Posting a Faculty Vacancy

In PeopleSoft, posting a faculty vacancy is done via the “Create a Requisition” function. This process also is used to create a requisition for TEAMS and OPS vacancies. To learn more, attend the “eRecruit I: Posting A Position and Identifying A Hire” hands-on workshop.

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu).
- Navigate to Manager Self Service > Manager Home > Manage Recruiting Activities Home > Job Requisitions

Next
- Click one of the “Add a New Job Requisition” buttons (either button is fine to use).
- Choose the “Faculty” template type—then click the “Continue” button.

Complete the 8-Step Process for Creating Faculty Requisitions
At any point, you can tell where you are in this 8-step process by looking at the numbered steps at the top of the screen. The step circled in yellow reflects where you are in the process. Circles that are shaded reflect steps already completed. You can move between steps by clicking on shaded circles or by using the “Previous” or “Next” buttons located on each screen.

- **Step 1**: Type in or select the appropriate Position Number using the magnifying glass view icon.
  - Press Tab on your keyboard. Information about that position will be automatically populated.
  - Click “Next.”

- **Step 2**: You will be listed as the originator.
  - Next, select your Level 1 authorizer using the magnifying glass view icon (someone from your Dean’s Office).
  - Then, select the appropriate Level 2 authorizer in the “Recruiter” field using the magnifying glass view icon.
  - Click “Next.”

- **Step 3**: Indicate your search committee.
  - To add a person, click “Add New Interviewer.”
  - Select an employee using the magnifying glass view icon.
  - Specify the “Interviewer Role” by using the drop down menu.
  - At least one person listed must be the department interviewer (equivalent of hiring authority).
  - When finished adding all members, click “Next.”

- **Step 4**: Skip this step on Screening Questions.

- **Step 5**: Build your Posting Description here. Begin by entering the Posting Title. For faculty vacancies, list your department name first, then the title (for example, “Chemistry, Assistant Professor”).
  - Click “Add a New Posting Description.” Select Mkt State (Marketing Statement—used to provide a job summary).
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- In the Description Box, enter a description of the faculty appointment. Indicate here if the title offered (assistant vs. associate professor, etc.) will be commensurate with experience.
- Click “OK.”

- Click “Add a New Posting Description” again. Select Salary.
- In the Description Box, enter your expected salary range, whether salary is negotiable, etc.
- Click “OK.”
- Click “Add a New Posting Description” again as needed to indicate Qualifications or Public Records Statement. As noted above, click “OK” for each additional element.

- Complete Step 5 by selecting “Internal and External” from the drop down menu for the “Visible” Field for each Description Type. To see your entire posting, click “Preview Entire Posting.” After doing so, click “Return.” To proceed to the next step, click “Next.”

**Step 6:** Click “Add a New Posting Destination.” At UF, we will display for external and internal audiences on the Internet. You also may advertise in keeping with your department’s normal protocol, but in Step 6, you will need to list the Internet as your “Posting Medium” to post your requisition in keeping with UF’s position vacancy guidelines.

- Posting Type: Select “External Posting” from drop down menu.
- Posting Medium: Select “Internet” as medium.
- Do not enter information in the “Posting Opening” section unless you’re posting the requisition far in advance of its being available. Otherwise, leave alone.
- Under “Posting Closing,” indicate the number of days for Posting Duration (a minimum of 14 days is required for faculty vacancies) or Required Close Date to coincide with other advertised deadlines (14-day minimum still applies).
- Click “OK.”

- Click “Add a New Posting Destination” again. Repeat the steps as follows:

- Posting Type: Select “Internal Posting” from drop down menu.
- Posting Medium: Select “Internet” as medium.
- “Posting Opening” section should be completed (or left alone) per “External Posting.”
- Under “Posting Closing,” also provide the same information entered for the “External Posting.”
- Click “OK.”
- Click “Next” to move to the next step.

**Step 7:** Review the requisition summary for correctness. Click the triangle in each blue line to collapse the associated information for easier review. If needed, move to the appropriate step to make changes or additions. At the bottom of the screen, click “Next” to move to the last step.

**Step 8:** In the Comments field, provide your “List of 5” in keeping with faculty position vacancy announcement requirements as well as other comments for your Level 1 or 2 approvers. Please also list where any additional advertisements for the vacancy are being placed.

- Now, “Save for Later” or “Submit for Approval.” Upon submitting for approval, you will get a Submit Confirmation page. Click “OK” to complete the “Create a Requisition” process. From here, your requisition will be submitted automatically to your Level 1 approver as specified in Step 2.
Tracking Your Posting

- Upon successful submission
  - Email confirmation to you offering a link to view the requisition in Manager Self Service
- Upon Authorizer (level 1) approval
  - Email notification to you
- Upon Recruiter (level 2) approval
  - Email notification to you of approval and confirmation that requisition is posting
- To view posting
  - Go to [http://jobs.ufl.edu](http://jobs.ufl.edu) (just as an external applicant would)