Posting & Re-Posting A Student Assistant Position

In PeopleSoft, posting a Student Assistant position follows the process for posting a position without a position number in the Create Job Requisition function. Re-posting a Student Assistant position requires contact with the Student Employment Office.

- Log on to myUFL using your GatorLink username and password (http://my.ufl.edu).
- Navigate to Manager Self Service > Manager Home > Recruiting Activities Home > Job Requisitions
- Click one of the “Add a New Job Requisition” buttons (either button is fine to use).
- For “template type,” select “Student Assistant,” and click the “Continue” button.

8-Step Process for Creating Requisitions

At any point, you can tell where you are in this 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:** You will provide general information about the posting, since there is no position number from which information can default.
  - Select “UFL” from the look-up for the “Company.”
  - Enter your “Department” or select it from the look-up.
  - Select “Location” from the look-up.
  - For “Job Title”
    - In the “Search by” field, select “Job Code.”
    - Enter 001482 for Clerical or 001483 for Non-Clerical.
    - Click “Look-up.”
    - In the listing of search results, click on the number entered.
  - Click “Next.”

- **Step 2:** You will be listed as the originator.
  - Select your Level 1 authorizer using the magnifying glass view icon (someone from your dean’s or director’s office).
  - Select Cheryl Smith as your Level 2 authorizer in the “Recruiter” field using the magnifying glass view icon.
  - Click “Next.”

- **Step 3:** Although no interview team or search committee is needed, you must select yourself as the originator and at least one departmental interviewer (the equivalent of a hiring authority).
  - Select yourself as the “Originator”
  - Select one “Interviewer” and specify “Interviewer Role” by using the drop down menu.
  - Click “Next.”

- **Step 4:** List your screening questions.
  - Select “Student Assistant” from the “Question Set ID” field.
  - Click “Load From Set.”
  - Click “Next.” The questions will be loaded automatically. Please do not add or remove any questions.

- **Step 5:** Build your Posting Description here. Begin by entering the Posting Title. First indicate whether the position is OPS or Federal Work Study. Then enter the type of job for the position, such
as: Clerical, Programmer, Data Entry, Research, Library Assistant, etc. (Job Title Examples: OPS-Data Entry; Federal Work Study-Research)

- Click “Add a New Posting Description.” Select “Mkt State” for Description Type, which stands for Marketing Statement and means Job Summary.
- In the Description Box, enter a **full description** of the duties and responsibilities of the position to specify the details and work expectations of the position. (A simple listing of three or four words is not sufficient to inform students of duties and responsibilities of the position.)
- Click “OK.”
- Click “Add a New Posting Description” again. Select “Salary.”
- In the Description Box, enter your expected hourly salary.
- Click “OK.”
- 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 you have previewed it, click “Return.” To proceed to the next step, click “Next.”

**Step 6:** Click “Add a New Posting Destination.” For student hires, we will display for internal and external audiences on the Internet.
- Posting Type: Select “External Posting” from the 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.
- Under “Posting Closing,” indicate the number of days for Posting Duration.
- Click “OK.”
- Posting Type: Select “Internal Posting” from the 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.
- Under “Posting Closing,” indicate the number of days for Posting Duration.
- 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 comments for your Level 1 or 2 approvers.
- 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 named in Step 2.
- Make a note of your requisition number.

**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 the posting
  - Go to [http://jobs.ufl.edu](http://jobs.ufl.edu) (just as an external applicant would)

**Re-Posting A Position**

If you have not been able to fill your position and would like to re-post the position, please call Student Employment at 392-0296. You will need the “requisition number” that was assigned when you first entered the position.