UNIVERSITY OF GEORGIA
Human Resources

UGAJobs Creating a Staff Posting Resource Manual

Staff

Position Types

Revised 12.3.2018

Staff Posting Resource Manual
Table of Contents

Introduction 3
Your Inbox and Watch List 6
Request to Create a Posting 7
What Happens Next 32
Create a Posting Tips & Tricks 34

Introduction

The University of Georgia has implemented a new online position and hiring 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 Staff positions.

The learning objectives for 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 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. This form must be submitted to the central HR EmploymentTeam by the unit's Chief HR Officer.

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

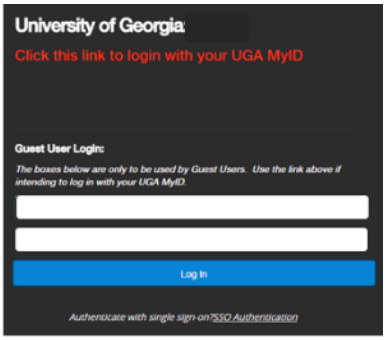
Data Security

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 secure access to 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=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, 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 **Hire** 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 your 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 the department/unit representatives who oversee the administrative components of the position, posting, and hiring process for their 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.

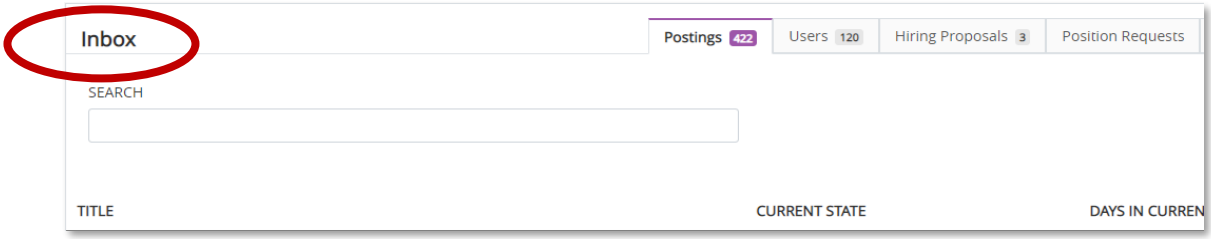
Your Inbox and Watch List

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.*

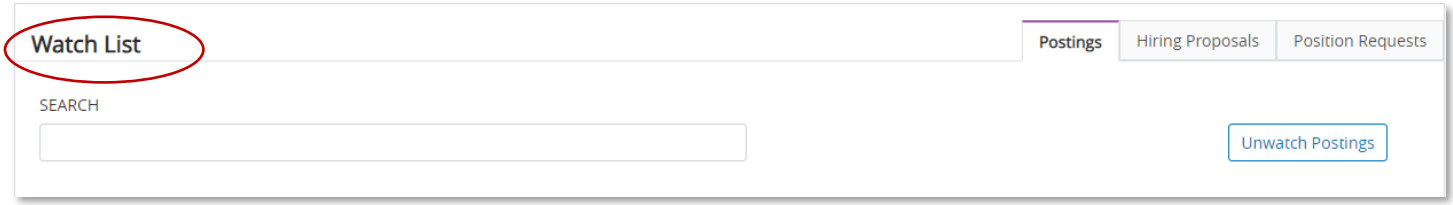


The **Watch List** allows you to track the status of selected Postings, Hiring Proposals, and Position Requests. By default, your Watch List includes all items that you create.

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

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Position Types

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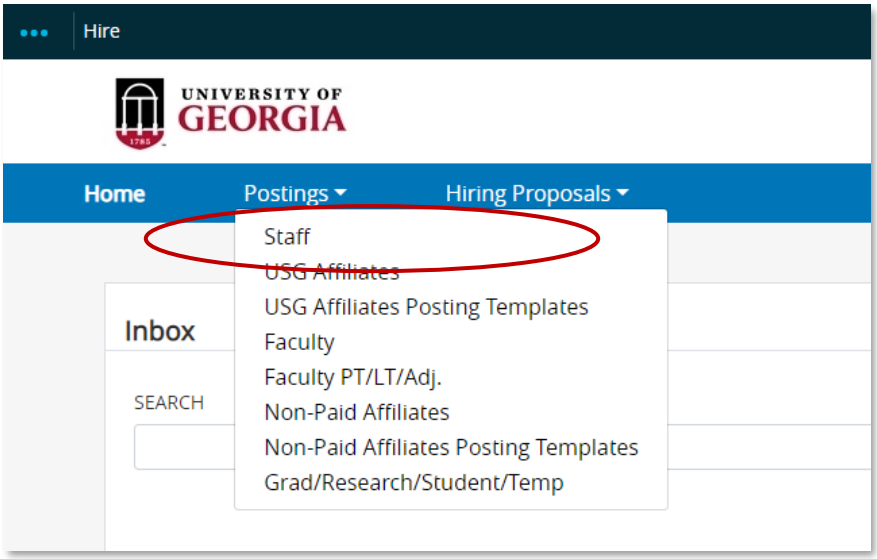
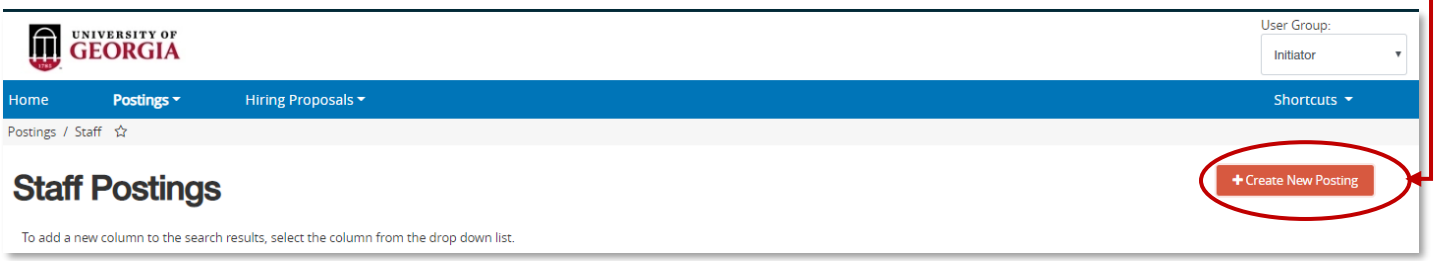
U N I V E R S I T Y O F G E O R G I A

Creating a New Staff Posting

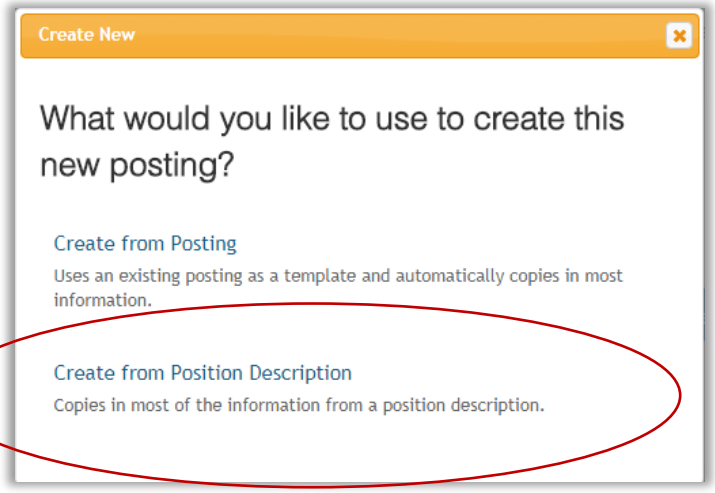


In the **Hire Module** (blue screen), Click on the **Postings** tab and **select the desired position** from the drop-down box.

After selecting Staff, you will be taken to this screen. Click on "Create New Posting"



Once you select **Create New Staff Posting,** the following box will appear:



Two options are available when creating a new posting: **Create from Posting** and **Create from Position Description.** The following explains each of these:

Create from Position Description: Allows you to select a Position Description to start from.

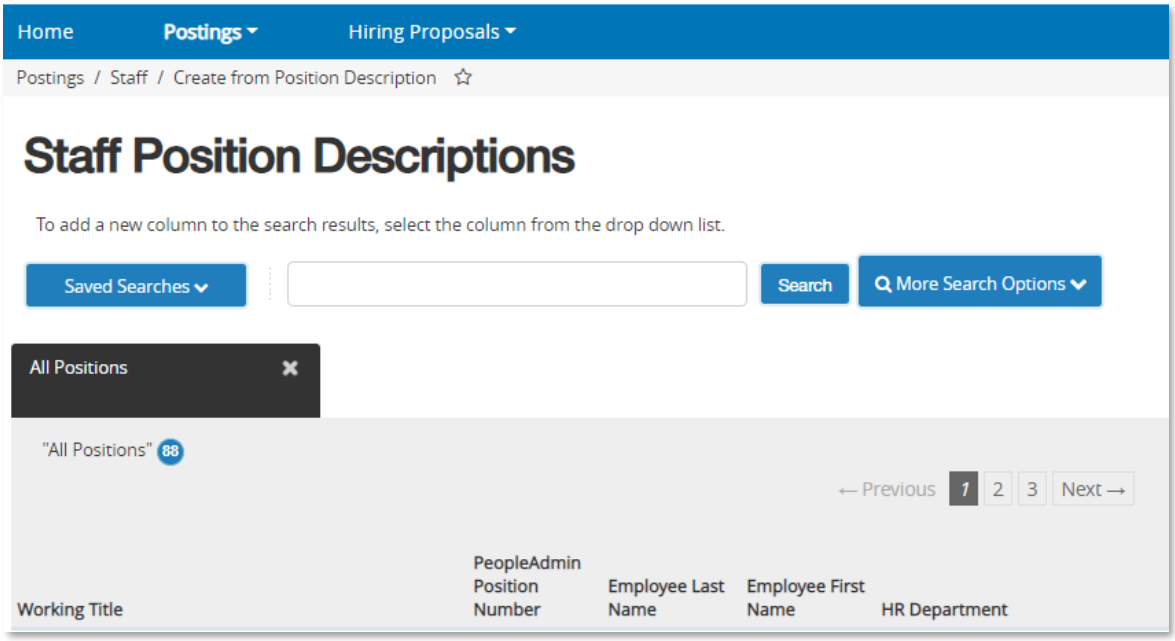
This option is the preferred method when creating a Staff Posting since it copies in most of the information from a position description, and each posting needs to have a position description attached to it.

Create from Posting: As you begin to create more postings over time, a library housing your postings will be automatically built and you will be able to use this option to create a posting from a previous position. It will copy in most information needed for the posting, but allow for updates and edits.

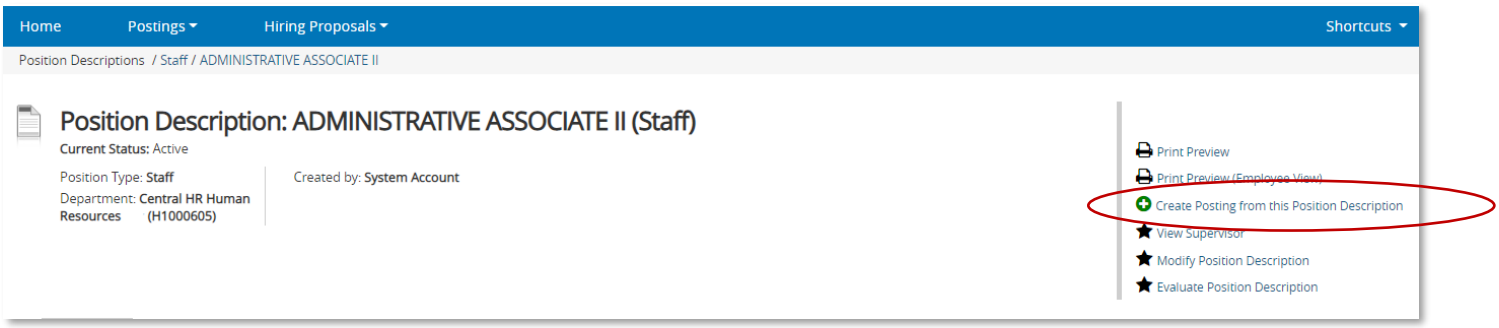
The following pages explain how to create from **Create from Position Description.**

Select **Create from Position Description**.

The below screen allows you to search through the Position Descriptions using the search bar at the top. Alternately, you can browse through all available position titles. Navigation buttons for this option are listed above and below the title bank.

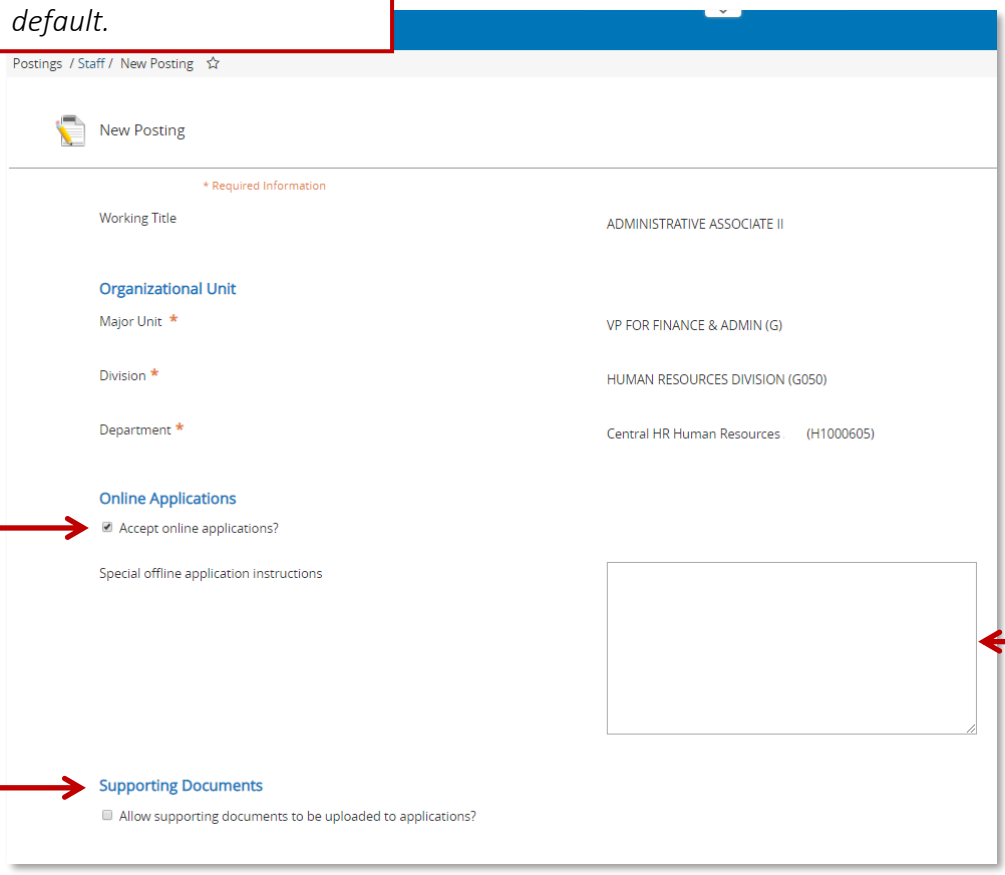


Once you select the desired Position Description, click on **Create Posting from this Position Description**.



When 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.*



The **Supporting Documents** feature in UGAJobs is designed to allow applicants to attach required or optional applicant documents (e.g. resume or cover letter).

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 convenient when you want to provide specific instructions regarding the reference process.

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

Why is the Special Instructions field important?

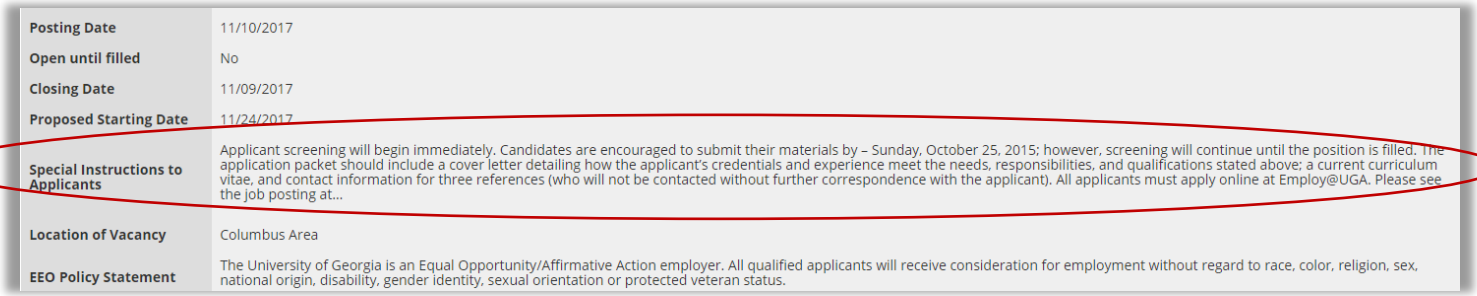
The **Special Instructions to Applicants** field is designed to allow your unit to include any specific directions for the applicant to see during the application process. This can include information about search time frames, deadlines, reference process, or instructions on specific application documents.

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 box below 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):

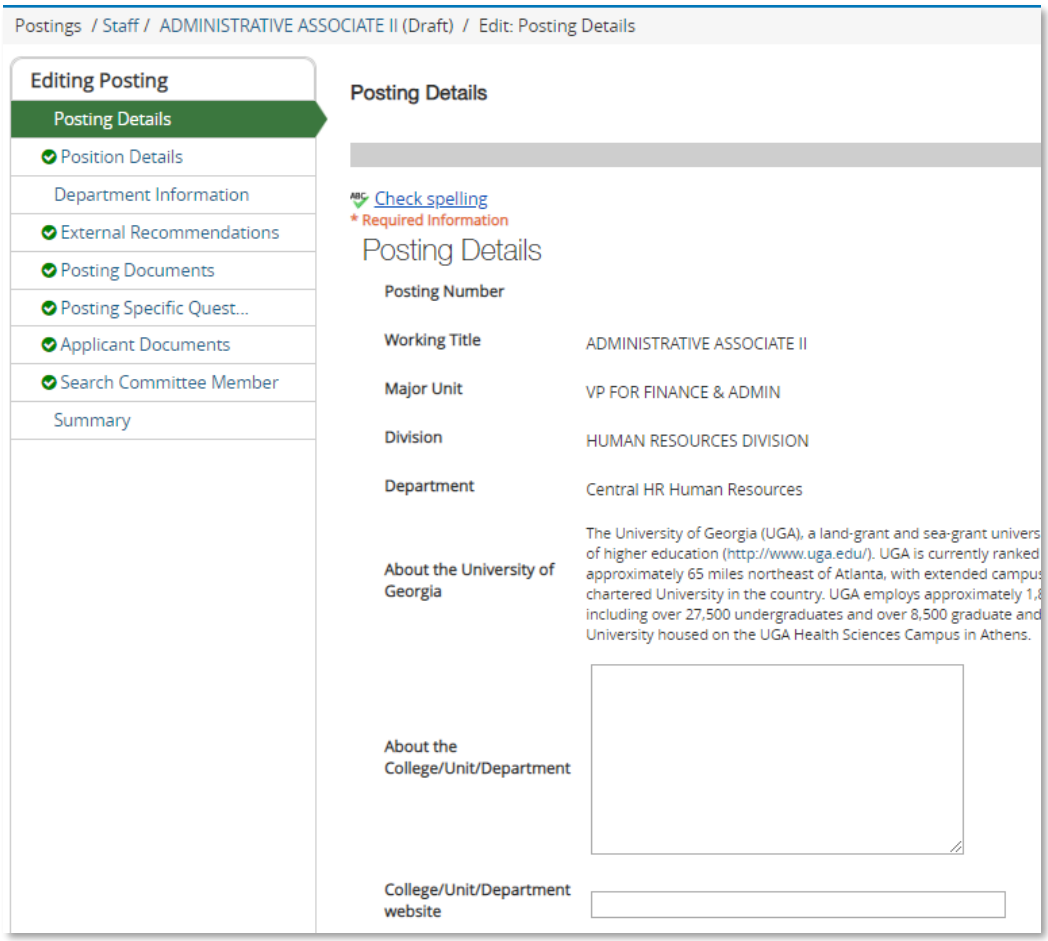
- **Example 1:** Applicant screening will begin immediately. Candidates are encouraged to submit their materials by <<DATE>>; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant's credentials and experience meet 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 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 UGAJobs 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. 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.

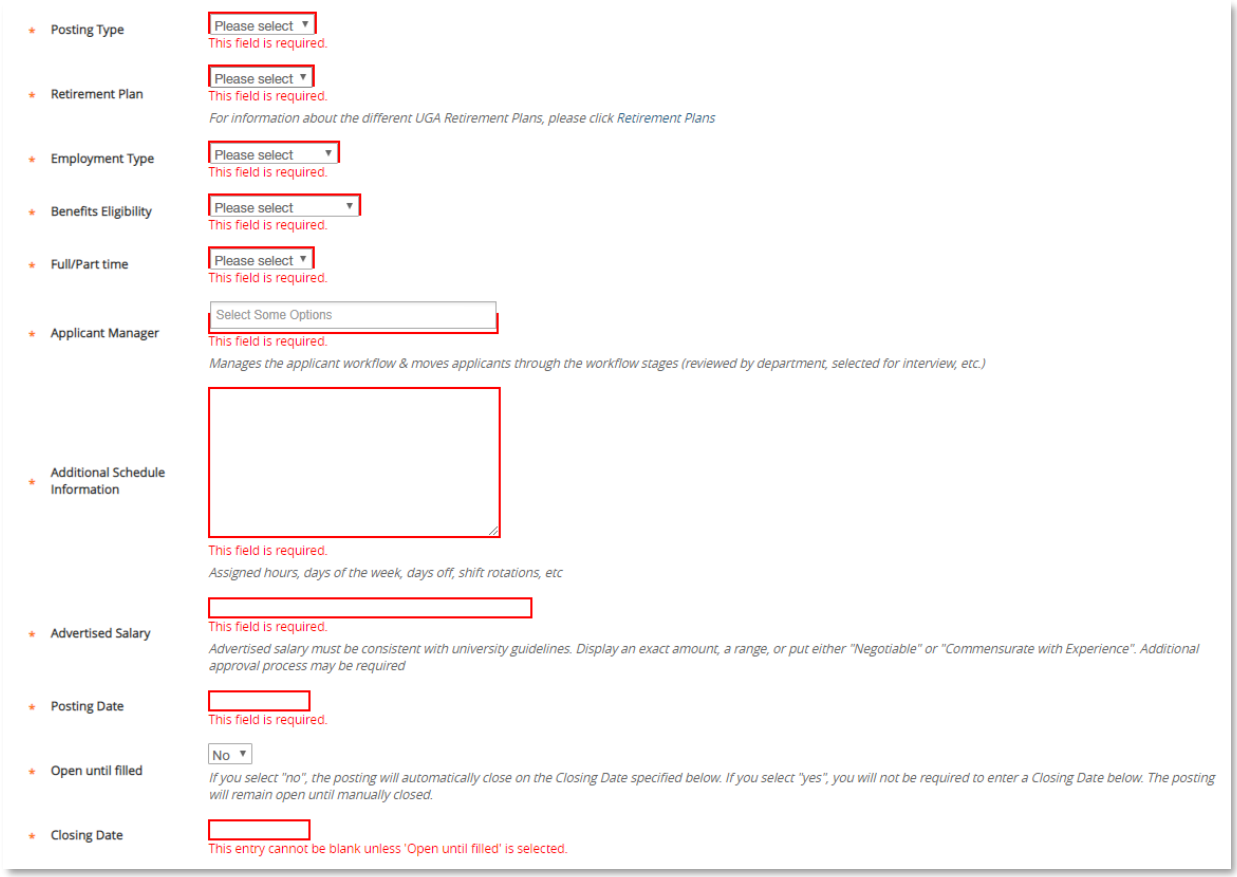


Throughout the posting process, if needed, you can move from screen to screen using the page links located on the left sidebar. Be sure to click on the **Save** button if you choose to utilize this feature.

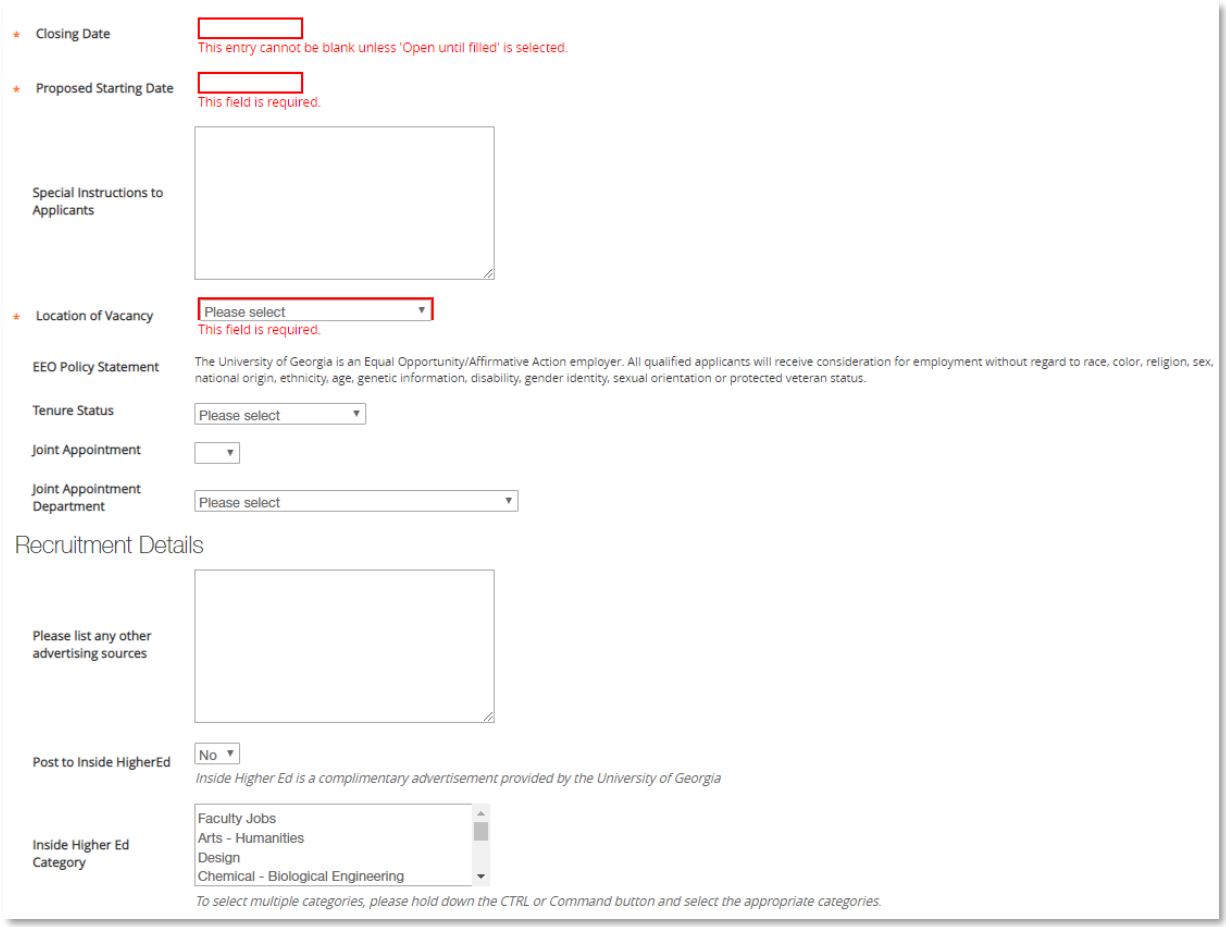
To ensure that the advertising/job posting process is compliant with Department of Labor requirements pertaining to the permanent residency sponsorship process for international hires, click here. Specific advertisement guidelines can be found here. Contact the Office of International Education for more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

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.

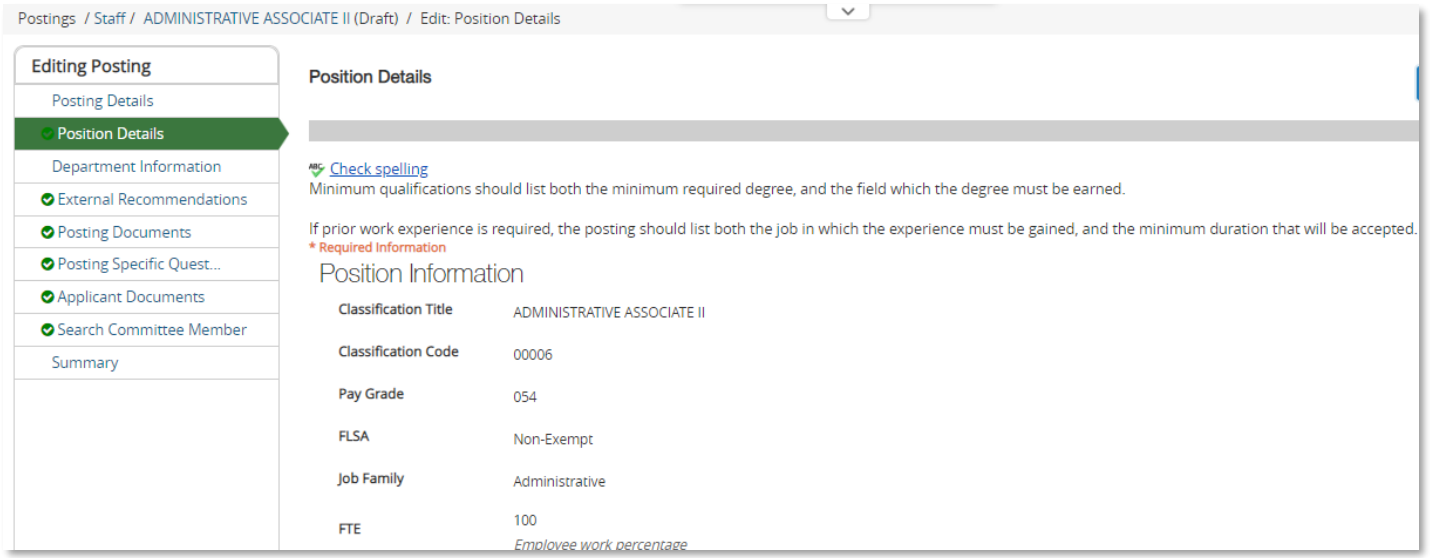


Also note, when filling out the Posting Details page, for Applicant Manager you will need to add yourself to the box as well. Central HR recommends adding at least two people as Applicant Manager. Only those added as Applicant Managaers will be able to move applicants forward to Reccommended for Hire.



Position Details

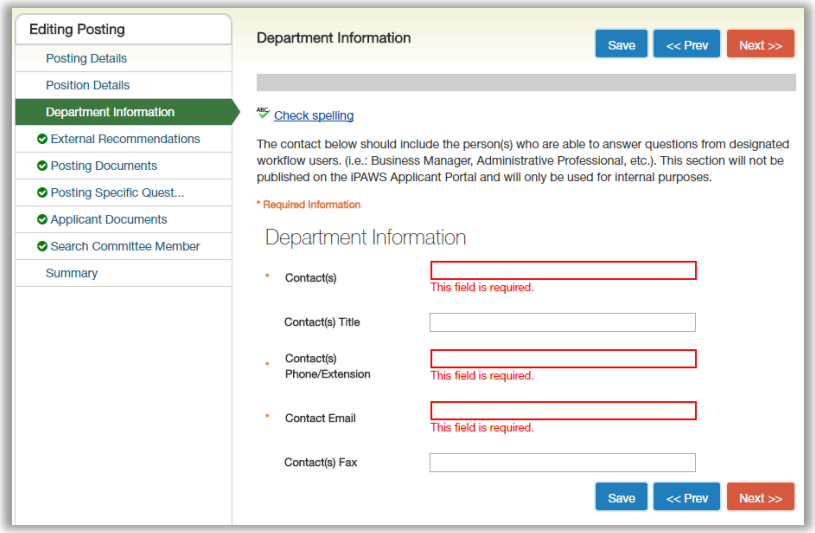
The **Position Details** tab provides you with information pertaining to the position such as Classification information and Duties & Responsibilites. You also have the opportunity to give information about preferred qualifications and physical demands.



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

Departmental Information

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

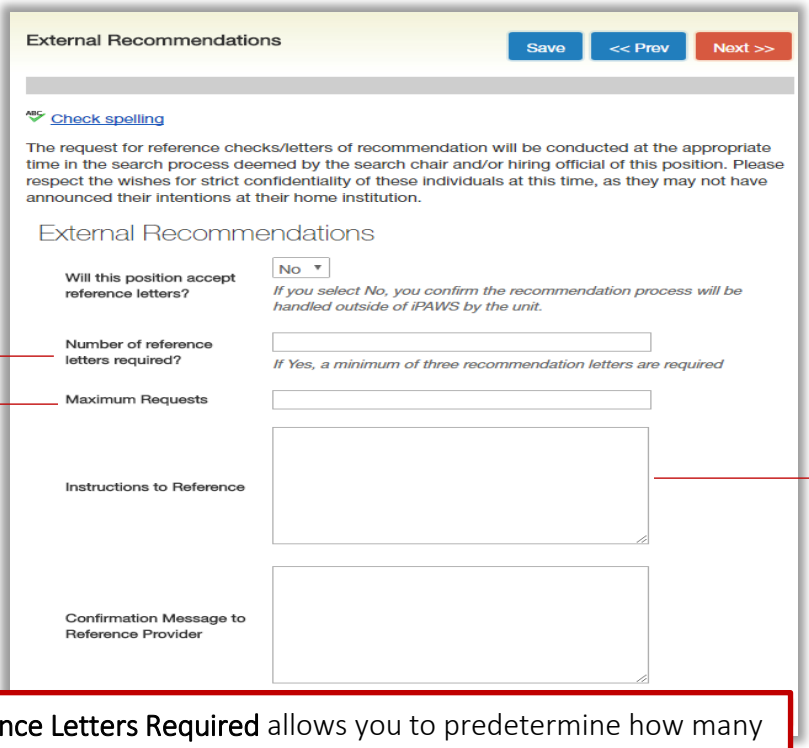


Contact should be the unit's designated individual who will be able to answer questions from workflow users.

External Recommendations Tab

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 contact information will be required for applicants and applicants will be unable to certify and submit their applications without uploading this information. This keeps the letters confidential so candidates cannot see the letters when viewing their application. You will also have the ability to resend reference requests to the reference provider.

The UGAJobs system offers two options for collecting an applicant's letters of recommendation. A third option includes collecting 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.



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*. If **Yes** is selected, a minimum of three recommendations are required.

Maximum Requests: allows you to predetermine the maximum number 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 the referee to answer, you may ask them here.

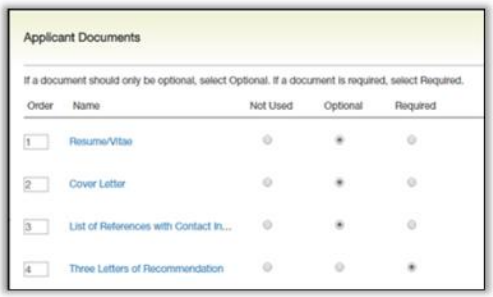
COLLECTING LETTERS OF RECOMMENDATION

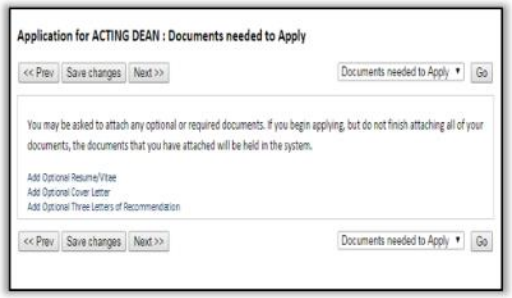
Option 1: Candidate Uploads Letters of Recommendation

- This option for obtaining letters of recommendation requests the candidate upload them as part of their 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) **(Applicant View)**

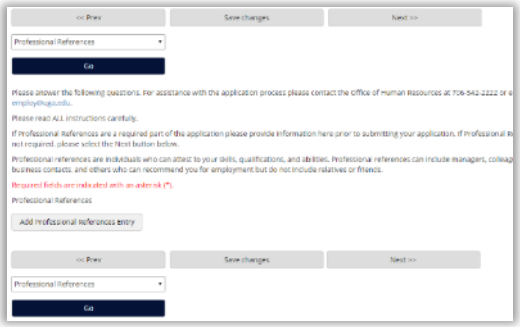




Option 2: Collect Letters of Recommendation

- 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)**

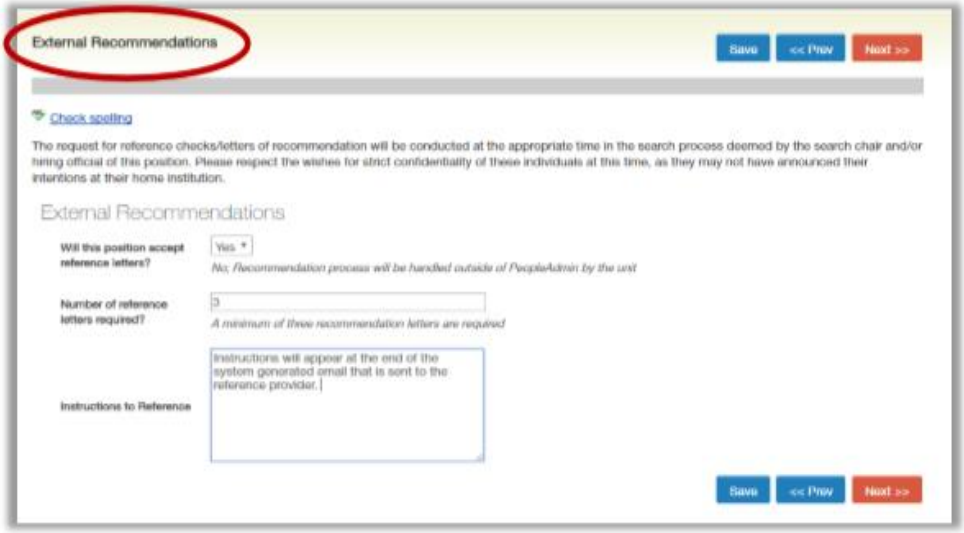


Once an applicant submits their application and completes the certification process, he/she will not be able to go into their application at a later date to add any additional optional documents.

If an applicant would like to update or replace a document in their application, please reach out to Central HR 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

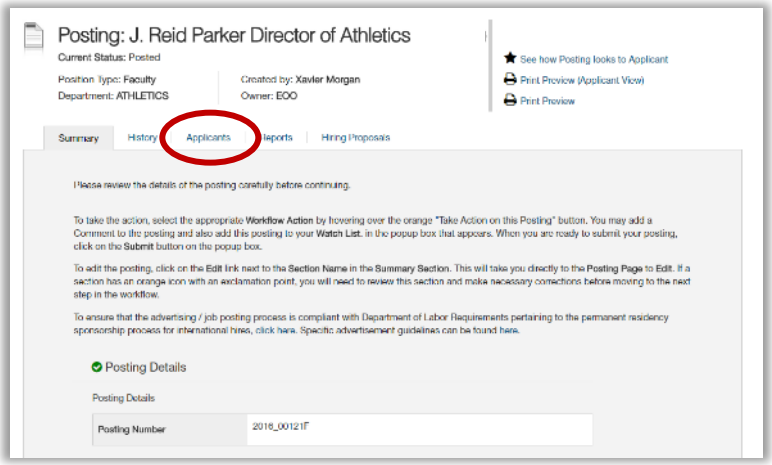


Contacting References

When you are ready to check references, from the **Recommendations Tab** on the applicant's job application, you can manually send a recommendation request email to the reference provider. This is done by accessing the specific applicant(s) you wish to request references from.

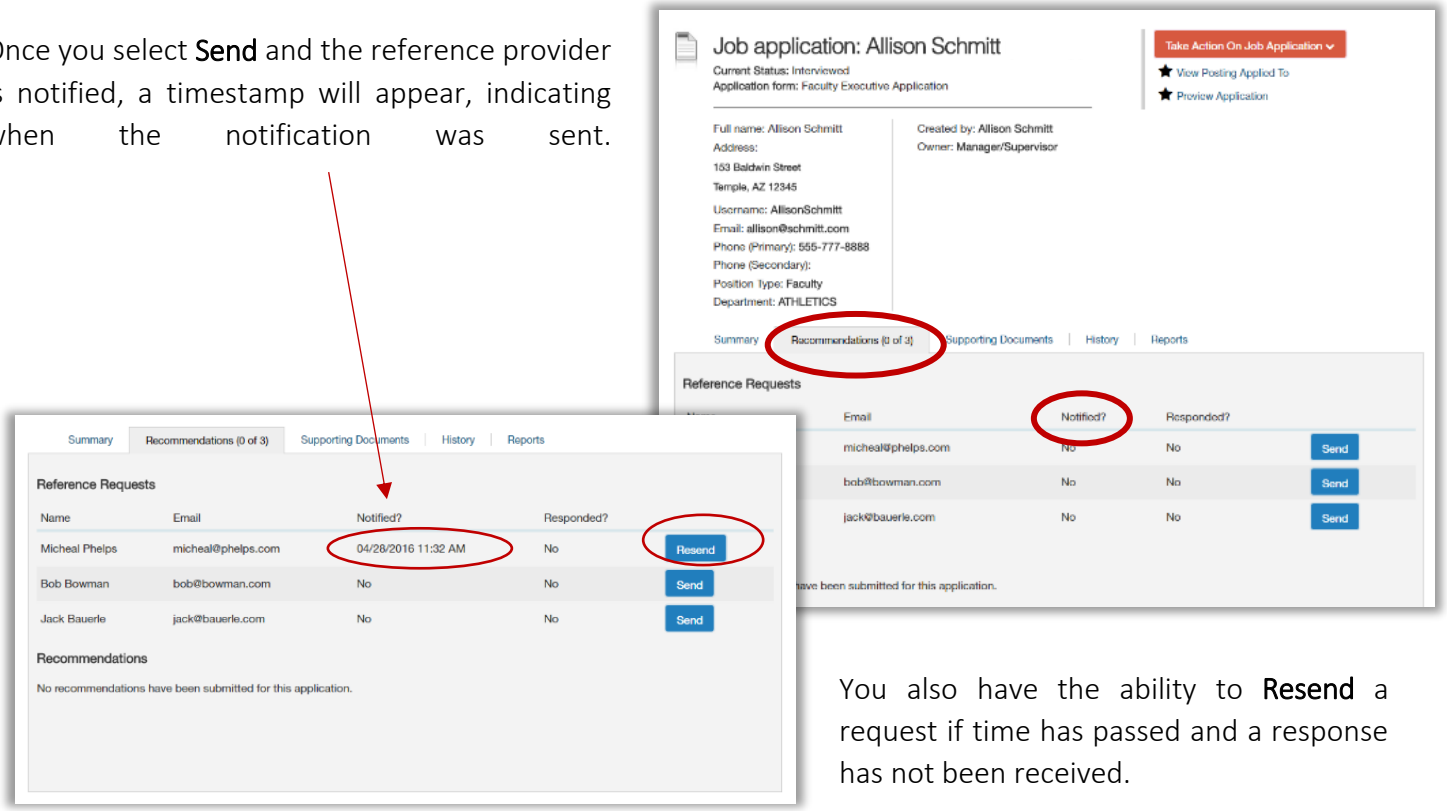
Step 1: Using the **Applicants Tab** in the posting, you will see a list of applicants who applied to your position. *Remember to click on the name of the candidate to open their application.*

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



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.

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

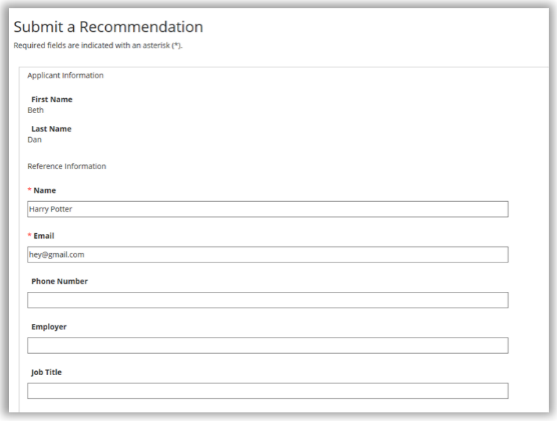


You also have the ability to **Resend** a request if time has passed and a response has not been received.

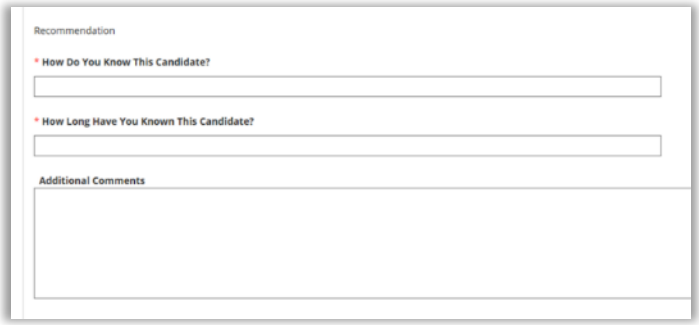
Reference Provider Experience

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.

The provided link takes them to this website:



The reference provider has the opportunity to:



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

B. Upload a Recommendation Letter through the

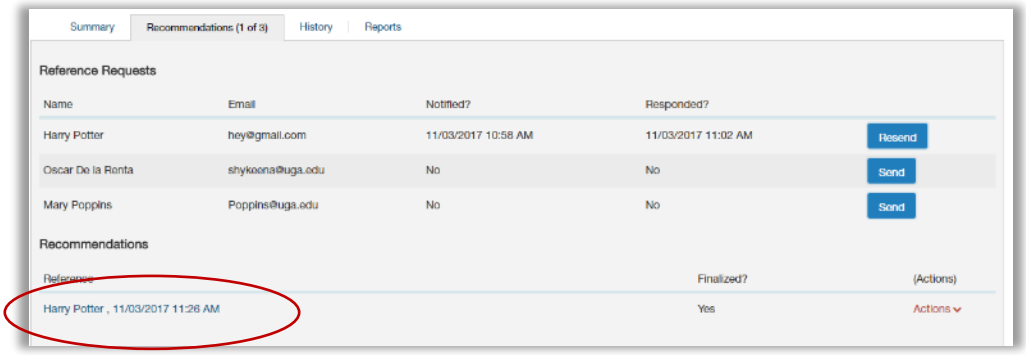
Submit a Recommendation link.

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

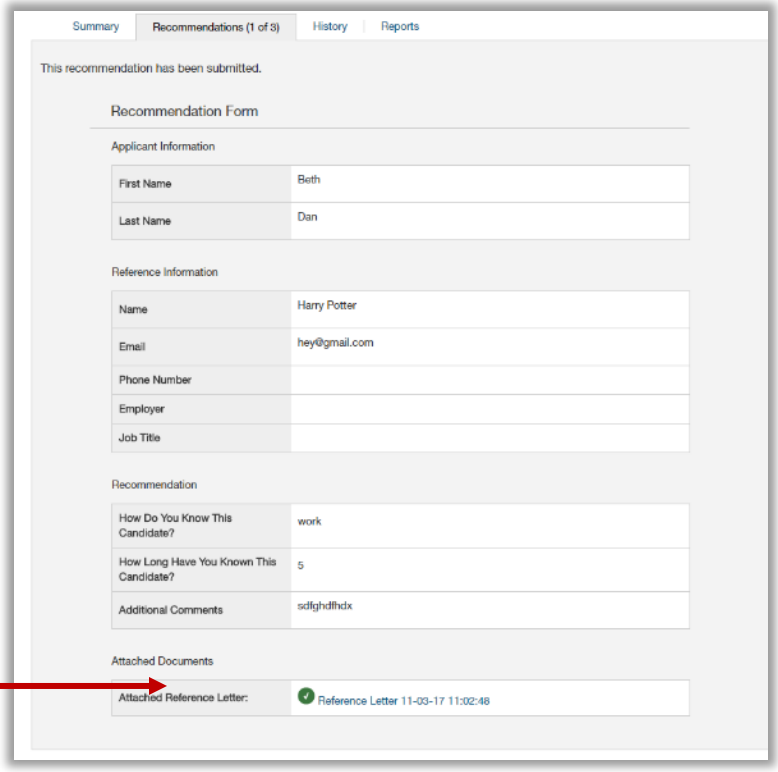
Once the recommendation has been completed and submitted by the reference provider, it will appear as part of the candidate's job application and can be viewed by revisiting the steps in the Contacting References section of this guide.



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.



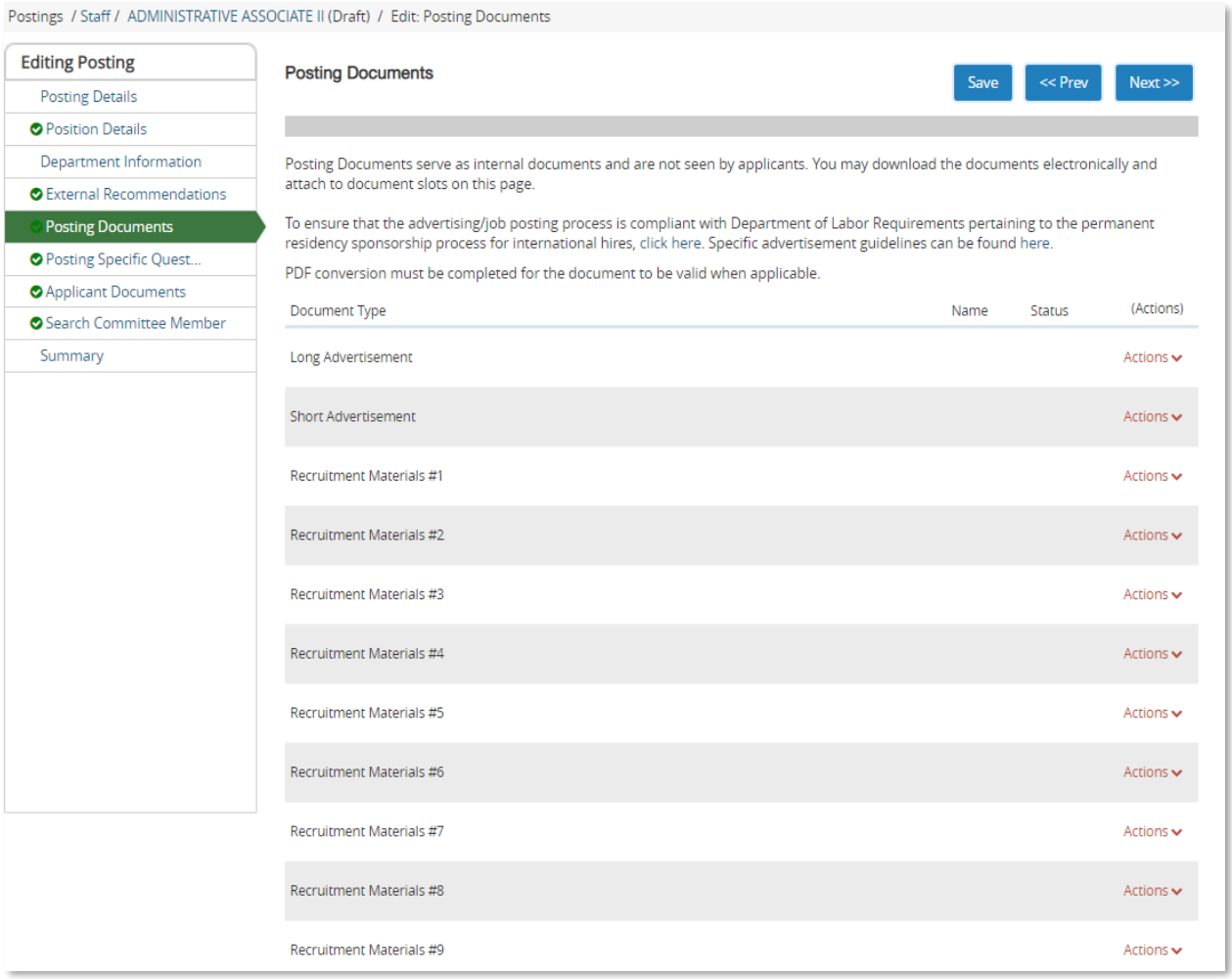
Option 3: Collect Letters of Recommendation Outside of the UGAJobs System and Upload to a Candidate's Application

- 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.**

Posting Documents

The following page allows you to upload pertinent internal documents to the posting. 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 Central HR 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.

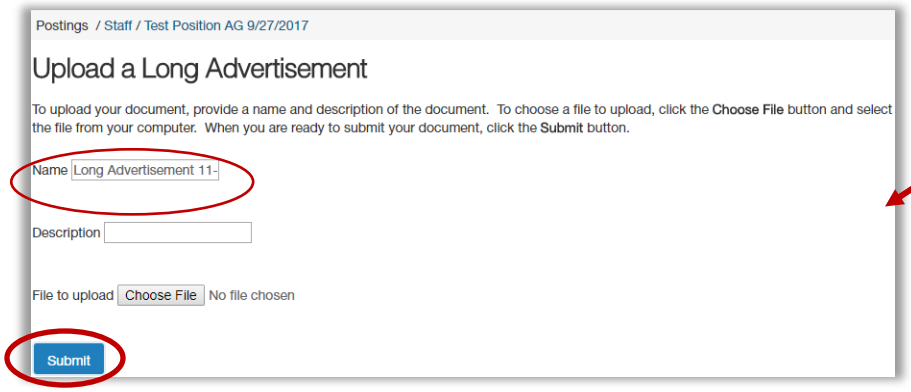


The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous posting.

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 screen below:



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

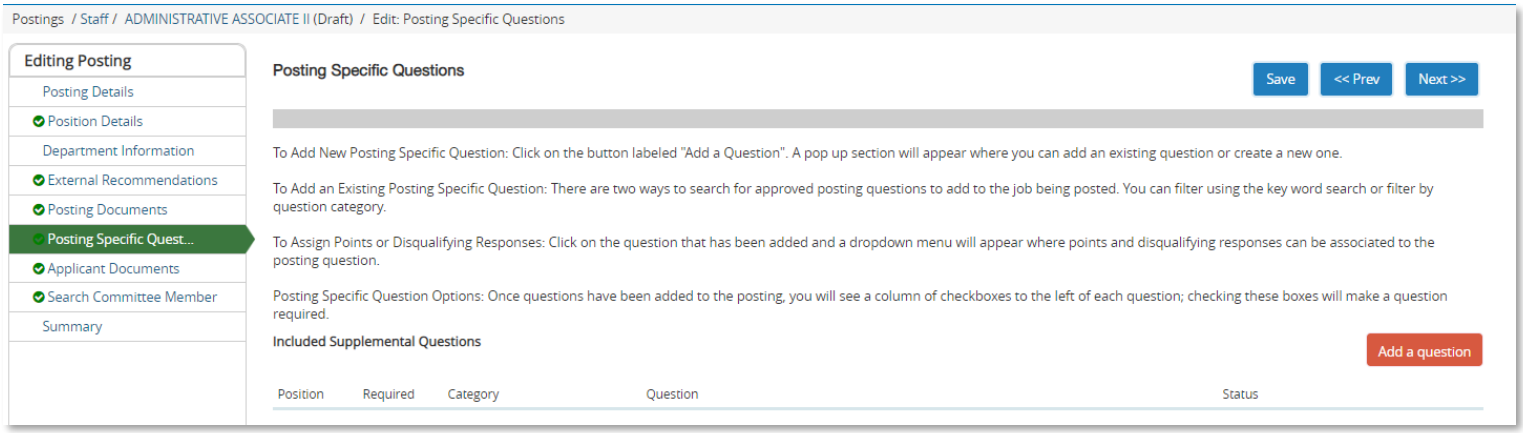
Once a file is chosen to upload, and you are ready to submit your document, click the **Submit** button. You will then be taken back to the **Posting Documents** main screen (see above).

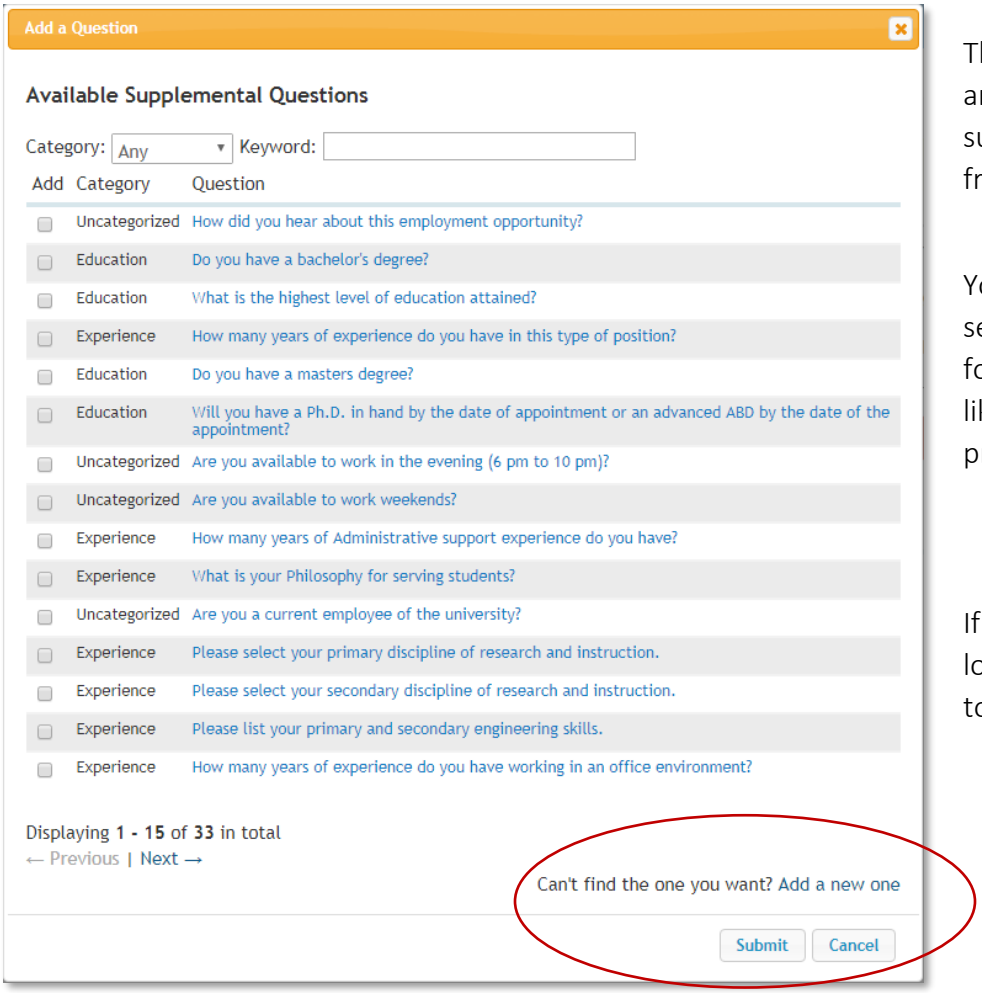
The system will convert all documents into PDF's. All PDF conversions must be completed for the document to be valid when applicable. The document will transform into a *hyperlink* when the conversion is complete. You can also view the *status* of the conversion to determine if the upload was successful.

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**.



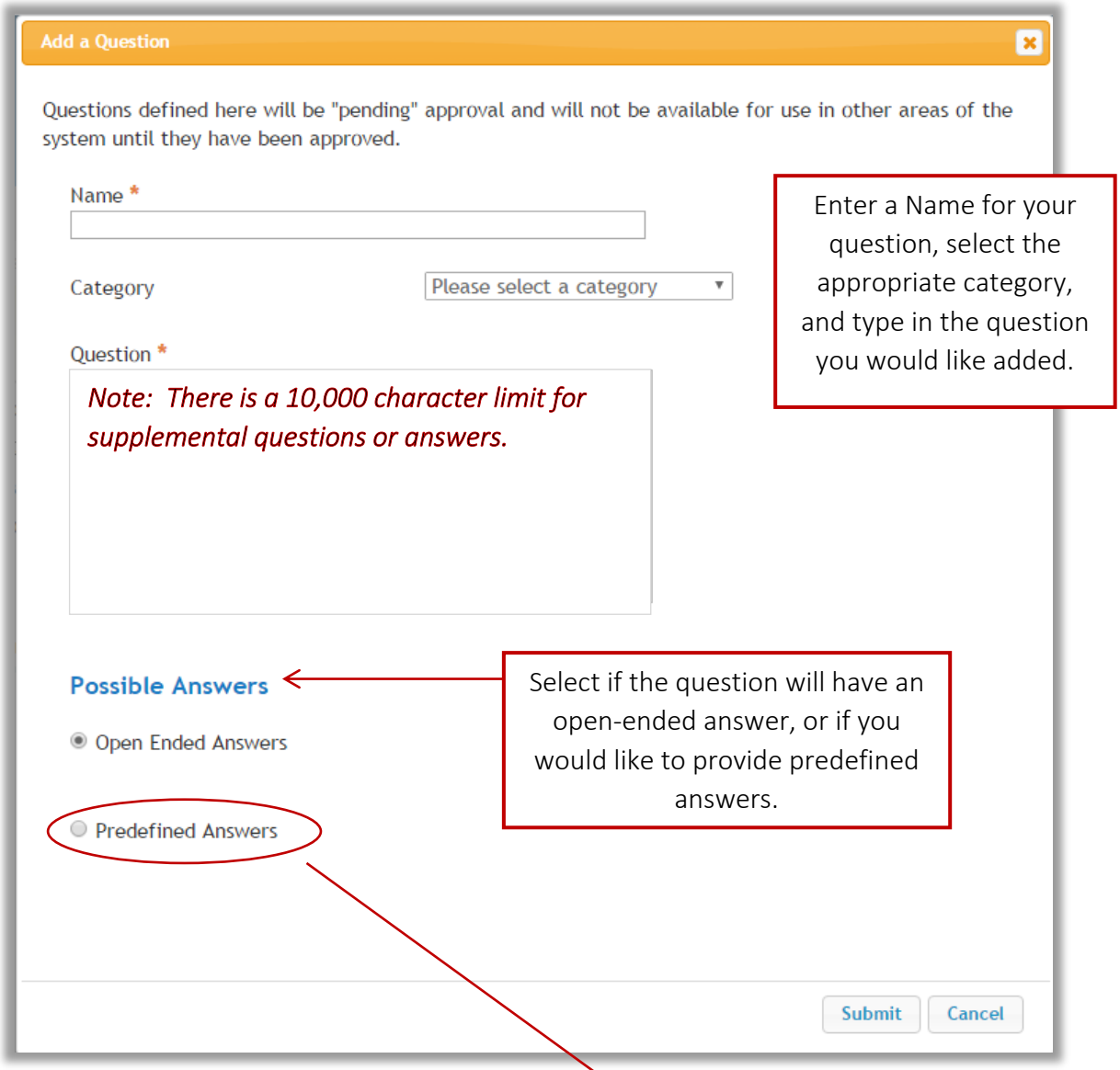


The system includes over 100 EOO and Central HR-approved supplemental questions to choose from.

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.

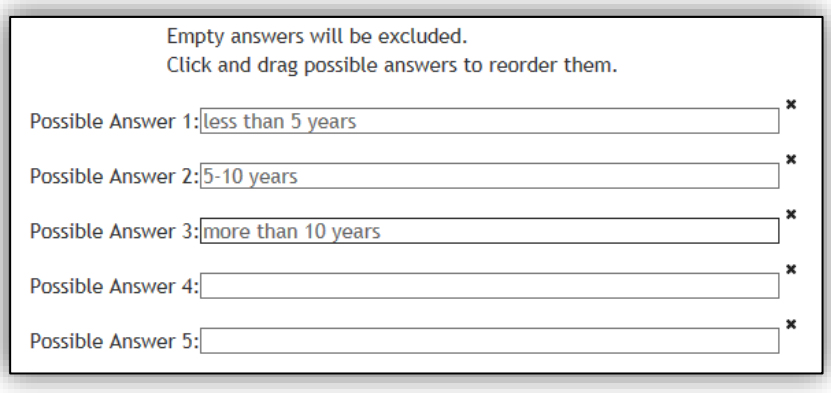
Questions you create will be defined as "PENDING" until Central HR has the opportunity to review your request.



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.

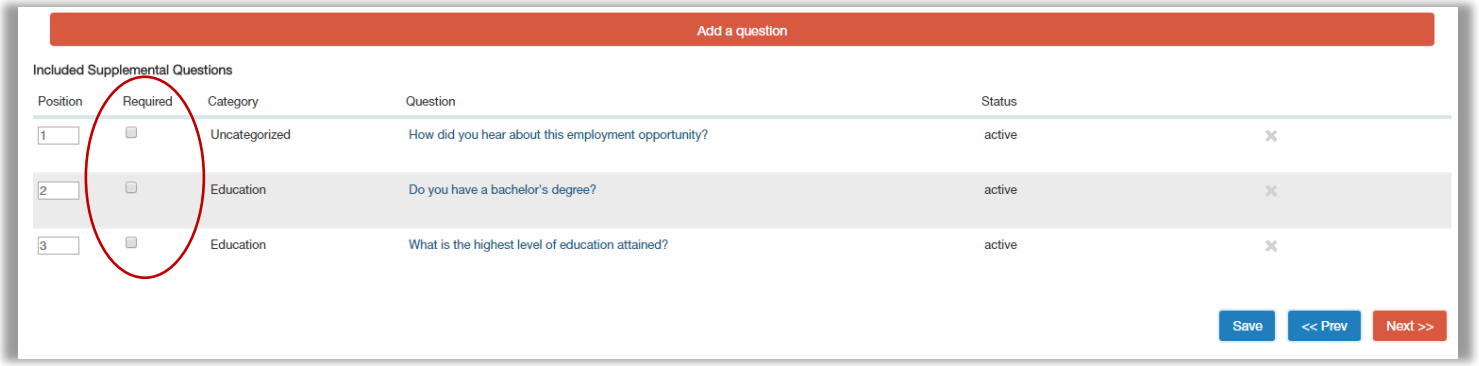
If you select **Predefined Answers,** these boxes will appear:



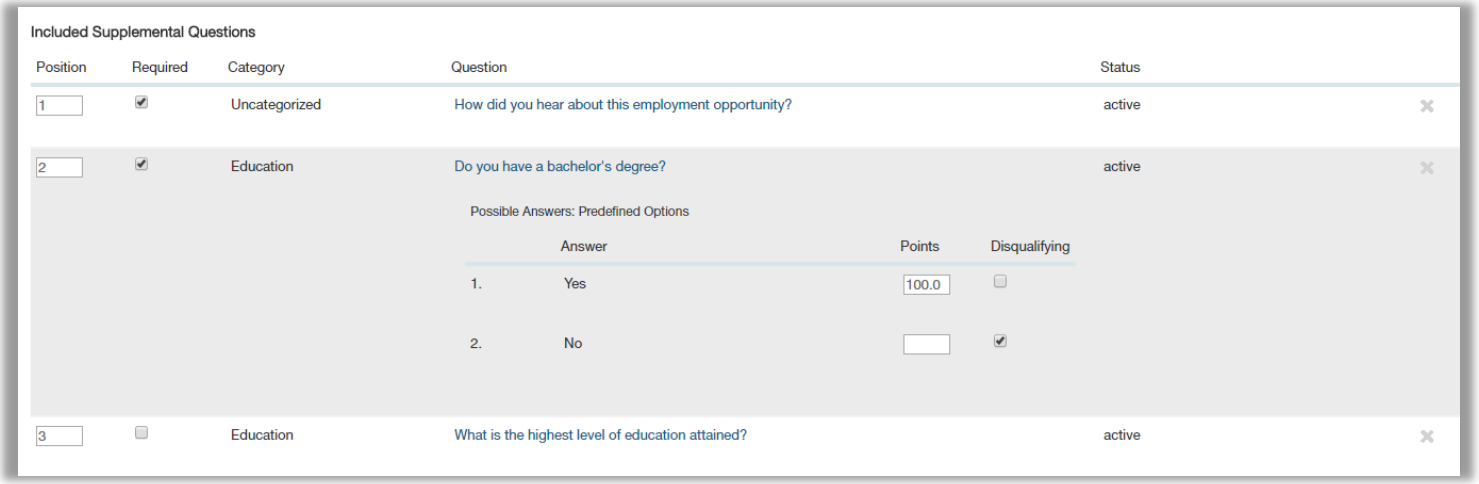
Type your answers in the fields provided. New boxes will automatically appear as you begin typing.

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

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 questions have been approved, they will be saved and made available for future postings.



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



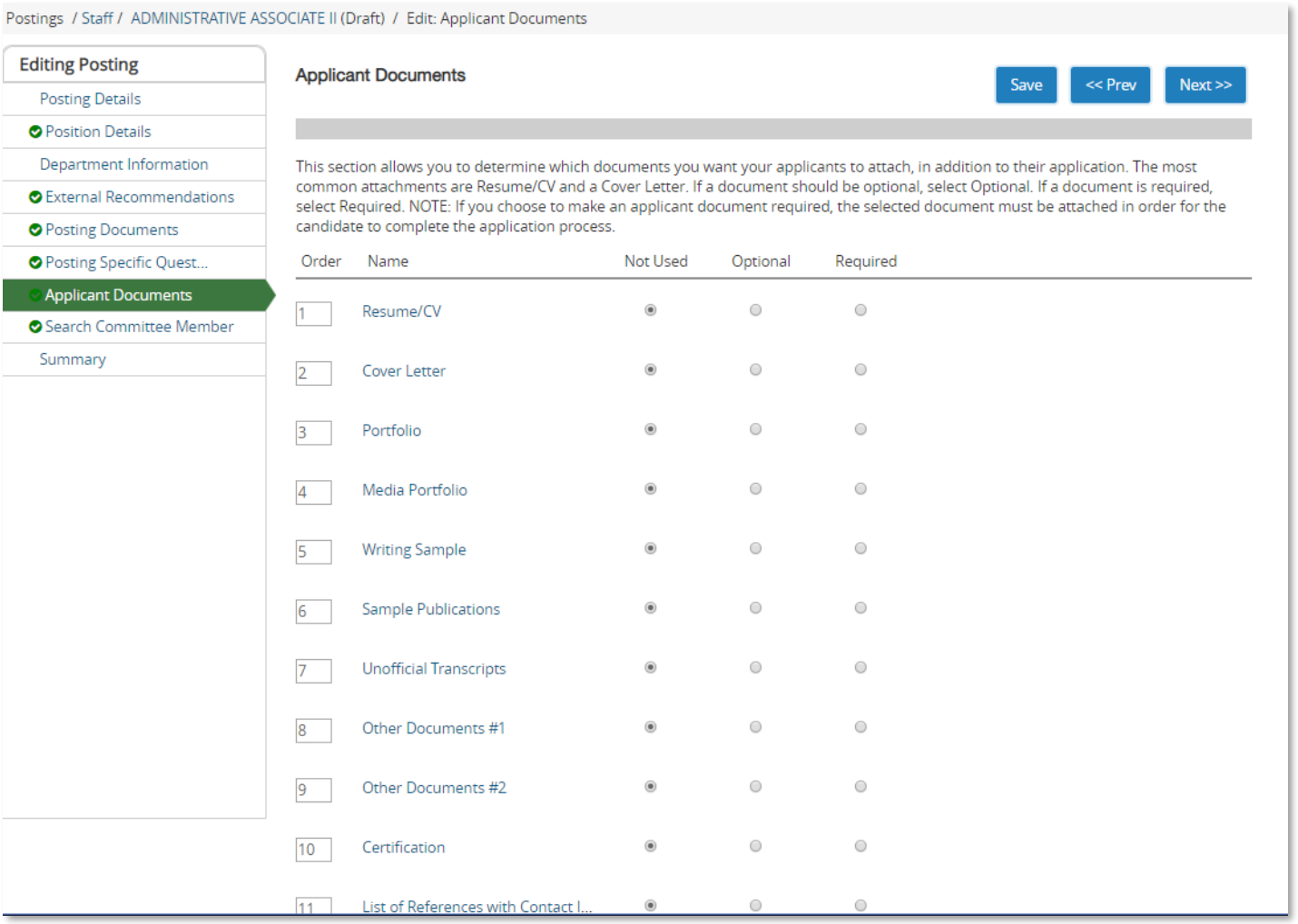
To assign *Points* or *Disqualifying Responses*: Click on the question for a drop-down menu to appear.

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

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)



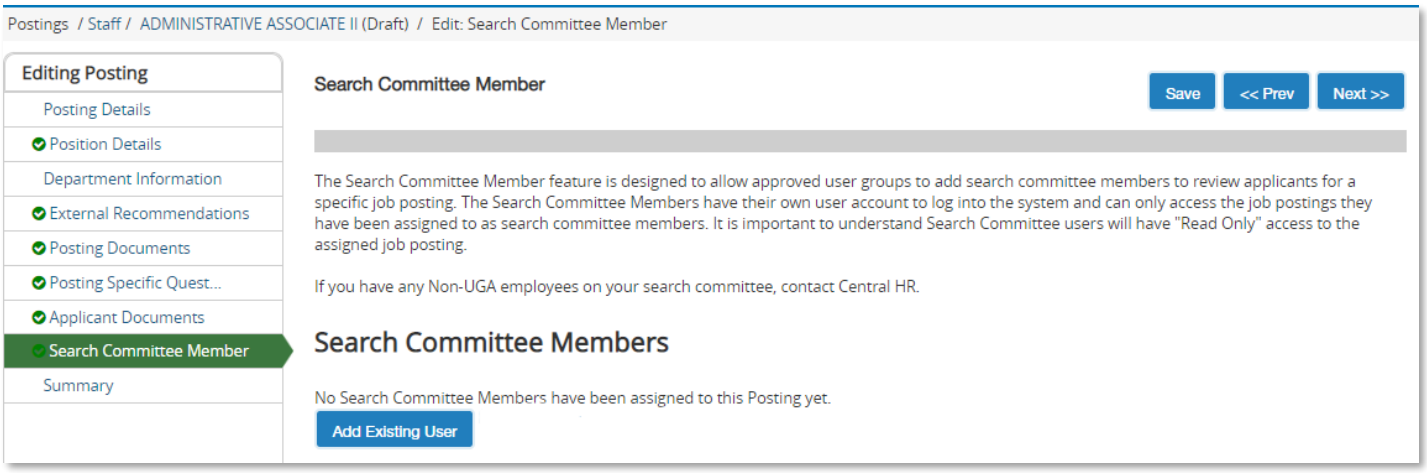
If a **Media Portfolio** will be requested, please note that the applicant can share a URL or upload a document in those spaces.

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. 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. You will be taken to this screen:



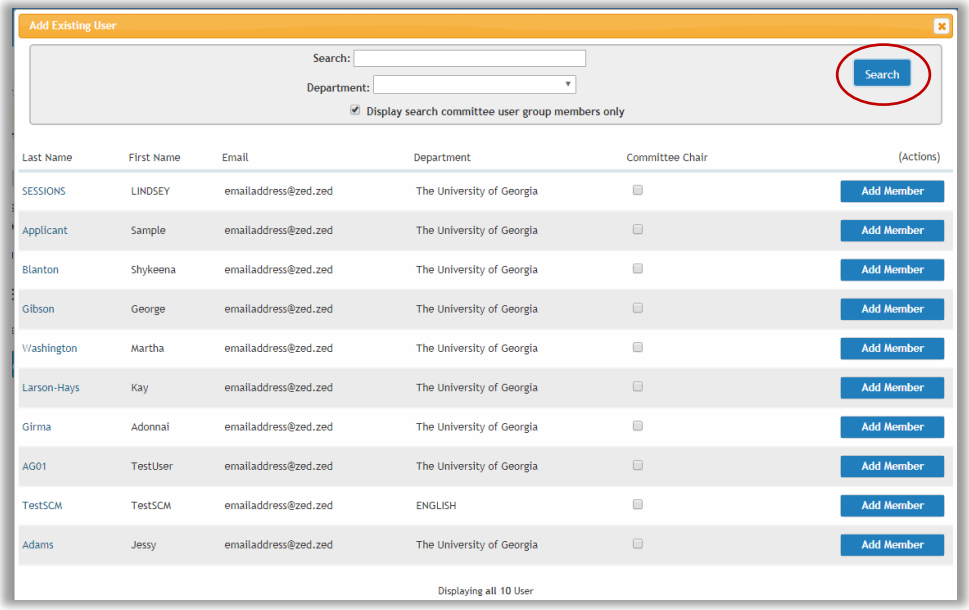
Adding Existing User

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 are not assigned to the Search Committee user group.

NOTE: The search engine here 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.

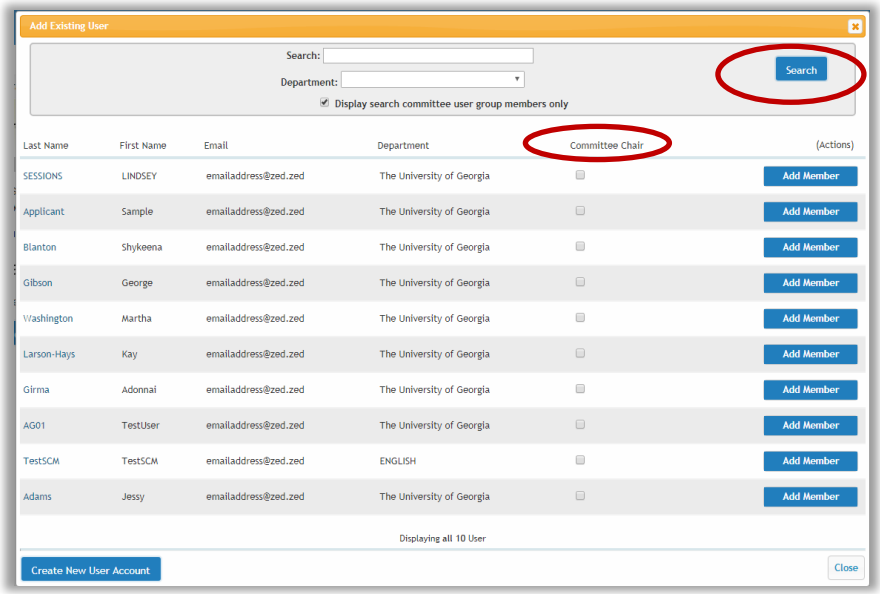


Therefore, if you search "John" the search engine will pull up all users matching that string in any of those fields.

Searching only by email address if 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



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 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 users have been added to postings as Search Committee Members, 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

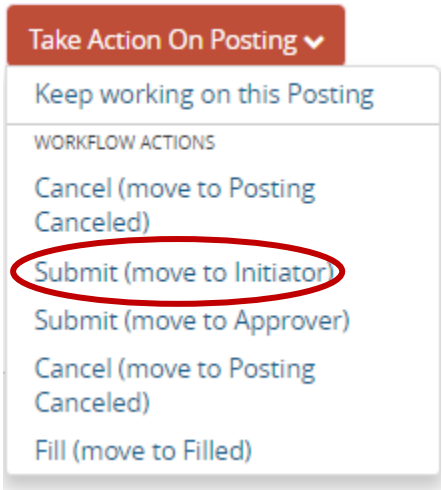
The Next page will show your **drafted** posting. The top of this page will display Current Status, Position Type, Department, Created by, and Owner of post.

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 Approver)**.

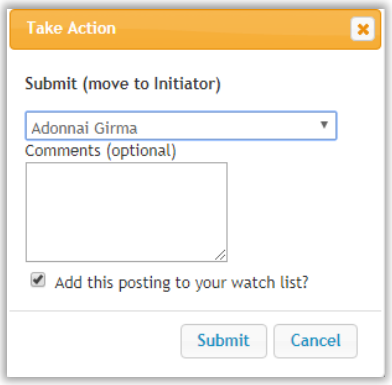
Option 1: Submit to Initiator (move to Initiator)



This transition allows multiple **Initiators** 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 Watch List** will be automatically checked.

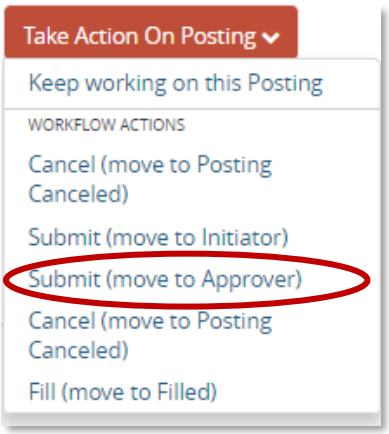
If you would not like for this posting to appear in your Watch List, uncheck the box.

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

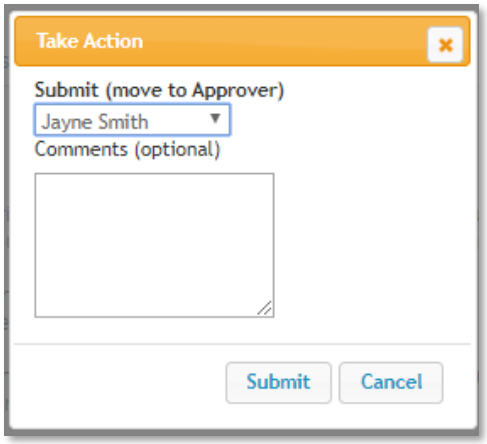
***Please be aware that any comments made in a comment box will remain on the Posting and are readable to everyone in the approval path. They can not be deleted. ***

Option 2: Submit (move to Approver)

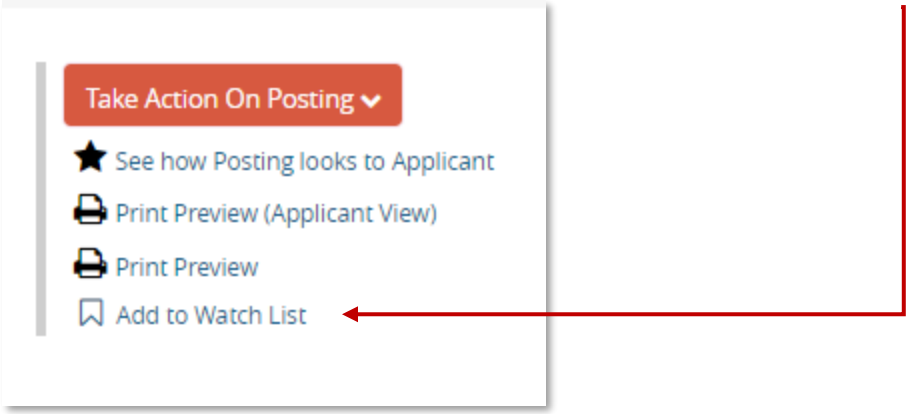
This transition allows multiple account users to edit the posting request by taking it out of a "draft" state.



After clicking on **Submit (move to Approver)**, 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.



If you would like this Posting to be added to your Watch List, please click on the link at the top of the Posting.


Take Action On Posting
See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
Add to Watch List

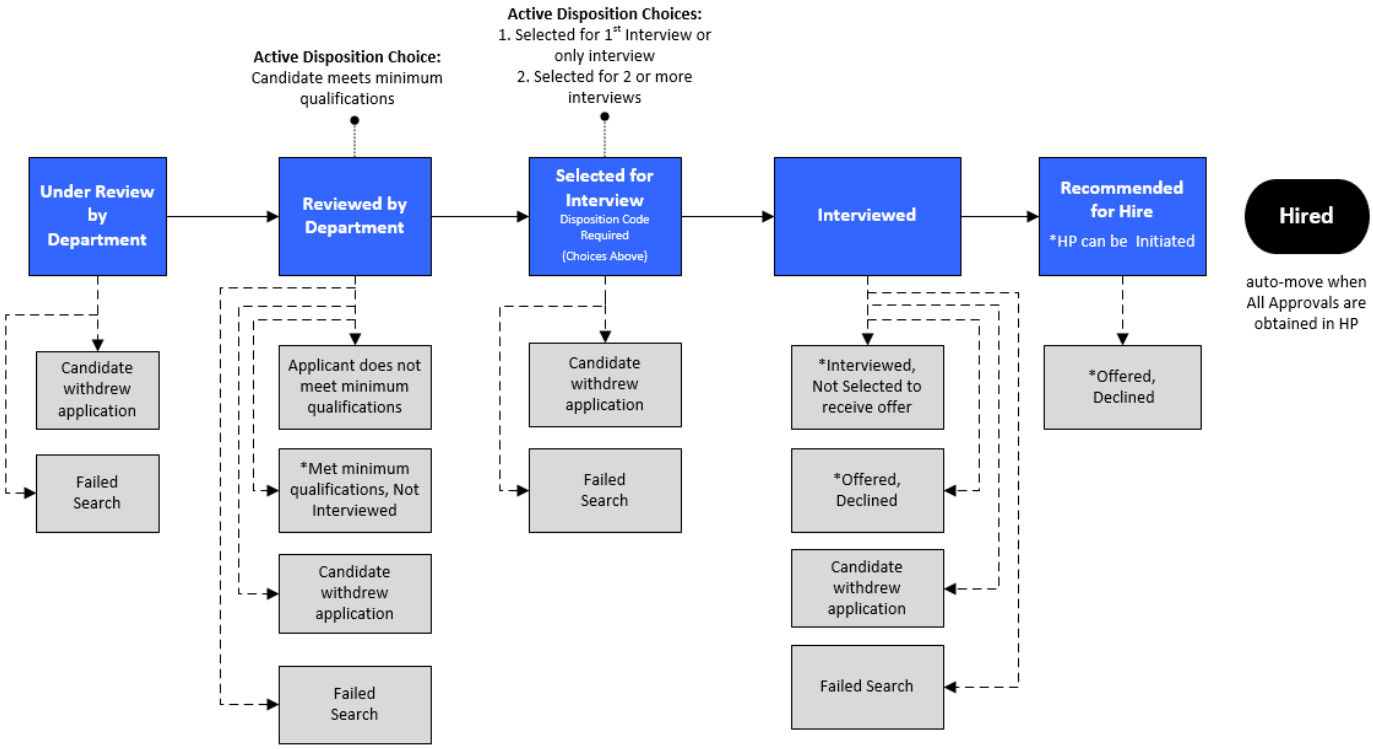
What Happens Next

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 is the case, make sure you view the comments and correct any issues. You would then have to resubmit the posting back through the entire workflow again, until it has reached Central HR, and is officially approved for posting.

You will receive an email notification once your Staff posting 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 the initiator, hiring authority and/or person whom the search chairs delegates this responsibility.*

Create a Posting Tips & Tricks

Staff
Position Types

Revised 12.3.2018

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.