

UGAJobs Creating a Staff Posting Resource Manual Staff Position Types

Revised 12.3.2018

UNIVERSITY OF GEORGIA

Staff Posting Resource Manual Table of Contents

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

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 (<u>https://www.ugajobsearch.com/hr/</u>) 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: <u>https://www.ugajobsearch.com/hr/</u>

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.

University of Georgia
Click this link to login with your UGA MyID
Guest User Login:
The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UGA MyID.
minimung to tog at mini your ocer myno.
Log In
Authenticate with single sign-on7550 Authentication

ArchPass Duo

You will need ArchPass Duo, UGA's two-factor authentication service, to complete this new login process. Twofactor 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 <u>https://www.youtube.com/watch?v=v_kHxQu5Gvw</u>.

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 <u>archpass.uga.edu</u>. 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**.

••• Hire	Welcome, LINDSEY SESSIONS My Profile	Help logout (fodor) Walkthrough
	ORGIA	User Group: Employee
Home		Shortcuts 👻

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.

You are now vi	ewing the system as a mem	ber of the Initiator group	v	×
••• Hire			We	elcome, LINDSEY SESSIONS <u>My Profile</u> <u>Help</u> <u>logout (fodor)</u> Walkthrough
	UNIVERSITY OF			User Group: Initiator
Home	Postings 👻	Hiring Proposals 🕶		Shortcuts 🕶

*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.

Inbox	Postings 422 Users 120 Hiring Proposals	3 Position Requests
SEARCH		
TITLE	CURRENT STATE	DAYS IN CURREN

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.

\mathcal{C}	Watch List	Postings	Hiring Proposals	Position Requests
	SEARCH			
			Unw	atch Postings

Create a Posting

Staff Position Types

Revised 12.3.2018

UNIVERSITY OF GEORGIA

Creating a New Staff Posting

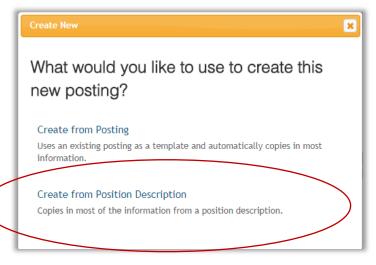
	VERSITY OF	
Home	Postings 👻 🛛 Hiring Proposals 👻	
<	Staff USG Affiliates	
Inbox	USG Affiliates Posting Templates Faculty	
SEARCH	Faculty PT/LT/Adj. Non-Paid Affiliates Non-Paid Affiliates Posting Templates	
	Grad/Research/Student/Temp	

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:



have a position description attached to it.

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

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.

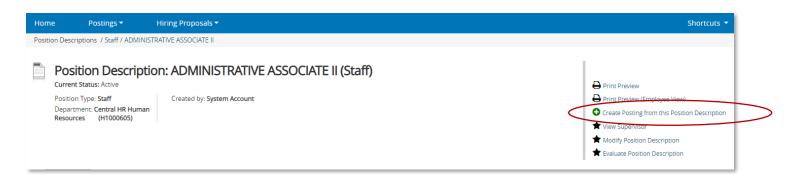
The following pages explain how to create from **Create from Position Description**.

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.

Home	Postings -	Hiring Proposals 🔻			
Postings / Sta	aff / Create from Posit	ion Description ☆			
Staff	Position	Descriptions			
To add a ne	w column to the search	results, select the column from th	e drop down list.		
Saved Se	earches 🗸			Search	Q More Search Options V
All Positions	×				
"All Position	ns" 8				
				← F	Previous 1 2 3 Next \rightarrow
Working Title		PeopleAdmin Position Number	Employee Last Name	Employee First Name	HR Department

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.

Postings / Staff / New Posting	Make sure the Accept onl checked. <i>This feature</i> <i>defau</i>	will be checked by		
Working Title ADMINISTRATIVE ASSOCIATE II Organizational Unit WP FOR FINANCE & ADMIN (G) Major Unit * VP FOR FINANCE & ADMIN (G) Division * HUMAN RESOURCES DIVISION (G050) Department * Central HR Human Resources: (H1000605) Online Applications * Accept online applications? Special offline application instructions	Postings / S			
Organizational Unit Major Unit * VP FOR FINANCE & ADMIN (G) Division * HUMAN RESOURCES DIVISION (G050) Department * Central HR Human Resources. (H1000605) Online Applications Accept online applications? Special offline application instructions 		* Required Information		
Major Unit * VP FOR FINANCE & ADMIN (G) Division * HUMAN RESOURCES DIVISION (G050) Department * Central HR Human Resources. (H1000605) Online Applications Accept online applications? Special offline application instructions		Working Title		ADMINISTRATIVE ASSOCIATE II
Division * HUMAN RESOURCES DIVISION (G050) Department * Central HR Human Resources (H1000605) Online Applications Accept online applications? Special offline application instructions		Organizational Unit		
Department * Central HR Human Resources: (H1000605) Online Applications Accept online applications Special offline application instructions		Major Unit *		VP FOR FINANCE & ADMIN (G)
Online Applications		Division *		HUMAN RESOURCES DIVISION (G050)
Accept online applications? Special offline application instructions		Department *		Central HR Human Resources . (H1000605)
Special offline application instructions				
	$ \longrightarrow $	Accept online applications?		
Supporting Documents		Special offline application instructions		
Supporting Documents				
	>	Supporting Documents		
Allow supporting documents to be uploaded to applications?		Allow supporting documents to be uploaded to	o applications?	

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 <u>must</u> 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.

Create New Posting

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:

- 1	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
- 1	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: <u>https://www.ugajobsearch.com</u> 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 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.

ostings / Staff / ADMINISTRATIVE A		Second
Editing Posting	Posting Details	
Posting Details	·	
Position Details	-	
Department Information	🍄 Check spelling	
External Recommendations	* Required Information Posting Details	
Posting Documents		
Posting Specific Quest	Posting Number	
Applicant Documents	Working Title	ADMINISTRATIVE ASSOCIATE II
Search Committee Member	Major Unit	VP FOR FINANCE & ADMIN
Summary	Division	HUMAN RESOURCES DIVISION
	Department	Central HR Human Resources
	About the University of Georgia	The University of Georgia (UGA), a land-grant and sea-grant unive of higher education (http://www.uga.edu/). UGA is currently ranke approximately 65 miles northeast of Atlanta, with extended camp chartered University in the country. UGA employs approximately including over 27,500 undergraduates and over 8,500 graduate ar University housed on the UGA Health Sciences Campus in Athens
	About the College/Unit/Department	
	College/Unit/Department website	

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, <u>click here</u>. Specific advertisement guidelines can be found <u>here</u>. 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.

*	Posting Type	Please select T This field is required.
*	Retirement Plan	Please select This field is required. For information about the different UGA Retirement Plans, please click Retirement Plans
*	Employment Type	Please select T This field is required.
*	Benefits Eligibility	Please select This field is required.
•	Full/Part time	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.)
*	Additional Schedule Information	This field is required. Assigned hours, days of the week, days off, shift rotations, etc
·	Advertised Salary	This field is required. 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
*	Posting Date	This field is required.
•	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.
*	Closing Date	This entry cannot be blank unless 'Open until filled' is selected.

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.

* Closing Date	This entry cannot be blank unless 'Open until filled' is selected.
* Proposed Starting Date	This field is required.
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.
Tenure Status	Please select T
Joint Appointment	Y
Joint Appointment Department	Please select v
Recruitment Deta	ils
Please list any other advertising sources	
Post to Inside HigherEd	No T 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.
	to select multiple categories, please nois down the Crictori Command buttoriand select the appropriate categories.

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.

Postings / Staff / ADMINISTRATIVE A	SSOCIATE II (Draft) / Edit: Posit	ion Details			
Editing Posting Posting Details	Position Details				
Position Details					
Department Information	Scheck spelling				
External Recommendations	Minimum qualifications should list both the minimum required degree, and the field which the degree must be earned.				
Posting Documents	If prior work experience is required, the posting should list both the job in which the experience must be gained, and the minimum duration that will be accepted.				
Posting Specific Quest	*Required Information Position Information				
Applicant Documents					
Search Committee Member	Classification file	ADMINISTRATIVE ASSOCIATE II			
Summary	Classification Code 00006				
	Pay Grade	054			
	FLSA	Non-Exempt			
	Job Family	Administrative			
	FTE	100 Employee work percentaee			

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.

Editing Posting	Department Information				
Posting Details		Save << Prev Next >>			
Position Details					
Department Information	Check spelling				
External Recommendations	The contact below should include the person(s) who are able to answer questions from designated workflow users. (i.e.: Business Manager, Administrative Professional, etc.). This section will not be published on the IPAWS Applicant Portal and will only be used for internal purposes.				
Posting Documents					
Posting Specific Quest	* Required Information	ican ronal and will only be used for internal purposes.			
Applicant Documents					
Search Committee Member	Department Inform	nation			
Summary	* Contact(s)	This field is required.			
	Contact(s) Title				
	Contact(s) Phone/Extension	This field is required.			
	* Contact Email	This field is required.			
	Contact(s) Fax				
		Save << Prev Next >>			

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.

		Save << Prev Next >>
	Check spelling	
	time in the search process de	acks/letters of recommendation will be conducted at the appropriate eemed by the search chair and/or hiring official of this position. Please confidentiality of these individuals at this time, as they may not have t their home institution.
	External Recomm	nendations
	Will this position accept reference letters?	No T 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	
	Instructions to Reference	
	Confirmation Message to Reference Provider	
recommendation not be able to sub	s you would like the omit their application	d allows you to predetermine how many applicant to provide. The applicant will n until they have provided the names
	mation of at least th	<i>nis number</i> . If Yes is selected, a minimum
and contact infor	and a last a second a second second second	ed
and contact inform of three recomme	endations are require	
	endations are require	
of three recomme Maximum Reques	ts: allows you to pred	edetermine the maximum number applicant to provide.

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.

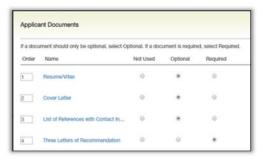
COLLECTING LETTERS OF RECOMMENDATION

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)

<< Prev	Save changes	Next >>	Documents needed to Apply Go
Variation	he acked to attack	any optional or required docum	ents. If you begin applying, but do not finish attaching all of your
		that you have attached will be h	
Add Optic	mai Resume/Vitae mai Cover Letter		

(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.

temal Recomm	endations	<< Prev	Save changes	Next >>
Vil this position accept elerence letters?	These ** If you subject No, you confirm the recommendation process will be bandled outside of #MMSE by the unit.	Professional References •		
lumber of reference ittem required?	3 # Ying, a minimum of these recommendation latters are required	Please answer the following questions. For assist employelugutedu.	tance with the application process please co	ntact the office of Human Resources at 708-542
Askimson Requests		Please read ALL instructions carefully.		
Cutoff Date	11/36/2017	If Professional References are a required part of not required, please select the Next button belo		tere prior to submitting your application. If Prof
	Provide # wetten ketter,	Professional references are individuals who can business contacts, and others who can recomme Required fields are indicated with an asteriak (*)	and you for employment but do not include	
retractions to Reterence		Professional References		
		Add Professional References Entry		
	Thank you for your submittelen.	os Prevr	Save changes	Next>>
Confirmation Message to Inference Provider		Professional References •		

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

(Internal User View)

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

xternal Recommendatio	ns	Biava << Prov Hoxt >>
Check spelling		
	isoletters of recommondation will be conducted at the appropriate to teams respect the wantee for strict confidentiality of these individuals tion.	
External Recomm	endations	
Will this position accept reference letters?	Yes: * No: Percentrendation process will be handled outside of PeopleAdmin	by the west
Number of reference letters required?	3 A minimum of these recommendation letters are required	
	Instructions will appoin al the end of the system generated email that is sent to the reterance provider.]	
Instructions to Reference		
		Sava << Prov Naxt >>

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.

		See how Posting looks to Applicant
Position Type: Faculty Department: ATHLETICS	Greated by: Xavler Morgan Owner: EOO	Print Preview (Applicant View) Print Preview
Summary History App	olicants leports Hiring Proposals	
Please review the details of the	e posting corefully before continuing.	
	Iso add this posting to your Watch List. in the popup I	ge "Take Action on this Posting" button. You may add a lox that appears. When you are ready to submit your posting,
		ection. This will take you directly to the Posting Page to Edit. If a ction and make necessary corrections before moving to the next
section has an orange icon with step in the workflow. To ensure that the advertising /	h an exclamation point, you will need to review this se	ction and make necessary corrections before moving to the next
section has an orange icon with step in the workflow. To ensure that the advertising /	h an exclamation point, you will need to review this se (job posting process is compliant with Department of	ction and make necessary corrections before moving to the next
section has an orange icon with step in the workflow. To ensure that the advertising / sponsorship process for interne	h an exclamation point, you will need to review this se (job posting process is compliant with Department of	ction and make necessary corrections before moving to the next

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.

•	timestamp w	e reference pr ill appear, ind on was		Current Status: Application form Full name: Alliss Address: 183 Baldwin Stre Temple, AZ 1234 Username: Allis Prone (Pirmary, Phone (Second Position Type: F Department: AT	: Faculty Executive Application n Schmitt rsSchmitt rsSchmitt rsSchmitt ry): couty LETICS	son Schmitt	Take Action On Job Apple ↑ View Posting Applied To ↑ Preview Application Preview Application	aution v
				Reference Reques	s Email	Notified?	Responded?	
	ommendations (0 of 3) Supportin	ng Documents History Rep	orts		micheal@phelps.com	No	No	Send
Reference Requests	Email	Notified?	Responded?	\frown	jack@bauerle.com	No	No	Send
Micheal Phelps	micheal@phelps.com	04/28/2016 11:32 AM	No	Resend				
Bob Bowman	bob@bowman.com	No	No	Send	nave been submitted for this application			
Jack Bauerle	jack@bauerle.com	No	No	Send				
Recommendations No recommendations have	e been submitted for this applicatio	n.			You also h request if tii has not beei	me has pas	•	

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:

Submit a Recommendation equired 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	
L	

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.

Upload Reference Let	ter	
 Upload a document in If your document is n Encrypted or passwor 	a any of the following file formats: .doc, .docx, .pdf, .rtf, .rtx, .tx, .tiff, .ttf, .jpeg, .jpe, .jpg, .png, .xls, .xlsx of in one of the above formats, please convert it to a PDF before uploading IL -dopretected documents are not supported.	
Name:		
Reference Letter 11-03-17 1	132.48	
Description (optional):		
File to Upload:		
	Browse	
Alternatives		
Write Reference Letter		

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.

	nendations (1 of 3) History Re			
leference Requests				
Name	Email	Notified?	Responded?	
Harry Potter	hey@gmail.com	11/03/2017 10:58 AM	11/03/2017 11:02 AM	Resend
Oscar De la Renta	shykeena@uga.edu	No	No	Send
Mary Poppins	Poppins@uga.edu	No	No	Send
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.

Summary	Recommendations (1 of 3)	History Reports
This recommenda	tion has been submitted.	
Rec	commendation Form	
Appl	icant Information	
First	st Name	Beth
Las	it Name	Dan
Refe	rence Information	
Na	me	Harry Potter
Em	eil	hey@gmail.com
Phe	one Number	
Em	ployer.	
Jot	o Title	
Reco	mmendation	
	w Do You Know This ndidate?	work
	w Long Have You Known This ndidate?	5
Ad	ditional Comments	sdfghdfhdx
Attac	shed Documents	
Att	ached 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**.

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.

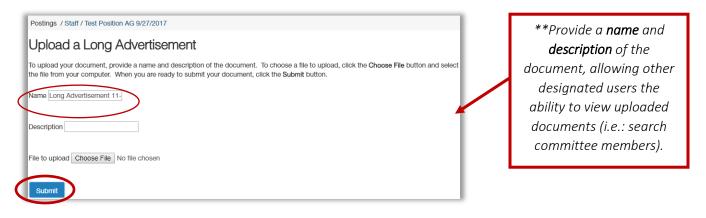
	Postings / Staff / ADMINISTRATIVE A	SSOCIATE II (Draft) / Edit: Posting Documents	
Please include any additional	Editing Posting	Posting Documents Save << Prev	Next >>
advertisements	Posting Details Position Details		
	Department Information		
you would like	 External Recommendations 	Posting Documents serve as internal documents and are not seen by applicants. You may download the documents electron attach to document slots on this page.	ically and
Central HR to	 Posting Documents 	To ensure that the advertising/job posting process is compliant with Department of Labor Requirements pertaining to the pe	ermanent
review with your	 Posting Documents Posting Specific Quest 	residency sponsorship process for international hires, click here. Specific advertisement guidelines can be found here.	
posting request.	Applicant Documents	PDF conversion must be completed for the document to be valid when applicable.	
You may also	Search Committee Member	Document Type Name Status	(Actions)
include	Summary	Long Advertisement	Actions 🗸
documents that		Short Advertisement	Actions 🗸
would be helpful for the search		Recruitment Materials #1	Actions 🗸
committee		Recruitment Materials #2	Actions 🗸
members, such as timelines of the		Recruitment Materials #3	Actions 🗸
search process.		Recruitment Materials #4	Actions 🗸
		Recruitment Materials #5	Actions 🗸
		Recruitment Materials #6	Actions 🗸
		Recruitment Materials #7	Actions 🗸
		Recruitment Materials #8	Actions 🗸
		Recruitment Materials #9	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 screen below:



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.

Postings / Staff / ADMINISTRATIVE A	SSOCIATE II (Draft) / Edit: Posting Specific Questions
Editing Posting	Posting Specific Questions
Posting Details	Save << Prev Next >>
Position Details	
Department Information	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.
External Recommendations	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
Posting Documents	question category.
Posting Specific Quest	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
Applicant Documents	posting question.
Search Committee Member	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
Summary	required. Included Supplemental Questions Add a question
	Position Required Category Question Status

Add a	Question	×	The survey survey is a set of the
Ava	ilable Supple	emental Questions	The system i and Central I
Cate	gory: Any	• Keyword:	supplementa
Add	Category	Question	from.
	Uncategorized	How did you hear about this employment opportunity?	
	Education	Do you have a bachelor's degree?	
	Education	What is the highest level of education attained?	You can brow
	Experience	How many years of experience do you have in this type of position?	search by ke
	Education	Do you have a masters degree?	found the qu
	Education	\ensuremath{Will} you have a Ph.D. in hand by the date of appointment or an advanced ABD by the date of the appointment?	like added, n
	Uncategorized	Are you available to work in the evening (6 pm to 10 pm)?	press Submit
	Uncategorized	Are you available to work weekends?	
	Experience	How many years of Administrative support experience do you have?	
	Experience	What is your Philosophy for serving students?	
	Uncategorized	Are you a current employee of the university?	If you canno
	Experience	Please select your primary discipline of research and instruction.	looking for, s
	Experience	Please select your secondary discipline of research and instruction.	to create a n
	Experience	Please list your primary and secondary engineering skills.	
	Experience	How many years of experience do you have working in an office environment?	
	aying 1 - 15 of revious 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 w system until they have been approved.	rill not be available for	use in other areas of the
Name * Category Please select a Question * Note: There is a 10,000 character limit for supplemental questions or answers.		Enter a Name for your question, select the appropriate category, and type in the question you would like added.
Open Ended Answers	ect if the question open-ended answe ould like to provide answers.	er, or if you e predefined
		Submit Cancel
ou select Predefined Answers, these boxes I appear:	Emp	ty answers will be excluded.
be your answers in the fields provided. w boxes will automatically appear as you gin typing.	Click Possible Answer 1:	
TE: The system will automatically nerate a "No Response" answer once proved and posted.		more than 10 years

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.

			Add a question		
Included St	upplemental Qu	estions			
Position	Required	Category	Question	Status	
1		Uncategorized	How did you hear about this employment opportunity?	active	×
2		Education	Do you have a bachelor's degree?	active	×
3		Education	What is the highest level of education attained?	active	×
					Save << Prev Next >>

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

Included Sup	oplemental Qu	estions						
Position	Required	Category	Question				Status	
1		Uncategorized	How did you h	ear about this employment opportunity?			active	×
2	۲	Education		bachelor's degree? wers: Predefined Options			active	
				Answer	Points	Disqualifying		
			1.	Yes	100.0			
			2.	No		۲		
3		Education	What is the hig	hest level of education attained?			active	×

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)

diting Posting	Applicant Documents				
Posting Details				Save << Prev	Next >>
Position Details					
Department Information				ants to attach, in addition to their application. The	
External Recommendations				uld be optional, select Optional. If a document is r ed, the selected document must be attached in orc	
Posting Documents	candidate to complete the application				
Posting Specific Quest	Order Name	Not Used	Optional	Required	
• Applicant Documents • Search Committee Member	1 Resume/CV	۲	•	٩	
Summary	2 Cover Letter	۲	0	٩	
	3 Portfolio	۲	0	•	
	4 Media Portfolio	۲	0	•	
	5 Writing Sample	۲	0	•	
	6 Sample Publications	۲	0	•	
	7 Unofficial Transcripts	۲	0	•	
	8 Other Documents #1	۲	0	•	
	9 Other Documents #2	۲	0	٩	
	10 Certification	۲	0	•	
	11 List of References with Con	tact I 💿	0	0	

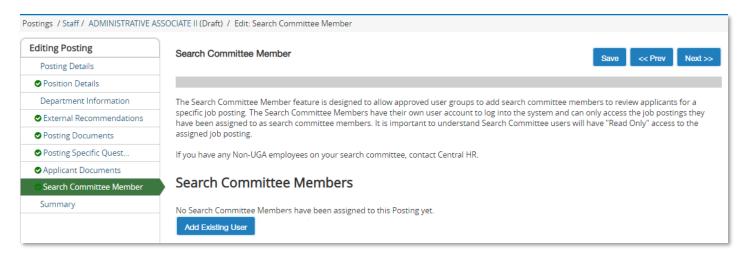
If a **Media Portfolio** will be requested, please note that the applicant can share a URL or upload a document in those spaces.

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.

Add Existing Us	ser	Search:]	Search
		l [Display search committee user group mem	bers only	
Last Name	First Name	Email	Department	Committee Chair	(Actions)
SESSIONS	LINDSEY	emailaddress@zed.zed	The University of Georgia		Add Member
Applicant	Sample	emailaddress@zed.zed	The University of Georgia		Add Member
Blanton	Shykeena	emailaddress@zed.zed	The University of Georgia		Add Member
Gibson	George	emailaddress@zed.zed	The University of Georgia		Add Member
Washington	Martha	emailaddress@zed.zed	The University of Georgia		Add Member
Larson-Hays	Кау	emailaddress@zed.zed	The University of Georgia		Add Member
Girma	Adonnai	emailaddress@zed.zed	The University of Georgia		Add Member
AG01	TestUser	emailaddress@zed.zed	The University of Georgia		Add Member
TestSCM	TestSCM	emailaddress@zed.zed	ENGLISH		Add Member
Adams	Jessy	emailaddress@zed.zed	The University of Georgia		Add Member
			Displaying all 10 User		

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

		Search: Department: Ø D	•] isplay search committee user group memb	pers only	Search
Last Name	First Name	Email	Department	Committee Chair	(Actions)
SESSIONS	LINDSEY	emailaddress@zed.zed	The University of Georgia		Add Member
Applicant	Sample	emailaddress@zed.zed	The University of Georgia		Add Member
Blanton	Shykeena	emailaddress@zed.zed	The University of Georgia		Add Member
Gibson	George	emailaddress@zed.zed	The University of Georgia		Add Member
Washington	Martha	emailaddress@zed.zed	The University of Georgia		Add Member
Larson-Hays	Кау	emailaddress@zed.zed	The University of Georgia		Add Member
Girma	Adonnai	emailaddress@zed.zed	The University of Georgia		Add Member
AG01	TestUser	emailaddress@zed.zed	The University of Georgia		Add Member
TestSCM	TestSCM	emailaddress@zed.zed	ENGLISH		Add Member
Adams	Jessy	emailaddress@zed.zed	The University of Georgia		Add Member
			Displaying all 10 User		

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 <u>hrweb@uga.edu</u> 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 <u>hrweb@uga.edu</u> 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.

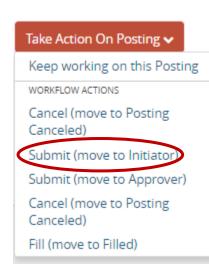
Please review all details of your posting. If any changes need to be made you can select **Edit** next to the position title. In the right hand corner you can select **See how Posting looks to Applicant** if you would like to see what applicants will be able to view.

Posting: ADMINIST Current Status: Draft	RATIVE ASSOCIATE II (Staff) Edit	Take Action On Posting ∨ ★ See how Posting looks to Applicant
Position Type: Staff Department: Central HR Human Resources (H1000605)	Created by: Cameron Milligan Owner: Cameron Milligan	 Print Preview (Applicant View) Print Preview Add to Watch List

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.

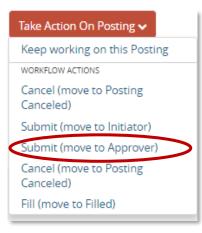
This "**Draft to Initiator"** transition can also add an additional approval level into your departmental workflow.

**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. **

Take Action
Submit (move to Initiator)
Adonnai Girma 🔻
Comments (optional)
Add this posting to your watch list?

Option 2: Submit (move to Approver)

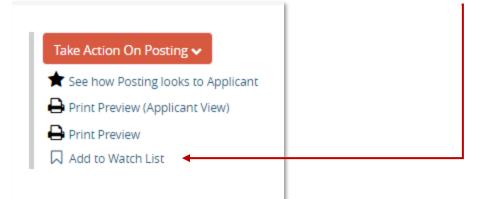
This transition allows multiple account users to edit the posting request by taking it out of a "draft" state.



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.

Take Action
Submit (move to Approver) Jayne Smith T Comments (optional)
Submit Cancel

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



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 Active Disposition Choices: 1. Selected for 1st Interview or Active Disposition Choice: only interview 2. Selected for 2 or more Candidate meets minimum qualifications interviews Selected for Recommended Under Review Reviewed by Interview for Hire Interviewed Hired by Disposition Code Required Department Department HP can be Initiated (Choices Above) auto-move when ____ All Approvals are obtained in HP Applicant does not Candidate *Interviewed. Candidate *Offered. withdrew meet minimum Not Selected to withdrew Declined application qualifications receive offer application *Met minimum *Offered, Failed Failed qualifications, Not Search Search Declined Interviewed Candidate Candidate withdrew withdrew application application Failed Search Failed Search

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

UNIVERSITY OF GEORGIA

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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.