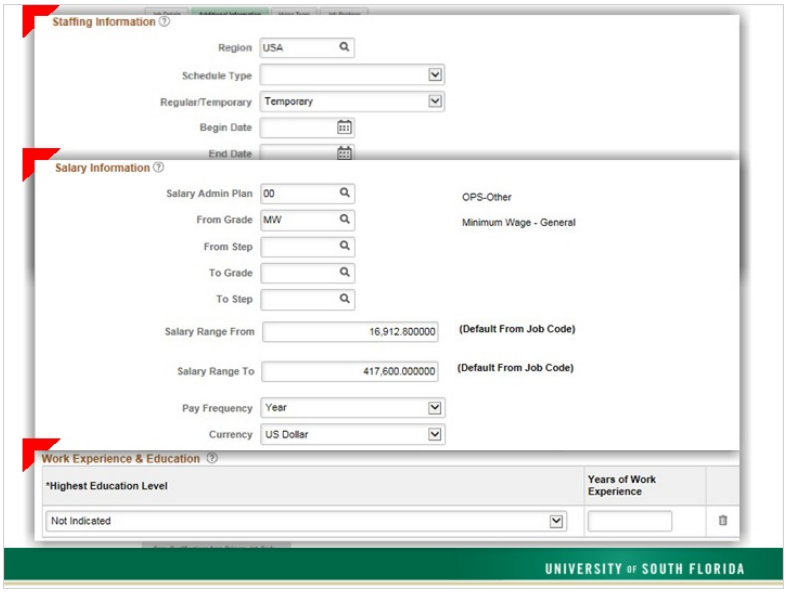
The top of the page contains general opening information such as template ID, number of openings to fill, business unit, department and dates.

In bottom of the Job Details page, any information can be added to help in the recruitment process. This may include locations, positions and employees being replaced. This information does not display to applicants.

Additional Info Tab

Next, we'll look at the Additional Information tab.

Additional Info

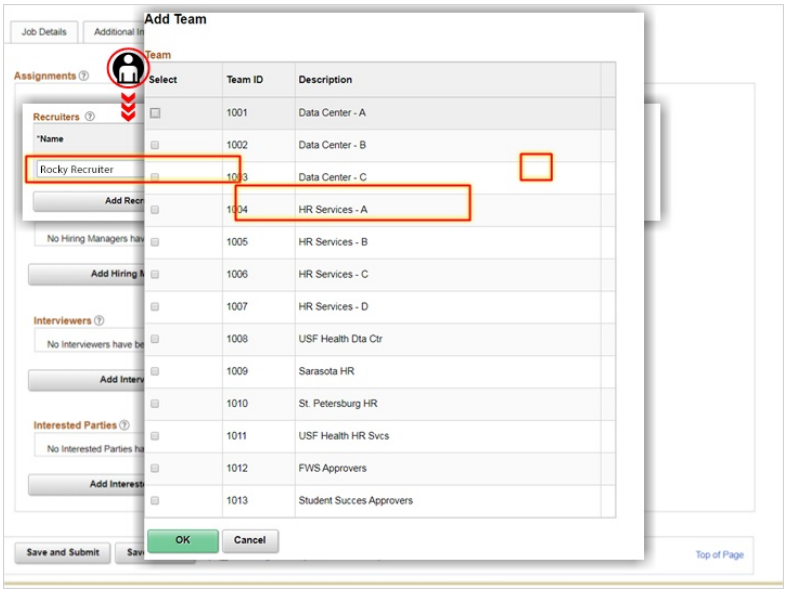


Again in this tab, further information that will help in the recruitment process can be added. This information does not display to applicants, and much of the information will autopopulate. Items in the Additional Information tab include Staffing Information, Salary Information and Work Experience and Education.

Hiring Team Tab

Next, we'll look at the Hiring Team tab. This page will have a big impact on the ability to be approved.

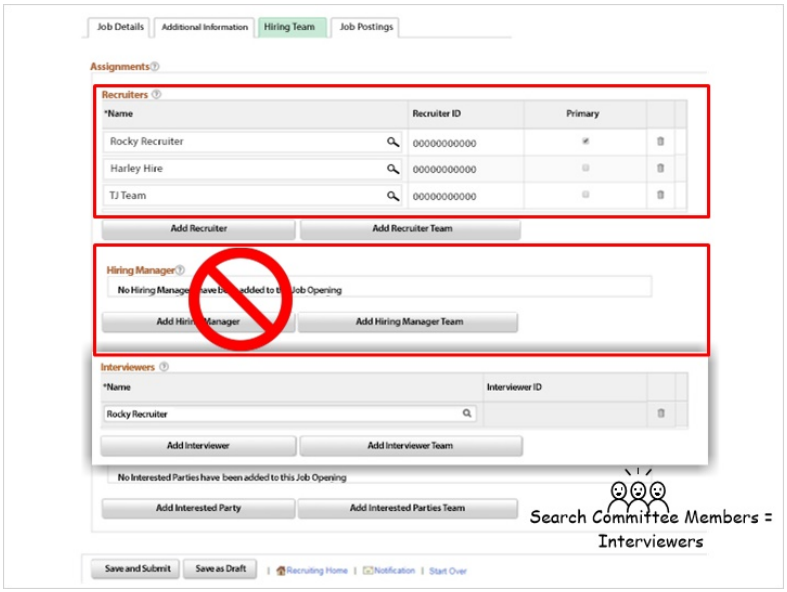
Hiring Team



The person who is filling out this opening (typically the Hiring department representative or department initiator) - MUST include himself or herself as a recruiter

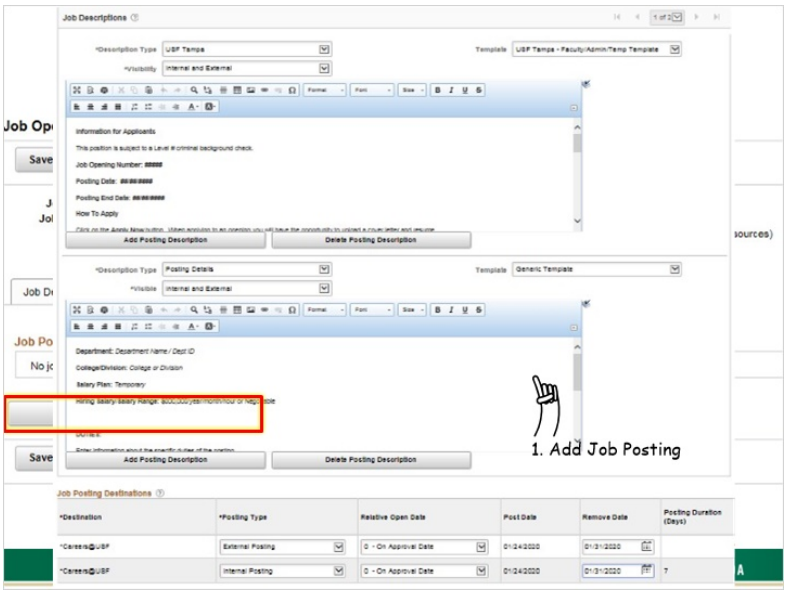
- Recruiters are added by clicking “add recruiter” and entering the name.
- The person added as department recruiter should be marked as primary.
- Next, a recruiting team can be added by clicking “Add Recruiter Team”
- The team should be selected from the popup.
- If you don’t know who you should add as your recruiter team, please contact your HR Service Center manager, your regional campus HR or USF health HR.

Hiring Team



- Once the appropriate team is selected, the team member names are automatically add to the recruiter section.
- Do not add a hiring manager. Adding a hiring manager will negatively impact the approval process.
- Interviewers are added by clicking “add interviewer,” and adding a name for each interviewer.
- Please note that search committee members will need to be added as interviewers.

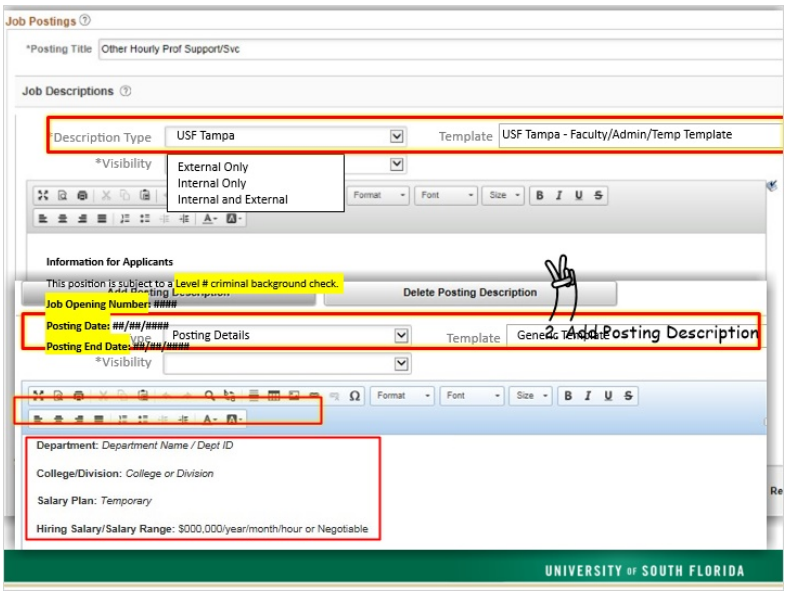
Job Postings Tab



When complete, the Job Postings page will resemble this. But first, there are some items to add.

- This page will differ depending on the type of job that is being created.
- The first step is to click “Add Job Posting”

Job Postings



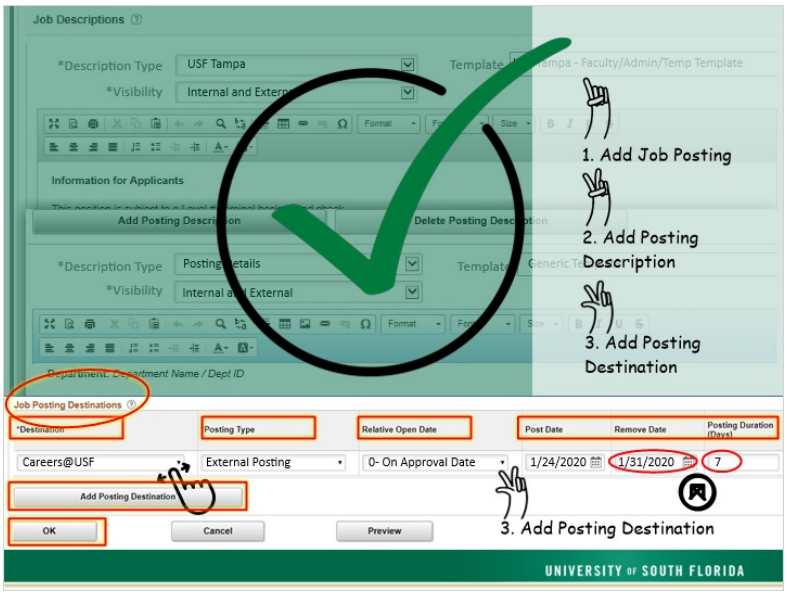
Upon adding a description type and selecting a template, the template area will fill - The items inside this area need to be edited including:

- the backgound check level

- the Job Opening Number
- the Posting date and
- the Posting End Date

- Visibility options include external to USF, internal to USF, or both.
- After adding a posting, a posting description needs to be added.
- Posting Details should be selected as the description type along with selecting a template.
- The relevant sections within the template area will need to be updated.

Job Posting Destination



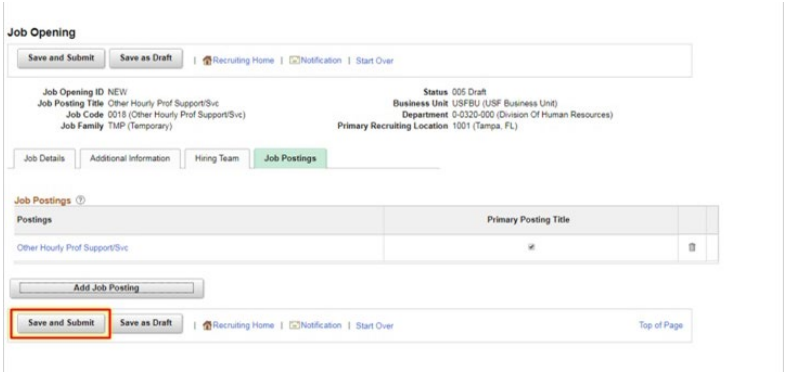
After adding the job posting and posting description, at least one posting destination needs to be added.

The dropdown menus contain destination, posting type, relative open date, post date and remove date. The posting duration will automatically populate depending on the remove date. Or adding the duration will cause the remove date to autopopulate based on the number of days entered.

If more than one posting type was selected (as in external and internal), then more posting destinations will need to be added by clicking “add posting destination” and completing the information.

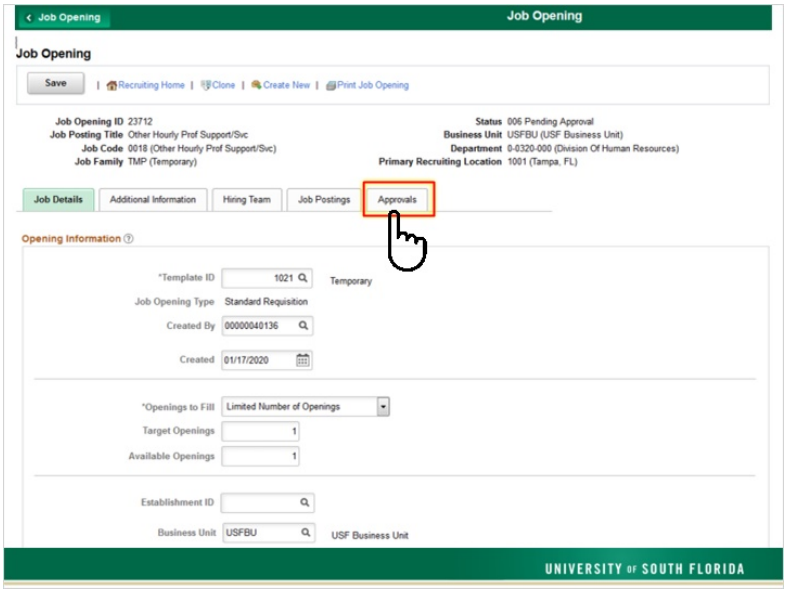
After the job posting, posting description and posting destinations are added, proceed with the “ok” button

Posting



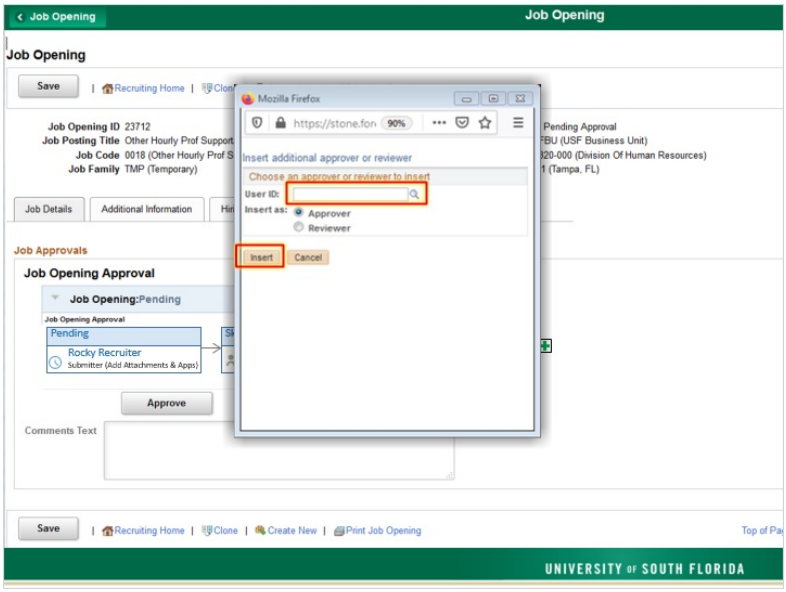
On the page that follows, “Save and submit” needs to be clicked.

Approvals Tab

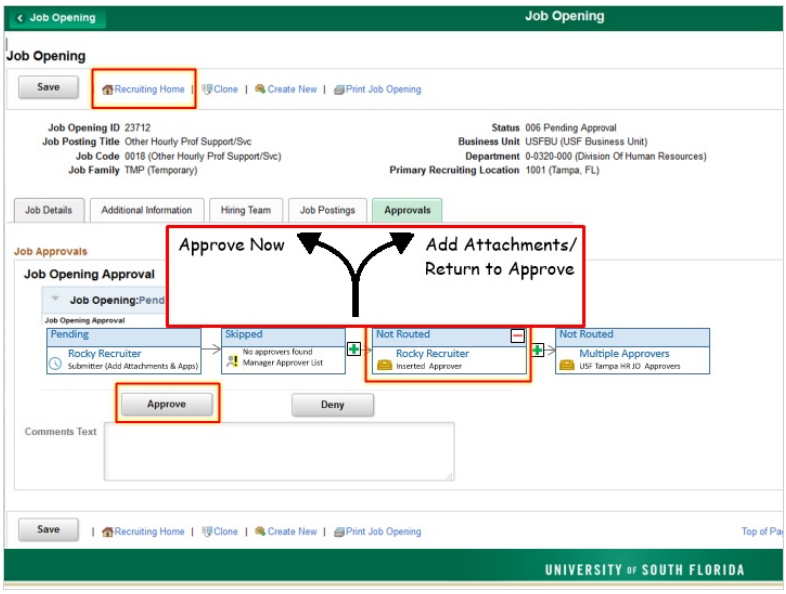


Notice that now an “approvals” tab has been added. Let’s look at the “approvals” tab.

Approvals



The person who is creating job opening needs to enter him or herself as an additional approver. This is done by clicking the green plus sign. Enter the user ID in all capital letters and click Insert.



Notice the new box with the name now added. This person now has the ability to approve.

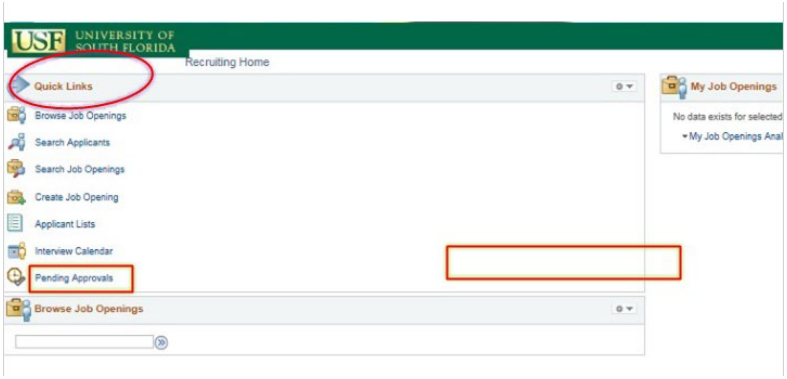
The workflow may look different depending on the campus or job type. For instance, you may be asked to reapprove the action.

There are two options here. Either approve now by clicking “approve” on this

screen Or add attachments before returning to this screen to approve the posting.

To add attachments, visit pending approvals or search job openings. To access pending approvals for the purpose of adding attachments, there is a “recruiting home” link at the top of the page.

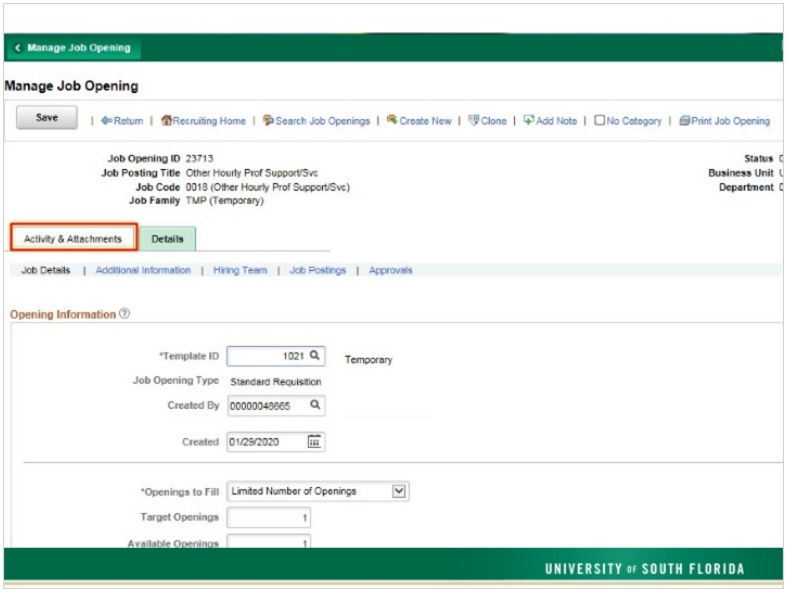
Quick Links



The recruiting home link leads to a page with quick links. Here, you can find “pending approvals.” This will open a window with all pending approvals.

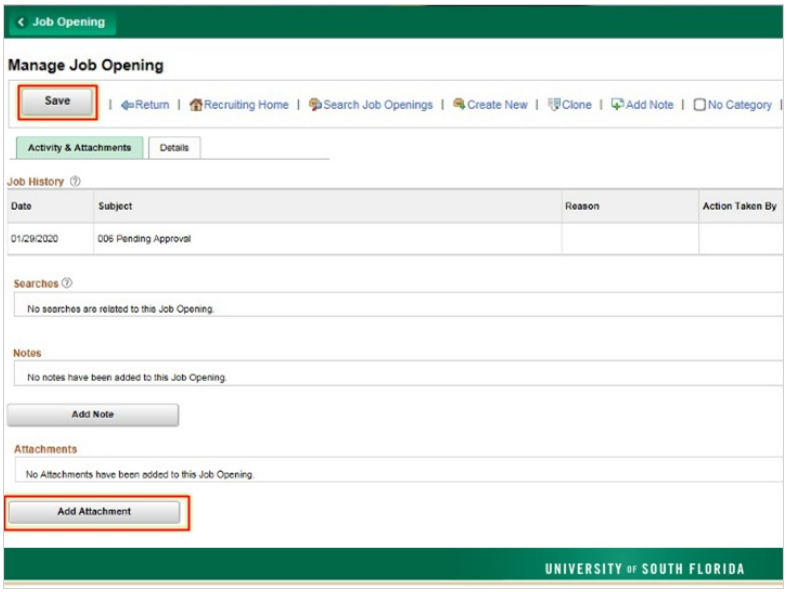
In this example, we have one pending approval and would click on the title.

Activity & Attachments

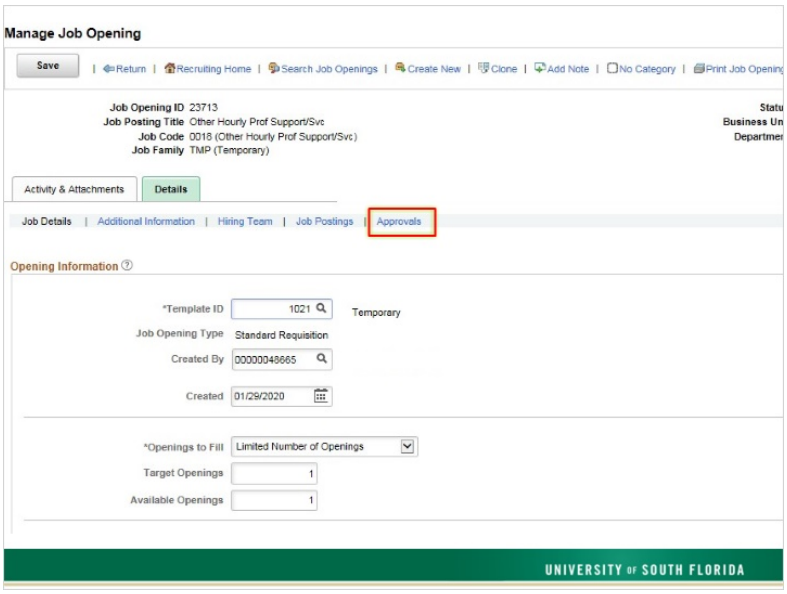


The details tab opens in the managing job opening page. Next to the details tab, is the activity and attachments tab that needs to be clicked

Activity & Attachments

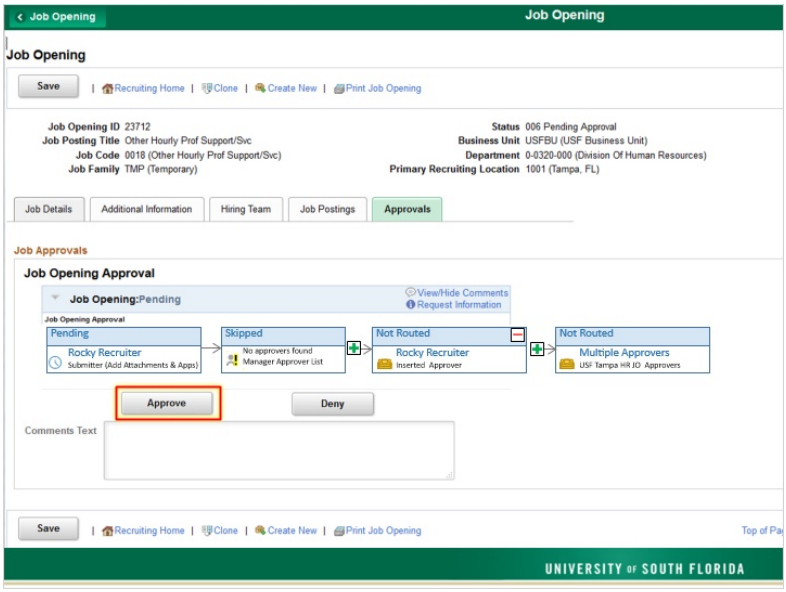


On the activity and attachments tab, see the add attachment button that will allow documents to be uploaded. When finihsed, the save button needs to be pressed.



The ”save” button returns us to the “details tab.” We can click “approvals” to return to the approval workflow page.

Approvals



After returning to the approval workflow page, the “approve” button can now be clicked. The job opening is now submitted and awaiting HR’s review.