



UNIVERSITY OF
GEORGIA
Human Resources

UGAJobs

Creating a Faculty

Posting

Resource Manual

Faculty

Position Types

Revised 12.16.2018

U N I V E R S I T Y O F G E O R G I A

Faculty Posting Resource Manual

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Introduction

The University of Georgia has implemented a new online position management and applicant tracking system, **UGAJobs**. The objective of UGAJobs is to streamline the approval, posting, and hiring processes for the University and our applicants.

Hiring departments should use the **UGAJobs** system to receive approval for and post Faculty positions.

The learning objectives of this training manual include creating and submitting job postings

Accessing UGAJobs

The Web Address/URLs for the site include the following:

Departmental User Site: <https://www.ugajobsearch.com/hr/>

Applicant Portal: <https://www.ugajobsearch.com/>

Requesting additional User Roles

All benefit eligible UGA employees have an employee account within UGAJobs. To request an additional User role, please visit the employ@uga.edu homepage (<https://www.ugajobsearch.com/hr/>) and select **Request an account**. You will be asked to state which department and user group you would like to be associated with and include any additional information for account setup or access privileges. (Special permissions are required for account setup and security outside of the manager/supervisor role). This form must be submitted to Central HR Employment Team by the unit's Chief HR Officer and or Financial Director.

Browser Support

The system has been tested with the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by Mozilla
- Internet Explorer version 9 or 11 and later
- Safari versions currently supported by Apple

Data Security

To ensure the security of the data, **the system will automatically log you out after 60 minutes if it detects no activity**. However, any time you leave your computer, it is strongly recommended you save any work in progress and logout of the system by clicking on the **Logout** link located on the top-right-side of your screen.

Log-in to UGAJobs

To access the University of Georgia's UGAJobs user portal, visit the following web address: <https://www.ugajobsearch.com/hr/>

Select **Click this link to login with your UGA MyID**. Next, you will be redirected to the UGA Central Authentication Service, which requires users to type their UGA MyID and password, allowing you to securely access the UGAJobs System.

ArchPass Duo

You will need ArchPass Duo, UGA's two-factor authentication service, to complete this new login process. Two-factor authentication means there are two steps to the login process. The second step helps protect your personal information and secure the UGA network.

To use ArchPass Duo with UGAJobs, you must first enroll a device through the Self-Service Portal at archpass.uga.edu/enroll. The enrollment process is completely self-service and can be completed in five minutes. You should not need to contact the Help Desk to enroll a device in ArchPass Duo.

An instructional video on enrolling is available on the EITS Help Desk YouTube channel at <https://www.youtube.com/watch?v=kHxQu5Gvw>.

If you are already enrolled in ArchPass Duo for another system, such as the Remote Access VPN, you do not need to enroll again. You can enroll a smartphone, tablet, cell phone and/or landline phone. Once enrolled, you will still be able to access UGAJobs from any computer or device you choose. Your enrolled ArchPass Duo device is used only to verify your ID during the login process.

To log in to UGAJobs with ArchPass Duo:

- 1) Enter your MyID and password.
- 2) Verify your ID with a device enrolled in ArchPass Duo. You can verify your ID with a push notification from the Duo Mobile App, a passcode generated by the Duo Mobile App, a password sent by SMS text message or a phone call.

You can find more information about ArchPass Duo at archpass.uga.edu. If you have questions about ArchPass Duo, please contact the EITS Help Desk at helpdesk@uga.edu or 706-542-3106.

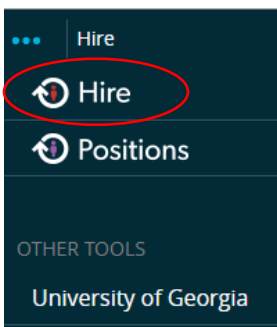
Getting Started

Once you log in to **UGAJobs**, any postings that you have authority to view will be displayed. The status of the posting will determine what you can view.

EXAMPLE: If a posting is still in the approval process and has not yet been posted, you will only be able to view the recruitment/job posting information. After the position is posted and applicants have applied, you may then also view each application.

NOTE: When you log in to UGAJobs, your default user account will be the primary role you were assigned. If you have another role (i.e. Search Committee Member, Approver, Authorizer, Unit Head, etc.) you must select the role from the drop box to the right of your name.

When you arrive at the homepage, look at the top left corner to ensure the **Hire** module is selected. If not, click on the three blue dots in the top left corner and select **Hire** from the list. In this module, the top of the screen will be blue.



Under user group, make sure **Initiator** is selected from the drop box. Any time you make a change in this box be sure to take note of the **blue** notification banner at the top of the screen.



***Note: Initiators** are typically a department/unit representative who oversees the administrative components of the position, posting, and hiring process for the department. This user will initiate all requests in the system and route to the next level approval. The **Initiator** is the only user who can create/initiate requests in the system.

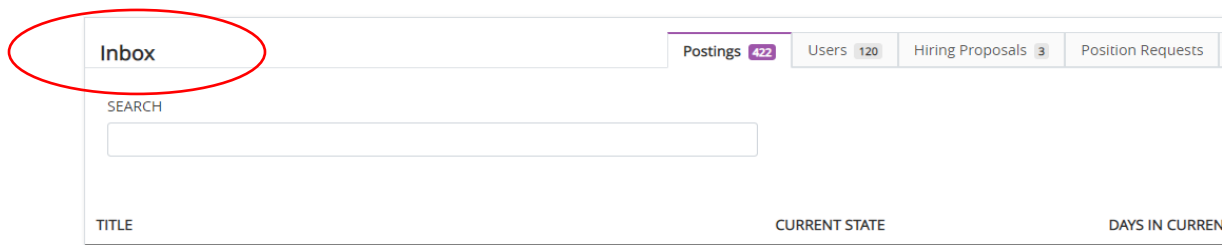
Your Inbox and Watch List

Your homepage displays two key features in the system: Your **Inbox** and **Watch List**.

The **Inbox** contains all items that require your attention. These include items that are specifically assigned to you in their current state, and items that do not have individual owners, but you are authorized to act on if nobody else acts on them.

The **Inbox Preview** area is categorized by object type to help you find objects easier. Each item in your Inbox includes a link that opens the appropriate page for you to take the required action on the item. Once action is taken on an item, the item disappears from the Inbox.

NOTE: *Your Inbox does not include items that are currently assigned to other people.*

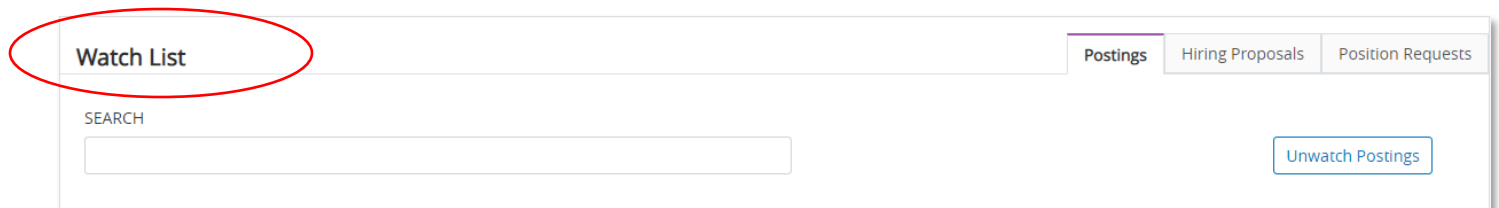


The **Watch List** allows you to track the status of selected Postings, Hiring Proposals and Position Requests. By default, your Watch List includes all items that you create.

You can also choose to watch other items within your assigned department. Items are automatically removed from your Watch List when they are completed or canceled. You can also choose to stop watching at any time. As with the Inbox, the home page presents a limited view of your Watch List.

If you own an item in its current state – if you are responsible for the next task or able to carry it out – you can open it from your Inbox or Watch List.

NOTE: To remove items from the Watch List, select the **Watch List** title link and select **Stop Watching Posting** from the **Actions** link drop-down menu for the posting(s) you wish to stop following.





Create a Posting

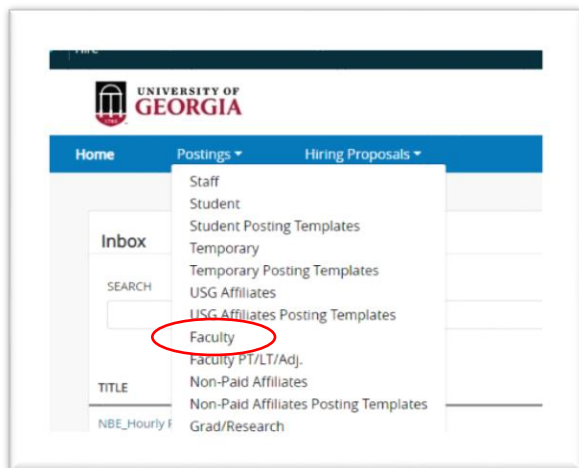
Faculty Position Types

Revised 12.16.2018

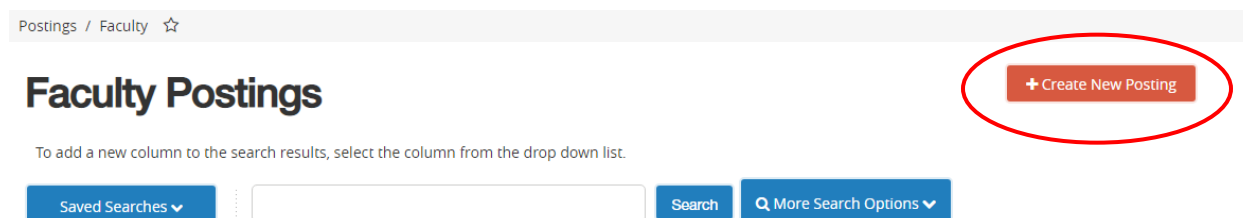
Creating a Faculty Posting

In the **Hire Module** (blue screen), Click on the **Postings** tab and select **Faculty** from the drop-down box.

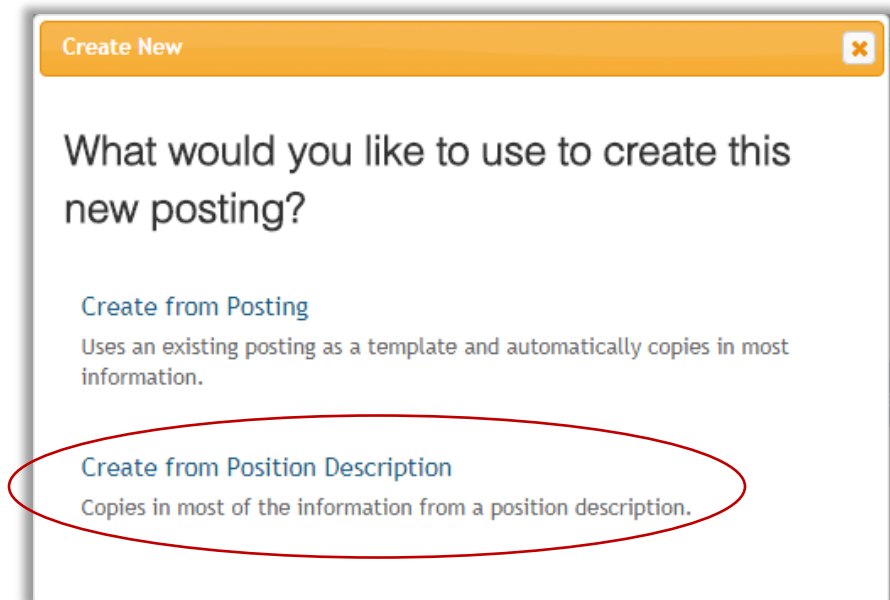
Please note: If you have EOO approval to direct hire a full-time, regular faculty member (e.g., spousal hire, etc.), please contact UGA HR Faculty Support for assistance.



Click on the **Create New Posting** button.

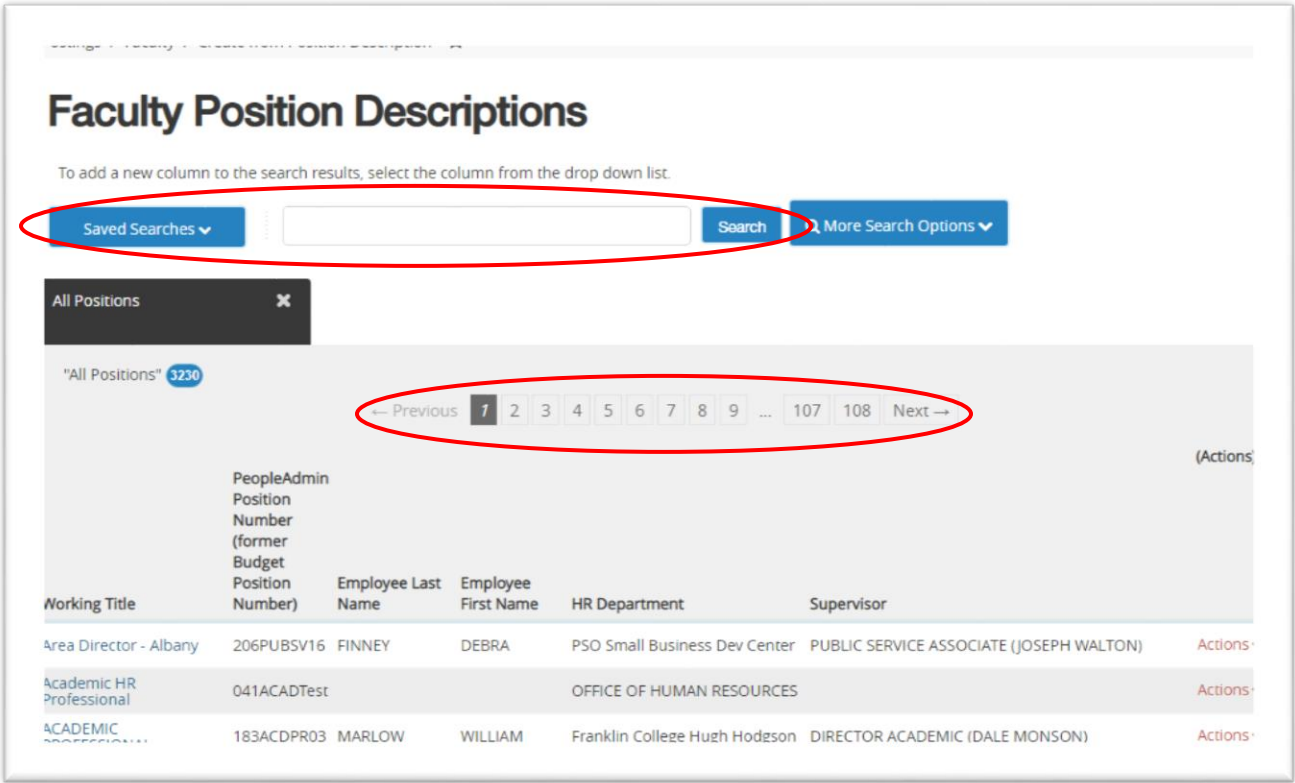


The following page appears:

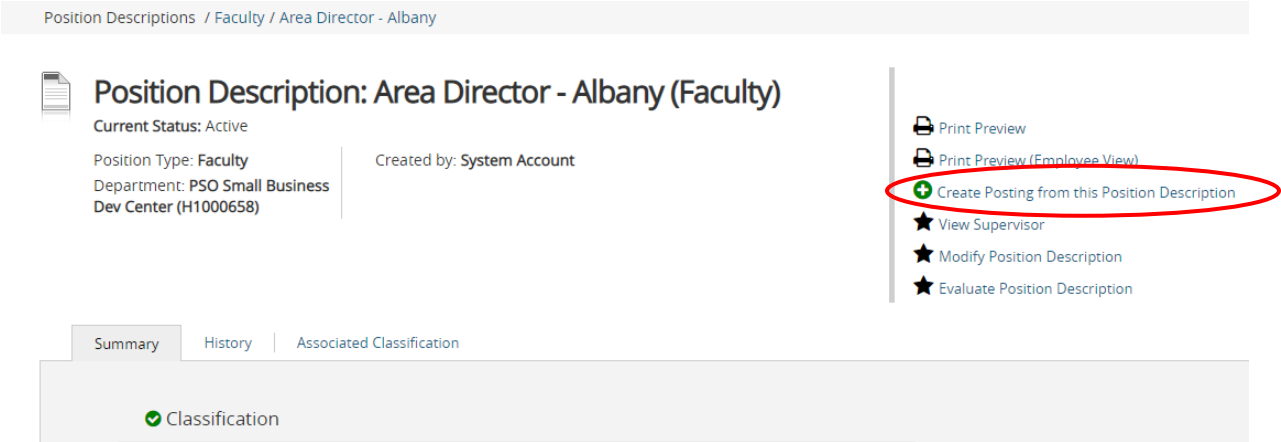


Select **Create from Position Description**.

The screen below allows you to search through the Position Descriptions using the search bar. Alternately, you can browse through all available position titles.



After you select the desired Position Description, click on **Create Posting from this Position Description**.



Once you select **Create Posting from this Position Description**, the **New Posting** screen will appear.

Prior to creating a new posting, you will want to determine whether or not you will utilize the Supporting Documents and Special offline application instructions options.

Make sure the **Accept online applications** box is checked. *This feature will be checked by default, but it never hurts to confirm.*

Postings / Staff / New Posting

New Posting

Create New Posting Cancel

* Required Information

Working Title Academic Advisor II TEST

Organizational Unit

Major Unit SR VP FOR ACAD AFF & PROVOST

Division ATHENS & TIFTON VETERINARY LAB

Department ATHENS & TIFTON LABS-RES OFFST

Online Applications

☒ Accept online applications?

Special offline application instructions

Supporting Documents

☐ Allow supporting documents to be uploaded to applications?

Be sure to choose the correct **Major Unit, Division, and Department**. You can do this by selecting the drop-down arrow by each box.

The **Supporting Documents** feature in UGAJobs is designed to allow approved user groups the ability to attach additional documents to individual job applications within a posting. **The applicant will NOT have the ability to view these documents**, only internal users.

The **Supporting Documents** feature must be enabled on each individual job posting. *This feature is not turned on by default.* Selecting the box under the **Supporting Documents** heading allows supporting documents to be uploaded to applications.

The **Special Instructions to Applicants** field is designed to allow your unit the ability to include any specific directions for the applicant to see during the application process.

This can include information about search time frames, deadlines, reference process, or instructions on including application documents.

This feature is especially helpful when you want to provide specific instructions regarding the reference process.

After completing all the required fields noted below, select **Create New Posting** to continue to the next step in the posting process.

What is the importance of the Supporting Documents feature?

The **Supporting Documents** feature in UGAJobs is designed to allow approved user groups the ability to attach additional documents to individual job applications within a specific posting. This feature can also be used to upload applicant replacement/updated documents (i.e.: Applicant has published a paper since submitting application materials).

The applicant will NOT have the ability to view these documents, only internal users can view. The **Supporting Documents** functionality should only include those documents required to complete a candidate's application. Information/Documentation needs pertaining to the search process, please refer to https://eoo.uga.edu/search_committee_guidelines.

IMPORTANT: The **Supporting Documents** feature is not turned on by default; therefore, be sure to always enable this feature by checking the box on the **New Posting Settings Page** when creating a posting. This feature is not turned on by default.

The **New Posting Settings Page** appears on the front-end of the posting creation process.

By selecting the box under the **Supporting Documents** heading, you are allowing supporting documents to be uploaded to applications.

This box must be checked before you click **Create New Posting** or this feature will not be enabled on your posting. (Note: *Contact Human Resources if you did not enable the supporting documents feature*)

Postings / Staff / New Posting

New Posting

Create New Posting Cancel

* Required Information

Working Title Test Pos Des 10/26

Organizational Unit

Major Unit VP FOR DEV & ALUMNI RELATIONS

Division VP FOR DEV & ALUMNI RELATIONS

Department ANNUAL GIVING AND CONST DEV

Online Applications

☒ Accept online applications?

Special offline application instructions

Supporting Documents

☐ Allow supporting documents to be uploaded to applications?

Position Description Documents

Why is the Special Instructions field important?

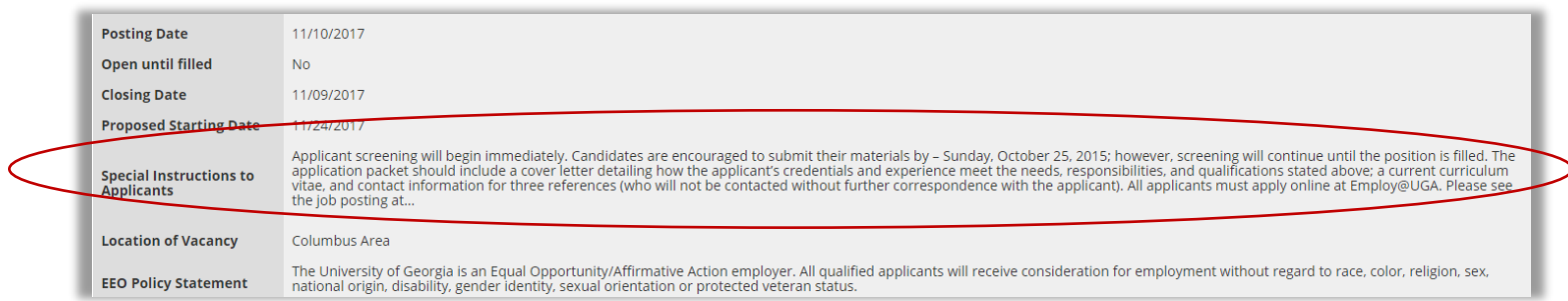
The **Special Instructions to Applicants** field is designed to allow your unit to include any specific directions for the applicant to see during the application process. This can include information about search time frames, deadlines, reference process, or instructions on specific application documents.

For example, if you would like your applicants to attach a specific type of document at the front end of the application process, those directions should be located in the **Special Instructions** field.

How the Special Instructions Appear to Applicants on the Live Job Posting

The **Special Instructions to Applicants** adds a unique box to the top of each posting in the applicant portal. The header, “**Please see Special Instructions for more details**”, is there by default to alert applicants that further instructions have been provided to assist them with the application process.

The below screenshot allows you to see how this feature will look to applicants when used.



Posting Date	11/10/2017
Open until filled	No
Closing Date	11/09/2017
Proposed Starting Date	11/24/2017
Special Instructions to Applicants	Applicant screening will begin immediately. Candidates are encouraged to submit their materials by – Sunday, October 25, 2015; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant's credentials and experience meet the needs, responsibilities, and qualifications stated above; a current curriculum vitae, and contact information for three references (who will not be contacted without further correspondence with the applicant). All applicants must apply online at Employ@UGA. Please see the job posting at...
Location of Vacancy	Columbus Area
EEO Policy Statement	The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.

Special Instructions Q & A

What are some examples to include in this section?

- Search time frames
- Deadlines
- Instructions on required or optional Application Documents
- Reference process
- Who to contact for more information on the position, application requirements, and search process

Examples of Special Instructions (you can also review live postings at <https://www.ugajobsearch.com/postings/search> to see other examples):

- **Example 1:** Applicant screening will begin immediately. Candidates are encouraged to submit their materials by <<DATE>>; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant’s credentials and experience meet the needs, responsibilities, and qualifications of the position; current CV; and contact information for three references (**who will not be contacted without further correspondence with the applicant**). All applicants must apply online at <https://www.ugajobsearch.com/>

Please see the job posting at: <https://www.ugajobsearch.com/postings/search> Nominations, questions and/or other inquiries should be directed to <<Department Contact/Search Committee Chair>>.

- **Example 2:** Application Procedure: To apply, applicants should submit the following materials: 1. Cover letter; 2. Resume/Vitae; 3. Media Portfolio and 4. Unofficial transcripts. You will also be required to include a list of at least three references during the application process. When the applicant selects or reaches the “Professional References” section, they will be asked to provide their reference contact information here prior to submitting your application. Reference Providers will be sent, at the appropriate time during the recruitment process, an email through the iPAWS system with instructions on how to submit their letters of recommendation. References will not be contacted without prior notification to applicant. **We encourage submission of recommendations directly by the referees by the application deadline stated below.** The application file and reference letters should be submitted online at <https://www.ugajobsearch.com/postings/search>. Questions related to this position may be directed to <<Departmental contact/Chair of the Search Committee>>. To assure full consideration, application materials should be received by <<Deadline>>.

Posting Details

This section allows you to complete the Position and Posting details. **Any box in red is a required field.**

Postings / Faculty / Area Director - Albany (Draft) / Edit: Posting Details

Editing Posting

Posting Details

Position Details

Department Information

External Recommendations

Posting Documents

Posting Specific Quest...

Applicant Documents

Search Committee Member

Summary

Posting Details

Check spelling

* Required Information

Posting Number

* Working Title

Area Director - Albany

Major Unit

VP PUBLIC SERVICE & OUTREACH

Division

VP FOR PUBSV & OUTREACH UNITS

Department

PSO Small Business Dev Center

About the University of Georgia

The University of Georgia (UGA), a land-grant and sea-grant university with statewide commitments and responsibilities is the state's oldest, most comprehensive, and most diversified institution of higher education (http://www.uga.edu/). UGA is currently ranked among the top 20

College/Unit/Department

Save Next >>

Throughout the posting process, if needed, you can move from screen to screen using the page links located on the left sidebar. Be sure to click on the **Save** button if you choose to utilize this feature.

To ensure that the advertising/job posting process is compliant with Department of Labor requirements pertaining to the permanent residency sponsorship process for international hires, [click here](#). Specific, advertisement guidelines can be found [here](#).

The **Posting Details** form contains all of the pertinent details for the posting. Fill out the information on this page to match the requirements for the position you are posting.

NOTE: Required fields are marked with a red asterisk “*”. This indicates that the data field must be completed to save, move to the next page, and/or submit.

required information

Posting Details

Posting Number

*

Working Title

Area Director - Albany

Major Unit

VP PUBLIC SERVICE & OUTREACH

Division

VP FOR PUBSV & OUTREACH UNITS

Department

PSO Small Business Dev Center

About the University of Georgia

The University of Georgia (UGA), a land-grant and sea-grant university with statewide commitments and responsibilities is the state's oldest, most comprehensive, and most diversified institution of higher education (http://www.uga.edu/). UGA is currently ranked among the top 20

College/Unit/Department

College/Unit/Department website

*

Posting Type

Please select

This field is required.

Retirement Plan

Please select

For information about the different UGA Retirement Plans, please click Retirement Plans

*

Employment Type

Please select

This field is required.

★ **Benefits Eligibility** Please select
This field is required.

★ **Applicant Manager** Select Some Options
This field is required.
Manages the applicant workflow & moves applicants through the workflow stages (reviewed by department, selected for interview, etc.)

Underutilization Please select

Advertised Salary
Advertised salary must be consistent with university guidelines. Display an exact amount, a range, or put either "Negotiable" or "Commensurate with Experience". Additional approval process may be required

★ **Proposed Starting Date**
This field is required.

Effective End Date (for Limited-Term postings)

★ **Posting Date**
This field is required.

★ **Closing Date**
This entry cannot be blank unless 'Open until filled' is selected.

Applicant Manager is responsible for moving applicant(s) in applicant workflow

★ **Open until filled** No
If you select "no", the posting will automatically close on the Closing Date specified below. If you select "yes", you will not be required to enter a Closing Date below. The posting will remain open until manually closed.

Special Instructions to Applicants

★ **Location of Vacancy** Please select
This field is required.

EEO Policy Statement
The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status.

Recruitment Details

Please list any other advertising sources

Post to Inside HigherEd No
Inside Higher Ed is a complimentary advertisement provided by the University of Georgia

Inside Higher Ed Category
Faculty Jobs
Arts - Humanities
Design
Chemical - Biological Engineering

To select multiple categories, please hold down the CTRL or Command button and select the appropriate categories.

Quicklink for Posting <http://ugajobsearch-sb.peopleadmin.com/postings/35346>

The Quicklink for posting can be shared with interested applicants for recruitment and or advertising purposes.

Position Details

The **Position Details** tab provides you with information pertaining to the position such as Classification information and Duties & Responsibilities. You also have the opportunity to provide information about preferred qualifications and physical demands.

Note: If you need to **change the Classification information or Duties/Responsibilities** for this position, you will need to submit a **Modify or Evaluate** in the **position management module**.

The screenshot shows the 'Position Details' tab selected in the 'Editing Posting' sidebar. The main content area is titled 'Position Details' and includes a 'Check spelling' link. Below this is a note about minimum qualifications. The 'Position Information' section contains the following fields:

Classification Title	PUBLIC SERVICE ASSISTANT
Classification Code	55500
EEO Code	
FLSA	
UGA Job Code	214
Job Family	Faculty Personnel
FTE	Employee work percentage

Department Information

The next screen allows you to enter your department's contact information. This information is not available to applicants, and will only be used internally by other users in the posting workflow.

The screenshot shows the 'Department Information' tab selected in the 'Editing Posting' sidebar. The main content area is titled 'Department Information' and includes a 'Check spelling' link. Below this is a note about the contact information. The 'Department Information' section contains the following fields:

Contact(s)	<input type="text"/>	This field is required.
Contact(s) Title	<input type="text"/>	
Contact(s) Phone/Extension	<input type="text"/>	This field is required.
Contact(s) Email	<input type="text"/>	This field is required.
Contact(s) Fax	<input type="text"/>	

Contact should be the unit's designated individual who will be able to answer questions from workflow users.

External Recommendations Tab

The UGAJobs system offers two options for collecting an applicant's letters of recommendation. A third option allows you to collect references off-line and upload to a candidate's application at any time during the search process. The way in which you collect these recommendations will depend on which option was chosen when the posting was created. Each option and its resulting action is listed below.

External Recommendations Save << Prev Next >>

[Check spelling](#)

The request for reference checks/letters of recommendation will be conducted at the appropriate time in the search process deemed by the search chair and/or hiring official of this position. Please respect the wishes for strict confidentiality of these individuals at this time, as they may not have announced their intentions at their home institution.

External Recommendations

Will this position accept reference letters? No ▾
If you select No, you confirm the recommendation process will be handled outside of iPAWS by the unit.

Number of reference letters required?
If Yes, a minimum of three recommendation letters are required

Maximum Requests

Cutoff Date

Instructions to Reference

Confirmation Message to Reference Provider

Save << Prev Next >>

Number of Reference Letters Required allows you to predetermine how many recommendations you would like the applicant to provide. The applicant will not be able to submit their application until they have provided the names and contact information of at least *this number*.

Maximum Requests: allows you to predetermine the maximum number of recommendations you would like the applicant to provide.

Instructions to Reference Box: Instructions to the individuals providing the reference (referee) can be detailed in the box labeled *Instructions to Reference* on the posting. This may include search committee chair or departmental contact information in the event the referee would prefer to send hard copies of their reference letter(s) on personal letterhead OR if you have specific questions you would like answered.

COLLECTING LETTERS OF RECOMMENDATION

Option 1: Candidate Uploads Letters of Recommendation

- This option for obtaining letters of recommendation requests the candidate upload them as part of the initial application.
- When the position posting was created, *optional* or *required* should have been selected next to **Three Letters of Recommendation** on the **Applicant Documents** tab.

NOTE: If *required* was selected, applicants will be unable to certify and submit their applications without uploading all required documents. By selecting *optional*, applicants will be able to certify and submit their applications without uploading all optional documents.

(Internal User View)

Order	Name	Not Used	Optional	Required
1	Resume/Vitae	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	Cover Letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	List of References with Contact Info...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Three Letters of Recommendation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

(Applicant View)

Option 2: Collect Letters of Recommendation

- When the position posting was created, on the **External Recommendations** tab you are asked to select **Yes** or **No** if this position will accept reference letters.
- If you select **Yes**, uploading reference letters will be required for applicants and applicants will be unable to certify and submit their applications without uploading all required documents.
- This keeps the letters confidential so candidates cannot see the letters when viewing their application

(Internal User View)

(Applicant View)

Once an applicant submits their application and completes the certification process, he/she will not be able to go into the application at a later date to add any additional optional documents.

If an applicant would like to update or replace a document in their application, you must reach out to Central HR or the Office of Faculty Affairs, or email HRWeb@uga.edu

Reference Provider Uploads Letters of Recommendation

- If you prefer to have a reference provider submit a recommendation letter, you must include the necessary information and instructions on the External Recommendations tab when creating your posting.
- This option keeps the letters confidential so candidates cannot see the letters when viewing their application.

External Recommendations

Save << Prev Next >>

Check spelling

The request for reference checks/letters of recommendation will be conducted at the appropriate time in the search process deemed by the search chair and/or hiring official of this position. Please respect the wishes for strict confidentiality of these individuals at this time, as they may not have announced their intentions at their home institution.

External Recommendations

Will this position accept reference letters?

Yes

If you select No, you confirm the recommendation process will be handled outside of iPAWS by the unit.

Number of reference letters required?

3

If Yes, a minimum of three recommendation letters are required

Maximum Requests

3

Cutoff Date

12/17/2018

Instructions to Reference

Instructions will appear at the end of the system generated email that is sent to the reference provider.

Confirmation Message to Reference Provider

Save << Prev Next >>

Contacting References

When you are ready to contact references, from the **Recommendations Tab** on the applicant's job application, you can manually send a recommendation request email to the reference provider.

Step 1: Using the **Applicants Tab** in the position, you will see a list of applicants who applied to your position. *Remember to click on the name of the candidate to open their application.*

Step 2: Select the **Recommendations Tab** located next to the Summary Tab.

Posting: J. Reid Parker Director of Athletics (Faculty)
Current Status: Posted
Position Type: Faculty
Department: ATHLETICS
Created by: Xavier Morgan
Owner: EGO
★ See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview

Summary | History | **Applicants** | Reports | Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate Workflow Action by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your Watch List. In the popup box that appears, When you are ready to submit your posting, click on the Submit button on the popup box.

To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

To ensure that the advertising / job posting process is compliant with Department of Labor Requirements pertaining to the permanent residency sponsorship process for international hires, click here. Specific advertisement guidelines can be found here.

Posting Details

Posting Number: 2016_00121F

Under the **Notified** column, you will see if any email communication has been sent to the reference provider. If not, you have the ability to contact the reference by clicking on the *send* hyperlink.

Job application: Allison Schmitt (Faculty)
Current Status: Interviewed
Application form: Faculty Executive Application
Take Action On Job Application
★ View Posting Applied To
★ Preview Application

Full name: Allison Schmitt
Address: 163 Baldwin Street
Tempe, AZ 85285
Username: AllisonSchmitt
Email: allison@schmitt.com
Phone (Primary): 555-777-8888
Phone (Secondary):
Position Type: Faculty
Department: ATHLETICS
Created by: Allison Schmitt
Owner: Manager/Supervisor

Summary | **Recommendations (0 of 3)** | Supporting Documents | History | Reports

Name	Email	Notified?	Responded?	
Michael Phelps	micheal@phelps.com	No	No	Send
Bob Bowman	bob@bowman.com	No	No	Send
Jack Bauerle	jack@bauerle.com	No	No	Send

Recommendations

No recommendations have been submitted for this application.

Summary | **Recommendations (0 of 3)** | Supporting Documents | History | Reports

Name	Email	Notified?	Responded?	
Michael Phelps	micheal@phelps.com	04/28/2016 11:32 AM	No	Resend
Bob Bowman	bob@bowman.com	No	No	Send
Jack Bauerle	jack@bauerle.com	No	No	Send

Recommendations

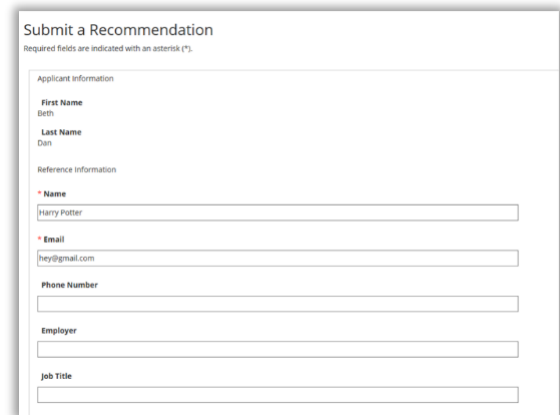
No recommendations have been submitted for this application.

Once you select Send and the reference provider is notified, a timestamp will appear indicating when the notification was sent.

You also have the ability to **Resend** a request if time has passed and a response has not been received.

Reference Provider Experience

Once the email is triggered, the reference provider receives an email notification with instructions on how to provide feedback. Each message contains a unique link that allows the recipient to respond confidentially. The link expires when the reference provider uploads a letter of recommendation or completes the recommendation form.



Submit a Recommendation
Required fields are indicated with an asterisk (*).

Applicant Information

First Name
Beth

Last Name
Dan

Reference Information

*** Name**
Harry Potter

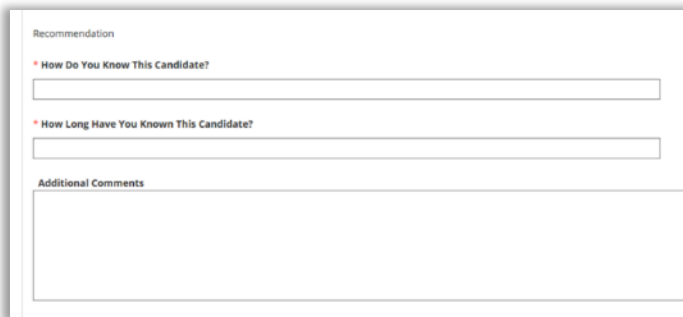
*** Email**
hey@gmail.com

Phone Number

Employer

Job Title

The reference provider has the opportunity to:



Recommendation

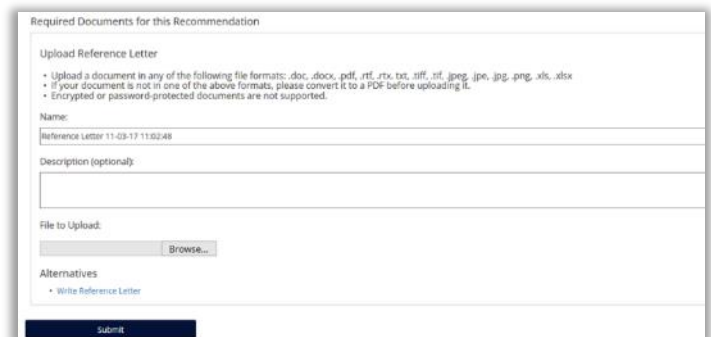
*** How Do You Know This Candidate?**

*** How Long Have You Known This Candidate?**

Additional Comments

A. Copy and paste information into the *Comments* box on the **Submit a Recommendation** link.

B. Upload a Recommendation Letter through the **Submit a Recommendation** link.



Required Documents for this Recommendation

Upload Reference Letter

- Upload a document in any of the following file formats: doc, docx, pdf, rtf, txt, tiff, tif, jpeg, jpe, jpg, png, xls, xlsx
- If your document is not in one of the above formats, please convert it to a PDF before uploading it.
- Encrypted or password-protected documents are not supported.

Name:
Reference Letter 11-03-17 11:02:48

Description (optional):

File to Upload:
Browse...

Alternatives

- Write Reference Letter

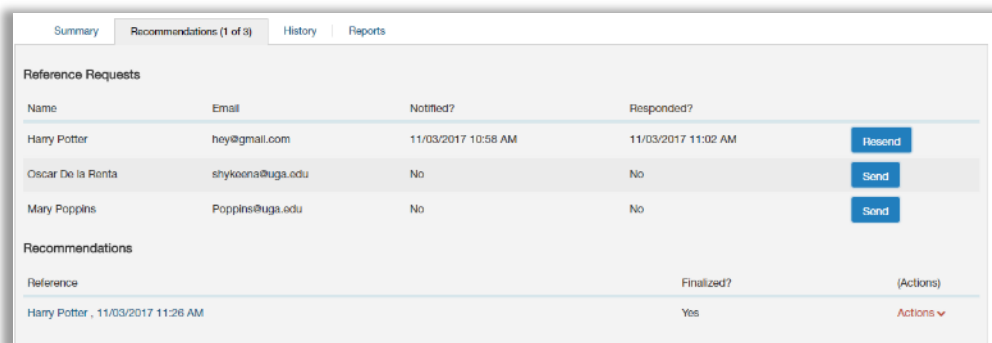
Submit

Applicants will be notified when recommendations have been finalized and submitted; however, they will not have the ability to view the confidential information included.

NOTE: Instructions on where to send recommendation letters should be provided in the *Instructions to Reference* box when creating the position posting.

Recommendation Letters Received

Once the recommendation has been completed and submitted by the reference provider, it will appear as part of the candidate's job application and can be viewed by revisiting the Contacting References section of this guide.



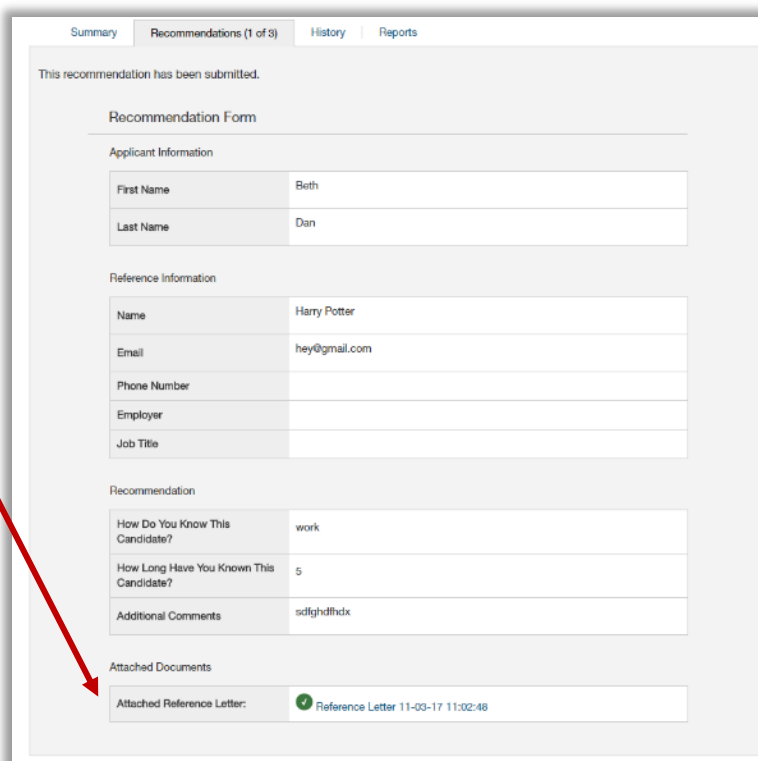
Reference Requests			
Name	Email	Notified?	Responded?
Harry Potter	hey@gmail.com	11/03/2017 10:58 AM	11/03/2017 11:02 AM
Oscar Do la Renta	shykeena@uga.edu	No	No
Mary Poppins	Poppins@uga.edu	No	No

Recommendations		
Reference	Finalized?	(Actions)
Harry Potter , 11/03/2017 11:26 AM	Yes	Actions

By selecting the submitted recommendations hyperlink, the *Recommendation Form* appears. At the bottom of the *Recommendation Form*, you will find a link to the uploaded recommendation letter.

Since recommendations become a part of individual applications, when you download a batch of applications as a single PDF, the uploaded recommendation letter will be included.

The uploaded recommendation letter is also included as part of the *Combined Document* in each individual job seeker's application.



This recommendation has been submitted.

Recommendation Form

Applicant Information

First Name	Both
Last Name	Dan

Reference Information

Name	Harry Potter
Email	hey@gmail.com
Phone Number	
Employer	
Job Title	

Recommendation

How Do You Know This Candidate?	work
How Long Have You Known This Candidate?	5
Additional Comments	sdflghdflhdx

Attached Documents

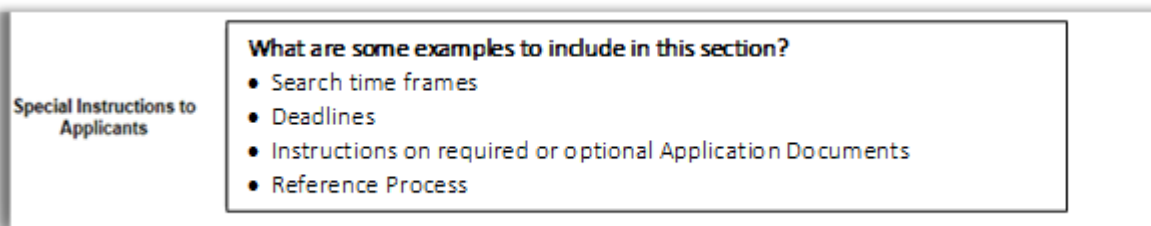
Attached Reference Letter:	Reference Letter 11-03-17 11:02:48
----------------------------	------------------------------------

Option 3: Collect Letters of Recommendation Outside of the UGAJobs System and Upload to a Candidate's Application

- Letters submitted outside of the UGAJobs system can be uploaded as part of the application materials for a specific candidate. Steps on how to upload these documents can be found in the **Supporting Documents Quick Guide**.

Be sure to provide detailed instructions to both the reference provider and the applicant

- Instructions to Reference Box:** Instructions to the individuals providing the reference (referee) can be detailed in the box labeled Instructions to Reference on the posting. This should include contact information in the event the referee would prefer to send hard copies or a reference letter on letterhead.
- Special Instructions Box:** The **Special Instructions Box** is a way to provide detailed instructions to applicants on how reference letters will be handled. This may include providing the contact information for the Committee Search Chair and/or unit contact in the event the candidate has questions regarding the reference process. The Special Instructions to Applicants field can be found in the Posting Information section when you create your posting.
- If you elect to use this option, in the **Applicant Documents** section when creating a posting, select Other Document #1 or #2 and instruct applicants to upload Reference letters this way.



Posting Documents

The following page allows you to upload pertinent internal documents to the posting of this position. The documents will **not** be seen by applicants, only those in the posting workflow with access to the position and the search committee members.

Please include any additional advertisements you would like for EOO and OIE to review with your posting request. You may also include documents that would be helpful for the search committee members, such as timelines of the search process.

Postings / Faculty / Area Director - Albany (Draft) / Edit: Posting Documents

Editing Posting

- Posting Details
- Position Details
- Department Information
- External Recommendations
- Posting Documents**
- Posting Specific Quest...
- Applicant Documents
- Search Committee Member
- Summary

Posting Documents Save << Prev Next >>

Posting Documents serve as internal documents and are not seen by applicants. You may download the documents electronically and attach to document slots on this page.

To ensure that the advertising/job posting process is compliant with Department of Labor Requirements pertaining to the permanent residency sponsorship process for international hires, [click here](#). Specific advertisement guidelines can be found [here](#). PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Long Advertisement			Actions ▾
Short Advertisement			Actions ▾
Recruitment Materials #1			Actions ▾
Recruitment Materials #2			Actions ▾
Recruitment Materials #3			Actions ▾
Recruitment Materials #4			Actions ▾
Recruitment Materials #5			Actions ▾
Recruitment Materials #6			Actions ▾
Recruitment Materials #7			Actions ▾
Recruitment Materials #8			Actions ▾

The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous posting.

Select **Actions** and choose from the options provided:

- Create New
- Choose Existing
- Upload New

By selecting the option, **Upload New**, you will be taken to the below screen.

Postings / Faculty / Area Director - Albany ☆

Upload a Long Advertisement

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Choose File** button and select the file from your computer. When you are ready to submit your document, click the **Submit** button.

Name [Long Advertisement 12-]

Description

File to upload: **Choose File** | No file chosen

Write Long Advertisement

Submit

****Provide a *name* and *description* of the document, allowing other designated users the ability to view uploaded documents (i.e.: search committee members).**

Once a file is chosen to upload, and you are ready to submit your document, click the **Submit** button. You will then be taken back to the **Posting Documents** main screen (see above).

The system will convert all documents into PDF's. All PDF conversions must be completed for the document to be valid when applicable. The document will transform into a *hyperlink* when the conversion is complete. You can also view the *status* of the conversion to determine if the upload was successful.

Posting Specific Questions

Once you have uploaded all relevant documents and select **Next**, you may choose whether or not to assign questions to the posting. Adding questions to your posting will allow the opportunity for specific areas of a candidate's background to be explored and/or to ask questions regarding a candidate's qualifications based on the position requirements.

Select **Add a question**.

Posting Specific Questions

Save

<< Prev

Next >>

To Add New Posting Specific Question: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

To Add an Existing Posting Specific Question: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

To Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Specific Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question **required**.

Add a question

Included Supplemental Questions

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Add a Question

Available Supplemental Questions

Category:
Any
Keyword:

Add	Category	Question
<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	What is the highest level of education attained?
<input type="checkbox"/>	Experience	How many years of experience do you have in this type of position?
<input type="checkbox"/>	Education	Do you have a masters degree?
<input type="checkbox"/>	Education	Will you have a Ph.D. in hand by the date of appointment or an advanced ABD by the date of the appointment?
<input type="checkbox"/>	Uncategorized	Are you available to work in the evening (6 pm to 10 pm)?
<input type="checkbox"/>	Uncategorized	Are you available to work weekends?
<input type="checkbox"/>	Experience	How many years of Administrative support experience do you have?
<input type="checkbox"/>	Experience	What is your Philosophy for serving students?
<input type="checkbox"/>	Uncategorized	Are you a current employee of the university?
<input type="checkbox"/>	Experience	Please select your primary discipline of research and instruction.
<input type="checkbox"/>	Experience	Please select your secondary discipline of research and instruction.
<input type="checkbox"/>	Experience	Please list your primary and secondary engineering skills.
<input type="checkbox"/>	Experience	How many years of experience do you have working in an office environment?

Displaying 1 - 15 of 33 in total
← Previous | Next →

Can't find the one you want? [Add a new one](#)

Submit Cancel

The system includes over 100 EOO and Central HR-approved supplemental questions to choose from.

You can browse by category or search by keyword. Once you have found the question(s) you would like added, mark the **Add** box and press **Submit**.

If you cannot find what you are looking for, select **Add a new one** to create a new question.

Questions you create will be defined as “PENDING” until Central HR has the opportunity to review your request.

Add a Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Category Please select a category

Question *

Note: There is a 10,000 character limit for supplemental questions or answers.

Possible Answers

☒ Open Ended Answers

☐ Predefined Answers

Submit Cancel

Enter a Name for your question, select the appropriate category, and type in the question you would like added.

Select if the question will have an open-ended answer, or if you would like to provide predefined answers.

If you select **Predefined Answers**, these boxes will appear:

Type in your answers in the fields provided. New boxes will automatically appear as you begin typing.

NOTE: The system will automatically generate a **"No Response"** answer once approved and posted.

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1: less than 5 years

Possible Answer 2: 5-10 years

Possible Answer 3: more than 10 years

Possible Answer 4:

Possible Answer 5:

NOTE: All new questions must be approved by EOO or Central HR before they appear on posting. EOO/Central HR will have the opportunity to review questions in the UGAJobs system. When status changes from **pending** to **active**, questions have been approved and will appear on posting. Once a question has been approved it will be saved and made available for future postings. You have the option to make questions **Optional** or **Required**.

You will see a summary of all questions selected. You can select whether or not the question will be required and assign points to the answers – if using questions with **Predefined Answers**.

Click on the **Required** box to require applicants to answer questions. A check mark will appear for required questions.

Add a question

Included Supplemental Questions

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active ✕
2	<input checked="" type="checkbox"/>	Education	Do you have a bachelor's degree?	active ✕
3	<input checked="" type="checkbox"/>	Experience	How many years of experience do you have in this type of position?	active ✕

Save

<< Prev

Next >>

To assign *Points* or *Disqualifying Responses*: Click on the question for a drop-down menu to appear.

Assign the appropriate points and disqualifying responses before clicking **Next** to save and proceed with the posting.

Included Supplemental Questions

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active ✕
2	<input checked="" type="checkbox"/>	Education	Do you have a bachelor's degree?	active ✕
Possible Answers: Predefined Options				
		Answer	Points	Disqualifying
1.		Yes	100.0	<input type="checkbox"/>
2.		No		<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	Experience	How many years of experience do you have in this type of position?	active ✕

Applicant Documents

On this screen you will determine which documents an applicant needs to include in their application. Documents can be **Optional** or **Required**. If you select **Required**, applicants will not be able to submit their application until the document is uploaded. You can “drag and drop” the document types to re-order after making your selections. To continue, click **Next**.

The UGAJobs system is capable of handling very large documents. (System Maximum is 10MB)

Applicant Documents

Save

<< Prev

Next >>

This section allows you to determine which documents you want your applicants to attach, in addition to their application. The most common attachments are Resume/CV and a Cover Letter. If a document should be optional, select Optional. If a document is required, select Required. NOTE: If you choose to make an applicant document required, the selected document must be attached in order for the candidate to complete the application process.

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume/CV	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="2"/>	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="3"/>	Portfolio/Philosophy Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="4"/>	Media Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="5"/>	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="6"/>	Sample Publications	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="7"/>	Unofficial Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="8"/>	Other Documents #1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="9"/>	Other Documents #2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

 or Cancel

Save

<< Prev

Next >>

If a **Media Portfolio** will be requested, please note that the applicant can share a URL or upload a document in those spaces.

Search Committees: Adding & Managing Committee Members

The Search Committee feature in UGAJobs is designed for approved user groups to be able to assign a search committee to evaluate candidates in select job postings. The Search Committee Members have their own user account they will use to log into the system. As a Search Committee user in UGAJobs, users can **only** access job postings they are assigned to as search committee members. They will have “Read Only” access to the job posting.

Adding Search Committee Members to a Posting

Once you are in the posting, go to the Search Committee Section and select “Edit.” You will be taken to this screen:

Editing Posting

- Posting Details
- ✓ Position Details
- Department Information
- ✓ External Recommendations
- ✓ Posting Documents
- ✓ Posting Specific Quest...
- ✓ Applicant Documents
- ✓ Search Committee Member**
- Summary

Search Committee Member Save << Prev Next >>

The Search Committee Member feature is designed to allow approved user groups to add search committee members to review applicants for a specific job posting. The Search Committee Members have their own user account to log into the system and can only access the job postings they have been assigned to as search committee members. It is important to understand Search Committee users will have "Read Only" access to the assigned job posting.

If you have any Non-UGA employees on your search committee, contact Central HR.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Add Existing User Create New User Account

Save << Prev Next >>

Adding Existing User

To add a user who **already has access** to iPAWS, click “Add Existing User.” You will then be taken to the screen below where you will be able to search for existing search committee members, (users who have been assigned to the Search Committee group) and add them to the posting.

The search will default to **only** look for users who are assigned to the Search Committee group in the department of the posting. You can expand your search to other departments (including all), and you can also search for users who aren’t assigned to the search committee user group.

NOTE: The search engine searches by first name, last name, or email address. A user will only need to match one field to be pulled up in the results.

Add Existing User

Search: Search

Department:

☒ Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
SESSIONS	LINDSEY	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Applicant	Sample	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Blanton	Shykeena	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Gibson	George	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Washington	Martha	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Larson-Hays	Kay	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Girma	Adonnai	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
AG01	TestUser	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
TestSCM	TestSCM	emailaddress@zed.zed	ENGLISH	<input type="checkbox"/>	Add Member
Adams	Jessy	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member

Displaying all 10 User

Create New User Account Close

Therefore, if you search “John” the search engine will pull up all users matching that string in any of those fields.

Searching only by email address is often the best unique identifier for users.

Click the “Add Member” button to add a user to the search committee.

Make a Search Committee Member the Committee Chair

Last Name	First Name	Email	Department	Committee Chair	(Actions)
SESSIONS	LINDSEY	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Applicant	Sample	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Blanton	Shykeena	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Gibson	George	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Washington	Martha	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Larson-Hays	Kay	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
Girma	Adonai	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
AG01	TestUser	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member
TestSCM	TestSCM	emailaddress@zed.zed	ENGLISH	<input type="checkbox"/>	Add Member
Adams	Jessy	emailaddress@zed.zed	The University of Georgia	<input type="checkbox"/>	Add Member

When you're adding the Search Committee Member, you also have the option to make that member the Committee Chair.

Committee Chairs can view all answers of other committee members. If you don't select the member as the Committee Chair at this time, you can always make them the Committee Chair later by **checking the box** in that column. More than one user can be designated as a chair.

What if the committee member is not yet added to the UGAJobs system?

Please contact hrweb@uga.edu to request an employee to be added to the Search Committee User Group, and to be added to an individual Posting

To add search committee members *after* the position has been posted by Central HR, please email job posting number, name and email address for each search committee member to hrweb@uga.edu and Central HR will add search committee members to posting.

Search Committee Emails

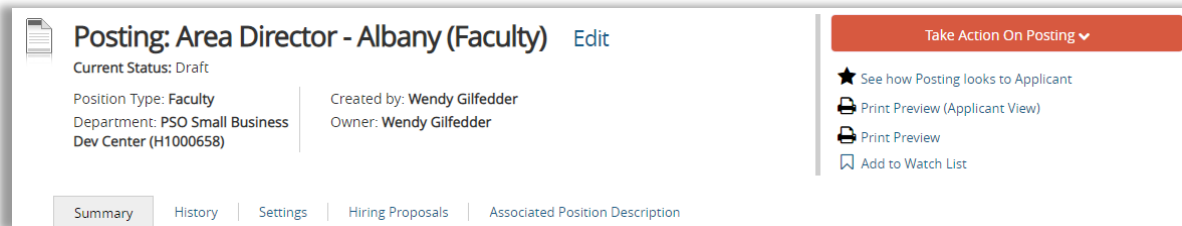
When a user is added to a posting as a Search Committee Member, they will receive an email **immediately** letting them know they've been added. Alternatively, you can configure the system to email the committee when a job posting or application reaches a specific workflow. The new search committee member will receive a second email with instructions for viewing applicants after the position has been posted.

Posting Summary Tab

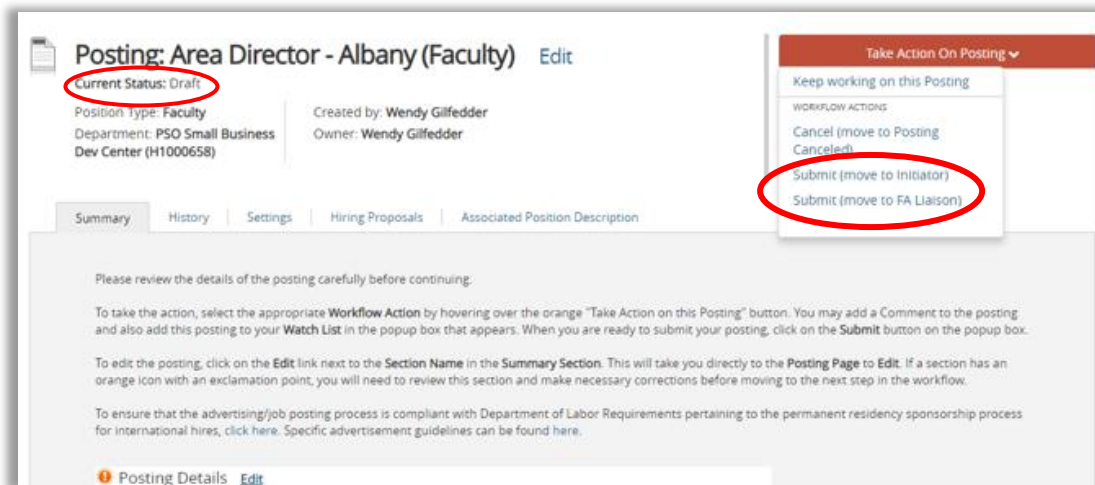
The Next page will show your **drafted** posting. The top of this page will display Current Status, Position Type, Department, Created by, and Owner of post.

Please review all details of your posting. If any changes need to be made you can select **Edit** next to the position title.

In the right hand corner you can select **See how Posting looks to Applicant** if you would like to see what applicants will be able to view.



When a posting's **Current Status** is in a **Draft** state, it means that posting has been started, but not completed. Only the individual who created the posting can edit or transition the position to the next step in the workflow.



To submit forward, hover over the **Take Action on posting** button. When you are ready to submit your posting through the workflow to gain approval, choose either **Submit (move to Initiator)** OR **Submit (move to FA Liaison)**.

Option 1: Submit to Initiator (move to Initiator)

This transition allows multiple **Initiator** account users the ability to edit the posting by taking it out of a “draft” state.

After clicking on **Submit to Initiator**, this box will appear. Be sure to insert any additional comments in the **Comments** box.

Applicants will not have access to this information, only those in the workflow.

The box **Add this posting to your watchlist** will be automatically checked.

If you would not like for this posting to appear in your Watch List, uncheck the box.

This “**Draft to Initiator**” transition can also add an additional approval level into your departmental workflow.

Option 2: Submit (move to FA Liaison)

This transition allows multiple **Initiator** account users to have the ability to edit the position request by taking it out of a “draft” state.

After clicking on **Submit (move to FA Liaison)**, the **Take Action** box will appear. Be sure to insert any additional comments in the **Comments** box. Only those in the workflow will have access to this information.

The box **Add this posting to your watch list** will be automatically checked. Applicants will not have access to this information, only those in the workflow.

The box **Add this posting to your watch list** will be automatically checked. If you would not like for this posting to appear in your Watch List, uncheck the box.



What Happens Next

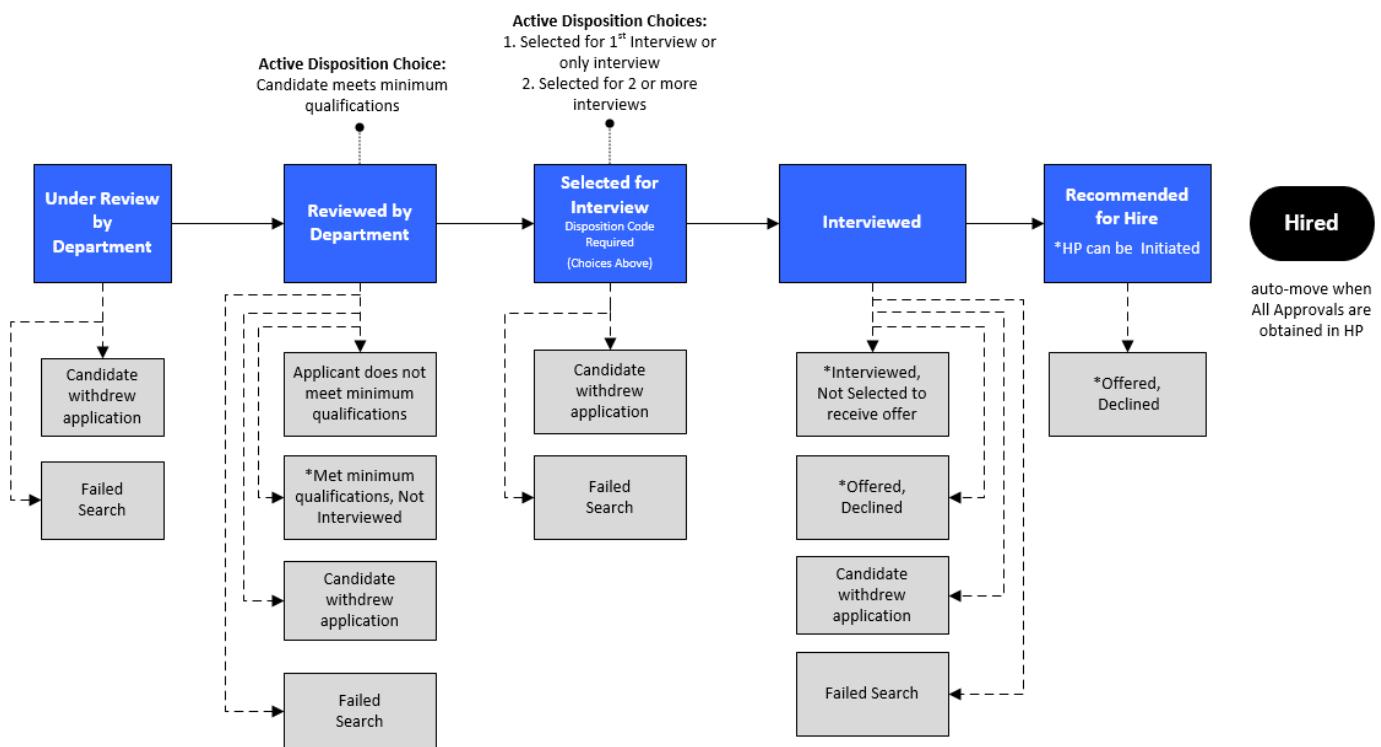
What Happens Next

Your posting will go through the entire workflow to get approval before it is posted. While it is traveling through the workflow, you will be able to see each time it moves to a new level of the workflow.


If a posting is incomplete and/or missing required information, it may be sent back to you before it is approved to post. If this happens, make sure you view the comments and correct any issues. You would then need to resubmit the posting through the entire workflow again, until it has reached Central HR and is approved for posting.

You will receive an email notification once your **Faculty** position has been approved and posted.

Managing Applicants



NOTE: The **Applicant Manager** role is assigned when the posting is created and has the ability to move applicants to different stages of a search, such as Selected for Interview, Interviewed, or Did not meet minimum qualifications, to name a few. An **Applicant Manager** can view postings and applicants for their department(s). It is recommended this role is assigned to either to the initiator, hiring authority or to a person whom the search chairs delegates this responsibility.



Create a Posting Tips & Tricks

**Faculty
Position Types**

Revised 12.16.2018

FAQ

Q: When a posting is in the Draft workflow state, why am I not able to send it to the next step in the workflow process, but instead can send it to a later workflow state?

A: A user who has created a Draft posting will see the workflow transitions for the first step in the workflow that their user group owns. If, for example, the first step in your posting workflow is a Hiring Manager state (owned by the Hiring Manager group), and the next step in workflow is Budget Review, a Hiring Manager user, creating the posting, will see "Send to Budget Review" in the Take Action on Posting button instead of "Send to Hiring Manager".

Q: Can a workflow state be owned by more than one user group?

A: No. Workflow states are limited to being owned by one user group at a time. Remember, though, that any user group with the manage-level permissions will be able to take action on an object at any time, regardless of the workflow state it's in. Contact Central HR if you would like to discuss those permissions.

Q: If I place a Close Date on the posting, what does that mean?

A: The Close Date field is used to automatically close a posting on the date you specify. Postings will close automatically at 11:59 PM local time on the close date. Applications must be completed before the close time; in-process applications cannot be certified and submitted.