DEPARTMENTAL USER'S GUIDE

University of Virginia
Jobs@UVa

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INTRODUCTION

Welcome to Jobs@UVa! University Human Resources has implemented this online system to automate many of the paper-driven aspects of the employment application process.

If you manage position descriptions you will use this system to:
- Create and modify position descriptions
- Fulfill reporting requirements
- Retrieve original position descriptions, even after you change them
- Check the status of a request submitted to UHR
- Get approvals

If you recruit for positions within your department, you will use this system to:
- Enter required information for postings like position ID, summary, and qualifications
- Submit requisitions to UHR
- Enter advertising requests
- Review applications
- Make hiring recommendations for selected candidates
- Fulfill reporting requirements

If you approve human resources-related actions for your department, you will use this system to:
- Approve requisitions
- Approve proposed job descriptions
- Review applicants

The system is designed to benefit you by facilitating:
- Faster processing of position creation, classification, and applicant information by UHR
- More effective and efficient use of people and resources.
- The approval process, which is handled online through workflow.
- 24/7 Web-based access for all users.
- Up-to-date access to information regarding all of your Requisitions.
- Improved customer service to applicants.

These training materials are provided and maintained by UHR, Office of Learning and Development to assist with your understanding and use of this system. If you have any questions regarding the training materials or need help in using Jobs@UVa, please call the Integrated System Customer Support Center at (434) 243-7550.

Your Web Browser

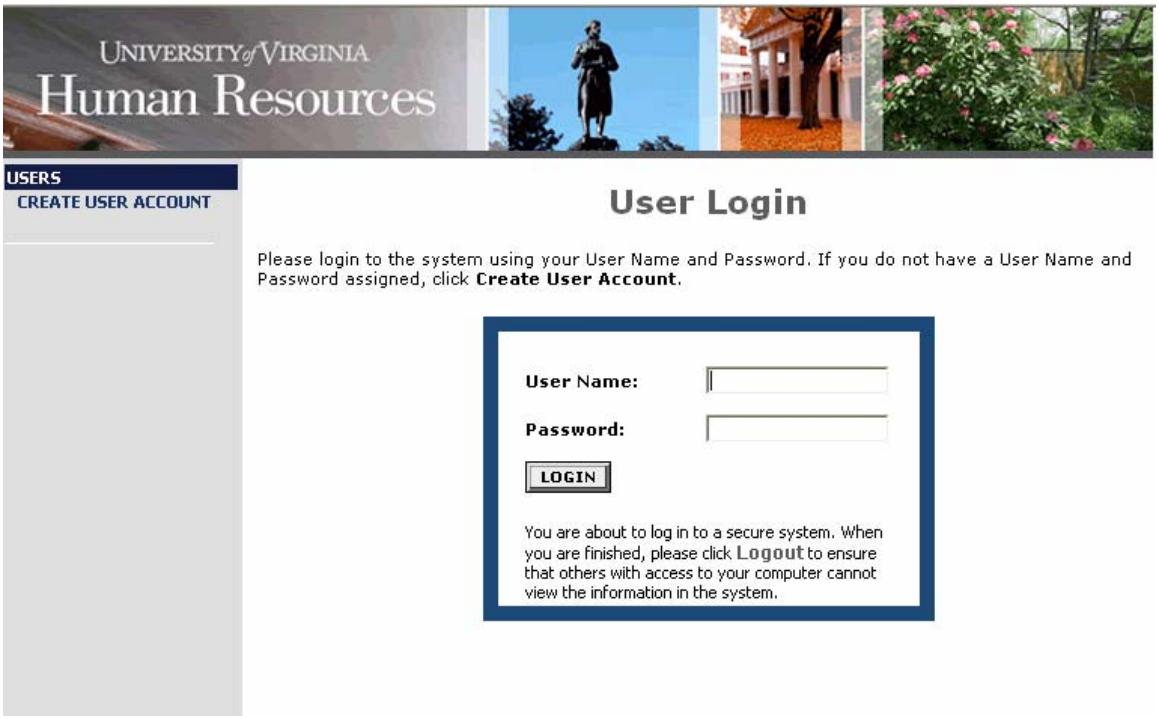
Jobs@UVa is designed to run in a web browser over the Internet. The site is best viewed in Internet Explorer 5.5 and above. However, the system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above, but since some of the older browser versions are less powerful than newer versions, the appearance of certain screens and printed documents may be slightly askew. Other browsers have not been tested with Jobs@UVa and are not supported.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

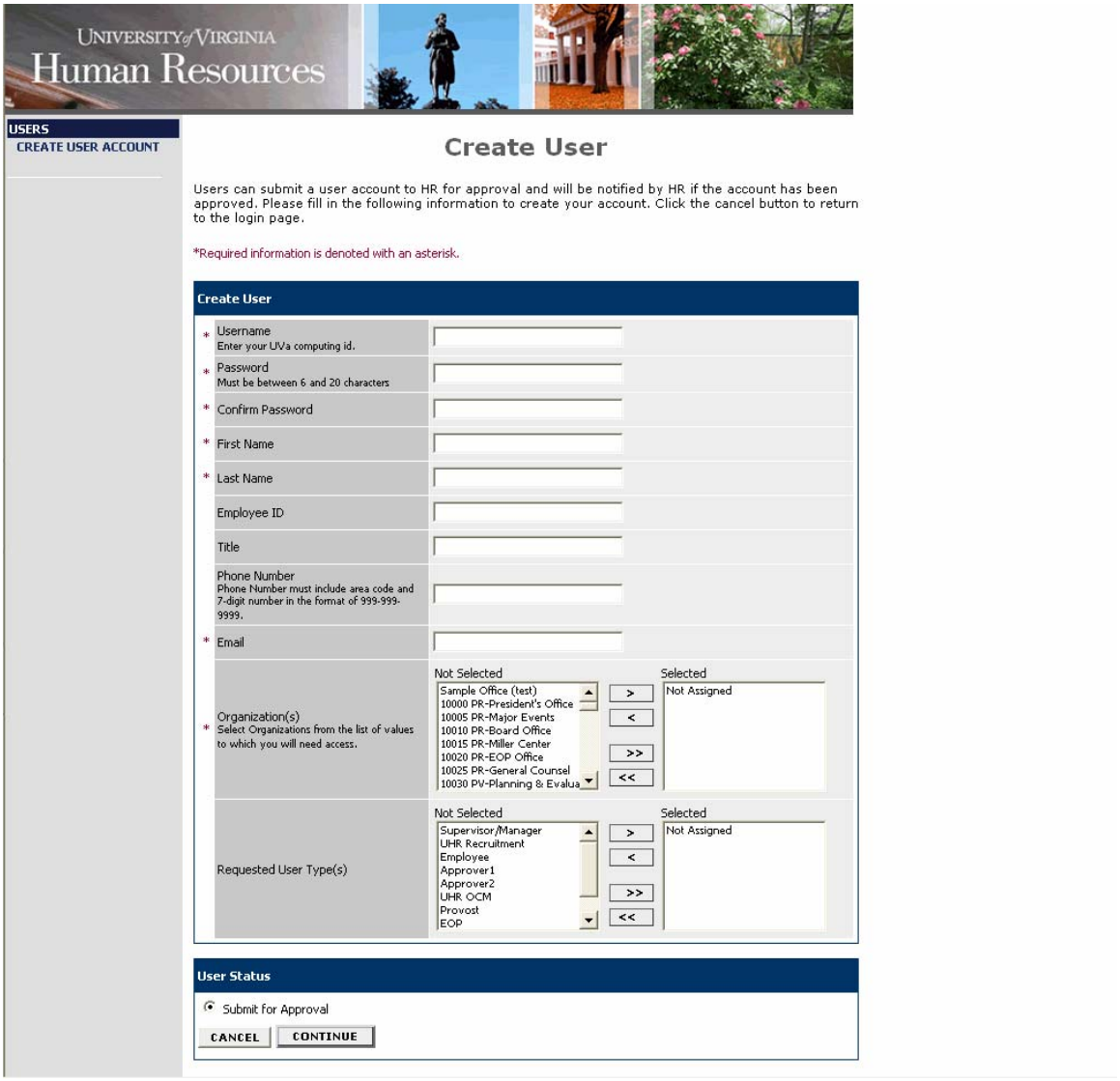
CREATING A USER ACCOUNT

1. Open Internet Explorer and go to Jobs@UVa: http://jobs.virginia.edu. Bookmark the website for easy access in the future.

After entering the URL, the "login screen" for the system will appear as follows:



2. Before you may enter the site, you must create your own account by clicking on the **Create User Account** link on the left side of the screen. The following screen will appear:



3. Enter a user name (your UVa computing ID) and password, along with the rest of the requested information. You must complete the required fields (denoted with a red asterisk.)

4. Write down your password, and put it in a secure location. You will need to enter your user name and password each time you log in to the system.

5. The Requested User Types for departmental users are as follows:
   - Supervisor/Manager
   - Employee – Some departments have this user type to allow employees to view and/or edit their own position descriptions.
   - Approver 1
   - Approver 2

6. After completing this form, click **Continue**, and you will be asked to review your information.

7. Review the information and click **Submit**. Your request will be sent to UHR, who will approve or deny your account. When UHR notifies you that your request has been accepted, you will be able to log in to the system with your user name and password.

Navigational Buttons

It is recommended that you do not use your browser's **Back, Forward** or **Refresh** buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

Menu

The menu to begin actions and searches in Jobs@UVa is on the left side of the screen, and consists of the following headings:

- Job Postings
- Create Posting
- Titles
- Users
- Position Descriptions
- Admin

There is also a **Classification Resources** link at the bottom of the menu, which will take you to helpful information regarding classification of jobs and compensation.

Required Fields

Required fields are marked with a red asterisk (*). If you attempt to move on without completing a required field, you will get an error message and will not be able to move on until you have completed the required field. For some tabs with required fields, once you click on the tab, you **must** complete the required field before moving from the tab. There is a section at the end of this guide in which you will find some “troubleshooting tips” to help you navigate through the tabs.

Saving Data

If you enter data and want to save your work without completing, there is a **Preview Action** feature, which will allow you to save without submitting your work. There is no save button or other method to save your work. The **Preview Action** feature is covered later in this guide. (See page 13.)

Drop-Down Lists

Many of the forms have drop-down lists from which you can make choices from a list (i.e., your organization.) To make searching from these lists easier, you can type the first character; this will take you to the section of the list that begins with that character. **Important note:** if you are using the vertical scroll bar (the up and down scroll bar along the right side of the screen) in a screen where you are also selecting from a drop-down list, or using your scroll button on your mouse, be sure to click out of the drop-down list before attempting to scroll. Since you can also use the scroll bar or scroll button on the mouse to select from the list, not clicking out of the list may cause you to unintentionally select another choice from the list.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer it is strongly recommended that you save any work in progress (Preview Action) and logout of the system by clicking on the **Logout** link on the menu.

SEARCH TITLES

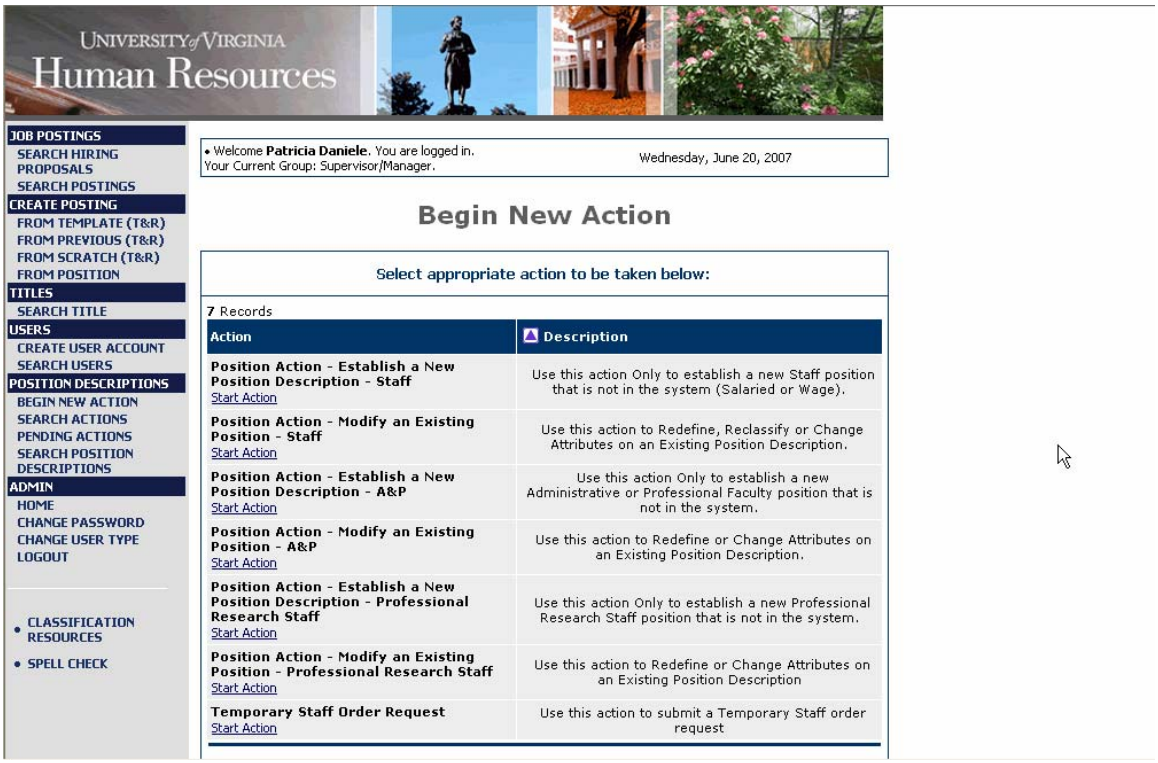
Use the **Search Title** function to see details for all titles in the system.

1. Click on **Search Title** under the heading **Titles** on the menu.

2. You can limit your search for titles by Pay Band or Title name.
3. The list of Titles will appear as follows:

POSITION DESCRIPTION ACTIONS

To begin a new Position Description action, click on the **Begin New Action** link on the menu, under the heading **Position Descriptions.**



New Position Description actions include the following:

- Establish a New Position Description – Staff
- Modify an Existing Position – Staff
- Establish a New Position Description – A&P
- Modify an Existing Position – A&P
- Establish a New Position Description – Professional Research Staff
- Modify an Exiting Position – Professional Research Staff
- Temporary Staff Order Request (not a Position Description action)

ESTABLISH A NEW POSITION DESCRIPTION - STAFF

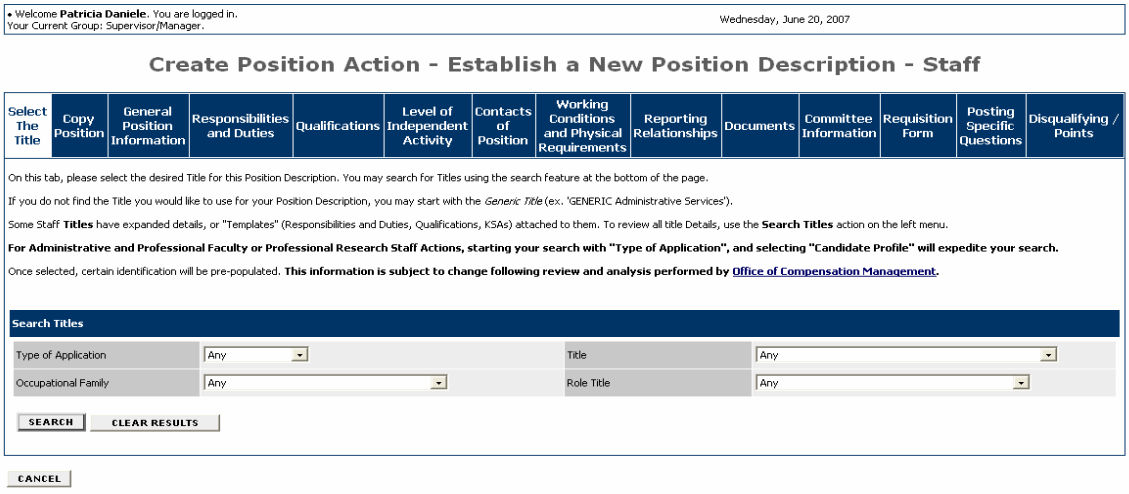
1. Click on **Start Action** to begin your position action.

When you create a Position Description for staff positions, you will be required to enter information for each tab as follows:

- Select the Title
- Copy Position
- General Position Information
- Responsibilities and Duties
- Qualifications
- Level of Independent Activity
- Contacts of Position
- Working Conditions and Physical Requirements
- Reporting Relationships
- Documents
- Committee Information
- Requisition Form
- Posting Specific Questions
- Disqualifying/Points

Select the Title

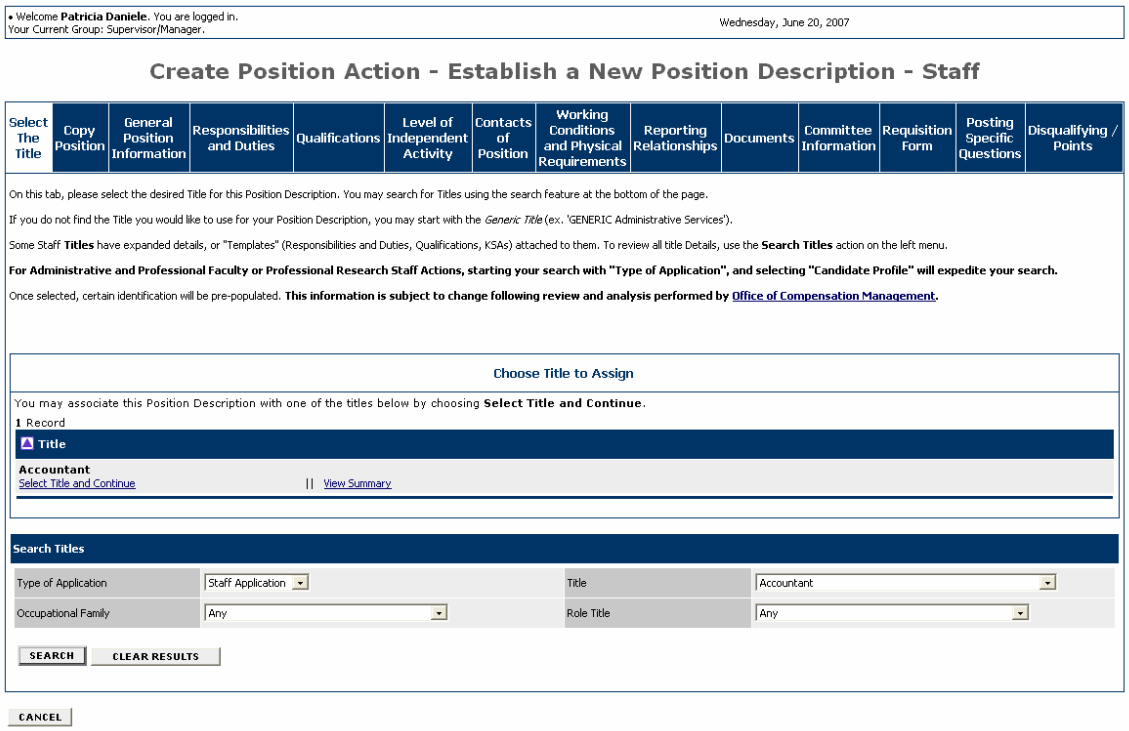
When you first enter this screen, you will be in the **Select the Title** tab by default. The **Select the Title** tab allows you to associate a specific classification title with the Position Description being created.



1. Select the desired Title for this Position Description. You may search for Titles using the search feature at the bottom of the page.

If you do not find the Title you would like to use for your Position Description, you may start with the *Generic Title* (ex. 'GENERIC Administrative Services').

2. Search the titles by choosing the search criteria from the Type of Application, Title, Occupational Family or Role Title dropdown lists, and then click on the **Search** button.



The results of your search will appear under **Title.**

3. Optionally, click on **View Summary** to view information about the title.

4. Click on **Select Title and Continue** to associate this specific title with the proposed Position Description. You can click on the **Clear Results** button to clear the search results and start over.

Once selected, certain information will be pre-populated. **This information is subject to change following review and analysis performed by the Office of Compensation Management.**

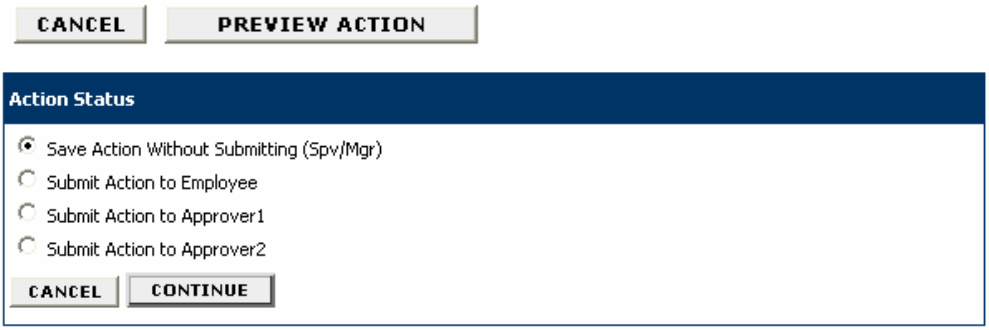
You will see a summary of the information associated with this title.

Add screen shot here.

5. Review the information for the position, and click on the **Continue to Next Page** button to move to the **Copy Position** tab or you may click on the **Preview Action** button at any time to save your position description for completion at a later date or to send for approval.

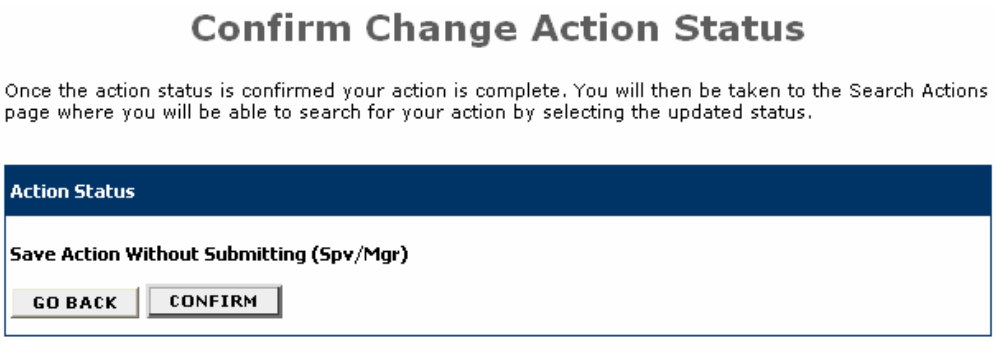
Saving your Work

Once you begin working in the Position Description module, you can save your work without submitting by simply clicking on the Preview Action button that appears at the bottom of most screens.



1. You will have the opportunity to preview the action you just completed, and save your work without submitting it.

2. Select the action and click on the **Continue** button.

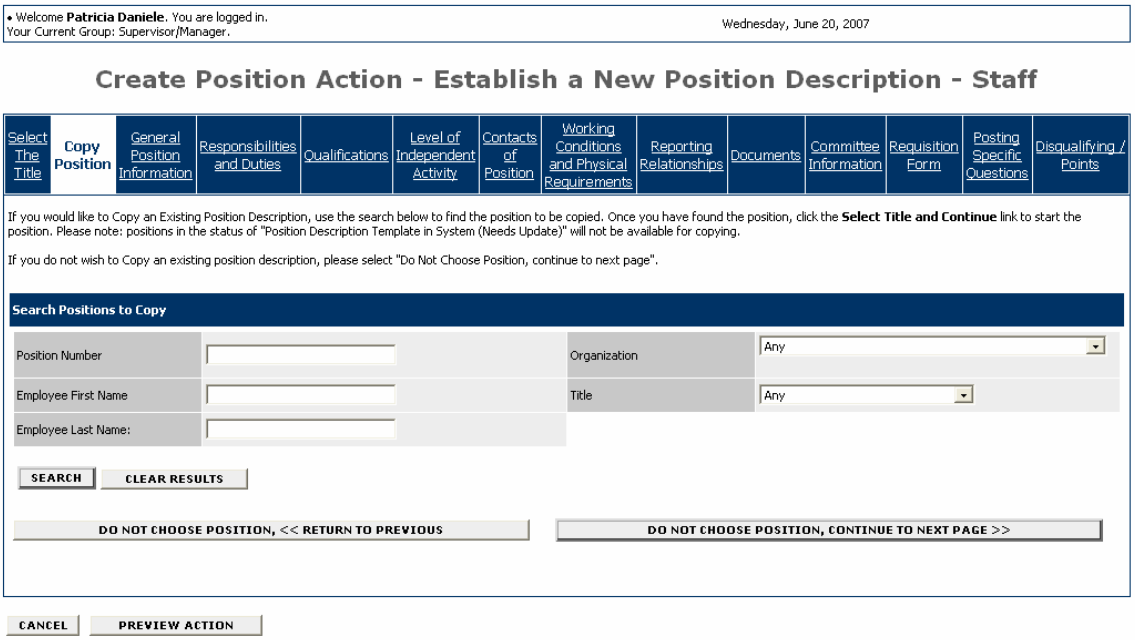


3. Click on the **Confirm** button to confirm saving your work.

4. You will see the confirmation that your work was saved.

Copy Position

The **Copy Position** tab will allow you to search for similar positions from which you may create the position description. This will populate standard information based on the copied position.



1. To Copy an Existing Position Description, use the search fields to find the position to be copied and click on the **Search** button.

2. When you have found the position, click the **Select Title and Continue** link to copy the position. Please note: positions in the status of "Position Description Template in System (Needs Update)" will not be available for copying.

3. If you do not want to Copy an existing position description, select the **Do Not Choose Position, Continue to Next Page** button.

General Position Information

The information requested in this section replaces the current Position Action Form. Complete all required information that will identify the position and its place in your organization.

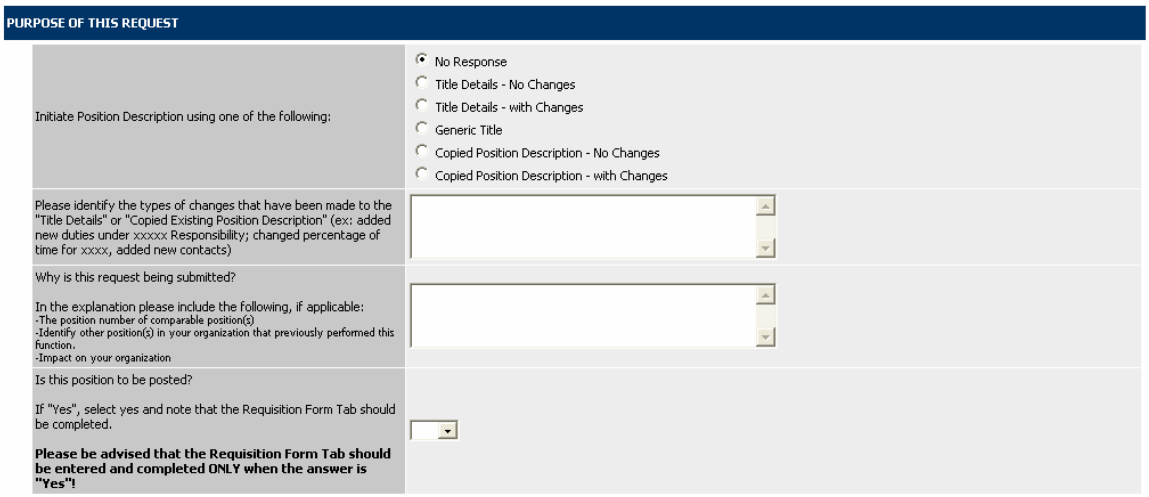
The **General Position Information** tab includes the following sections:

- Purpose of this Request
- Contact Information
- Position Information
- Position Identification
- Position Supervision

Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.

A Position Description is **not saved** until after you have completed the final step of the process by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

Purpose of This Request



In this section, you will be able to create a new position by several different methods.

1. Complete the fields as described, carefully reading all instructions.

Please note that for the question **Initiate Position Description using one of the following:** the following definitions apply to the choices:

Title Details – No Changes: This option can be selected **only** when details such as Position Summary, Responsibilities and Duties, and Qualifications, etc. have been "pre-loaded" into the selected title, **and**, they are accepted "**as is**" to accelerate the establishment process. Other required information will need to be added prior to submission, such as the fields on the General Position Information tab and the Working Conditions and Physical Requirements tab. As an option, you may wish to complete any/all additional tabs, such as Contacts of Position, Level of Independent Activity, and Reporting Relationships as well.

Also, this option can be selected if the Posting Summary (on the Requisition tab) is the only change to the "pre-loaded" information.

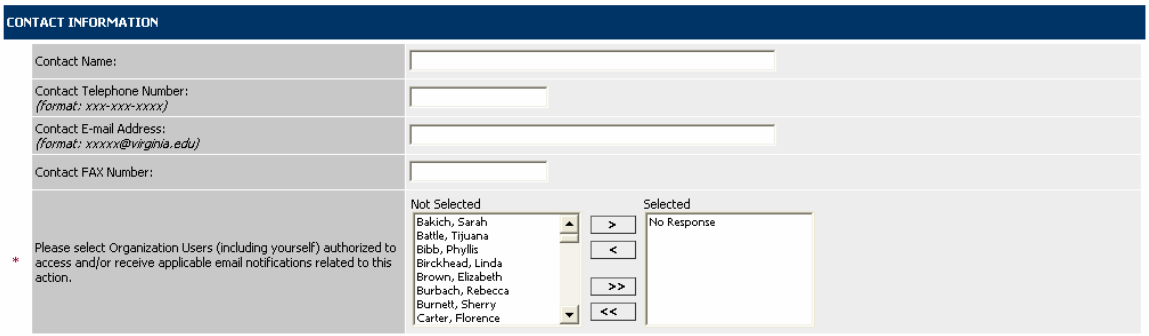
Title Details – With Changes: Selecting this option will allow you to a) Change or add to any/all of the pre-loaded position details, such as Position Summary, Responsibilities, and/or qualifications, and complete the remaining tabs of the description. **However, the added/changed information must still be consistent with the range of duties for that title**; or b) after selecting the title, complete the entire position description using your information.

Generic Title: If you are unsure as to the appropriate Title or Role, selecting a "Generic title" will allow the Compensation Consultant to review and analyze the provided information and select the most appropriate Title and Role for the description, and discuss the recommendation with you prior to final approval.

Copy Position – No Changes: Before entering the General Position Information tab, you would have already completed the "Copy Position" tab fields. By selecting this option, you are certifying that the proposed new position is **identical** to the position copied. The **only** allowable changes will be to the fields on the General Position Information tab.

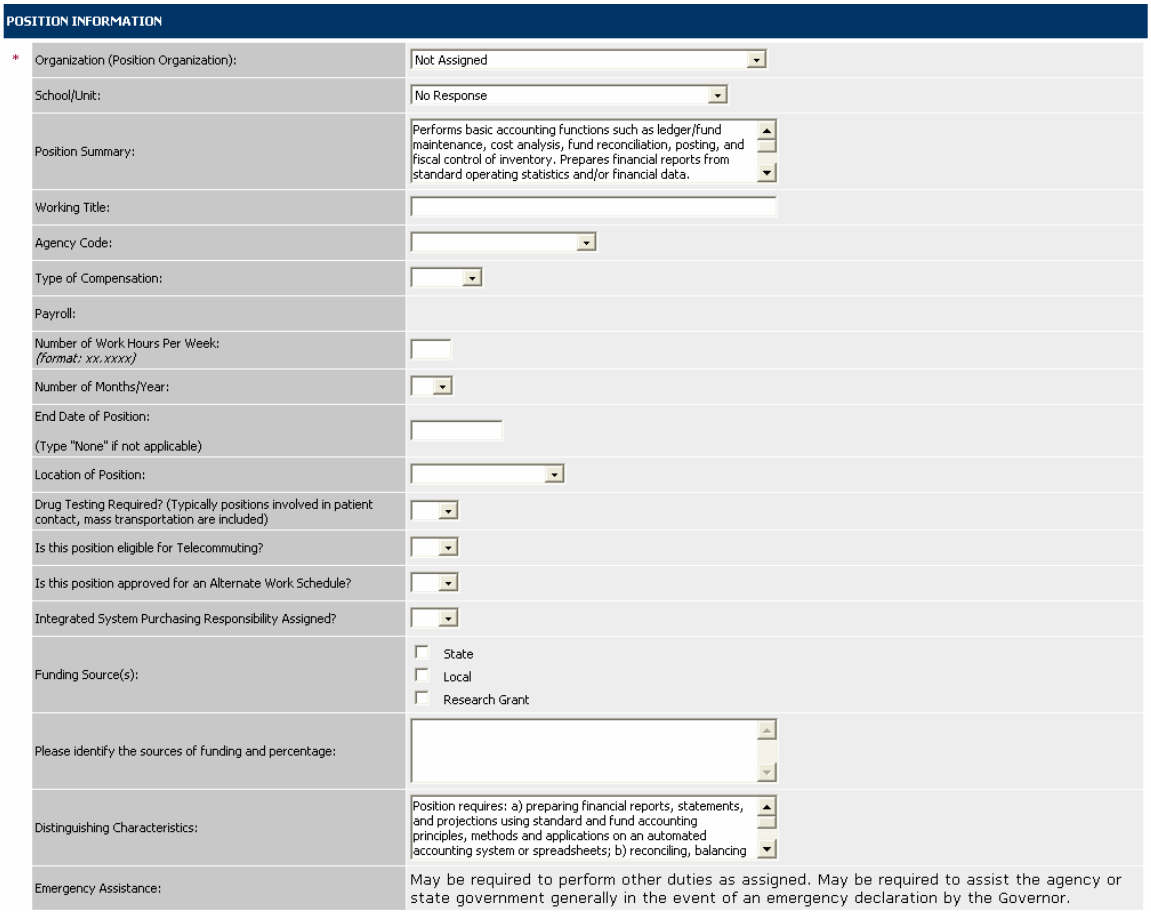
Copy Position – With Changes: Before entering the General Position Information tab, you would have already completed the "Copy Position" tab fields. By selecting this option, you will be notifying your Compensation Consultant that while the majority of the position description mirrors the position copied, there are some differences. **The differences, however, are still consistent with the range of duties for the title and role.**

Contact Information



2. Complete departmental contact information for the position. If you are sending this action to an approver, you must select the approver's name from the list by scrolling through the list of names, clicking on the name, and clicking on the **>** button to move the name to the **Selected** list. All individuals you move to the selected list will receive email notification concerning this action.

Position Information



POSITION INFORMATION	
* Organization (Position Organization):	Not Assigned
School/Unit:	No Response
Position Summary:	Performs basic accounting functions such as ledger/fund maintenance, cost analysis, fund reconciliation, posting, and fiscal control of inventory. Prepares financial reports from standard operating statistics and/or financial data.
Working Title:	
Agency Code:	
Type of Compensation:	
Payroll:	
Number of Work Hours Per Week: *(format: xx.xxxx)*	
Number of Months/Year:	
End Date of Position: (Type "None" if not applicable)	
Location of Position:	
Drug Testing Required? (Typically positions involved in patient contact, mass transportation are included)	
Is this position eligible for Telecommuting?	
Is this position approved for an Alternate Work Schedule?	
Integrated System Purchasing Responsibility Assigned?	
Funding Source(s):	State Local Research Grant
Please identify the sources of funding and percentage:	
Distinguishing Characteristics:	Position requires: a) preparing financial reports, statements, and projections using standard and fund accounting principles, methods and applications on an automated accounting system or spreadsheets; b) reconciling, balancing
Emergency Assistance:	May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

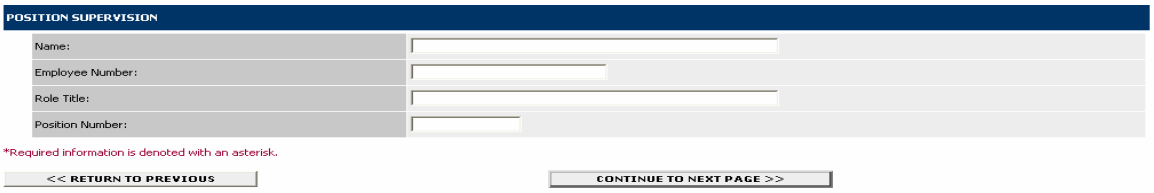
3. Complete Position Information, noting that some of the fields have been pre-populated based on the title you selected or position you copied. These fields can be edited if necessary.

Position Identification

POSITION IDENTIFICATION	
Position Number:	
Role Title:	Financial Services Specialist I
Role Code:	19031
Title:	Accountant
Title Code:	23414
Pay Band:	4
Pay Band Range:	$30,146 - $61,872
Grade:	Classified.4.
Career Group:	Financial Services
Occupational Family:	Administrative Services
Type of Application:	Staff Application
EEO Category:	Professionals
EEO-6 Code:	3
EEO-6 Sub Code:	E
IPEDS Category:	Other Professionals
FLSA Status:	Exempt

4. Review the information for Position Identification.

Position Supervision



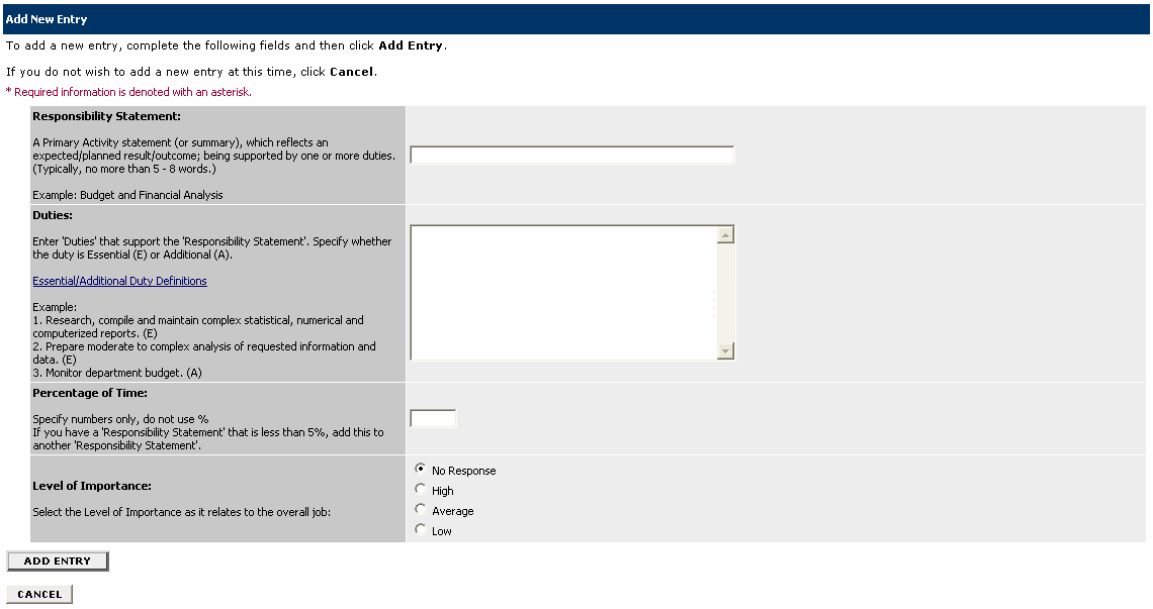
5. Complete the Position Supervision Information

6. Click on the **Continue to Next Page** button to move to the next tab.

Responsibilities and Duties

On this tab enter the Responsibilities and Duties that fully and clearly describe the work. Some responsibilities and duties may be pre-populated based on the title you selected or position you copied.

1. To add another duty, click on the **Add New Entry** button.



2. Enter the **Responsibility Statement**.

3. Enter the **Duties** that support this responsibility, specifying whether the duty is Essential (E) or Additional (A).

The concept of essential duties is a key element of identifying whether, through reasonable accommodation, an individual with a disability that is either applying for the position or currently holding it can perform the essential duties of the position.

The **Essential duties** of a position are those duties that exist as the very purpose for the position, and which simply must be performed by the individual holding the position.

The **Additional duties** of a position are those duties which may be eliminated or redistributed to other employees if an accommodation so requires.

Duties will not be identified by an (E) or (A) when pre-loaded. If you are keeping these duties, add the (E) or (A) based on your position.

4. Indicate the **Percentage of Time** required for the Responsibility.

If you have a Responsibility Statement and the percentage of time required is less than 5%, add it to another 'Responsibility Statement'.

5. Select the **Level of Importance** as it relates to the overall job.

6. Click the **Add Entry** button.

7. Repeat steps 1-6 to for each responsibility you need to add.

8. Review the entries.

The **Percent Total** should be 100. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

9. When you have finished adding entries for the position, click on the **Continue to Next Page** button to move to the next tab.

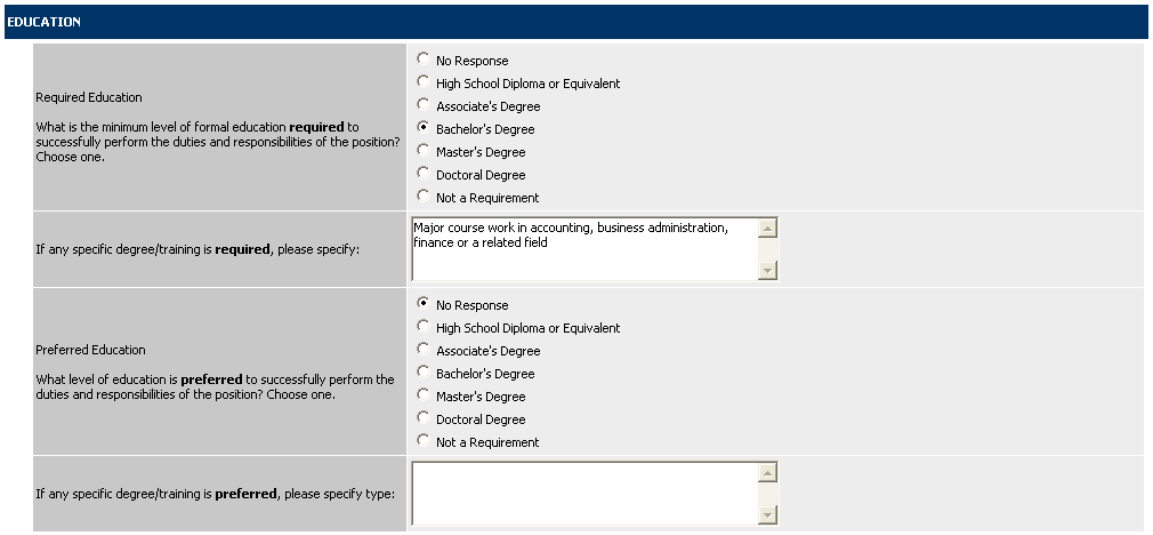
Qualifications

On this tab enter the appropriate level/type of education, amount/type of experience, and identify the knowledge skills and abilities that you have determined that are minimally required to perform the duties and responsibilities outlined in the position description.

The **Qualifications** tab includes the following sections:

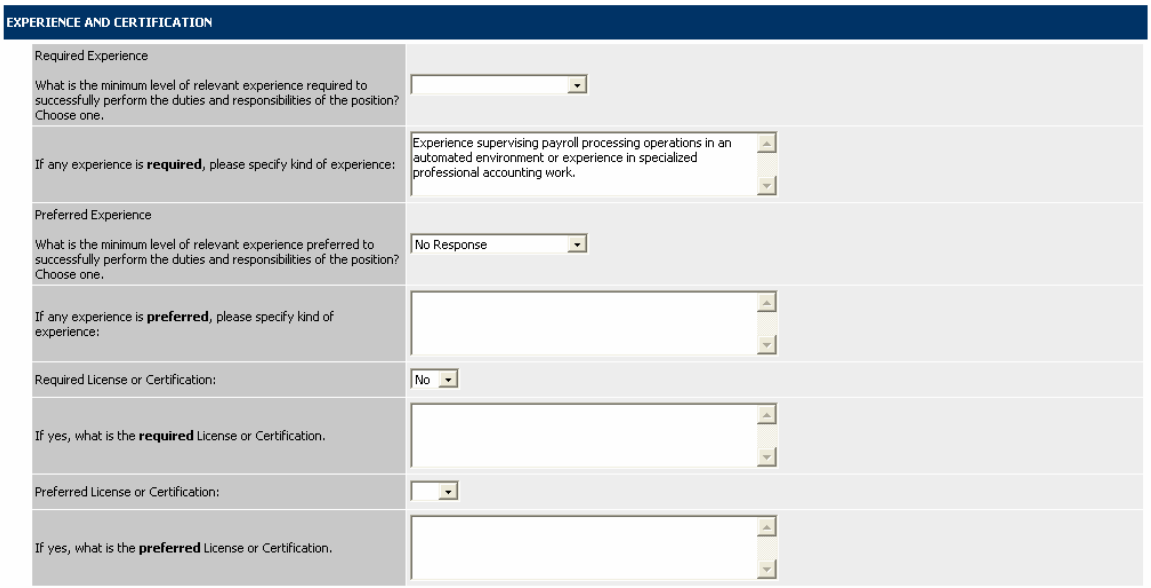
- Education
- Experience and Certification
- Knowledge, Skills and Abilities

Education



1. Enter Education information including Required Education, specific degree or training required, preferred education, and preferred degree or training.

Experience and Certification



2. Enter Experience and Certification information including Required Experience, Preferred Experience, Required License or Certification, and Preferred License or Certification.

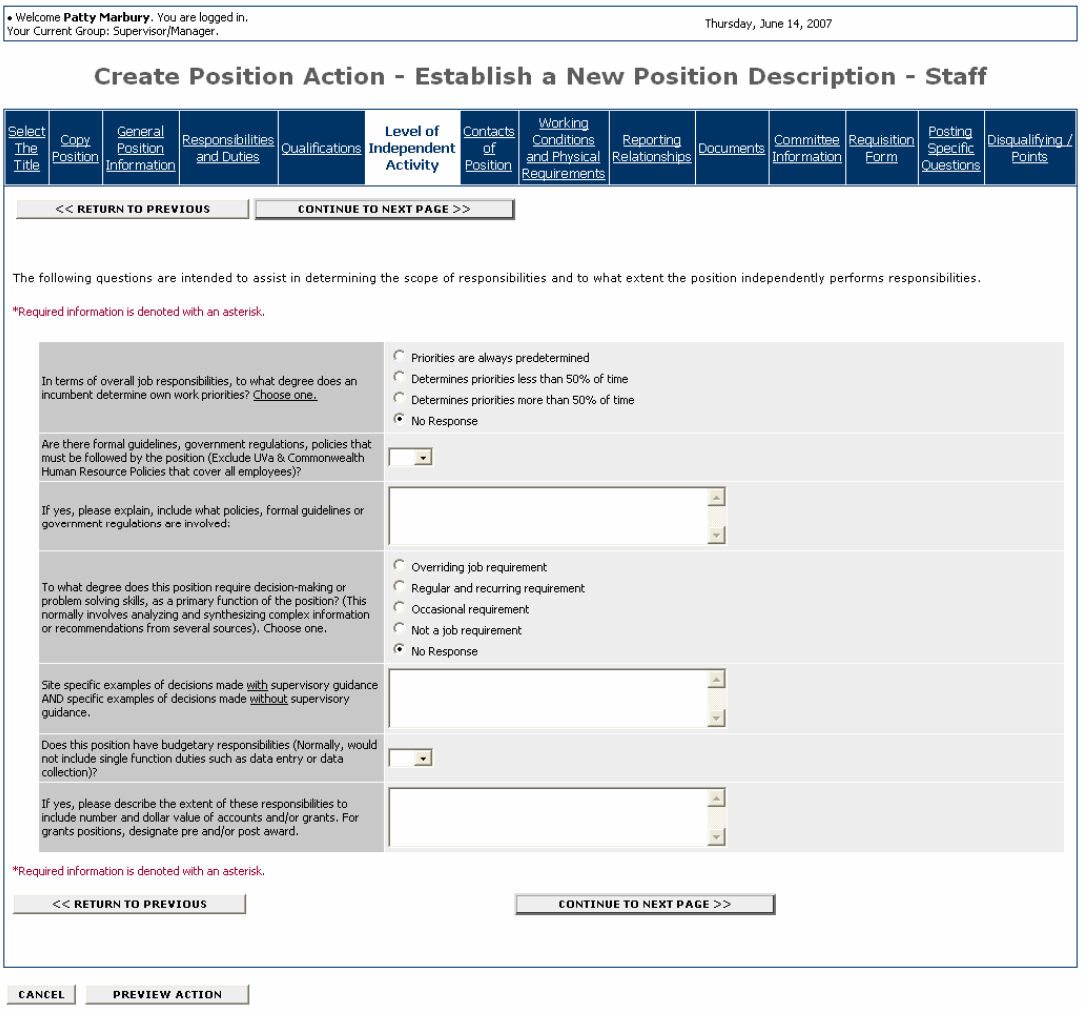
Knowledge, Skills and Abilities

3. Enter a description of the Knowledge, Skills and Abilities that are required and preferred to perform the work. Additionally, identify the Computer Applications that are required and preferred to complete assignments.

4. When you have completed the Qualifications for the position, click on **Continue to Next Page** to move to the next tab.

Level of Independent Activity

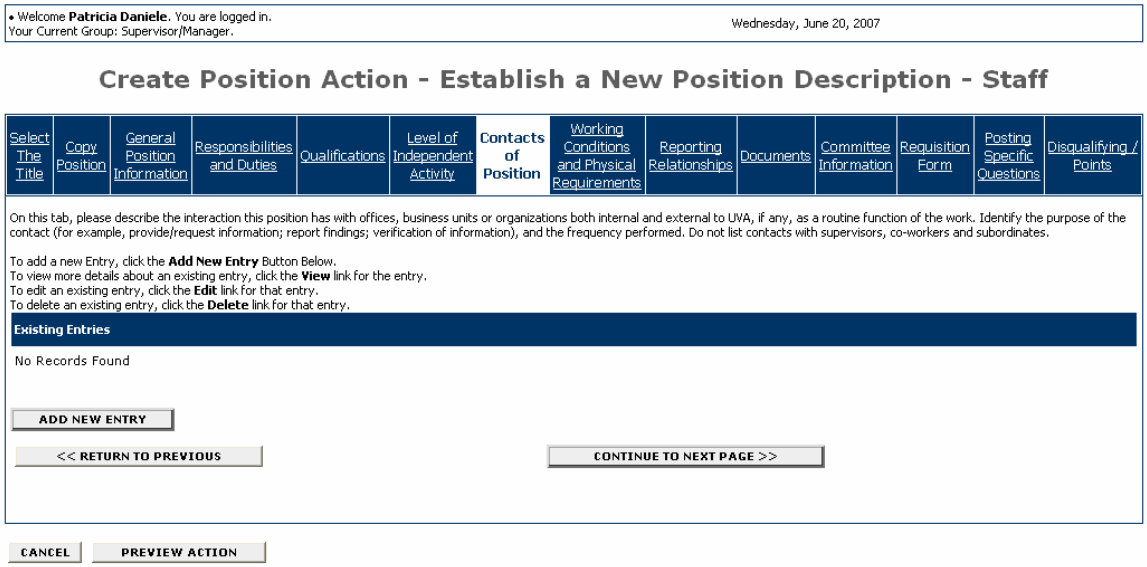
The questions in the **Level of Independent Activity** section are intended to assist in determining the scope of responsibilities and to what extent the position independently performs responsibilities.



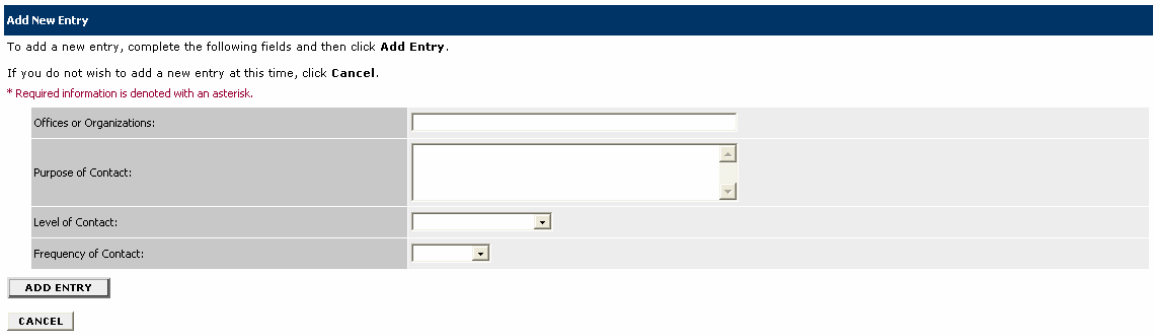
1. Answer the questions and click on the **Continue to Next Page** button to move to the next tab.

Contacts of Position

On the **Contacts** tab, describe the interaction this position has with offices, business units or organizations both internal and external to UVA, if any, as a routine function of the work. You will identify the purpose of the contact (for example, provide/request information; report findings; verification of information), and the frequency performed. Do not list contacts with supervisors, co-workers and subordinates.



1. To add a contact, click on the **Add New Entry** button.



2. Complete the fields for the contact and click on the **Add Entry** button.

3. Repeat steps 1-2 for each contact.

4. To review or modify entries, you can click on the link to **View Entry, Edit Entry,** and **Delete Entry** as appropriate.

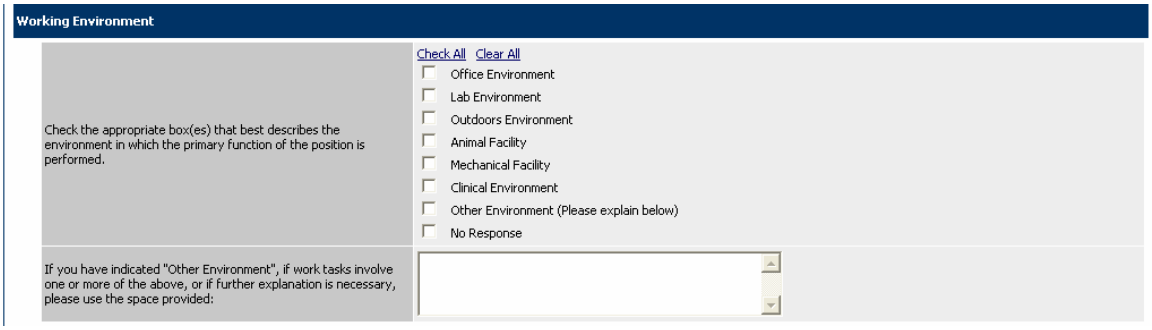
5. Click on the **Continue to Next Page** button to move to the next tab.

Working Conditions and Physical Requirements

The **Working Conditions and Physical Requirements** tab includes the following sections:

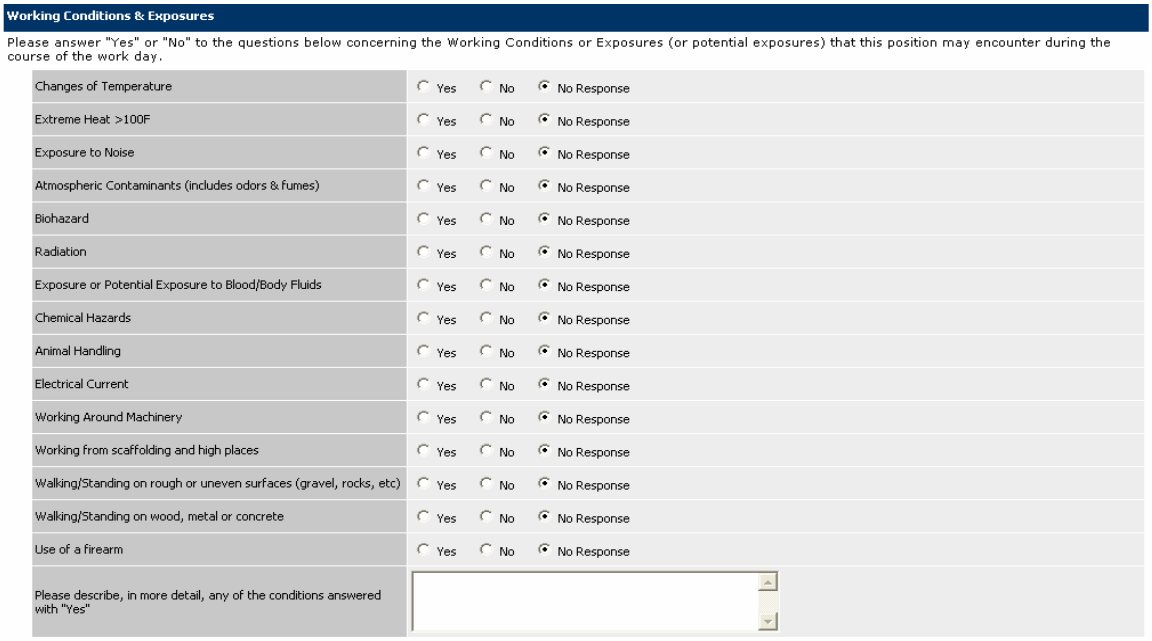
- Working Environment
- Working Conditions & Exposures
- Physical Requirements
- Protective Cothing/Equipment
- Sensory Requirements

Working Environment



1. Check the boxes relevant to the position, and enter further explanation, if applicable.

Working Conditions & Exposures



2. Select “Yes” or “No” as applicable, in answer to the questions concerning working conditions & and exposures that this position may encounter.

Physical Requirements

Physical Requirements

Please designate the time spent by this position, during an average work day (% of work time), performing any of the following, or in performing duties using any of the following bodily motions. If position does not require a particular motion, respond by checking N/A. Responses that exceed 26% of work time need to be described where indicated:

Crawling	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Kneeling	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Squatting	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Bending, Stooping, Twisting	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Sitting for sustained periods of time	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Standing for sustained periods of time	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Walking	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Driving	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Lifting Above Waist	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Lifting Below Waist	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Light Lifting - Less than 20 lbs.	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Moderate Lifting - 20 - 50 lbs.	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Heavy Lifting - More than 50 lbs	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Carrying	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Pushing/Pulling	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Climbing Ladders	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Climbing Stairs	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Repetitive Motion	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Use Both Hands	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Use of Either Hand, Independently	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Fine Finger Manipulation (keyboarding, pipefitting, bench work, etc)	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Wrist Movement (twisting or rotating)	(•) N/A	( ) 0-25%	( ) 26-50%	( ) 51-75%	( ) 76-100%
Describe any of the conditions selected above that are in excess of 26% time					

3. Designate the time spent by the position (% of work time) performing physical activity, or N/A if that activity is not applicable to the position.

Protective Clothing/Equipment

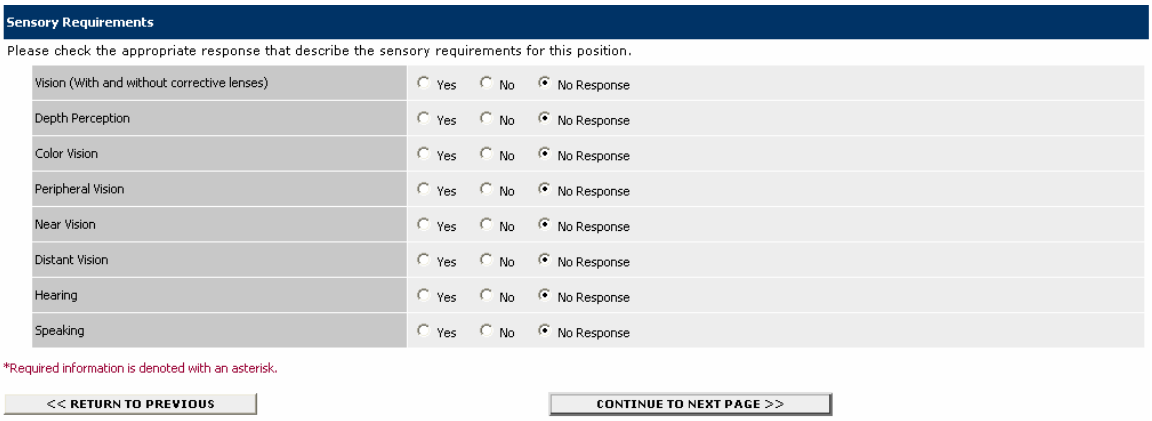
Protective Clothing/Equipment

Please check the appropriate response for this position's use of the following protective clothing or equipment.

Latex Gloves	( ) Yes	( ) No	(•) No Response
Protective Clothing	( ) Yes	( ) No	(•) No Response
Respirator	( ) Yes	( ) No	(•) No Response
Surgical Mask	( ) Yes	( ) No	(•) No Response
Ear Protection (including earplugs)	( ) Yes	( ) No	(•) No Response
Eye Protection	( ) Yes	( ) No	(•) No Response
If other protection is used please identify:			

4. Check the appropriate response for the position's use of protective clothing or equipment.

Sensory Requirements



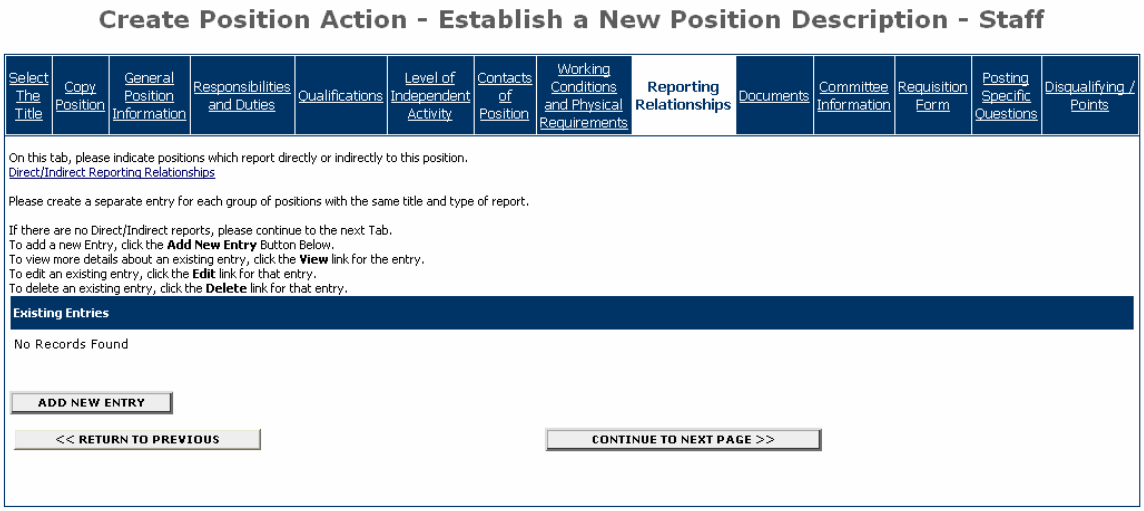
5. Check the appropriate response that describes the sensory requirements for the position.
6. Click on the **Continue to Next Page** button to move to the next tab.

Reporting Relationships

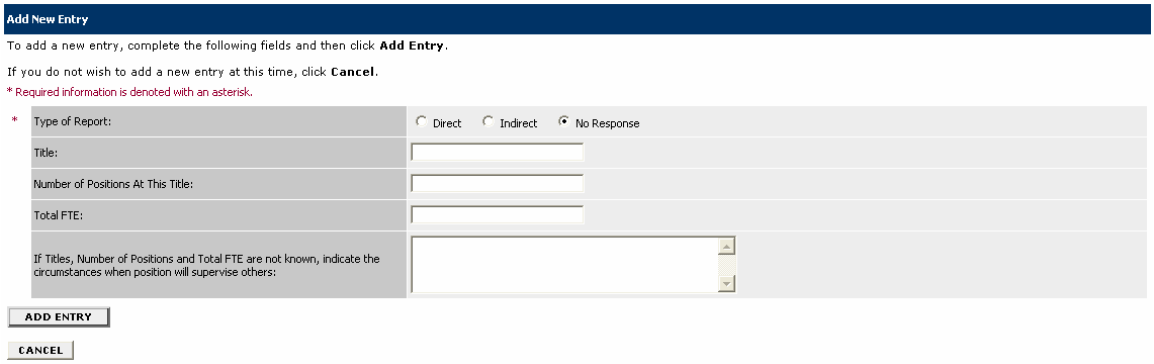
On the **Reporting Relationships** tab indicate positions which report directly or indirectly to this position. The definitions of Direct/Indirect Reporting Relationships are as follows:

Direct Report – Involves guidance and direction over employees who report to the supervisor. Includes supervision of work training and personnel functions to include activities such as interviewing, selecting and training employees; setting and adjusting rates of pay and hours of work; directing employees' work; appraising employees' productivity and efficiency for the purpose of recommending promotions or other status changes; handling employee complaints and grievances; disciplining employees; and planning the work. Individual has authority to take whatever action he or she deems advisable or necessary.

Indirect Report – Supervises employees when they are assigned to assist with the completion of a specific task or function. This includes work distribution, scheduling, training, answering of questions related to work, assisting in solving problems, etc. May provide input with any personnel functions such as salaries, discipline, promotions, etc. The individual is required to get management's approval before taking action which she or he believes is required or advised.



1. To add a reporting relationship, click on the **Add New Entry** button. Create a separate entry for each group of positions with the same title and type of report. If there are no Direct/Indirect reports, click on the **Continue to Next Page** button to move to the next tab.



2. Complete the fields for the Direct or Indirect Report and click on the **Add Entry** button.

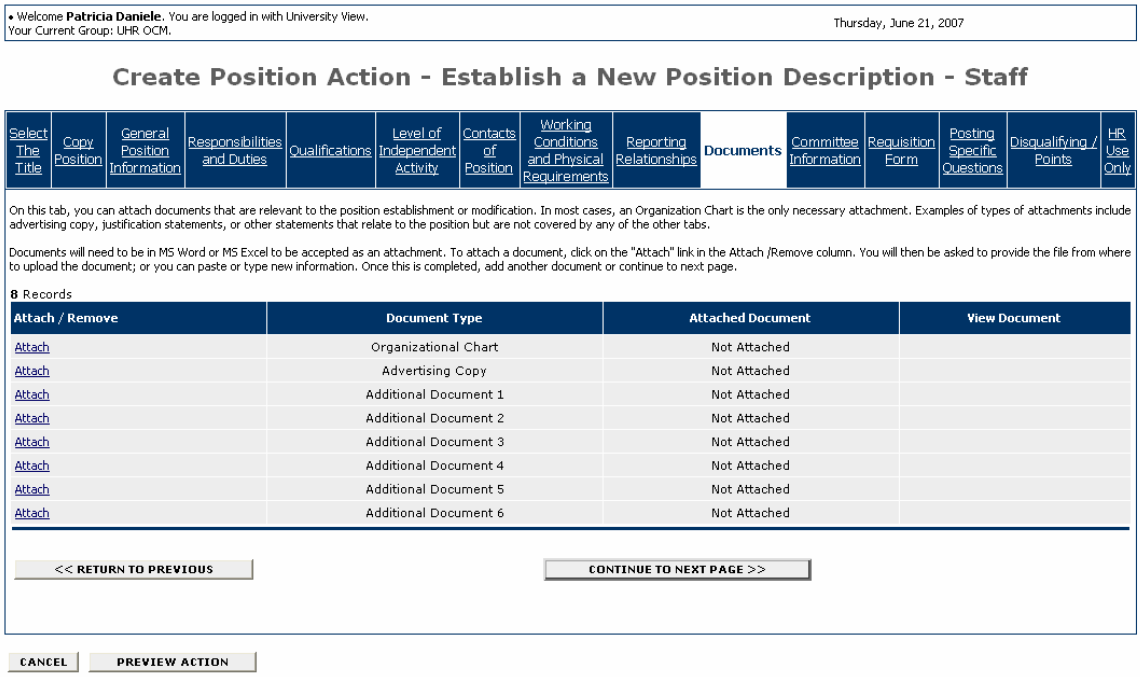
3. Repeat steps 1-2 for each Reporting Relationship.

4. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

5. When you are finished adding reporting relationships, click on the **Continue to Next Page** button to move to the next tab.

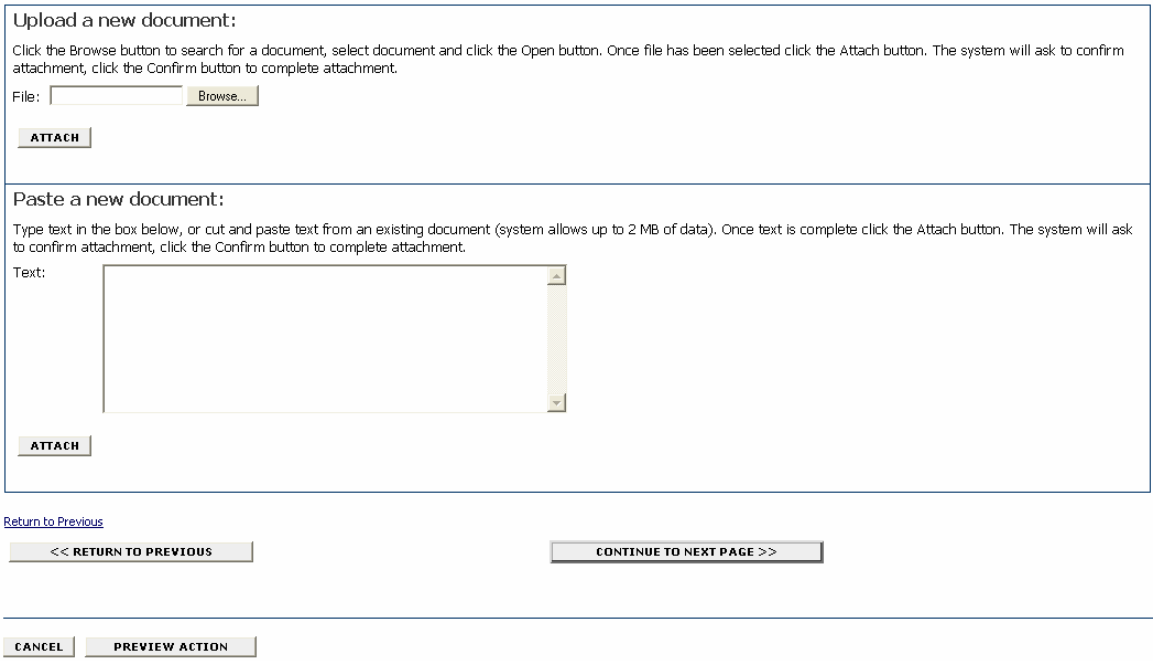
Documents

The **Documents** tab is the where you begin the recruitment process. On this tab, you can attach documents that are relevant to the position establishment or modification. In most cases, an Organization Chart is the only necessary attachment. Examples of types of attachments include advertising copy, justification statements, or other statements that relate to the position but are not covered by any of the other tabs.



1. If you do not want to attach a document, click on the **Continue to Next Page** button to move to the next tab.

2. To attach a document, click on the **Attach** link in the Attach/Remove column.

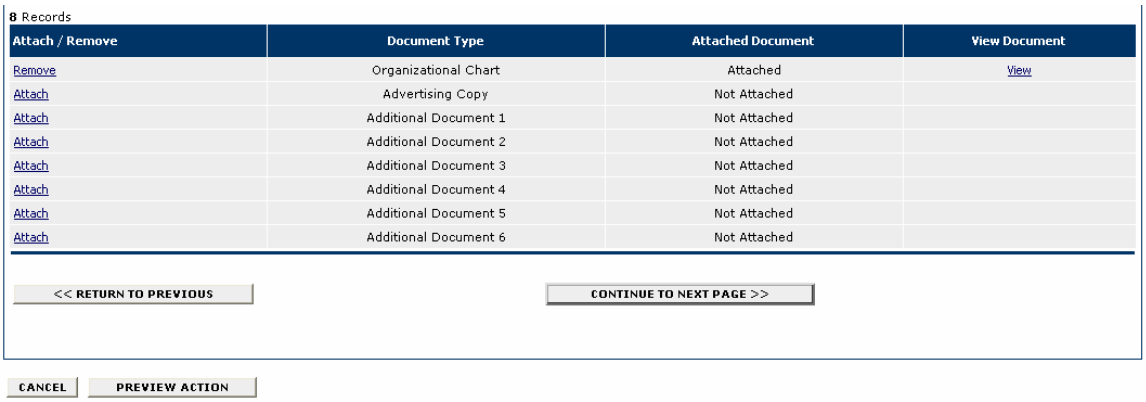


You can either Upload the document (step #3) or Paste a new document (step #4). Only MS Word or MS Excel documents can be uploaded. You may copy and paste and/or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer.

3. Upload the document by entering the file name in the **File** field. (Click on browse if you need to search for the document.) Click on the **Attach** button.

4. To paste a new document, cut and paste and/or type the text into the **Text** field. Click on the **Attach** button.

5. After you click on the Attach button, you will be asked to confirm the attachment. Click on the **Confirm** button to confirm the attachment or on the **Go Back** button if you do not want to attach the document.



6. You can view the document you attached by clicking on the **View** link, or remove the document by clicking on the **Remove** link.

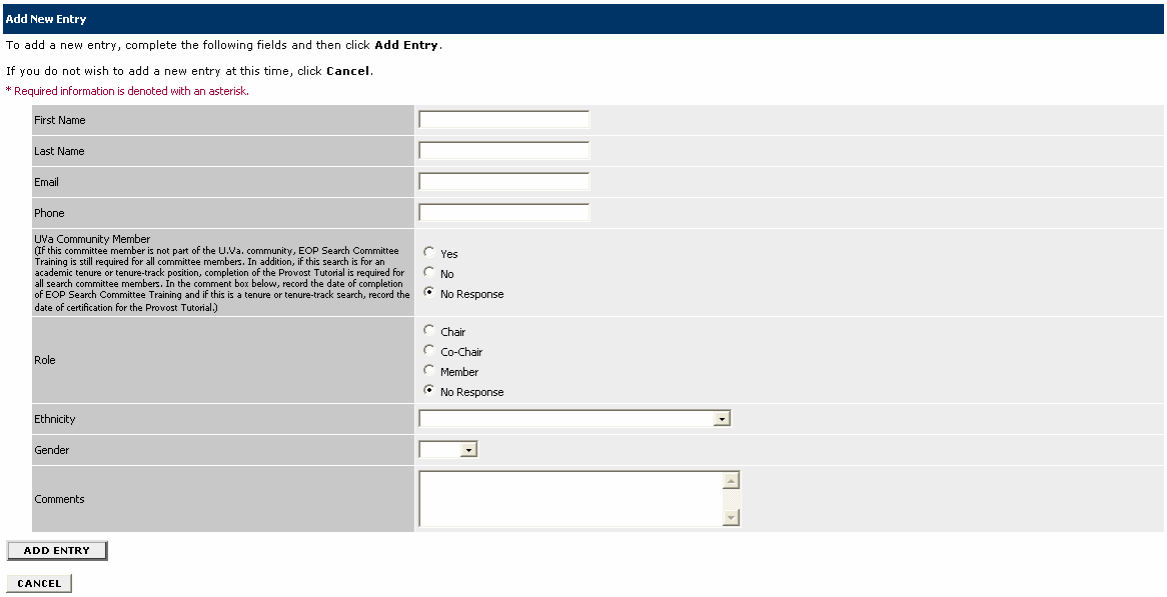
7. Repeat steps 2-6 for each document you want to attach.

8. When you have finished attaching documents, click on the **Continue to Next Page** button to move to the next tab.

Committee Information

Use the **Committee** tab to establish the search committee. There must be a minimum of 3 persons on a search committee, and the committee must be diverse with regard to gender and race/ethnicity.

1. To add a search committee member, click on the **Add New Entry** button.



2. Complete all fields for the committee member, and click on the **Add Entry** button.

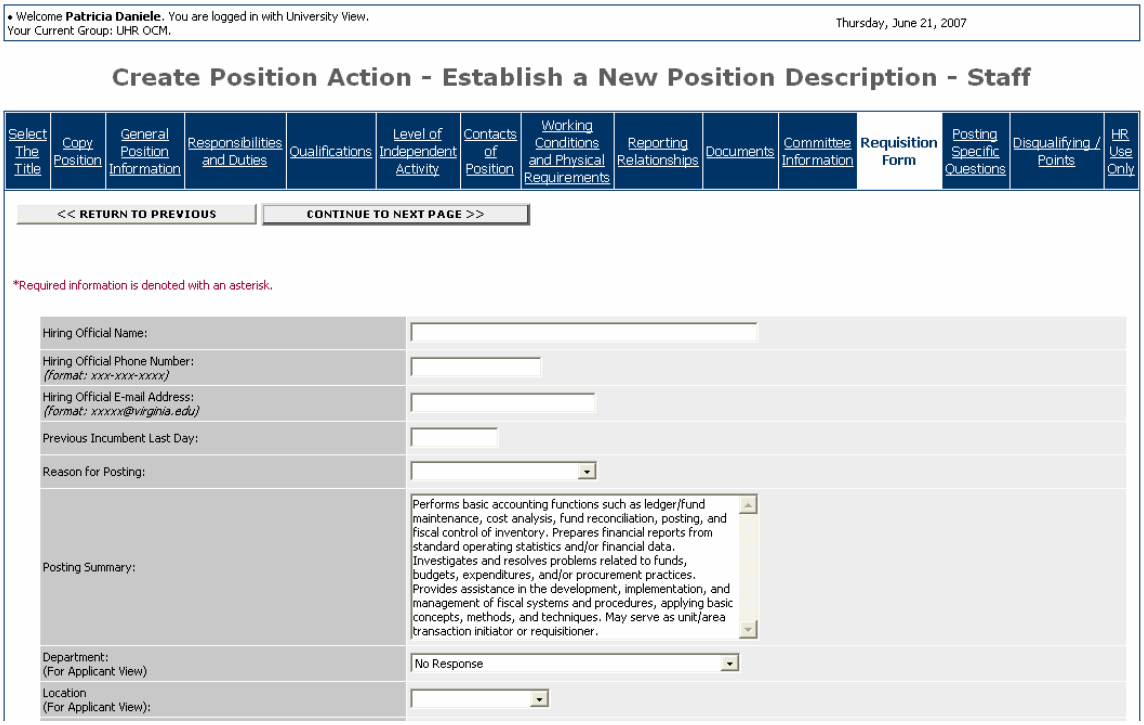
3. Repeat steps 1 and 2 for each committee member.

4. When you are finished you may view details about an existing entry, edit an existing entry, or delete an existing entry by clicking on the **View** link, **Edit** link, or **Delete** link.

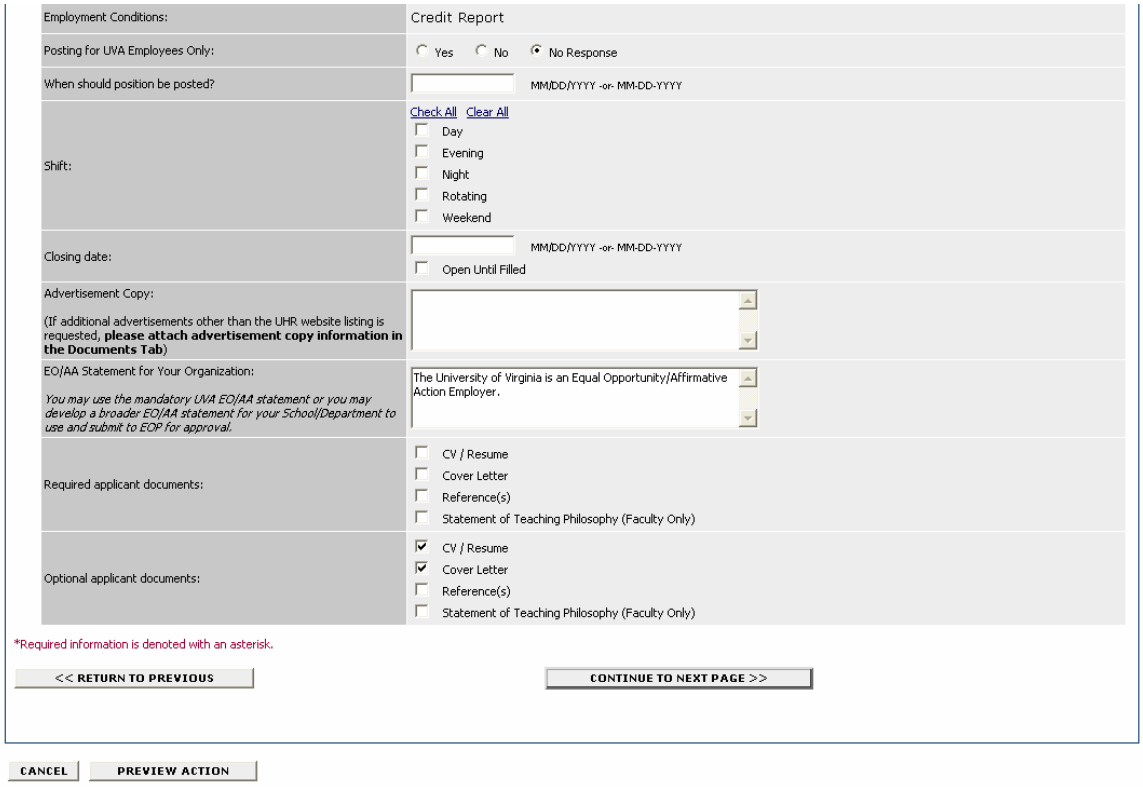
5. When you are finished adding all committee members, click on the **Continue to Next Page** button to move to the next tab.

Requisition Form

The Requisition tab is used to submit the position description to UHR and create a posting.



1. Complete the fields as appropriate.



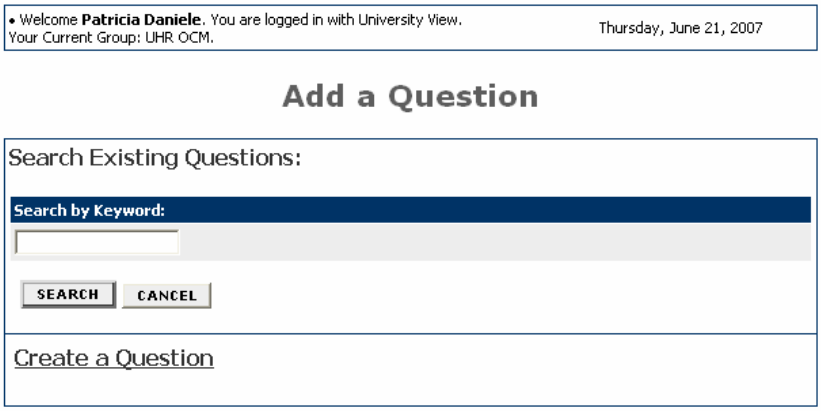
2. When you are finished entering the information on the Requisition Form, click on the **Continue to Next Page** button to move to the next tab.

Posting Specific Questions

Use the **Posting Specific Questions** tab to enter Questions that applicants need to answer when applying for the position.

1. If you are not adding any questions, click on the **Continue to Next Page** button.

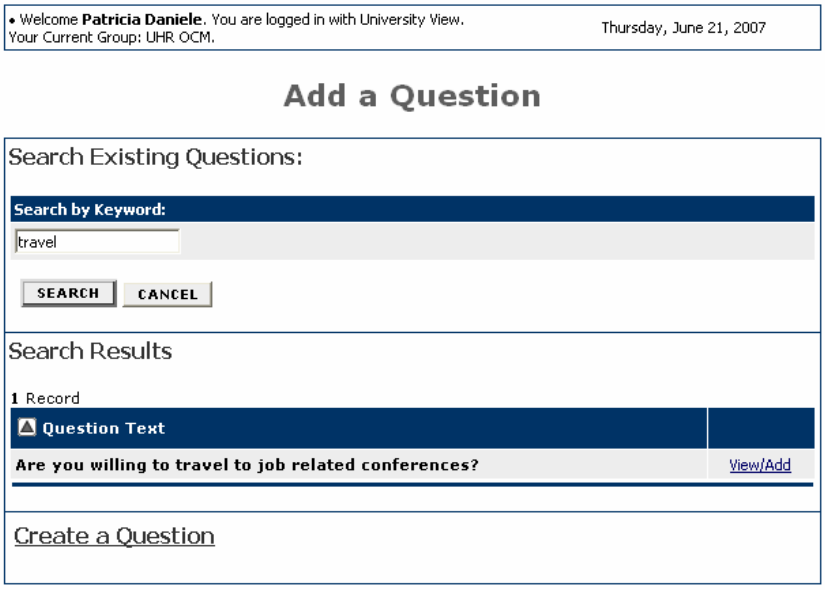
2. To add a question, click on the **Add a Question** button.



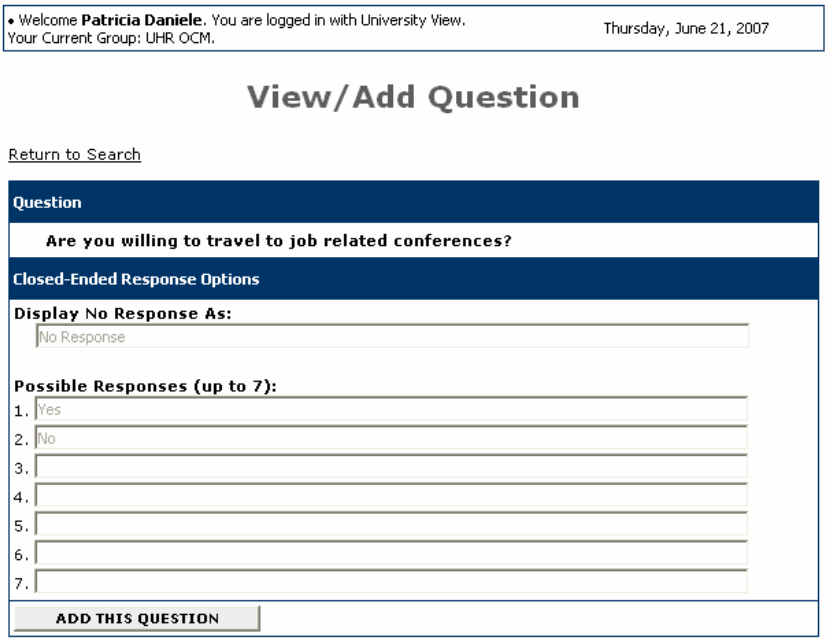
You can either select a question from Search Existing Questions or Create a Question. If you create a question, it is subject to UHR Recruitment Approval. (See Create a Question section below for example.)

Search Existing Questions

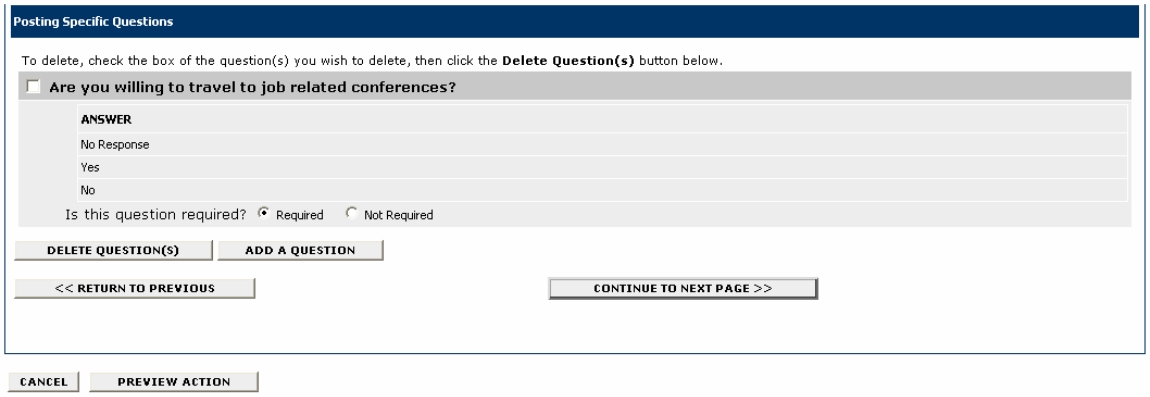
3. To select a question from Search Existing Questions, enter a keyword into the search field and click on the **Search** button.



4. Click on the **View/Add** link to view the question.



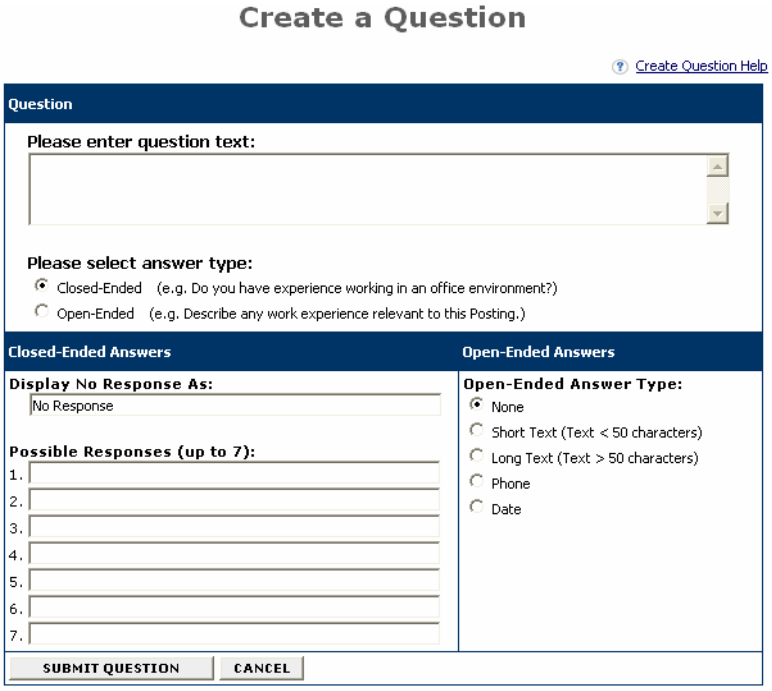
5. Click on the **Add This Question** button.



6. Select whether the question is Required or Not Required, and click on the **Add A Question** button to add another question.

Create a Question

7. If you select create a question, enter the text for the question, select the answer type (open-ended or close-ended) and possible responses as shown on the following screen:

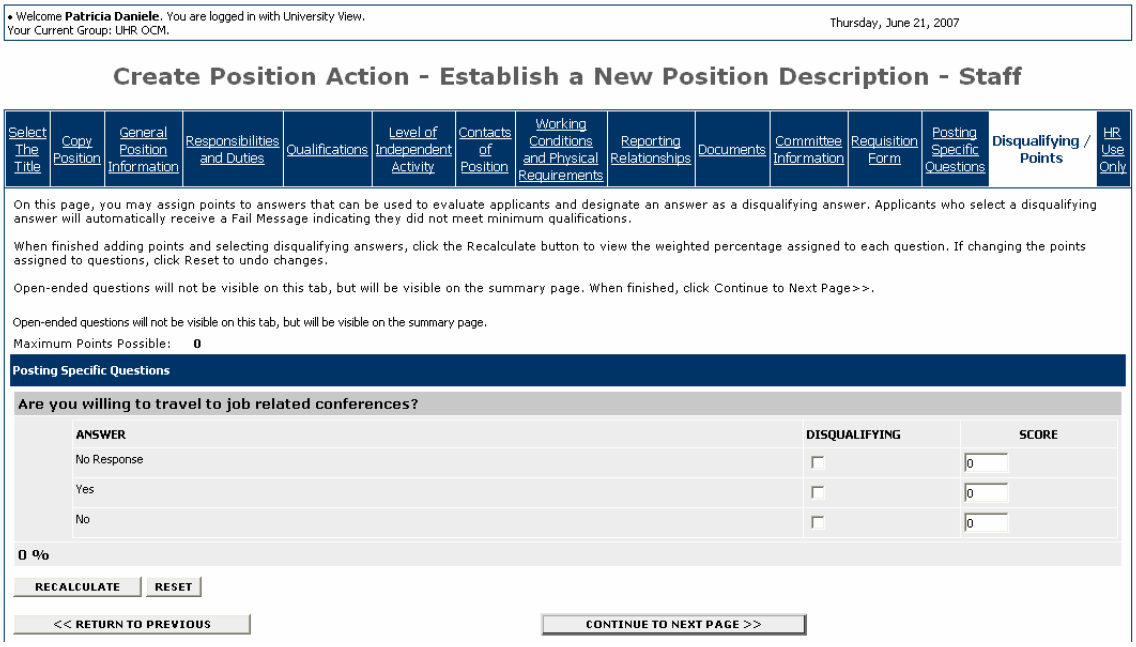


8. Click on the **Submit Question** button to add the question.

9. When you are finished adding questions, click on the **Continue to Next Page** button to move to the next tab.

Disqualifying/Points

Use the **Disqualifying/Points** to assign points to answers that can be used to evaluate applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will automatically receive a message indicating they did not meet minimum qualifications for the job.



You will see the questions that you added on the previous tab, except for open-ended questions. Open-ended questions are not visible on this tab, but will be visible on the summary page.

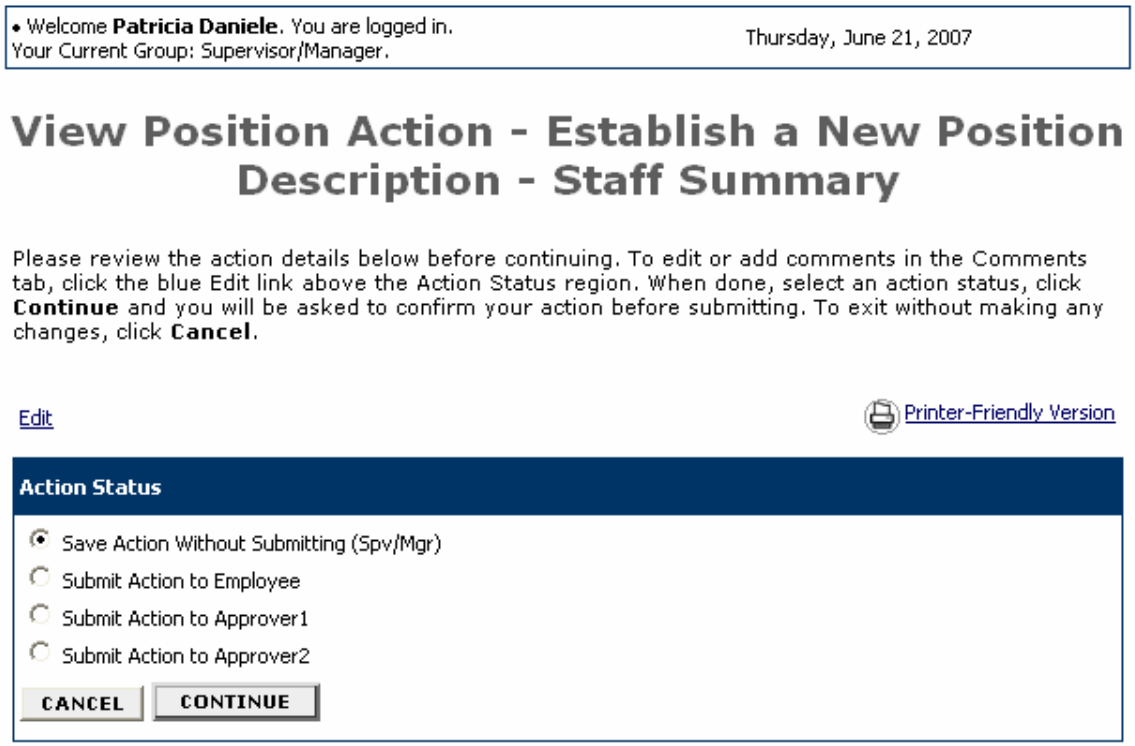
1. Select the disqualifying answers to each question.

2. In the score field, enter the weighted percentage to assign to each question.

3. When you are finished adding points and selecting disqualifying answers, click on the **Recalculate** button to view the weighted percentage assigned to each question. If you need to change the points assigned to a question, click on the **Reset** button to undo changes.

4. When you are finished, click on the **Continue to Next Page** button to proceed to the summary screen.

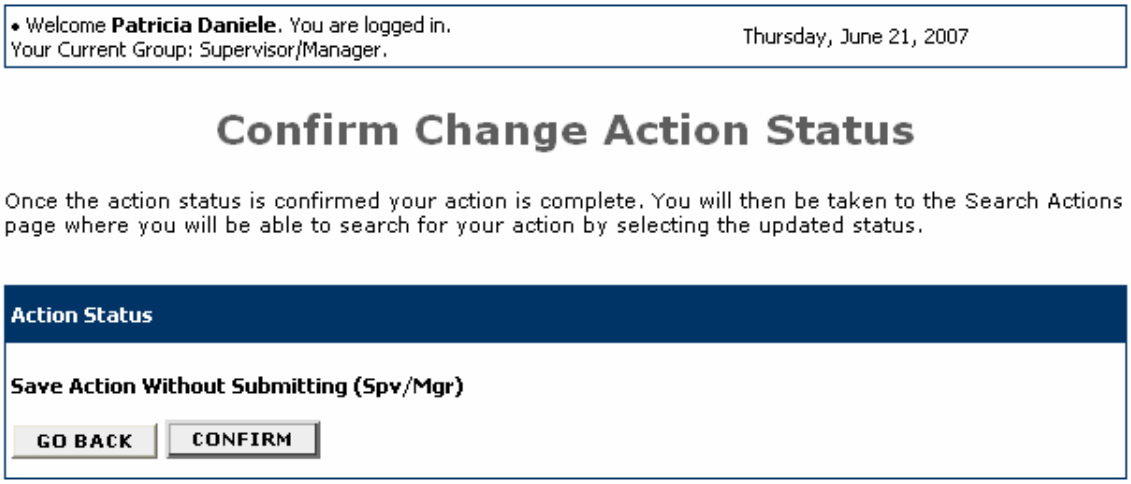
Summary/Confirm Position Action



1. You will be able to review the information entered in each tab. If you need to edit any information, click on the **Edit** link, and then click directly on the tab that contains the information you need to edit.

2. Select the Action, either saving without submitting, or submit the action as appropriate.

3. Click on the **Continue** button.



4. Click on the **Confirm** button. **The details of your position description are NOT SAVED until you complete this step.**

• Welcome **Patricia Daniele**. You are logged in.
Your Current Group: Supervisor/Manager.

Thursday, June 21, 2007

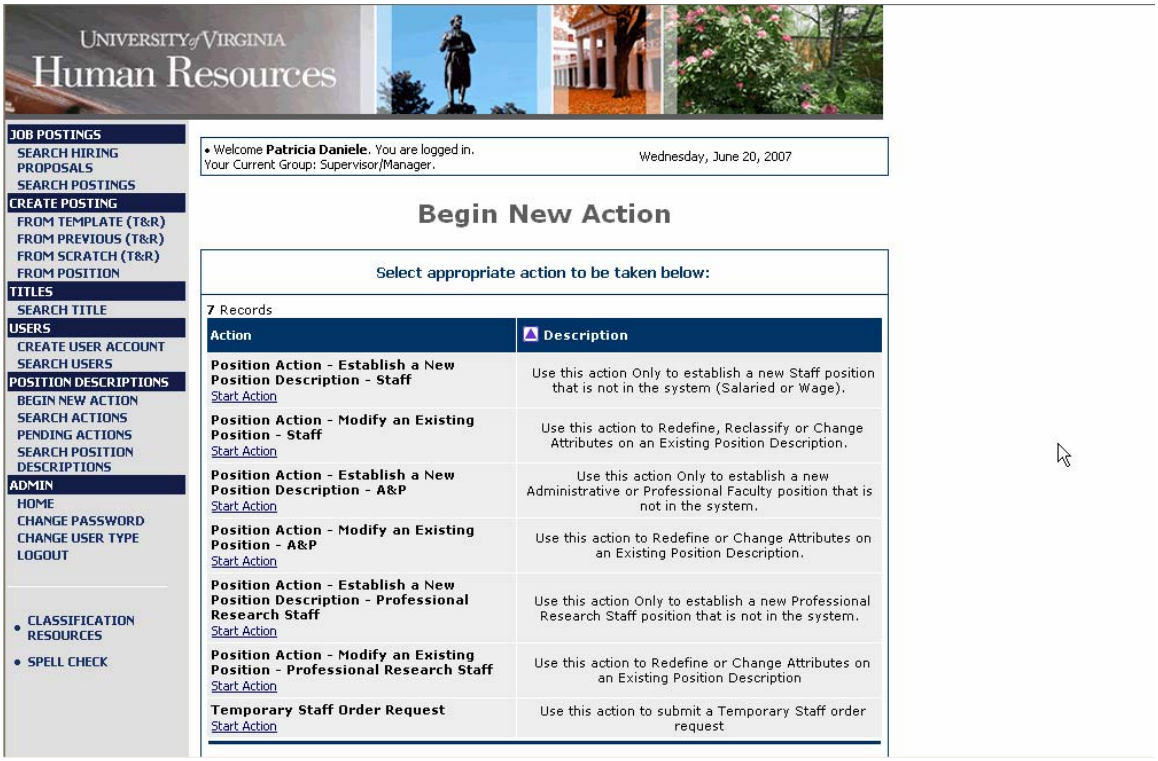
Search Actions

✓ The status of Action has successfully been changed to **Action Saved Not Submitted (Spv/Mgr)**.

Search Actions

Organization	Any	Position Number	
Employee Number:		Title:	
Status	Check All Clear All ☐ Action Saved Not Submitted (Employee) ☑ Action Saved Not Submitted (Spv/Mgr) ☐ Action Saved Not Submitted (Approver) ☐ Action Submitted to Employee ☑ Action Submitted to Supervisor/Manager ☐ Action Submitted to Approver1 ☐ Action Submitted to Approver2 ☐ Action Submitted to Provost ☐ Action Submitted to UHR OCM ☐ Pending Further Review ☐ Action Submitted to EOP ☐ Action Submitted to UHR Recruitment ☐ Action Submitted for Department Approval ☐ Action Submitted for Department Completion ☐ Action Cancelled (Final) ☐ Filled (Temp Order Request) ☐ Approved (New A&P/Research Staff Position Description) ☐ Approved (New Staff Position Description) ☐ Approved for Posting (New Staff Position Description) ☐ Approved for Posting (New A&P/Research Staff Position Description) ☐ Approved (Staff Position Description Modified) ☐ Approved (A&P/Research Staff Position Description Modified) ☐ Approved for Posting (Staff Position Description Modified) ☐ Approved for Posting (A&P/Research Staff Position Description Modified) ☐ Approved (User or Employee Changed) ☐ Position Description Inactivated	Action Type:	Check All Clear All ☑ Position Action - Establish a New Position Description - A&P ☑ Position Action - Establish a New Position Description - Professional Research Staff ☑ Position Action - Establish a New Position Description - Staff ☑ Position Action - Inactivate Position Description ☑ Position Action - Modify an Existing Position - A&P ☑ Position Action - Modify an Existing Position - Professional Research Staff ☑ Position Action - Modify an Existing Position - Staff ☑ Position Action - Update User or Employee Information on Position Description ☑ Temporary Staff Order Request
Employee Last Name:			

SEARCH CLEAR RESULTS



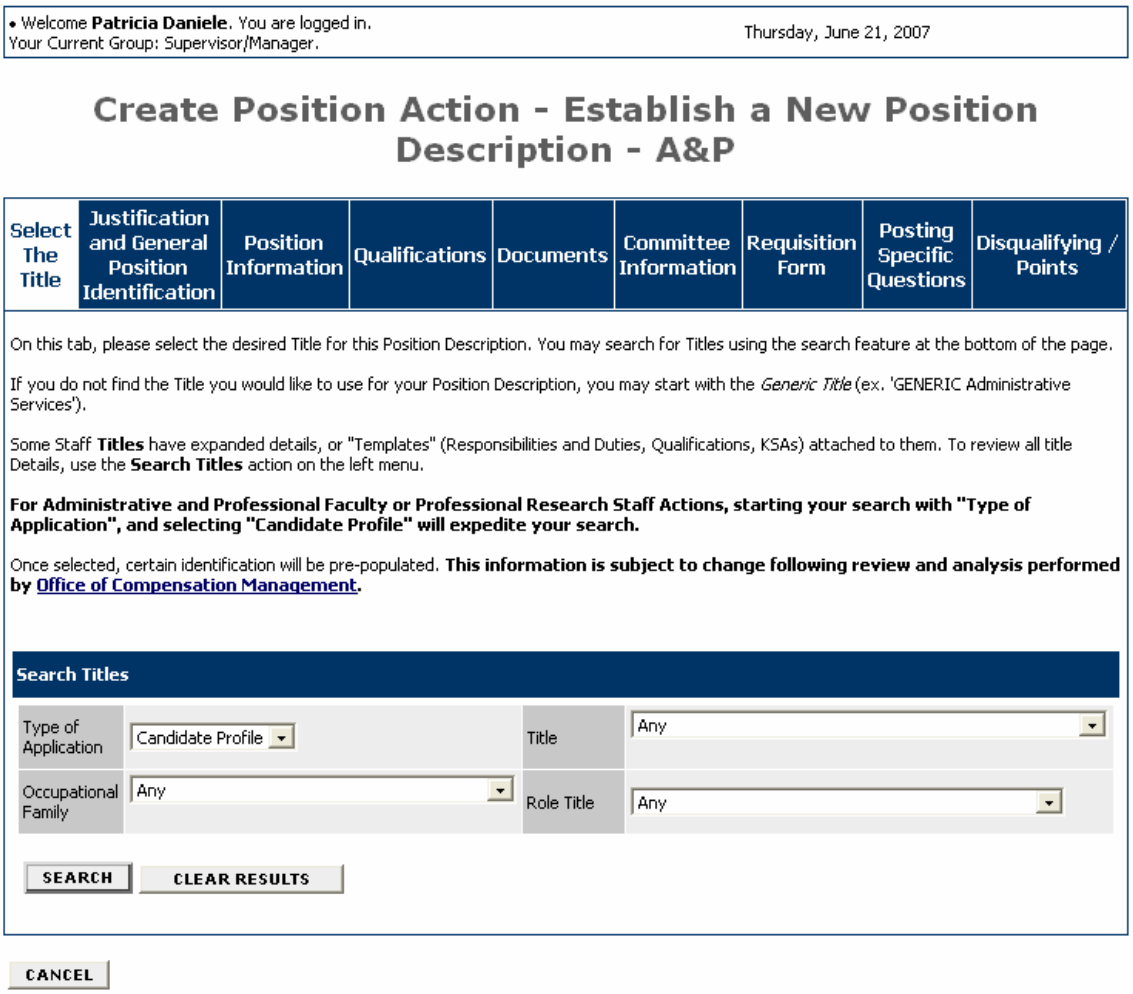
1. Click on **Start Action** to begin your position action.

When you create a Position Description for Administrative and Professional Faculty or Professional Research Staff positions, you will be required to enter information for each tab as follows:

- Select the Title
- Justification and General Position Information
- Position Information
- Qualifications
- Documents
- Committee Information
- Requisition Form
- Posting Specific Questions
- Disqualifying/Points

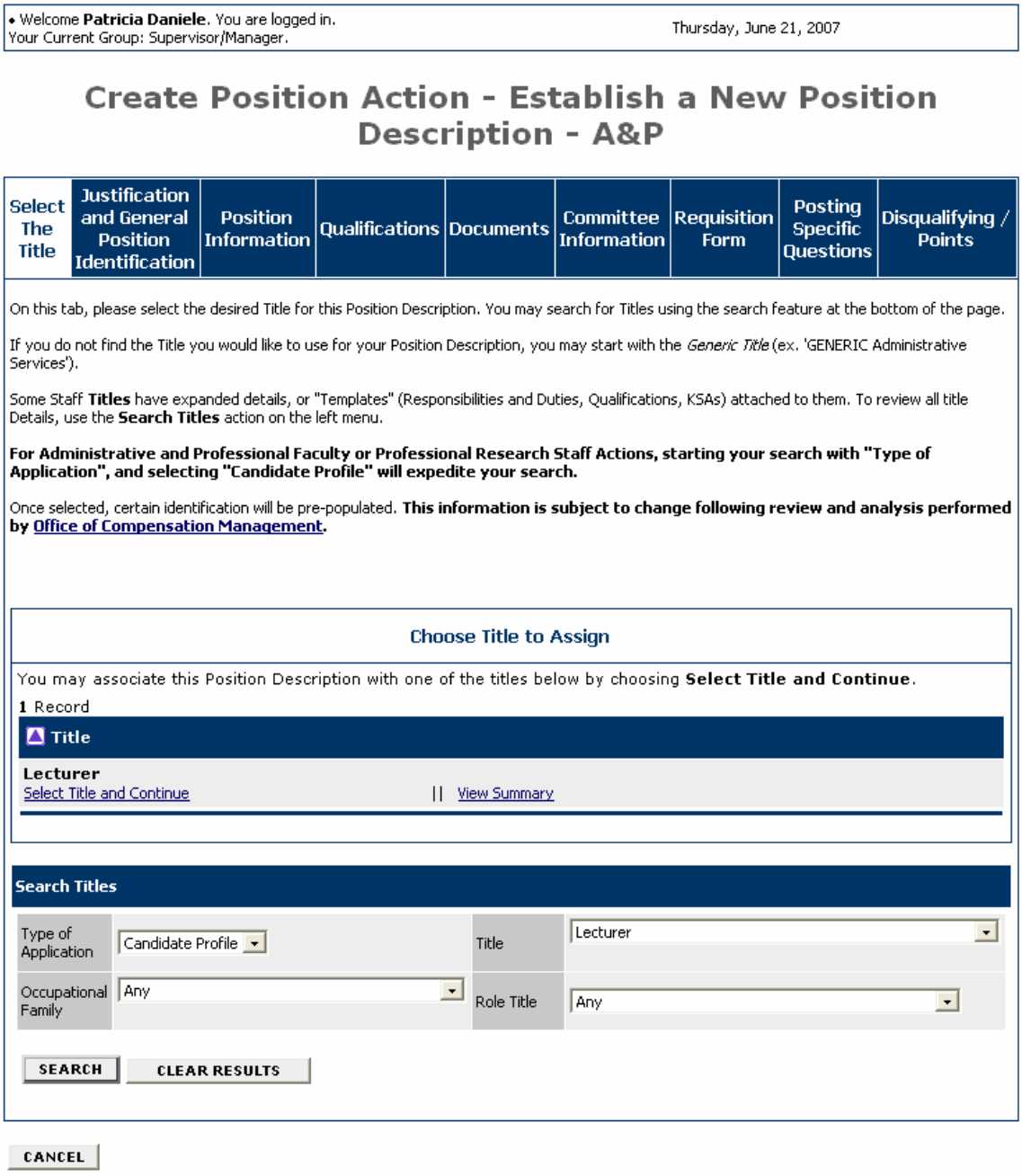
Select the Title

When you first enter this screen, you will be in the **Select the Title** tab by default. The **Select the Title** tab allows you to associate a specific classification title with the Position Description being created.



1. Select the desired Title for this Position Description. You may search for Titles using the search feature at the bottom of the page.

2. Search the titles by choosing the search criteria from the Type of Application, Title, Occupational Family or Role Title dropdown lists, and then click on the **Search** button. For Administrative and Professional Faculty or Professional Research Staff Actions, expedite your search by selecting **Candidate Profile** from the menu for the **Type of Application** field.



The results of your search will appear under **Title.**

3. Optionally, click on **View Summary** to view information about the title.

4. Click on **Select Title and Continue** to associate this specific title with the proposed Position Description. You can click on the **Clear Results** button to clear the search results and start over.

Once selected, certain information will be pre-populated. **This information is subject to change following review and analysis performed by Office of Compensation Management.**

You will see a summary of the information associated with this title.

5. Review the summary information for the position, and click on the **Continue to Next Page** button to move to the next tab or you may click on the **Preview Action** button at any time to save your position description for completion at a later date or to send for approval.

Justification and General Position Information

The **Justification and General Position Information** tab includes the following sections:

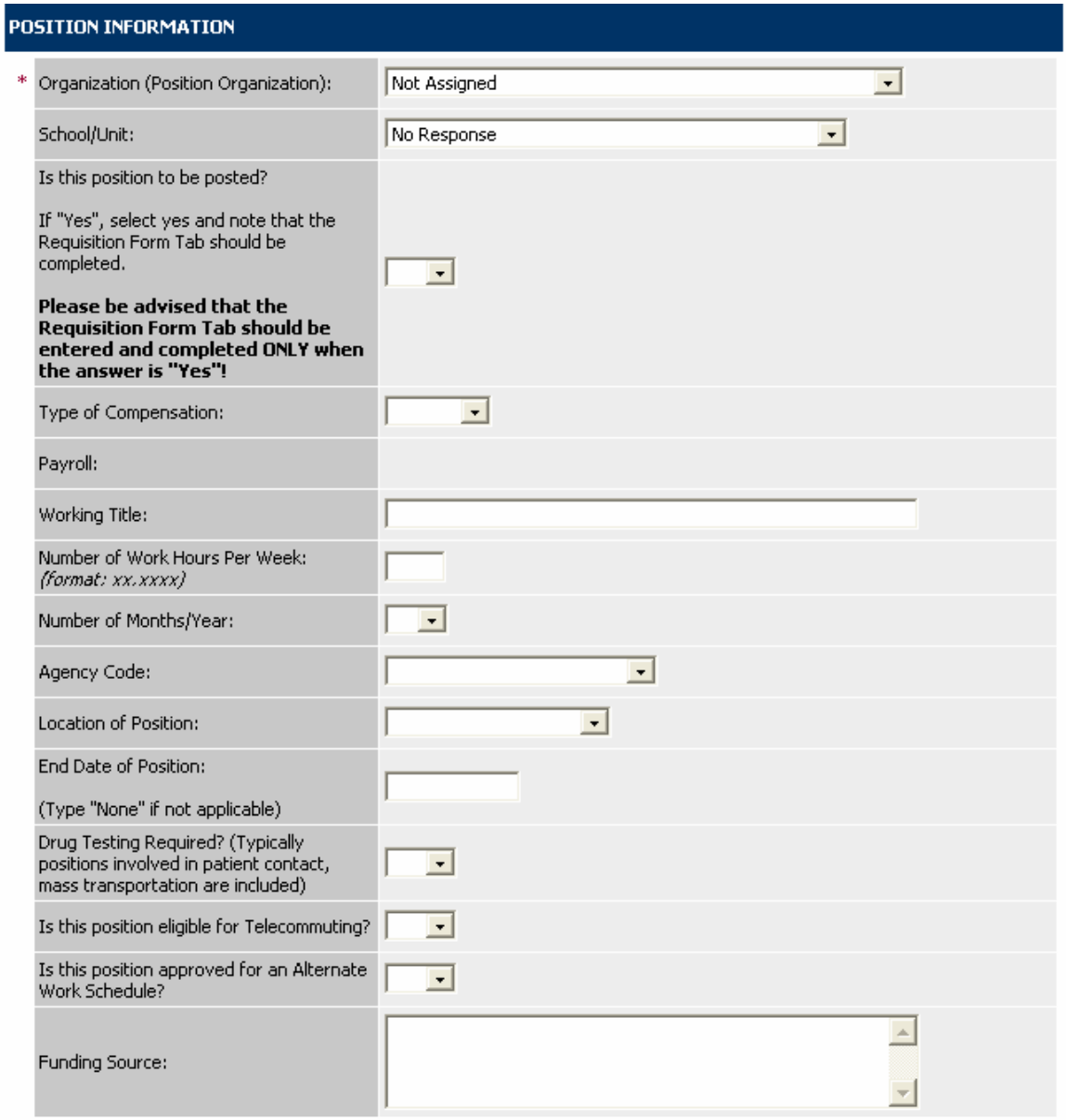
- Justification
- Contact Information
- Position Information
- Position Identification
- Position Supervision

Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.

Justification

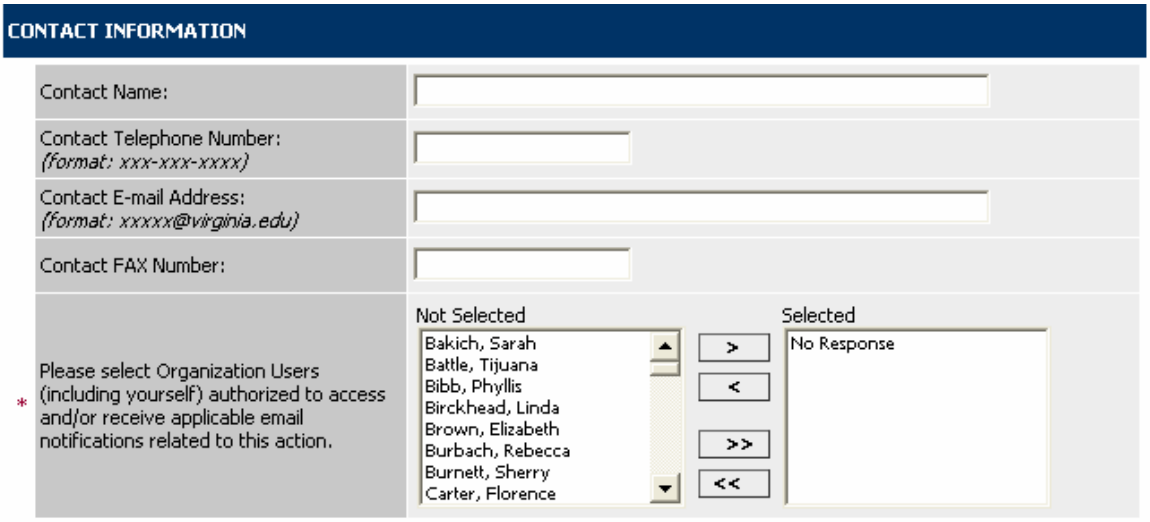
1. Enter the Justification for creating the position.

Position Information



2. Enter the Position Information fields.

Contact Information

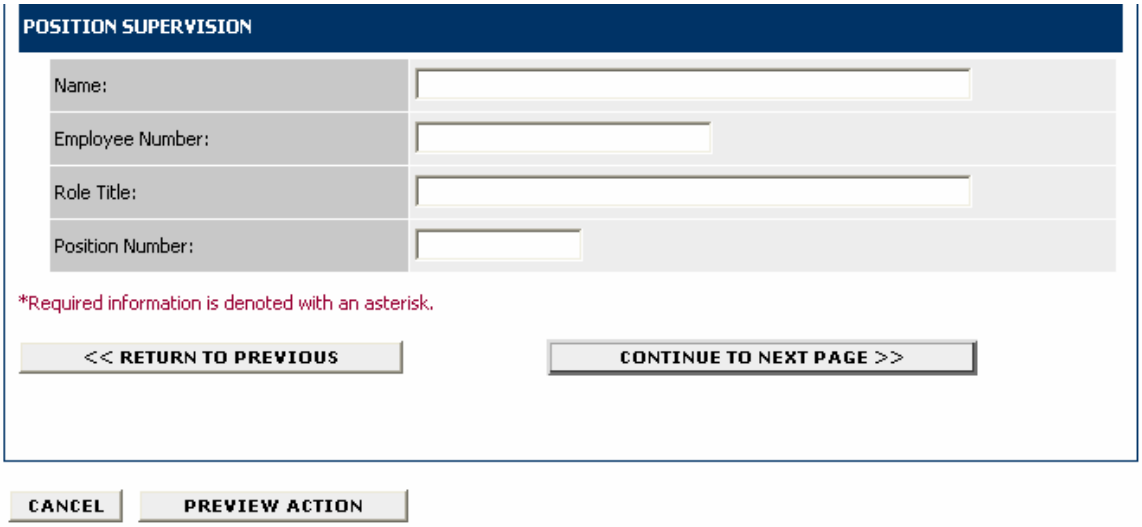


3. Complete departmental contact information for the position. If you are sending this action to an approver, you must select the approver's name from the list by scrolling through the list of names, clicking on the name, and clicking on the **>** button to move the name to the **Selected** list. All individuals you move to the selected list will receive email notification concerning this action and have access to action.

Position Identification

4. Review the Position Identification fields.

Position Supervision

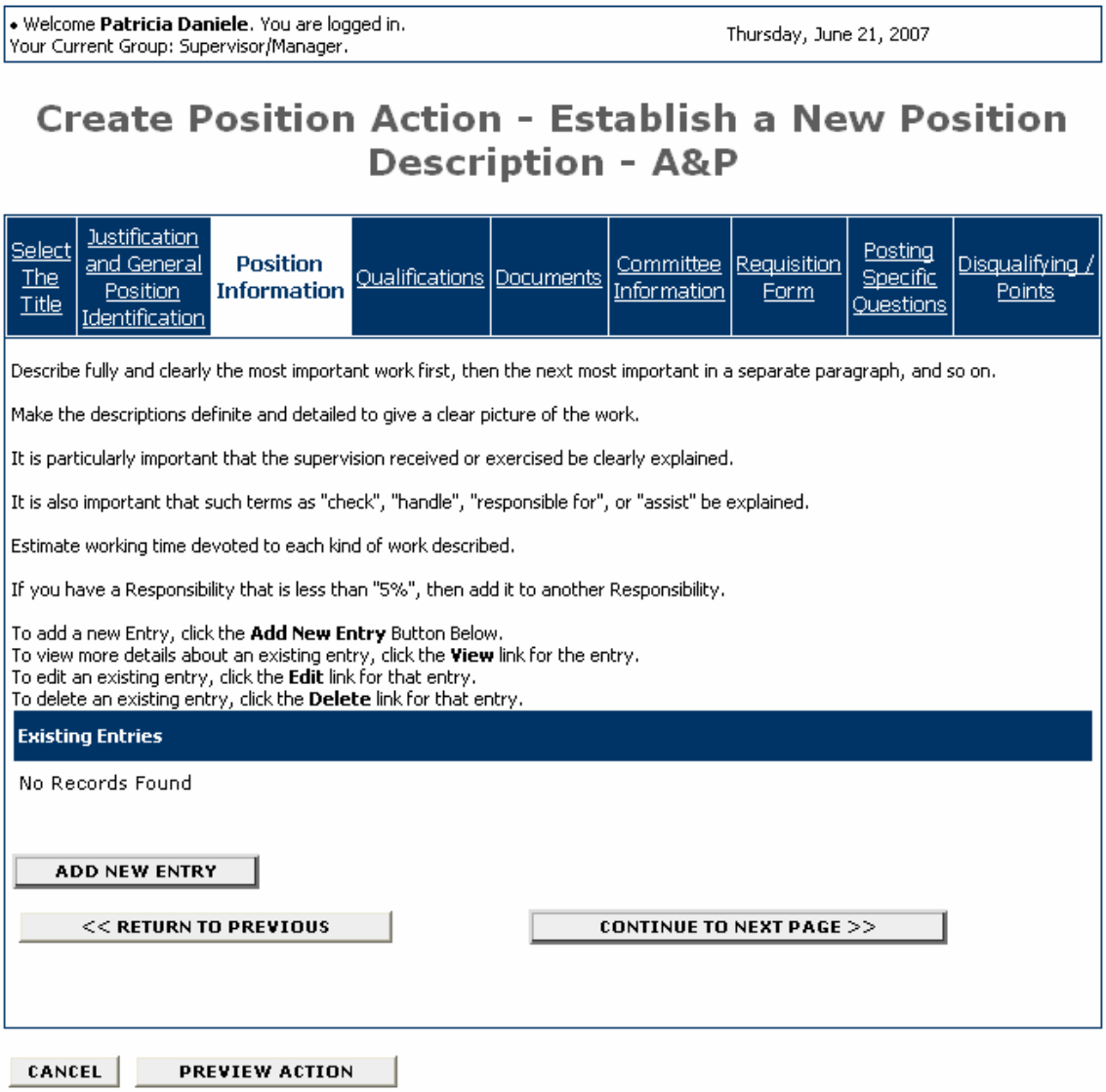


5. Complete the Position Supervision fields.

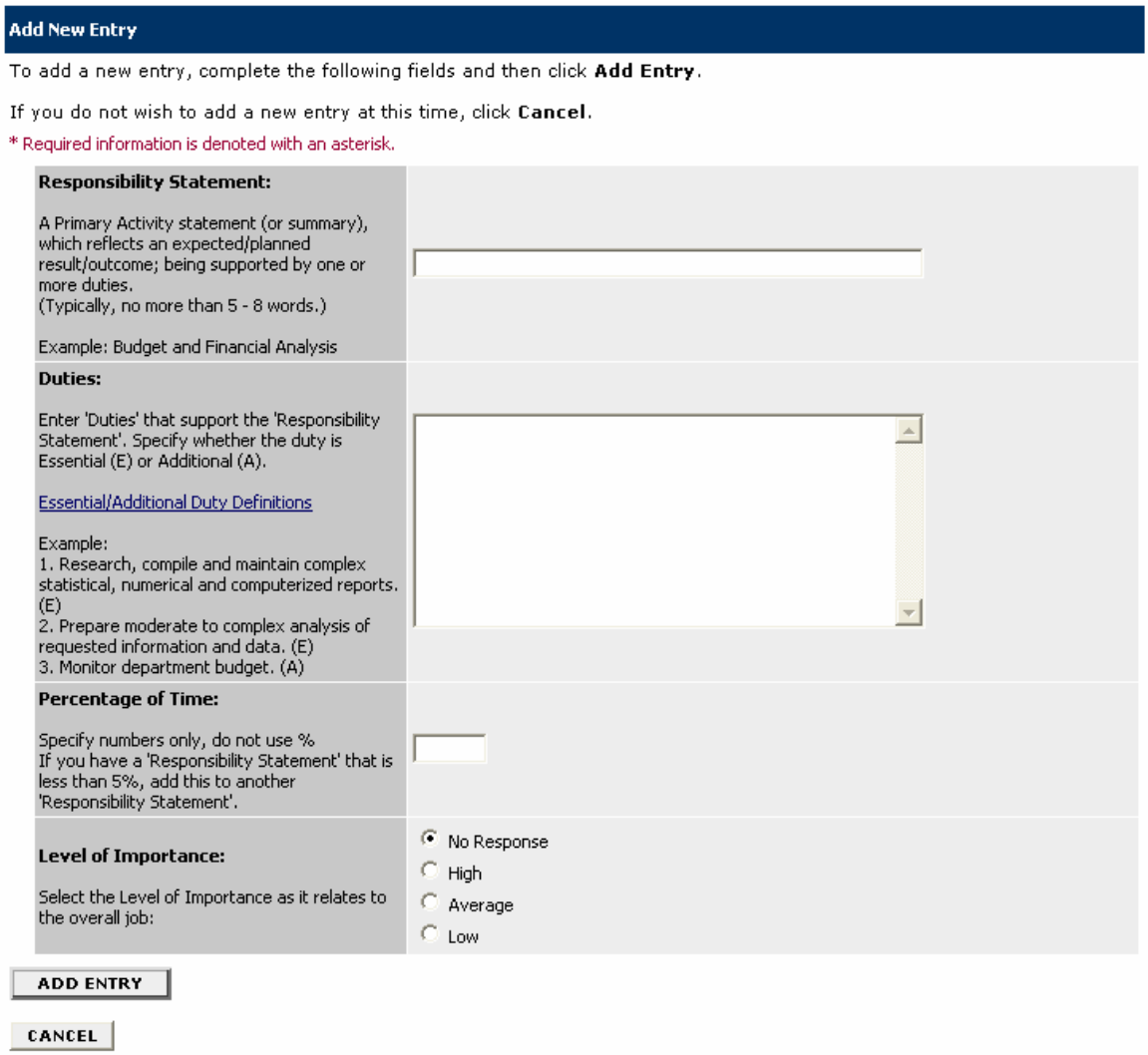
6. When you have finished entering all of the information for the Justification and General Position Information tab, click on the **Continue to Next Page** button to move to the next tab.

Position Information

Use this tab to enter the duties and responsibilities of the position, using a separate entry for each major duty or responsibility.



1. To add a duty/responsibility click on the **Add New Entry** button.

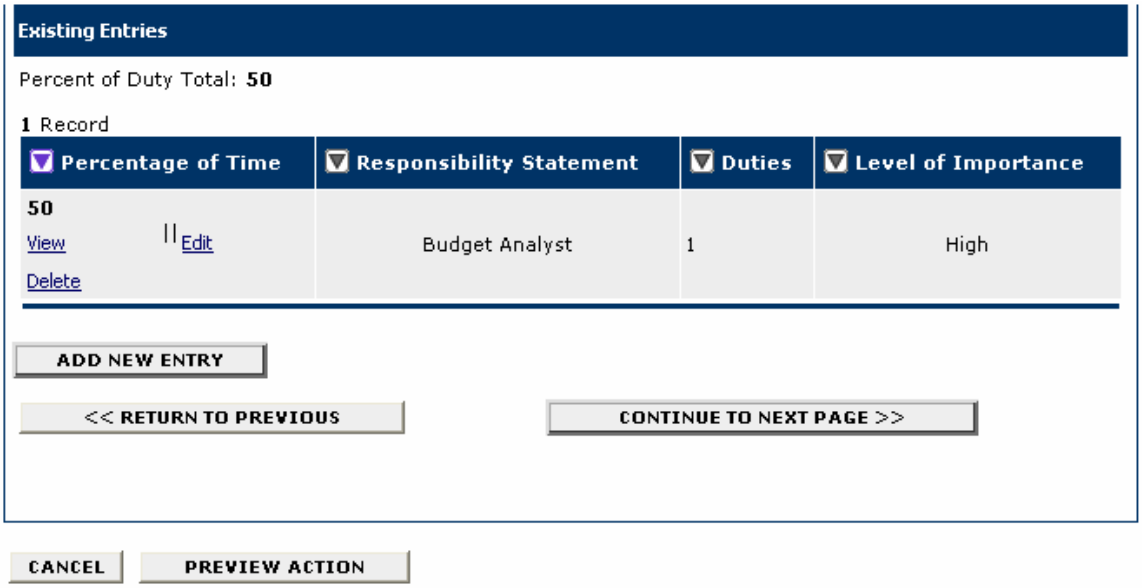


2. For each entry add the Responsibility Statement, Duties, Percentage of Time, and Level of Importance.

- Describe fully and clearly the most important work first, then the next most important in a separate paragraph, and so on.
- Make the descriptions definite and detailed to give a clear picture of the work.
- It is particularly important that the supervision received or exercised be clearly explained. It is also important that such terms as "check", "handle", "responsible for", or "assist" be explained.
- Estimate working time devoted to each kind of work described. If you have a Responsibility that is less than "5%", then add it to another Responsibility.

3. Click on the **Add Entry** button.

4. After you add an entry, you may view details about an existing entry, edit an existing entry, or delete an existing entry by clicking on the **View** link, **Edit** link, or **Delete** link.

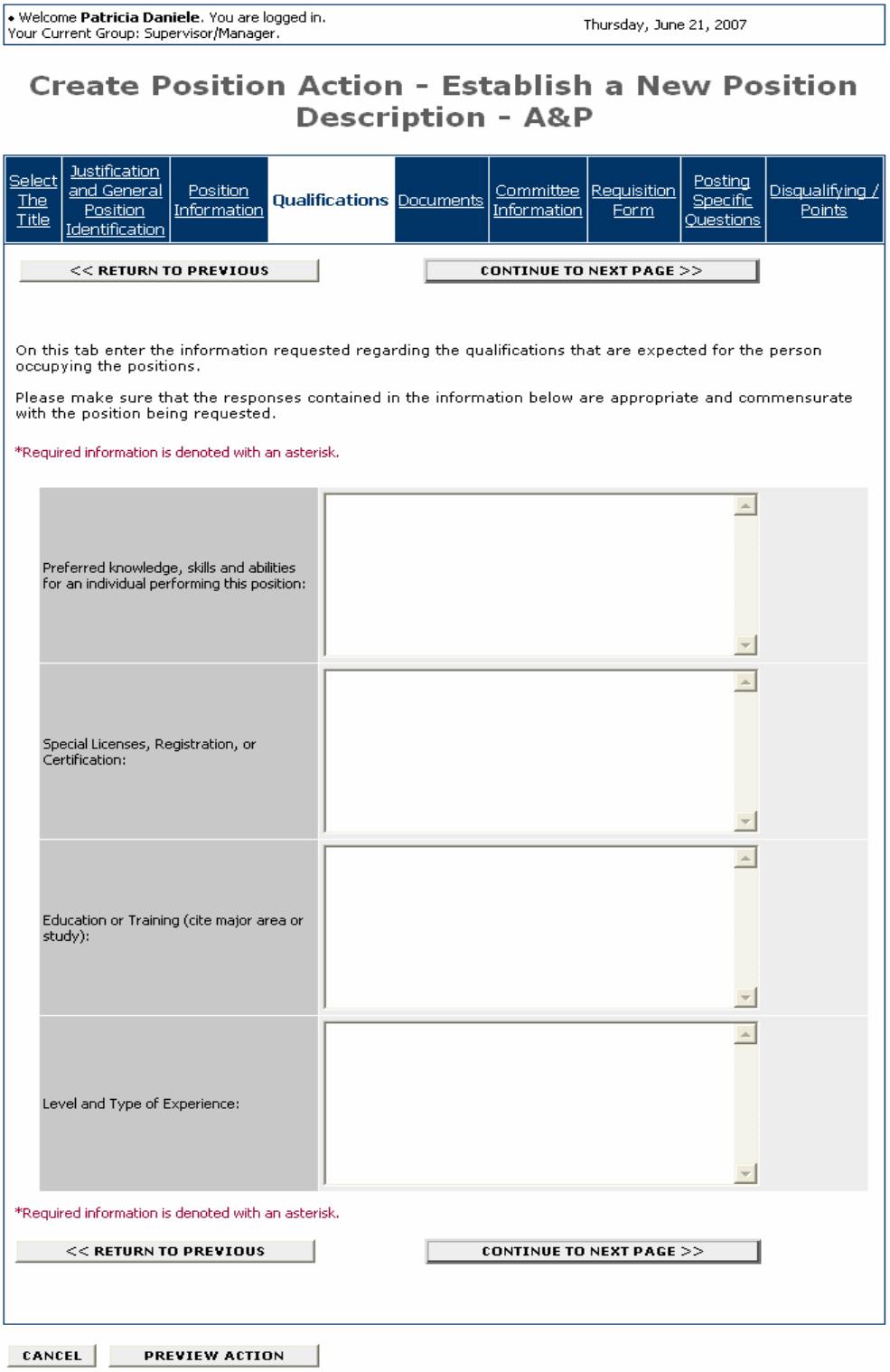


5. Repeat steps 1-4 for each entry you want to add for the position.

6. When you are finished adding entries for the position, click on the **Continue to Next Page** to move to the next tab.

Qualifications

Use the **Qualifications** tab to enter the qualifications that are expected for the person occupying the position.



1. Enter preferred knowledge, skills, and abilities for an individual occupying this position.

2. Enter special licenses, registration, or certification required for this position.

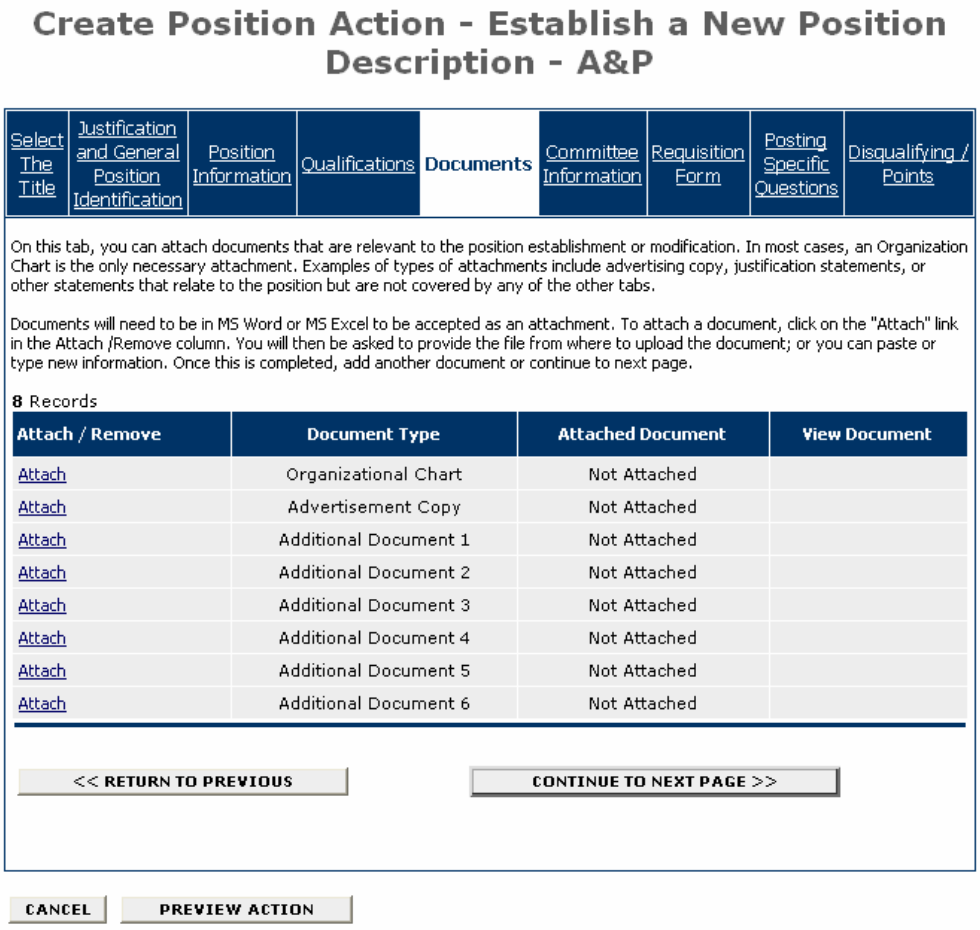
3. Enter education or training required for this position.

4. Enter level and type of experience required for this position.

5. When you have finished entering qualifications, click on the **Continue to Next Page** button to move to the next tab.

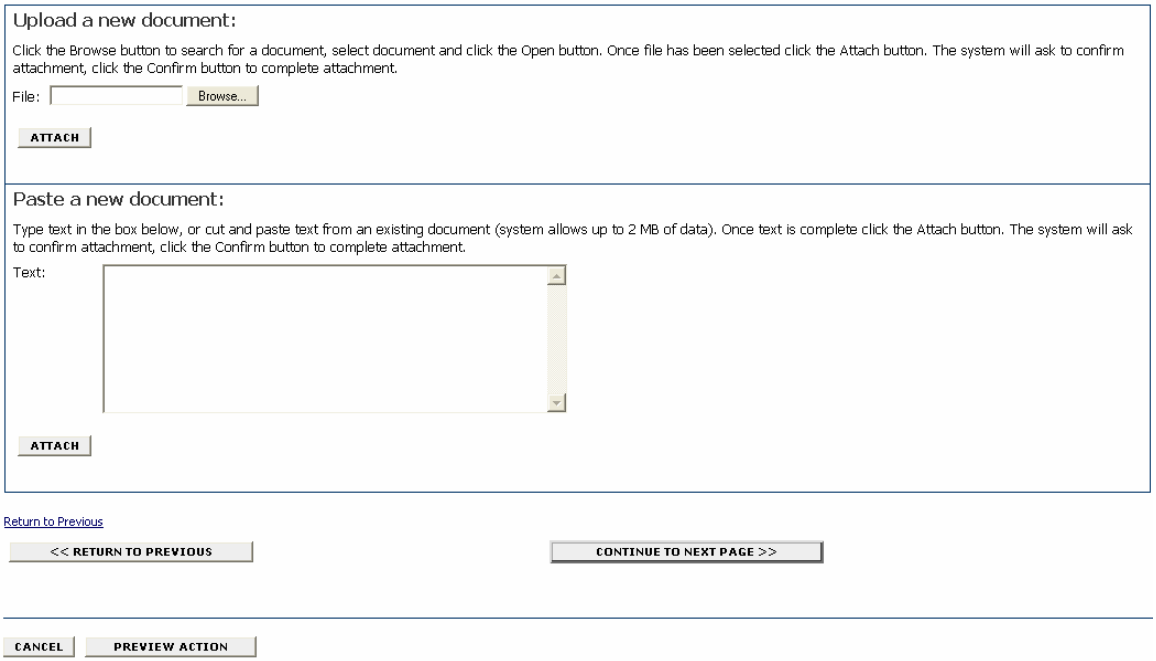
Documents

The **Documents** tab is the where you begin the recruitment process. On this tab, you can attach documents that are relevant to the position establishment or modification. In most cases, an Organization Chart is the only necessary attachment. Examples of types of attachments include advertising copy, justification statements, or other statements that relate to the position but are not covered by any of the other tabs.



1. If you do not want to attach a document, click on the **Continue to Next Page** button to move to the next tab.

2. To attach a document, click on the **Attach** link in the Attach/Remove column.

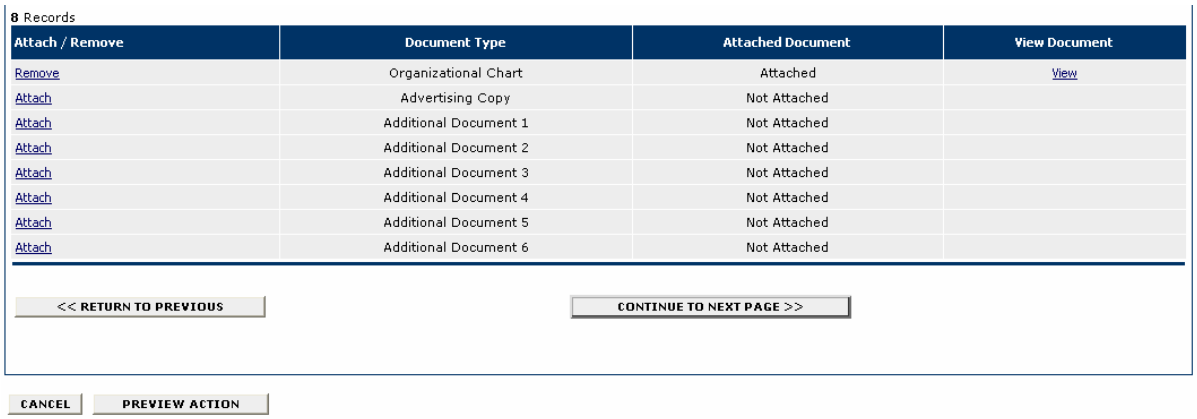


You can either Upload the document (step #3) or Paste a new document (step #4). Only MS Word or MS Excel documents can be uploaded. You may copy and paste and/or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer.

3. Upload the document by entering the file name in the **File** field. (Click on browse if you need to search for the document.) Click on the **Attach** button.

4. To paste a new document, cut and paste and/or type the text into the **Text** field. Click on the **Attach** button.

5. After you click on the Attach button, you will be asked to confirm the attachment. Click on the **Confirm** button to confirm the attachment or on the **Go Back** button if you do not want to attach the document.



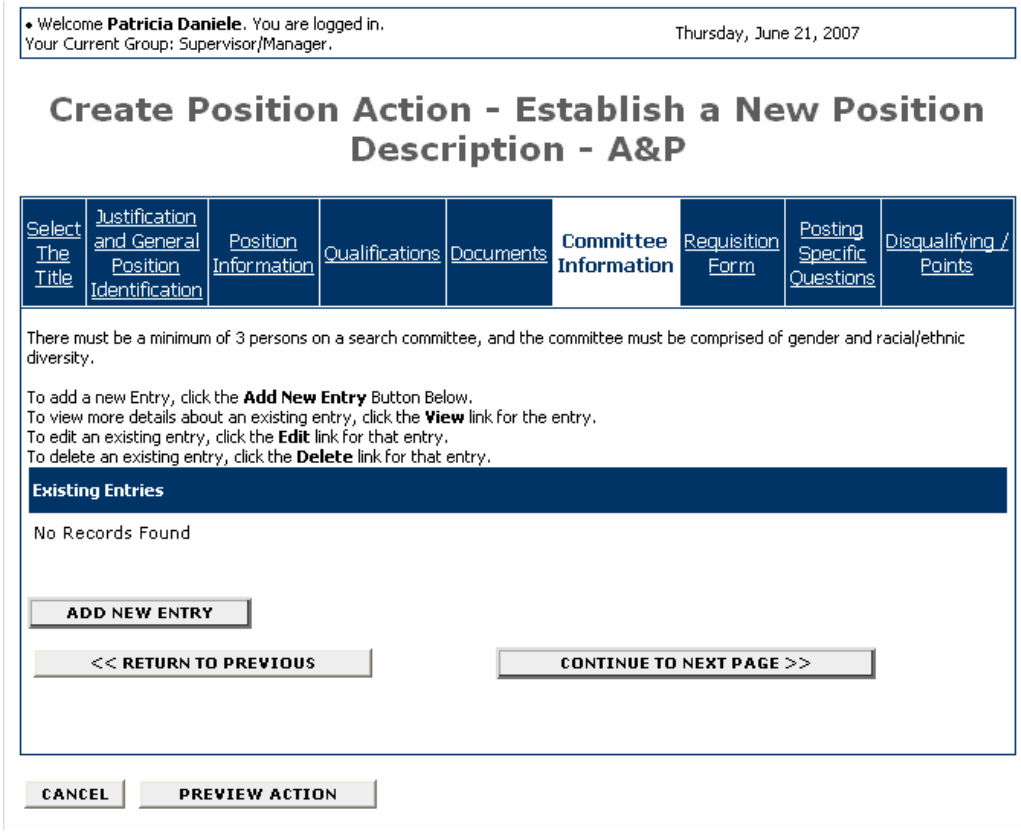
6. You can view the document you attached by clicking on the **View** link, or remove the document by clicking on the **Remove** link.

7. Repeat steps 2-6 for each document you want to attach.

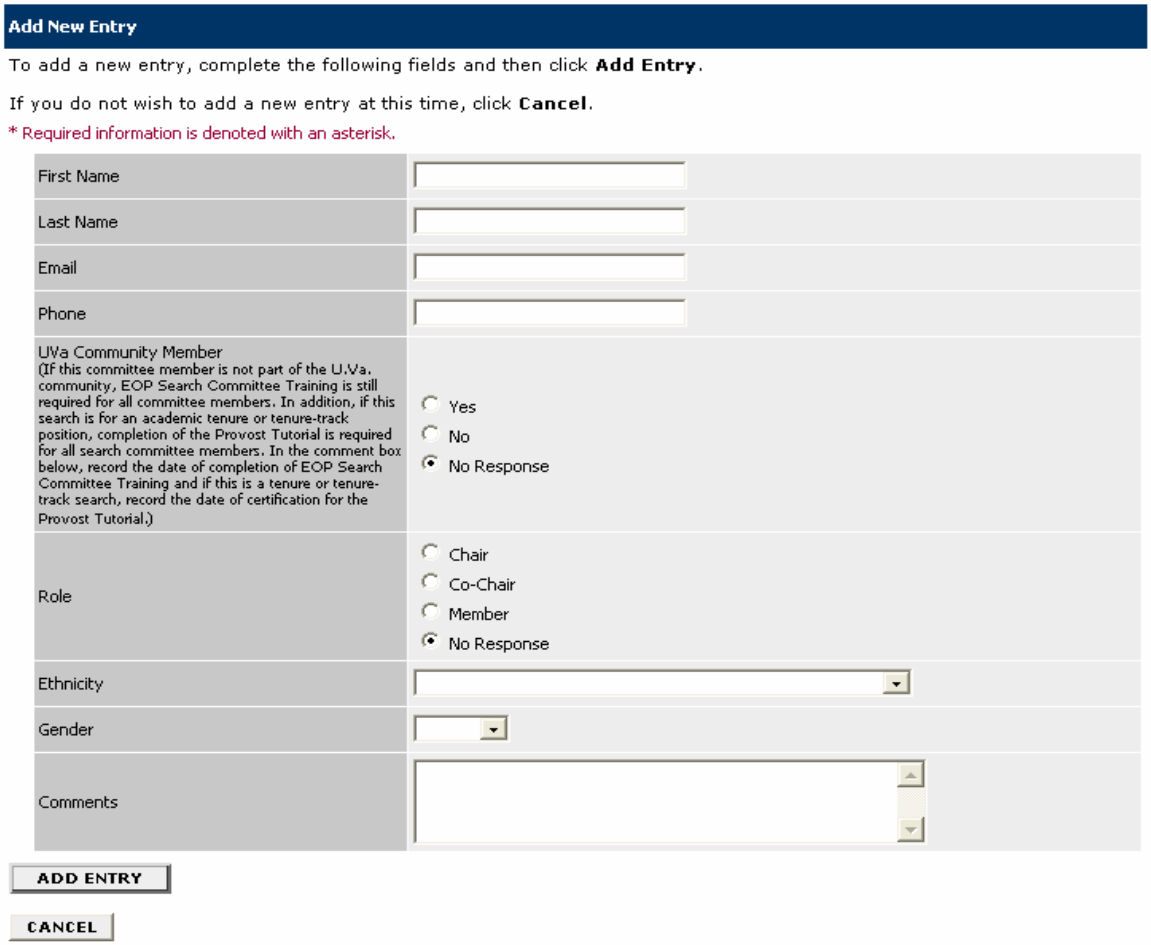
8. When you have finished attaching documents, click on the **Continue to Next Page** button to move to the next tab.

Committee Information

Use the **Committee** tab to establish the search committee. There must be a minimum of 3 persons on a search committee, and the committee must be diverse with regard to gender and race/ethnicity.



1. To add a search committee member, click on the **Add New Entry** button.



2. Complete all fields for the committee member, and click on the **Add Entry** button.

3. Repeat steps 1 and 2 for each committee member.

4. When you are finished you may view details about an existing entry, edit an existing entry, or delete an existing entry by clicking on the **View** link, **Edit** link, or **Delete** link.

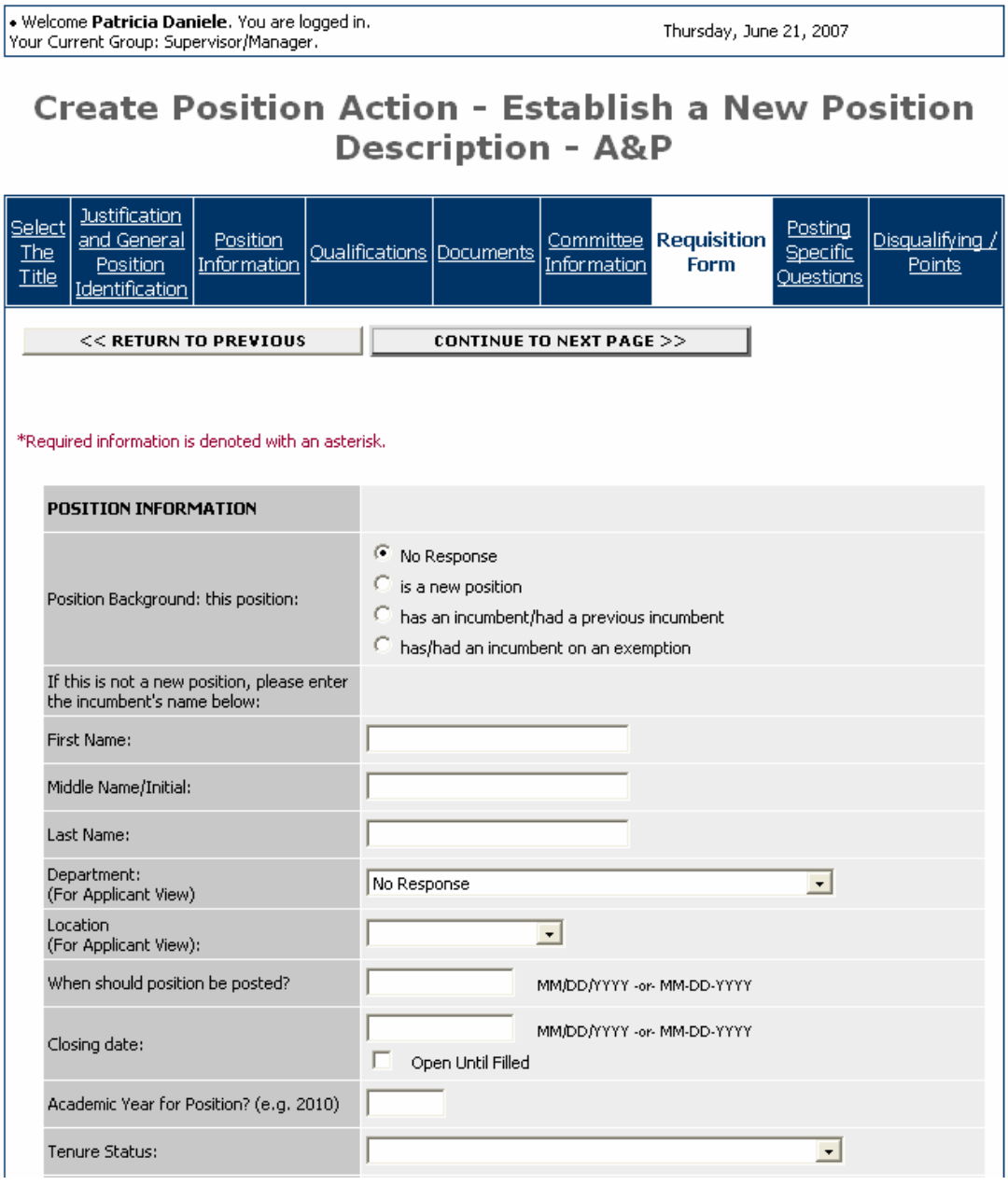
5. When you are finished adding all committee members, click on the **Continue to Next Page** button to move to the next tab.

Requisition Form

The Requisition Form tab is used to submit the position description and create a posting.

The **Requisition Form** includes the following sections:

- Position Information
- Recruiting Documentation
- Committee Information
- Exemption Information
- Candidate Information



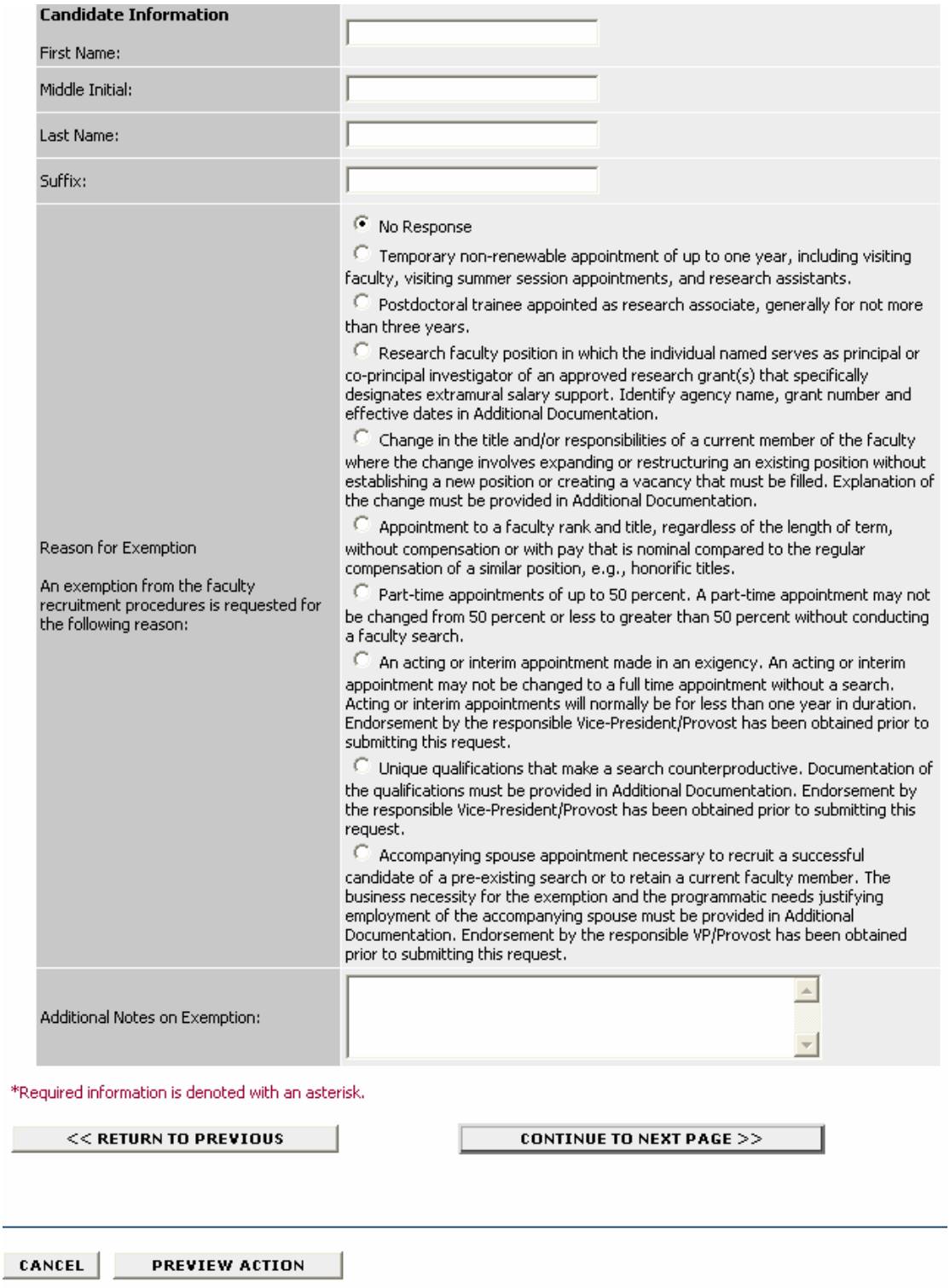
1. Complete the fields in the Position Information section.

RECRUITING DOCUMENTATION	
Screening Criteria: *List all required and any preferred criteria*	
Diversity Recruitment Plan: *List all planned efforts, including advertisements (using journals, publications, newspapers, websites, listservs, direct mailings, etc.) to generate a diverse pool of qualified applicants.*	
Copy of Advertisement: (Place a copy of your advertisement in this section without the EO/AA statement. Place your EO/AA statement in the next box.)	
EO/AA Statement for Your Organization: *You may use the mandatory UVA EO/AA statement or you may develop a broader EO/AA statement for your School/Department to use and submit to EOP for approval.*	The University of Virginia is an Equal Opportunity/Affirmative Action Employer.
Contact Information for Applicants: (Please specify the name, phone number, mail and e-mail address)	
Review Date of Applications by Committee:	MM/DD/YYYY -or- MM-DD-YYYY

2. Complete the fields in the Recruiting Documentation section.

COMMITTEE INFORMATION Complete the Committee Information Tab:	
Required applicant documents:	☐ CV / Resume ☐ Cover Letter ☐ Reference(s) ☐ Statement of Teaching Philosophy (Faculty Only)
Optional applicant documents:	☑ CV / Resume ☑ Cover Letter ☐ Reference(s) ☐ Statement of Teaching Philosophy (Faculty Only)
EXEMPTION INFORMATION	
Start Date for Exemption:	MM/DD/YYYY -or- MM-DD-YYYY
End Date for Exemption:	MM/DD/YYYY -or- MM-DD-YYYY

3. Complete the fields in the Committee Information and Exemption Information sections.

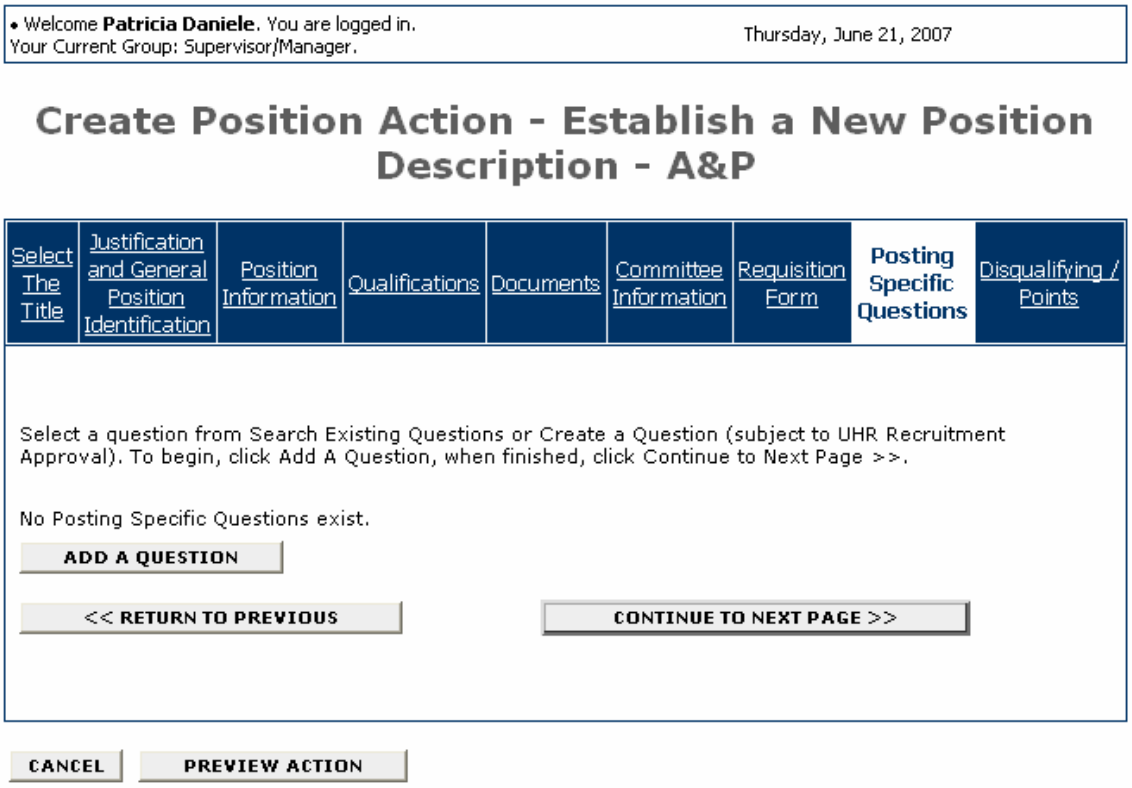


4. Complete the fields in the Candidate Information section.

5. When you are finished completing the Requisition Form, click on the **Continue to Next Page** button to move to the next tab.

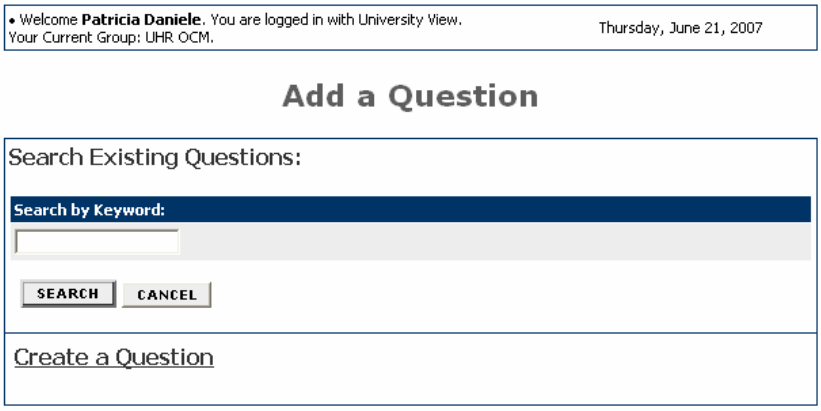
Posting Specific Questions

Use the **Posting Specific Questions** tab to enter Questions that applicants need to answer when applying for the position.



1. If you are not adding any questions, click on the **Continue to Next Page** button.

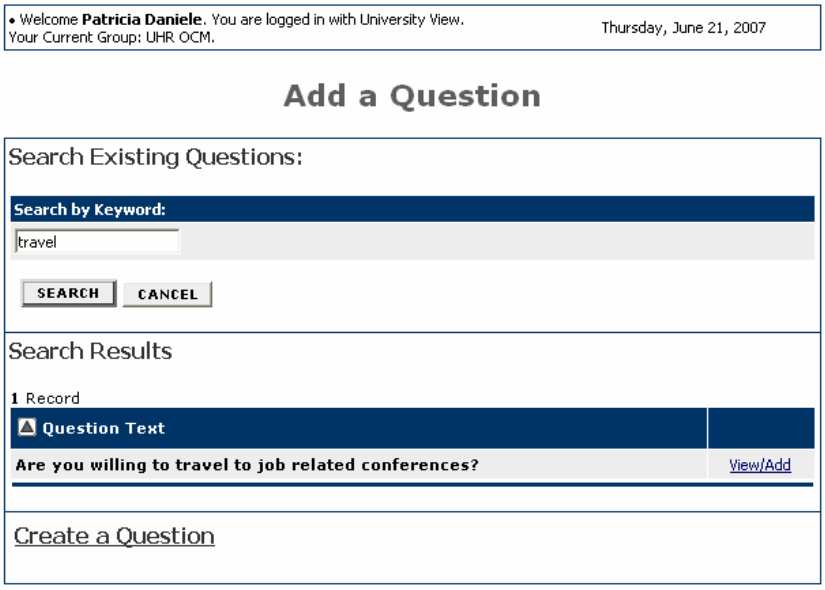
2. To add a question, click on the **Add a Question** button.



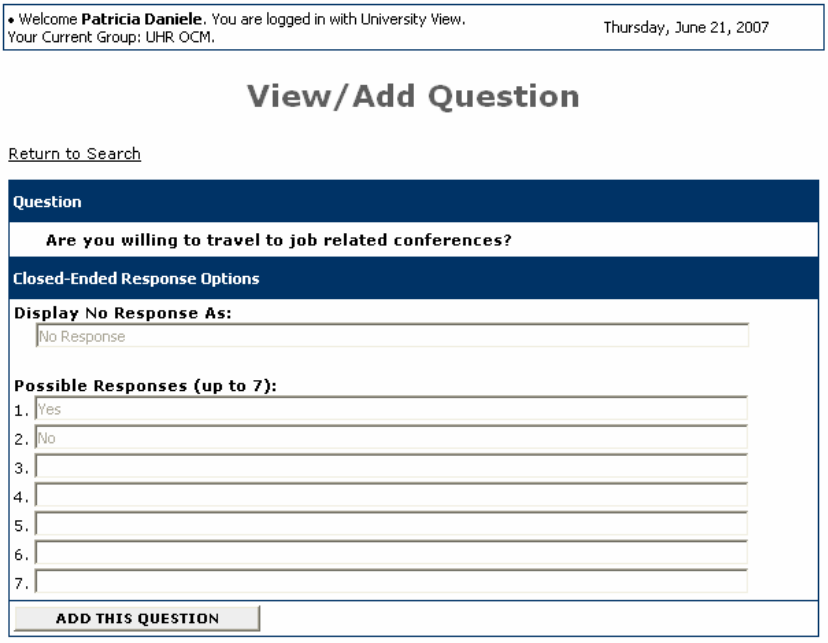
You can either select a question from Search Existing Questions or Create a Question. If you create a question, it is subject to UHR Recruitment Approval. (See Create a Question section below for example.)

Search Existing Questions

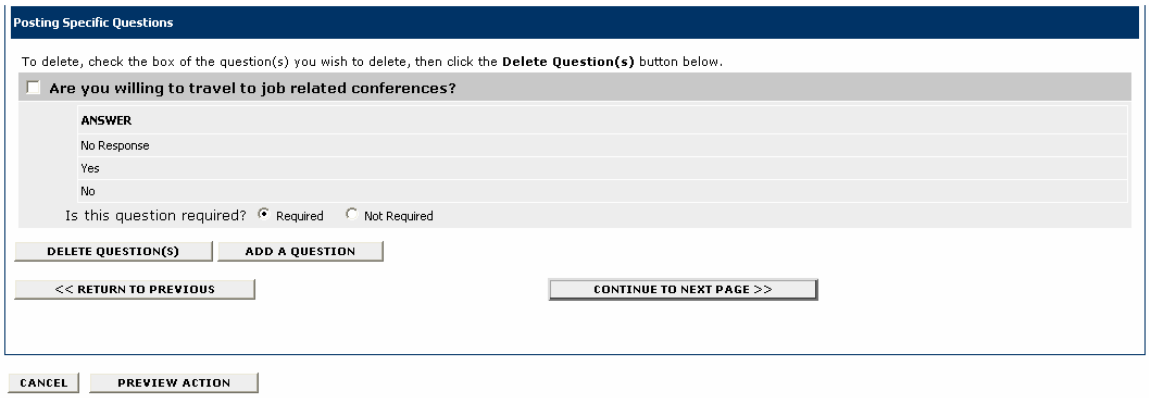
3. To select a question from Search Existing Questions, enter a keyword into the search field and click on the **Search** button.



4. Click on the **View/Add** link to view the question.



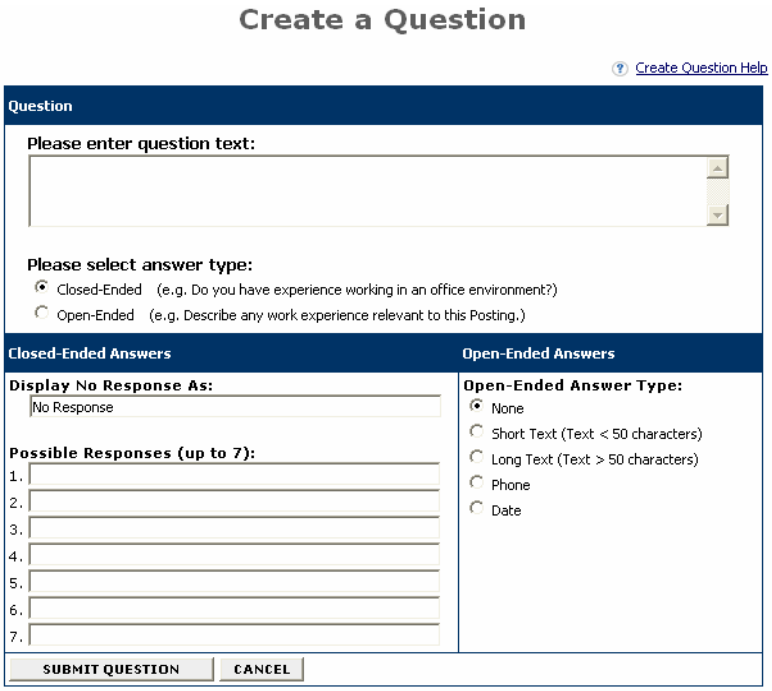
5. Click on the **Add This Question** button.



6. Select whether the question is Required or Not Required, and click on the **Add A Question** button to add another question.

Create a Question

8. If you select create a question, enter the text for the question, select the answer type (open-ended or close-ended) and possible responses as shown on the following screen:

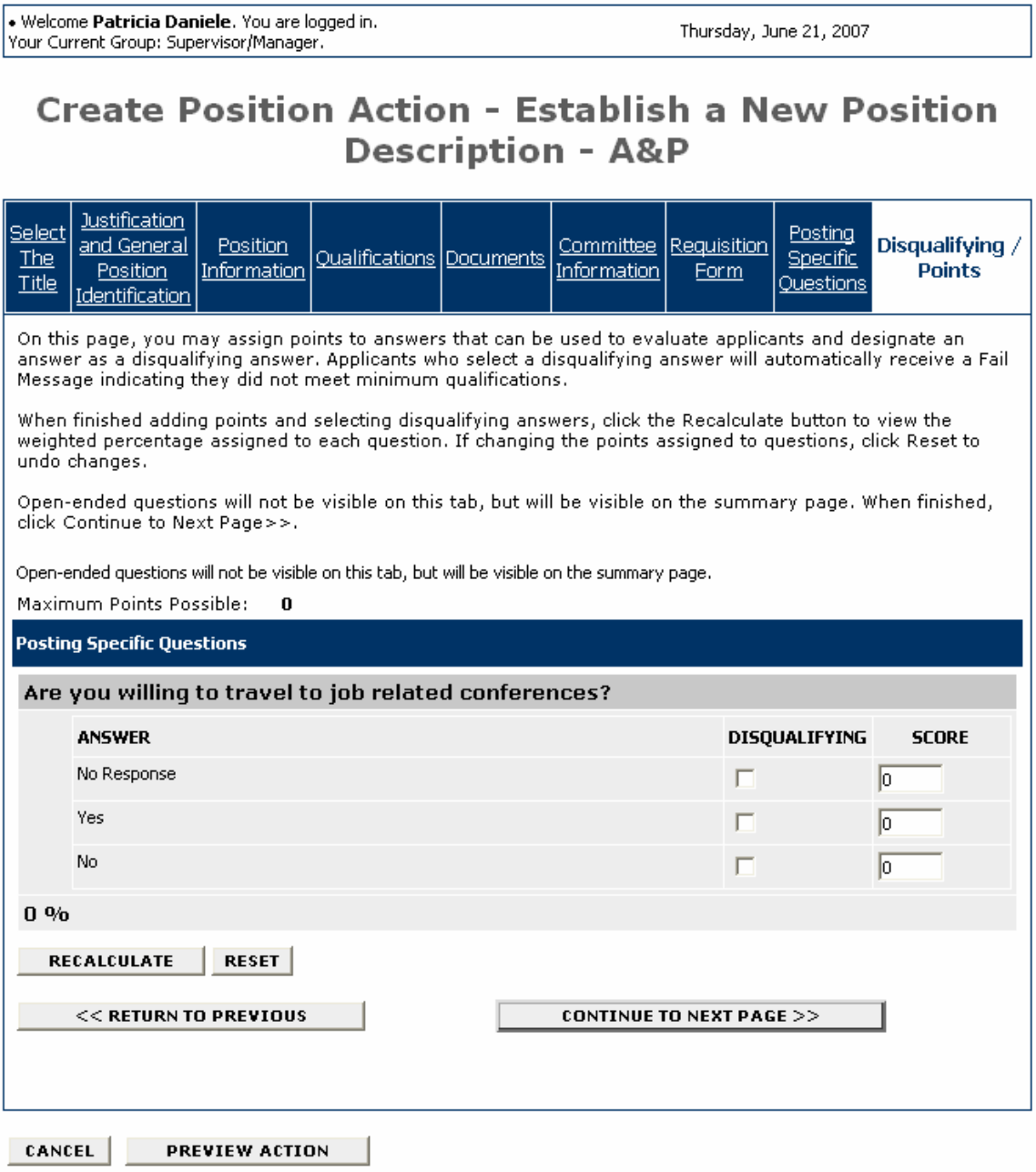


9. Click on the **Submit Question** button to add the question.

10. When you are finished adding questions, click on the **Continue to Next Page** button to move to the next tab.

Disqualifying/Points

Use the **Disqualifying/Points** to assign points to answers that can be used to evaluate applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will automatically receive a message indicating they did not meet minimum qualifications for the job.



You will see the questions that you added on the previous tab, except for open-ended questions. Open-ended questions are not visible on this tab, but will be visible on the summary page.

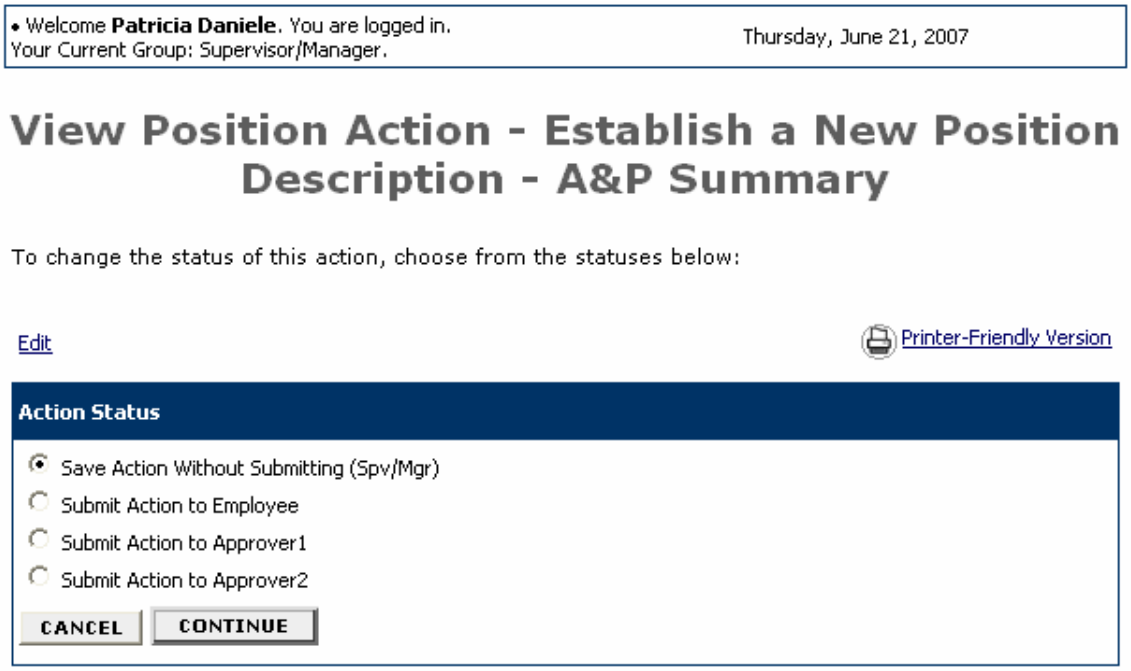
1. Select the disqualifying answers to each question.

2. In the score field, enter the weighted percentage to assign to each question.

3. When you are finished adding points and selecting disqualifying answers, click on the **Recalculate** button to view the weighted percentage assigned to each question. If you need to change the points assigned to a question, click on the **Reset** button to undo changes.

4. When you are finished, click on the **Continue to Next Page** button to proceed to the summary screen.

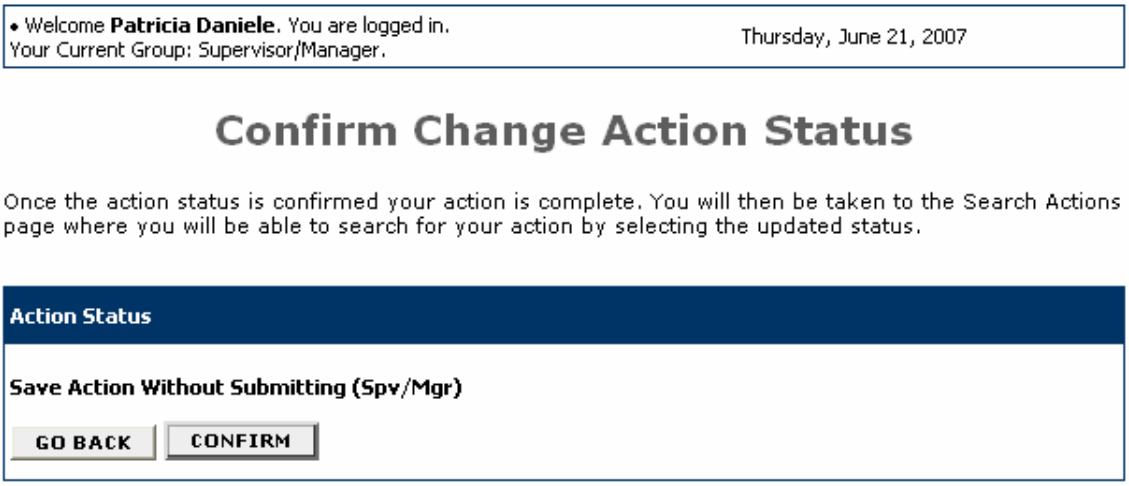
Summary/Confirm Position Action



1. You will be able to review the information entered in each tab. If you need to edit any information, click on the **Edit** link, and then click directly on the tab that contains the information you need to edit.

2. Select the Action, either saving without submitting, or submit the action as appropriate.

3. Click on the **Continue** button.



4. Click on the **Confirm** button. **The details of your position description are NOT SAVED until you complete this step.**

• Welcome **Patricia Daniele**. You are logged in.
Your Current Group: Supervisor/Manager.

Thursday, June 21, 2007

Search Actions

✓ The status of Action has successfully been changed to **Action Saved Not Submitted (Spv/Mgr)**.

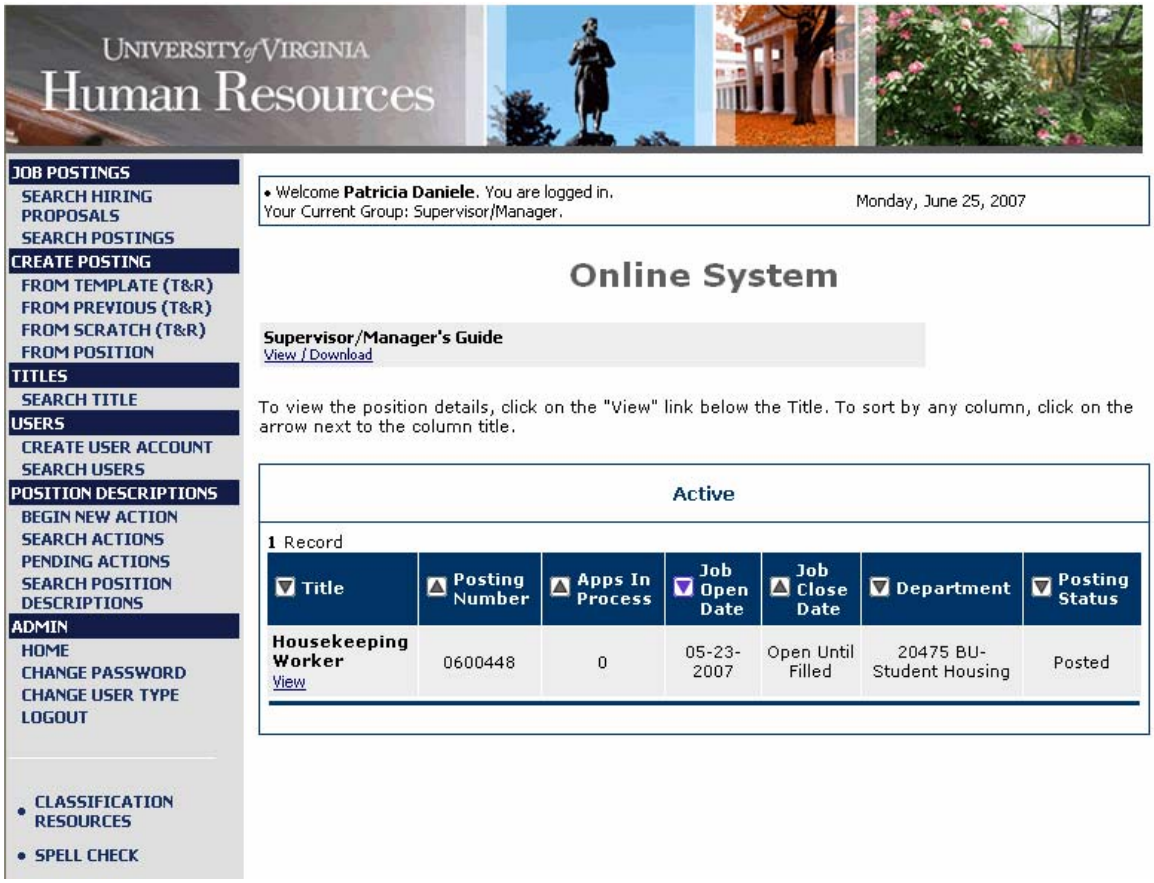
Search Actions

Organization	Any	Position Number	
Employee Number:		Title:	
Status	Check All Clear All ☐ Action Saved Not Submitted (Employee) ☑ Action Saved Not Submitted (Spv/Mgr) ☐ Action Saved Not Submitted (Approver) ☐ Action Submitted to Employee ☑ Action Submitted to Supervisor/Manager ☐ Action Submitted to Approver1 ☐ Action Submitted to Approver2 ☐ Action Submitted to Provost ☐ Action Submitted to UHR OCM ☐ Pending Further Review ☐ Action Submitted to EOP ☐ Action Submitted to UHR Recruitment ☐ Action Submitted for Department Approval ☐ Action Submitted for Department Completion ☐ Action Cancelled (Final) ☐ Filled (Temp Order Request) ☐ Approved (New A&P/Research Staff Position Description) ☐ Approved (New Staff Position Description) ☐ Approved for Posting (New Staff Position Description) ☐ Approved for Posting (New A&P/Research Staff Position Description) ☐ Approved (Staff Position Description Modified) ☐ Approved (A&P/Research Staff Position Description Modified) ☐ Approved for Posting (Staff Position Description Modified) ☐ Approved for Posting (A&P/Research Staff Position Description Modified) ☐ Approved (User or Employee Changed) ☐ Position Description Inactivated	Action Type:	Check All Clear All ☑ Position Action - Establish a New Position Description - A&P ☑ Position Action - Establish a New Position Description - Professional Research Staff ☑ Position Action - Establish a New Position Description - Staff ☑ Position Action - Inactivate Position Description ☑ Position Action - Modify an Existing Position - A&P ☑ Position Action - Modify an Existing Position - Professional Research Staff ☑ Position Action - Modify an Existing Position - Staff ☑ Position Action - Update User or Employee Information on Position Description ☑ Temporary Staff Order Request
Employee Last Name:			

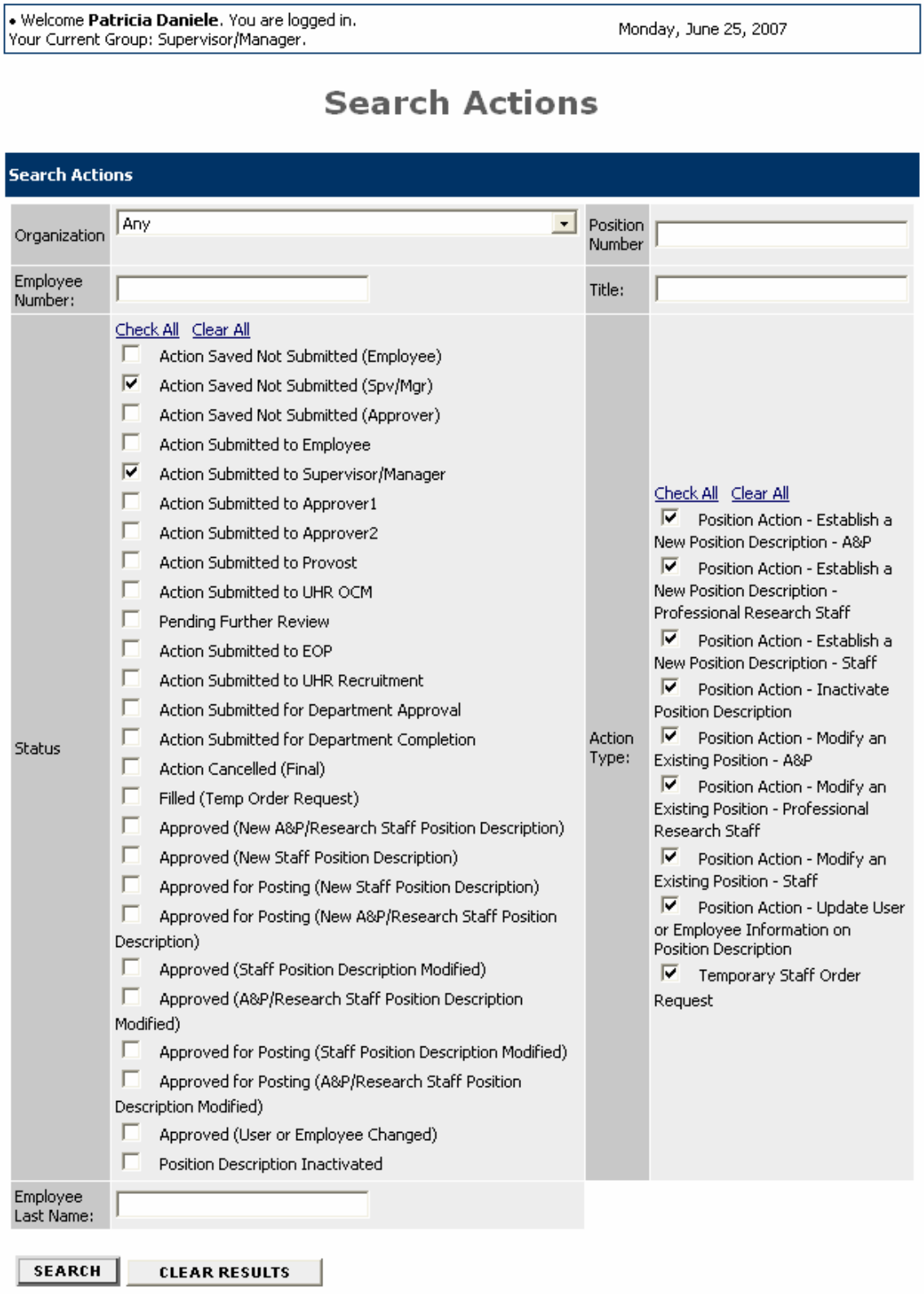
SEARCH CLEAR RESULTS

Search Actions

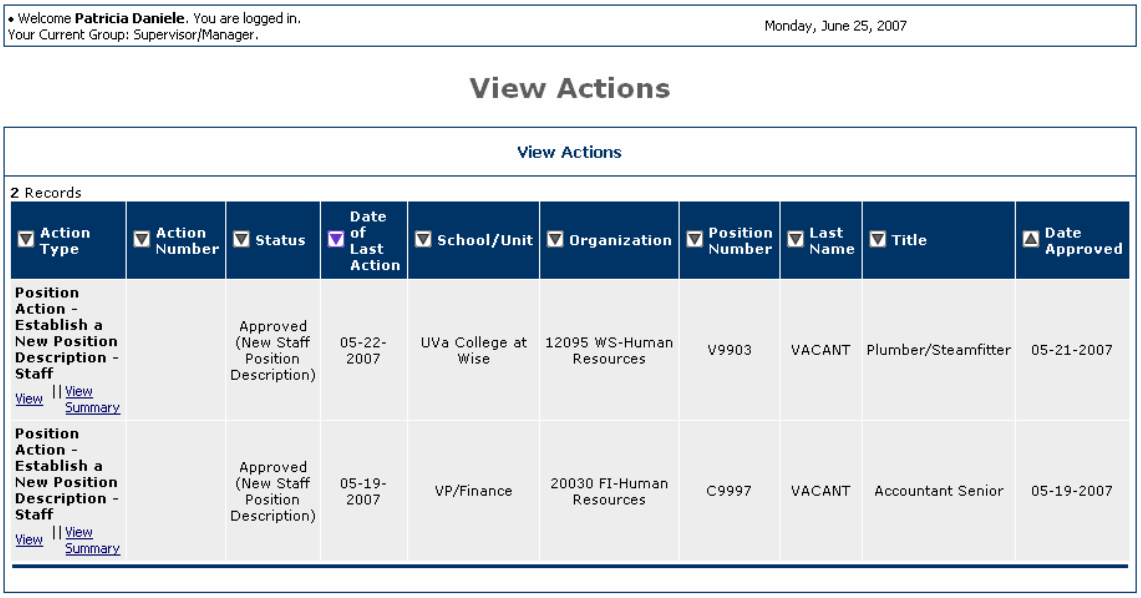
Use the **Search Actions** feature when you want to know the status of a position description you created.



1. Click on **Search Actions** from the Position Descriptions menu.



2. Enter your search criteria.
3. Click on the **Search** button.

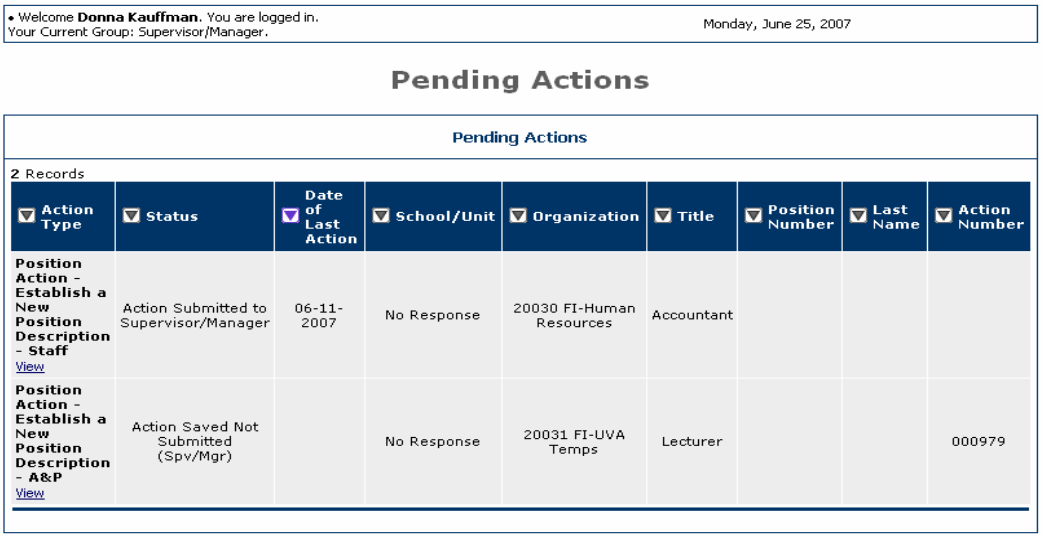


4. Click on the **View** or **View Summary** link to view the Position Description. At the bottom of the Position Description you will see an **Action History** box which will show you where the position description is in the approval process.

Pending Actions

Pending Actions are those actions that you must approve or complete. For example, if you have saved your action, but not submitted it, it will be stored in **Pending Actions**.

1. To view Pending Actions, click on **Pending Actions** from the Position Description menu.



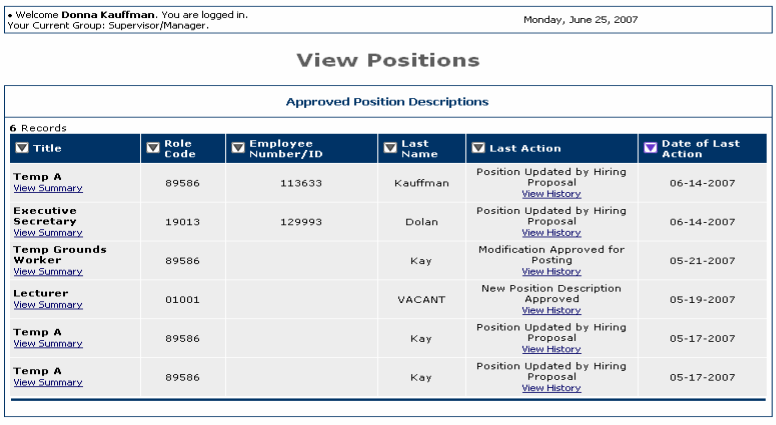
2. You will see only **your** pending actions. To view a summary of the action, click on the **View** link.

Search Position Descriptions

You can search for any position description entered into Jobs@UVa.

1. To search existing Position Descriptions, click on **Search Position Descriptions** from the Position Description menu.

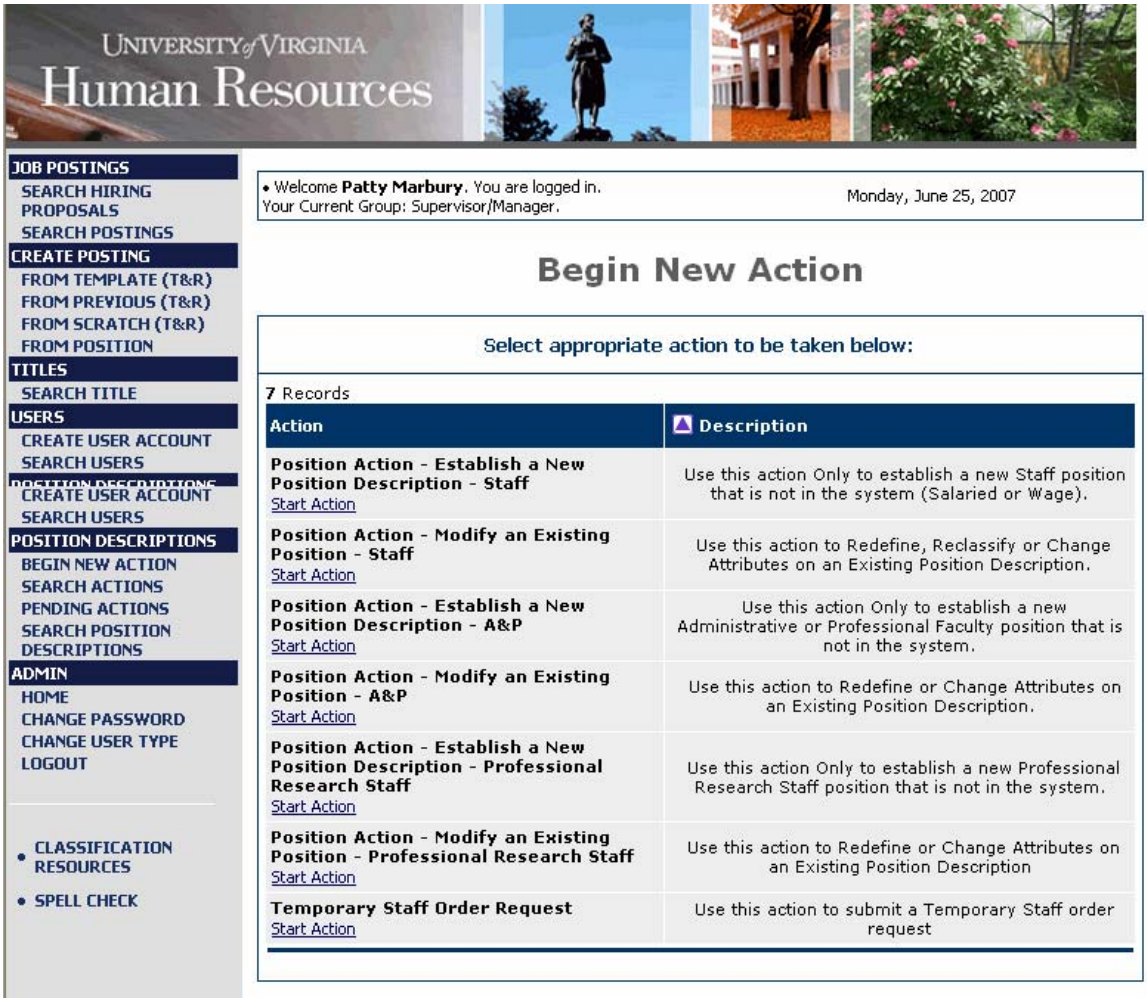
2. Enter your search criteria, clicking on **Check All** for the status if you are unsure of the status of the position description.



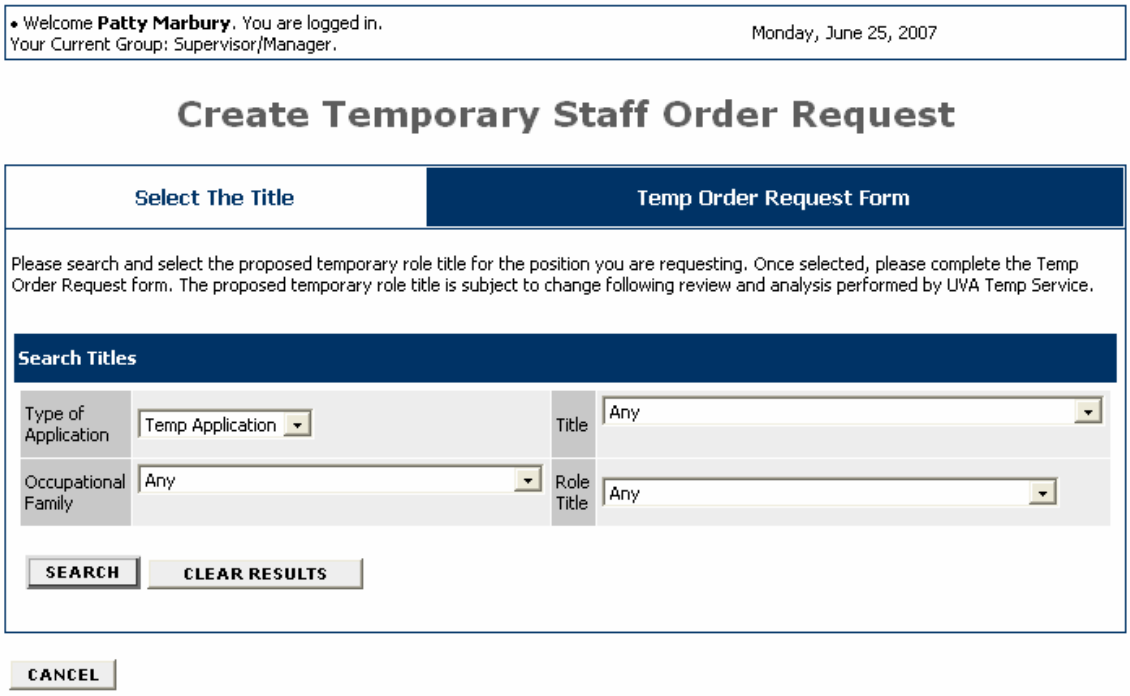
3. You can view the summary or the history of the position description by clicking on the **View Summary** or **View History** link.

TEMPORARY STAFF ORDER REQUEST

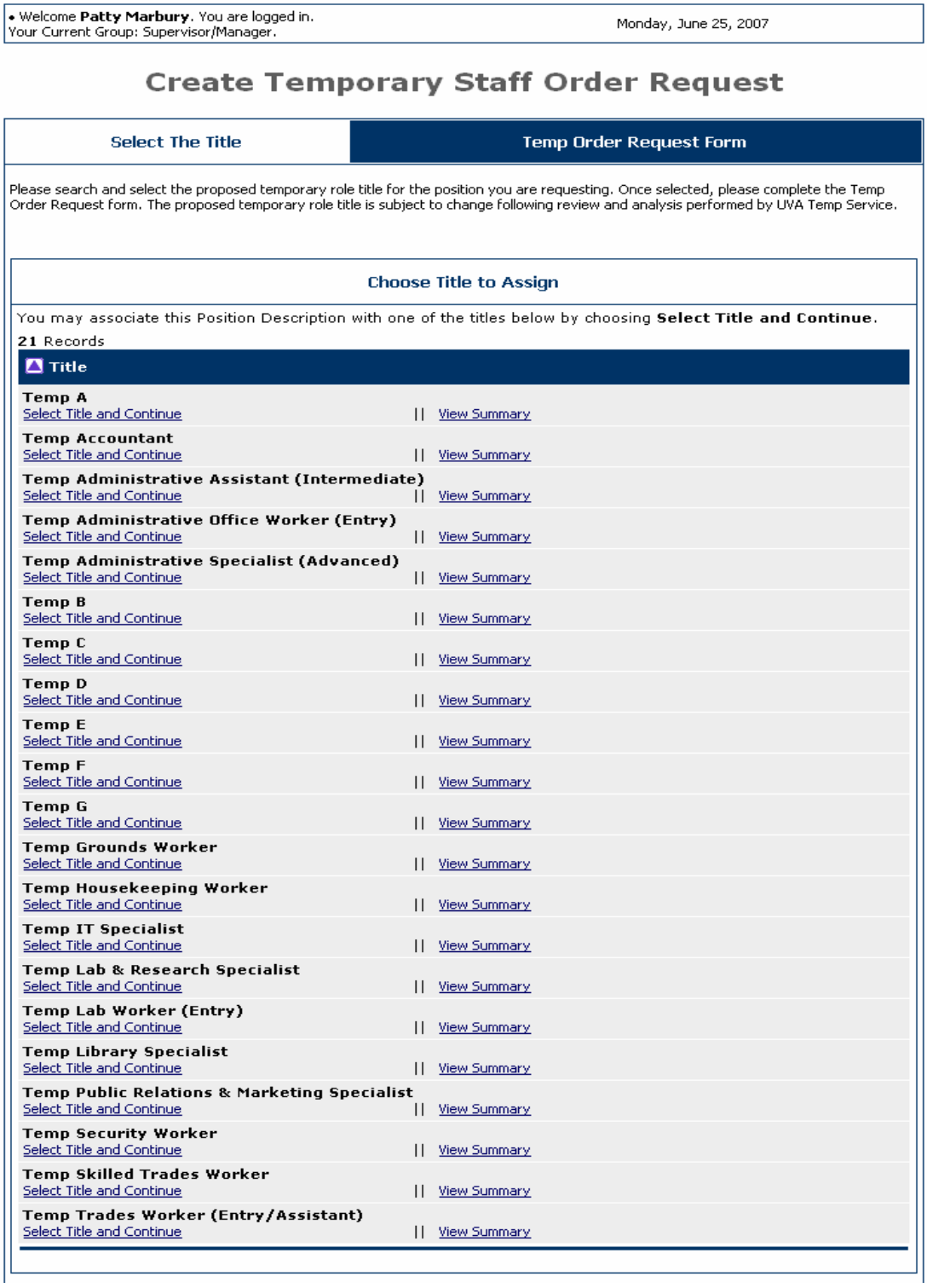
1. To Begin your Temporary Staff Order Request, click on **Begin New Action** on the Position Descriptions menu.



2. Click on the **Start Action** link under Temporary Staff Order Request.



2. Select the proposed temporary role title for the position you are requesting, using the lists in the Search Titles form, and click on the **Search** button.



3. Once you search for a title for the position you will complete the Temp Order Request form. Click on the **Select Title and Continue** button for the position.

4. Review the summary of the title you selected and click on the **Continue to Next Page** button.

• Welcome **Patty Marbury**. You are logged in.
Your Current Group: Supervisor/Manager.

Monday, June 25, 2007

Create Temporary Staff Order Request

Select The Title | **Temp Order Request Form**

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

Enter the information below to assist the UVA Temp Office in filling your Temp Order request.

*Required information is denoted with an asterisk.

* Organization (Position Organization):	Not Assigned
Title:	Temp Accountant
* Please select Organization Users (including yourself) authorized to access and/or receive applicable email notifications related to this action.	Not Selected: Daniele, Pat; Daniele, Pat; Daniele, Patricia; Deane, Deborah; Frampton, Marcia; Helmuth, Gary; Henry, Barbara; Kauffman, Donna — > < >> << — Selected: No Response
Supervisor Name:	
Supervisor E-mail:	
Supervisor Phone Number: *(format: xxx-xxx-xxxx)*	
Contact Name:	
Contact Telephone Number: *(format: xxx-xxx-xxxx)*	
Requested Begin Date:	MM/DD/YYYY -or- MM-DD-YYYY
Requested End Date: (leave blank if the end date of the assignment is unknown)	MM/DD/YYYY -or- MM-DD-YYYY
Working Hours: (Begin Time) (format: xx:xx am or pm; or flexible)	
Working Hours: (End Time) (format: xx:xx am or pm; or flexible)	
Number of UVA Temps Requested:	
Physical Location of Assignment:	
Parking Arrangements for Assignment:	
PTAO (for background check):	
PTAO (for sources of funding and percentage):	
Skills/Duties needed for this position:	
Supervisor/Manager Comments:	
Approver 1 Comments:	
Approver 2 Comments:	
UHR Recruitment Comments:	

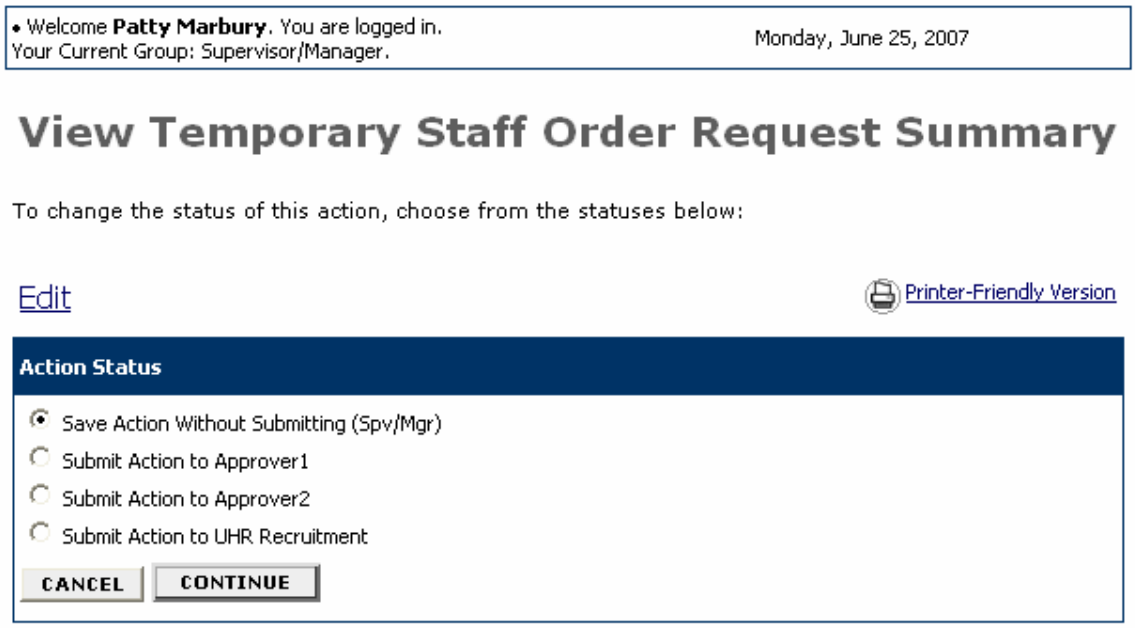
*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

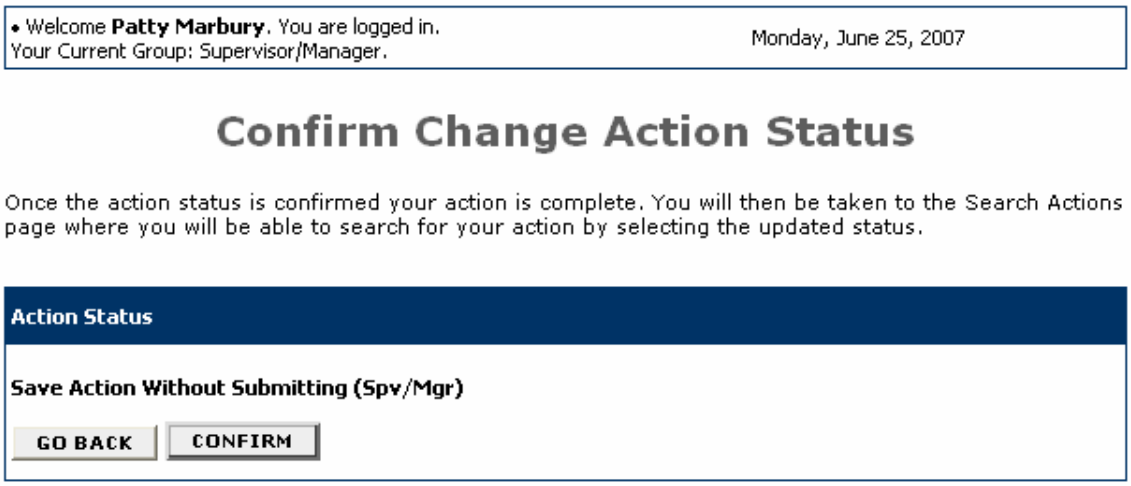
CANCEL | PREVIEW ACTION

5. Enter the information on the Temporary Staff Order Request Form to assist the UVA Temp Office in filling your Temp Order request.

6. Click on the **Continue to Next Page** button.



7. Review the information on the Temporary Staff Order Request and select the action you want to perform. Click on the **Continue** button.



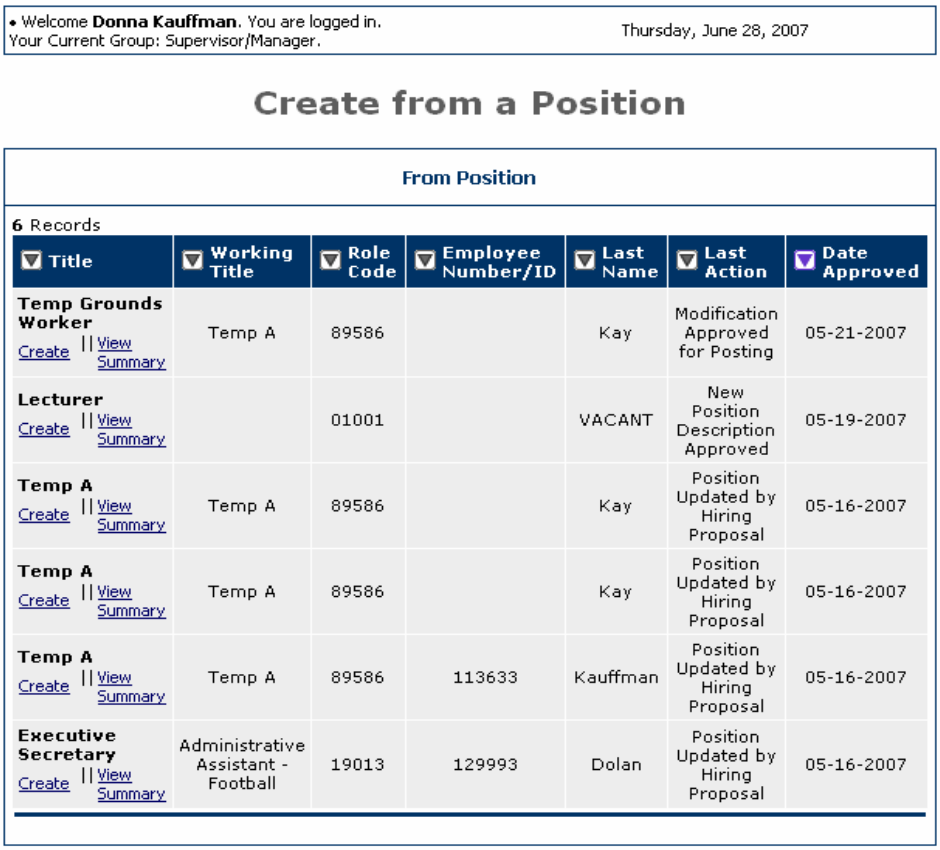
8. Click on the **Confirm** button to confirm the action.

Create Posting from Position

Use Create Posting from Position when you have no changes to an existing position, or if you established a position description and saved it, but did not create the posting.

1. Click on **From Position** on the Create Posting menu.

2. Enter your search criteria and click on the **Search** button.



You will see all positions that matched your search criteria.

3. Click on the **View Summary** link to view the position information or the **Create** link if you want to create a positing from a position.

The Create Posting screen has the following tabs:

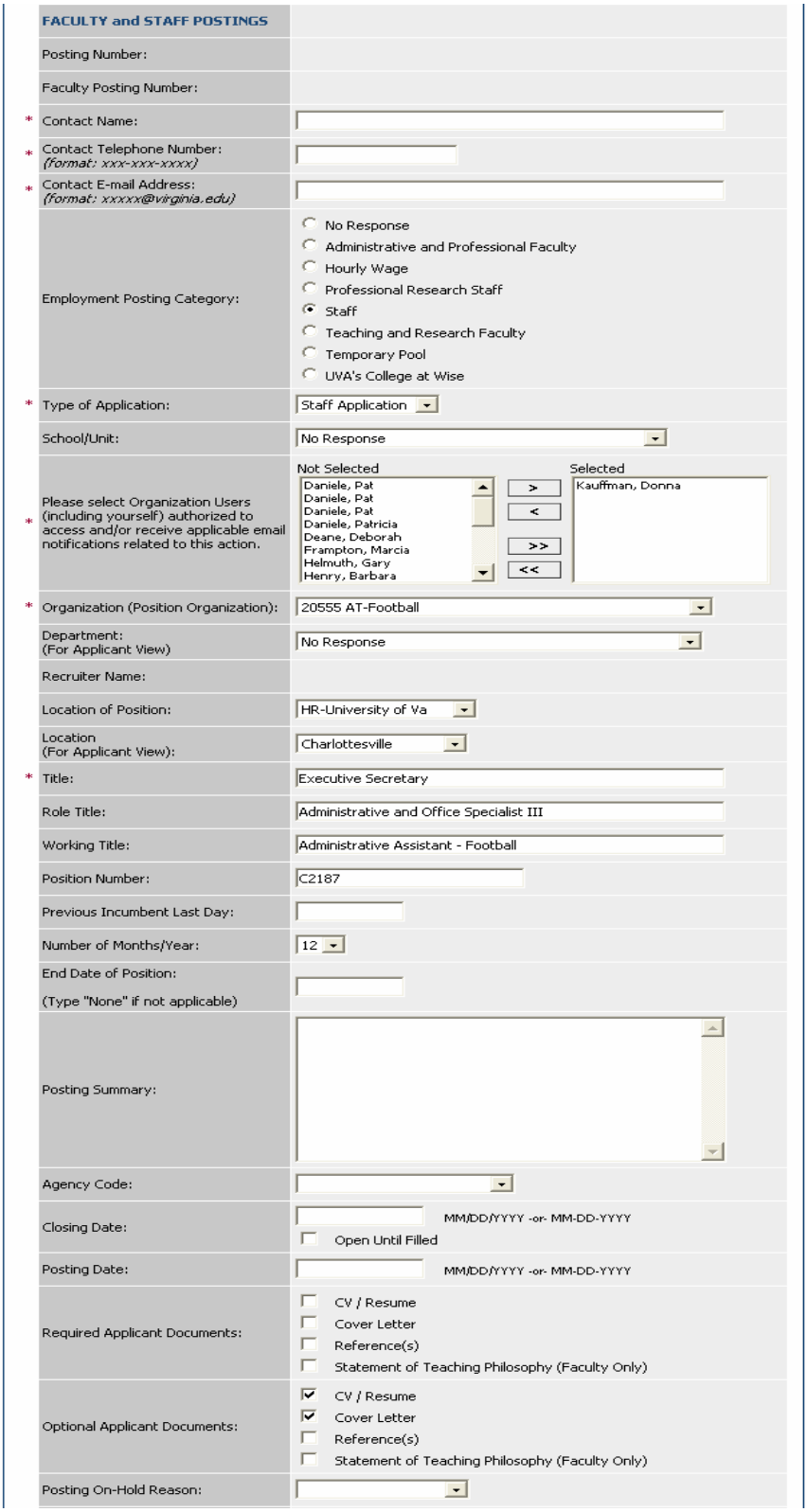
- Posting Details
- Committee Information
- Posting Specific Questions
- Disqualifying/Points
- Guest User
- Comments

Posting Details

For the Posting Details tab, you will complete the following sections as applicable depending on if the posting is for a faculty or staff position:

- Faculty and Staff Postings
- Faculty Posting
- Faculty Recruiting Documentation
- Staff Posting
- Staff Qualifications
- Employment Information

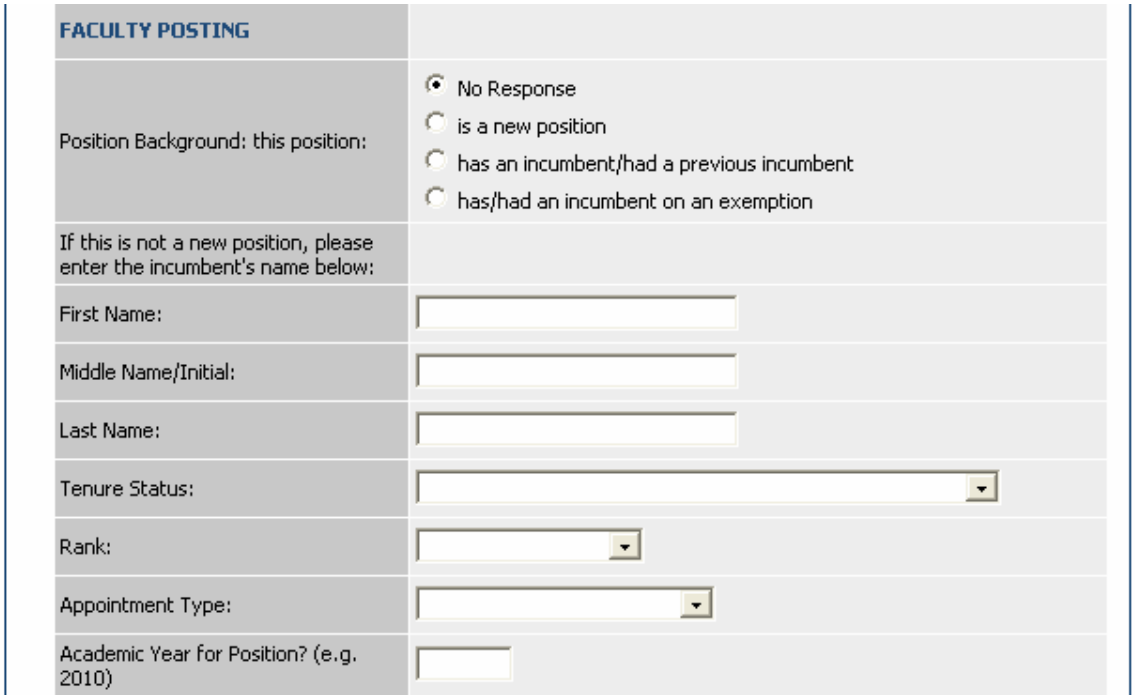
Faculty and Staff Postings



FACULTY and STAFF POSTINGS	
Posting Number:	
Faculty Posting Number:	
* Contact Name:	
* Contact Telephone Number: *(format: xxx-xxx-xxxx)*	
* Contact E-mail Address: *(format: xxxxx@virginia.edu)*	
Employment Posting Category:	○ No Response ○ Administrative and Professional Faculty ○ Hourly Wage ○ Professional Research Staff ◉ Staff ○ Teaching and Research Faculty ○ Temporary Pool ○ UVA's College at Wise
* Type of Application:	Staff Application
School/Unit:	No Response
* Please select Organization Users (including yourself) authorized to access and/or receive applicable email notifications related to this action.	Not Selected: Daniele, Pat; Daniele, Pat; Daniele, Pat; Daniele, Patricia; Deane, Deborah; Frampton, Marcia; Helmuth, Gary; Henry, Barbara — Selected: Kauffman, Donna
* Organization (Position Organization):	20555 AT-Football
Department: (For Applicant View)	No Response
Recruiter Name:	
Location of Position:	HR-University of Va
Location (For Applicant View):	Charlottesville
* Title:	Executive Secretary
Role Title:	Administrative and Office Specialist III
Working Title:	Administrative Assistant - Football
Position Number:	C2187
Previous Incumbent Last Day:	
Number of Months/Year:	12
End Date of Position: (Type "None" if not applicable)	
Posting Summary:	
Agency Code:	
Closing Date:	MM/DD/YYYY -or- MM-DD-YYYY ☐ Open Until Filled
Posting Date:	MM/DD/YYYY -or- MM-DD-YYYY
Required Applicant Documents:	☐ CV / Resume ☐ Cover Letter ☐ Reference(s) ☐ Statement of Teaching Philosophy (Faculty Only)
Optional Applicant Documents:	☑ CV / Resume ☑ Cover Letter ☐ Reference(s) ☐ Statement of Teaching Philosophy (Faculty Only)
Posting On-Hold Reason:	

4. Enter the general posting information in the **Faculty and Staff Postings** section.

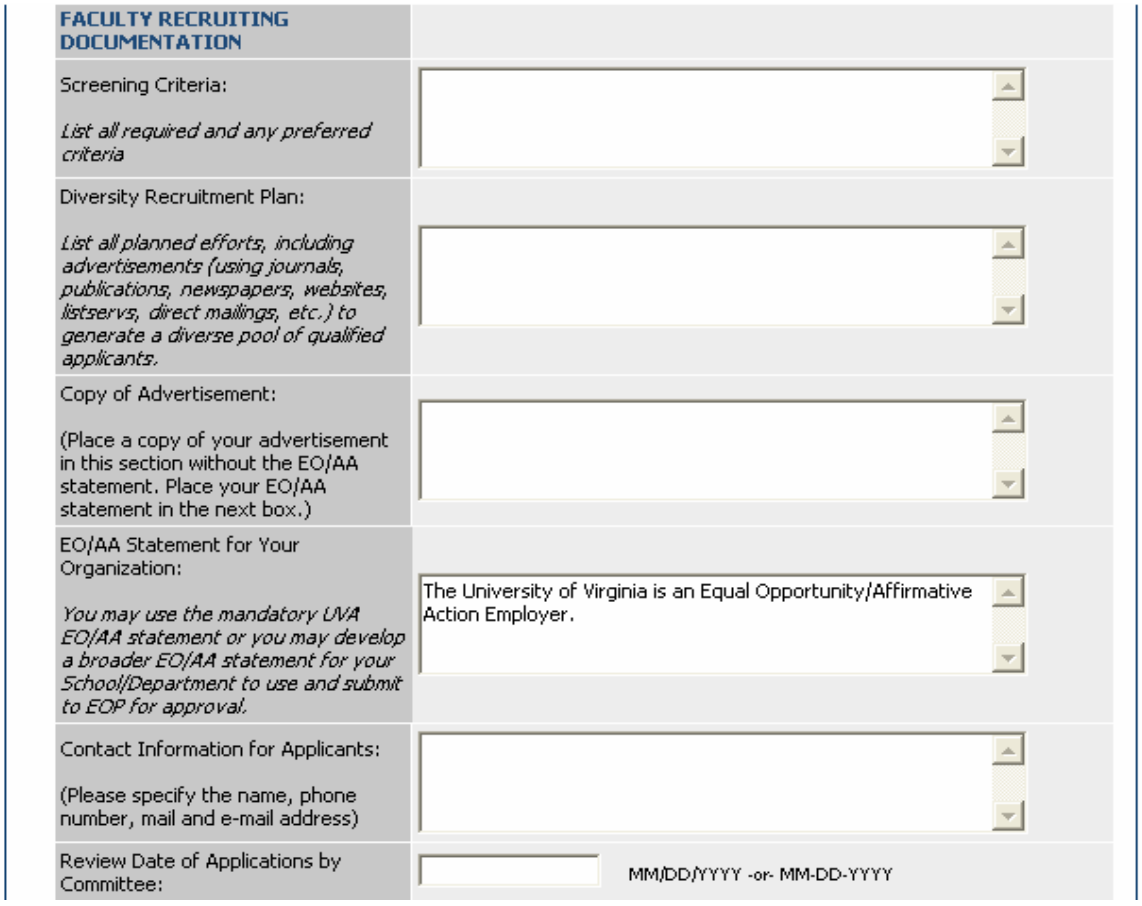
Faculty Posting



FACULTY POSTING	
Position Background: this position:	◉ No Response ○ is a new position ○ has an incumbent/had a previous incumbent ○ has/had an incumbent on an exemption
If this is not a new position, please enter the incumbent's name below:	
First Name:	
Middle Name/Initial:	
Last Name:	
Tenure Status:	
Rank:	
Appointment Type:	
Academic Year for Position? (e.g. 2010)	

5. Enter the information in the **Faculty Posting** section as applicable, if this is a posting for a Faculty position.

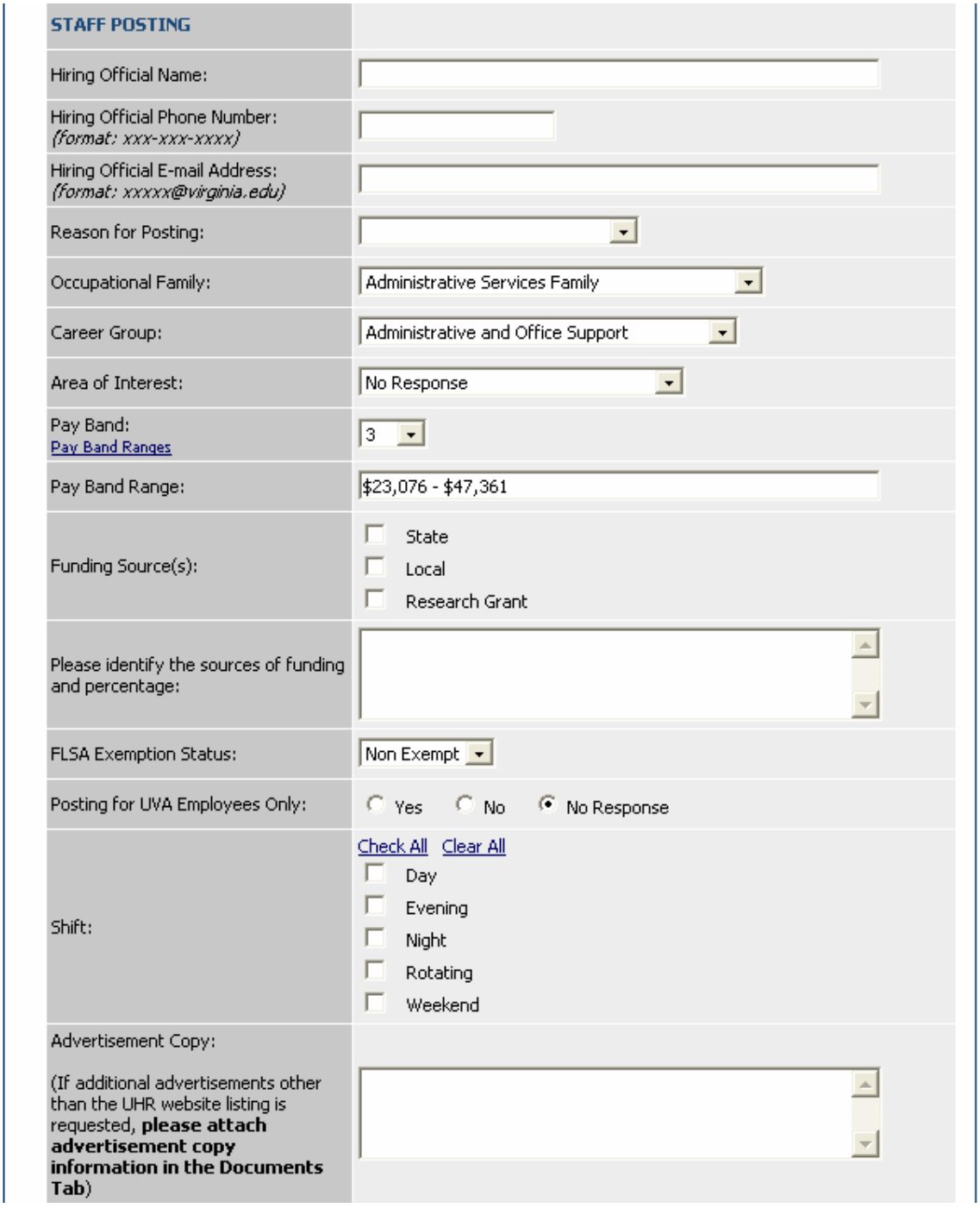
Faculty Recruiting Documentation



FACULTY RECRUITING DOCUMENTATION	
Screening Criteria: *List all required and any preferred criteria*	
Diversity Recruitment Plan: *List all planned efforts, including advertisements (using journals, publications, newspapers, websites, listservs, direct mailings, etc.) to generate a diverse pool of qualified applicants.*	
Copy of Advertisement: (Place a copy of your advertisement in this section without the EO/AA statement. Place your EO/AA statement in the next box.)	
EO/AA Statement for Your Organization: *You may use the mandatory UVA EO/AA statement or you may develop a broader EO/AA statement for your School/Department to use and submit to EOP for approval.*	The University of Virginia is an Equal Opportunity/Affirmative Action Employer.
Contact Information for Applicants: (Please specify the name, phone number, mail and e-mail address)	
Review Date of Applications by Committee:	MM/DD/YYYY -or- MM-DD-YYYY

6. Enter the **Faculty Recruiting Documentation**, as applicable, if this is a Faculty position.

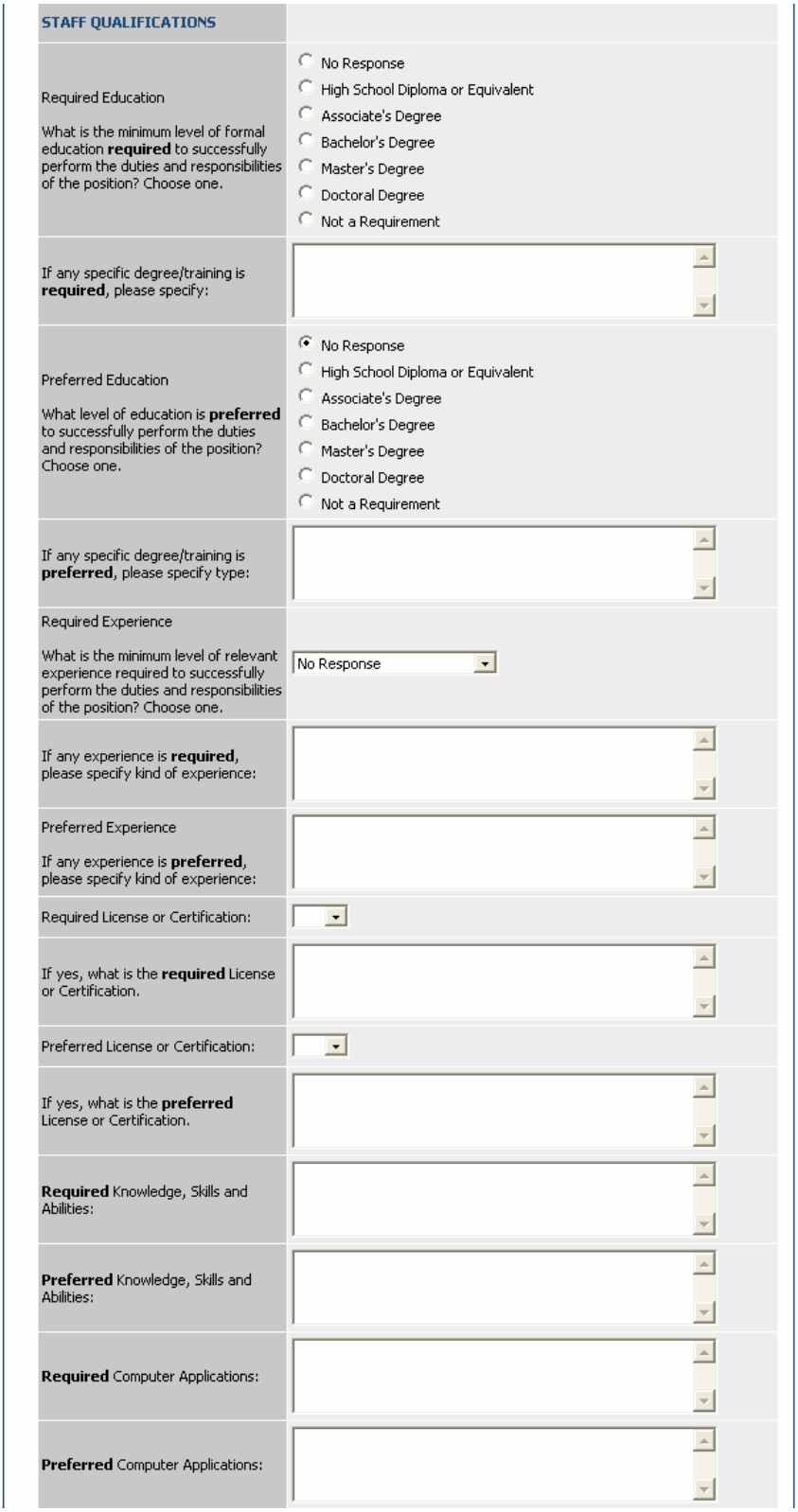
Staff Posting



STAFF POSTING	
Hiring Official Name:	
Hiring Official Phone Number: *(format: xxx-xxx-xxxx)*	
Hiring Official E-mail Address: *(format: xxxxx@virginia.edu)*	
Reason for Posting:	
Occupational Family:	Administrative Services Family
Career Group:	Administrative and Office Support
Area of Interest:	No Response
Pay Band: Pay Band Ranges	3
Pay Band Range:	$23,076 - $47,361
Funding Source(s):	☐ State ☐ Local ☐ Research Grant
Please identify the sources of funding and percentage:	
FLSA Exemption Status:	Non Exempt
Posting for UVA Employees Only:	○ Yes ○ No ◉ No Response
Shift:	Check All Clear All ☐ Day ☐ Evening ☐ Night ☐ Rotating ☐ Weekend
Advertisement Copy: (If additional advertisements other than the UHR website listing is requested, **please attach advertisement copy information in the Documents Tab**)	

7. Enter the **Staff Posting** information, as applicable, if this is a Staff position.

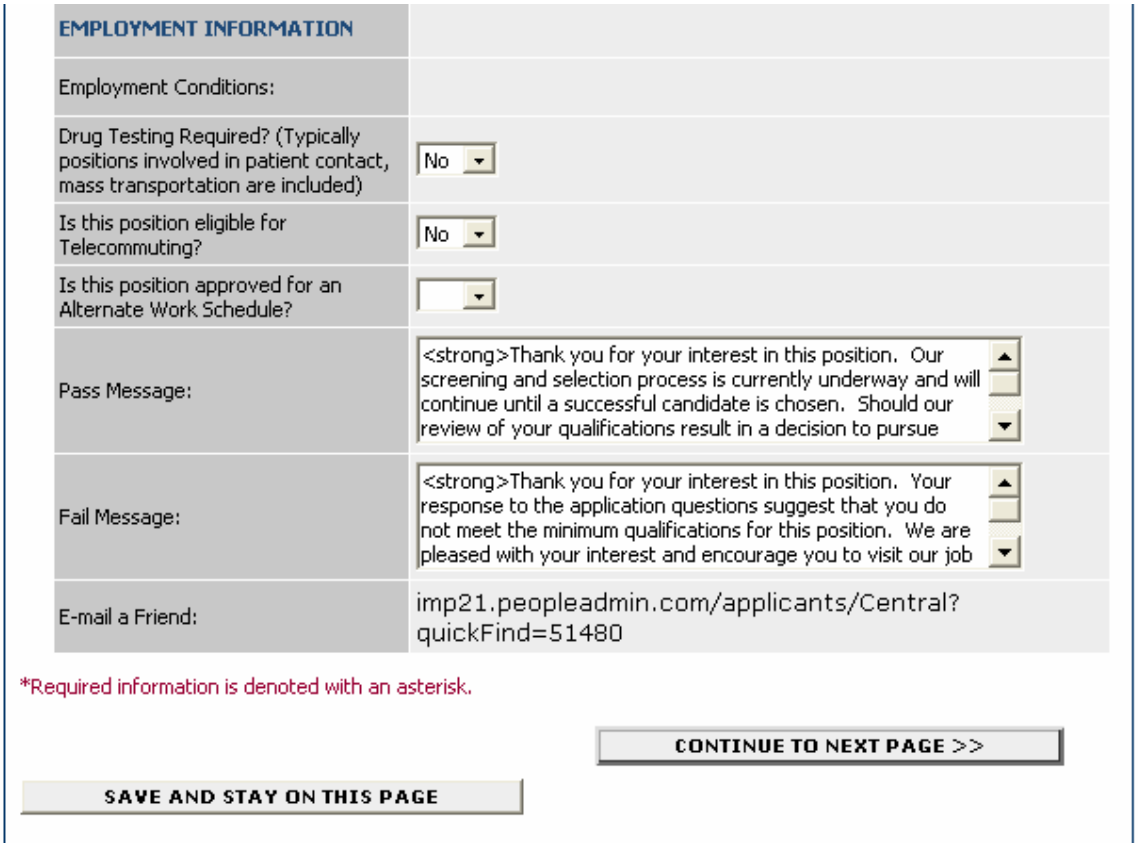
Staff Qualifications



STAFF QUALIFICATIONS	
Required Education What is the minimum level of formal education **required** to successfully perform the duties and responsibilities of the position? Choose one.	○ No Response ○ High School Diploma or Equivalent ○ Associate's Degree ○ Bachelor's Degree ○ Master's Degree ○ Doctoral Degree ○ Not a Requirement
If any specific degree/training is **required**, please specify:	
Preferred Education What level of education is **preferred** to successfully perform the duties and responsibilities of the position? Choose one.	◉ No Response ○ High School Diploma or Equivalent ○ Associate's Degree ○ Bachelor's Degree ○ Master's Degree ○ Doctoral Degree ○ Not a Requirement
If any specific degree/training is **preferred**, please specify type:	
Required Experience What is the minimum level of relevant experience required to successfully perform the duties and responsibilities of the position? Choose one.	No Response
If any experience is **required**, please specify kind of experience:	
Preferred Experience If any experience is **preferred**, please specify kind of experience:	
Required License or Certification:	
If yes, what is the **required** License or Certification.	
Preferred License or Certification:	
If yes, what is the **preferred** License or Certification.	
Required Knowledge, Skills and Abilities:	
Preferred Knowledge, Skills and Abilities:	
Required Computer Applications:	
Preferred Computer Applications:	

8. Enter **Staff Qualifications**, as applicable, if this is a Staff position.

Employment Information

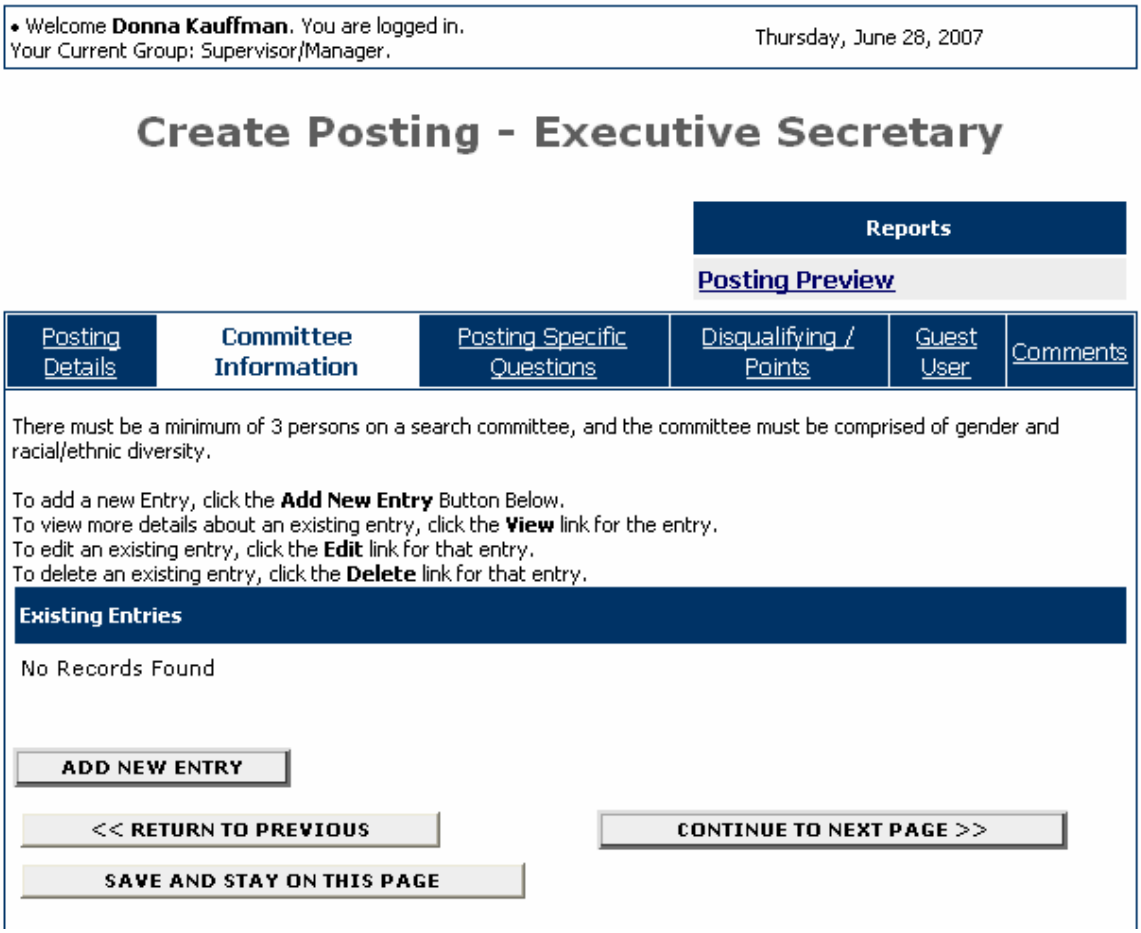


9. Enter the **Employment Information.**

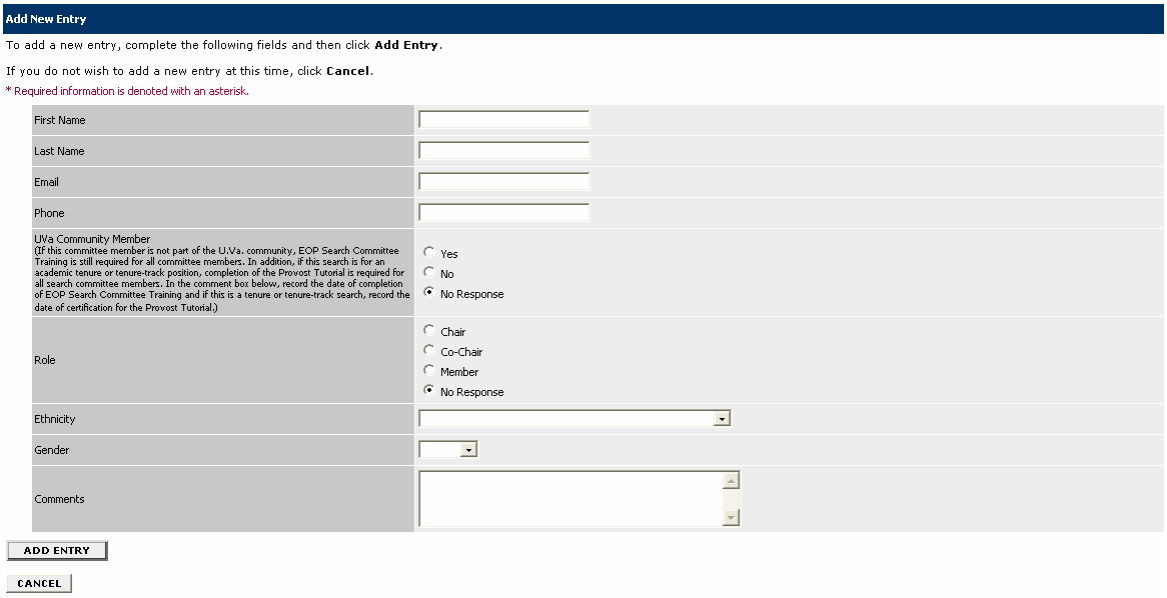
10. Click on the **Continue to Next Page** button to move to the next tab.

Committee Information

Use the **Committee** tab to establish the search committee. There must be a minimum of 3 persons on a search committee, and the committee must be diverse with regard to gender and race/ethnicity.



1. To add a search committee member, click on the **Add New Entry** button.



2. Complete all fields for the committee member, and click on the **Add Entry** button.

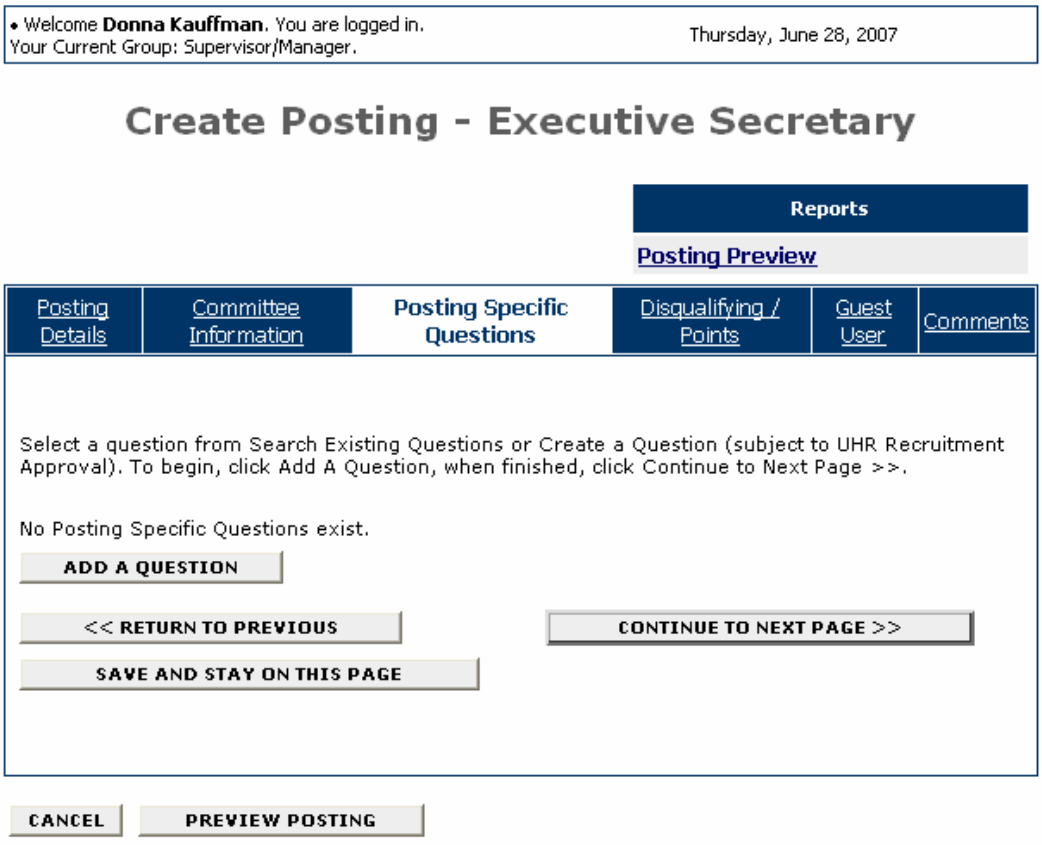
3. Repeat steps 1 and 2 for each committee member.

4. When you are finished you may view details about an existing entry, edit an existing entry, or delete an existing entry by clicking on the **View** link, **Edit** link, or **Delete** link.

5. When you are finished adding all committee members, click on the **Continue to Next Page** button to move to the next tab.

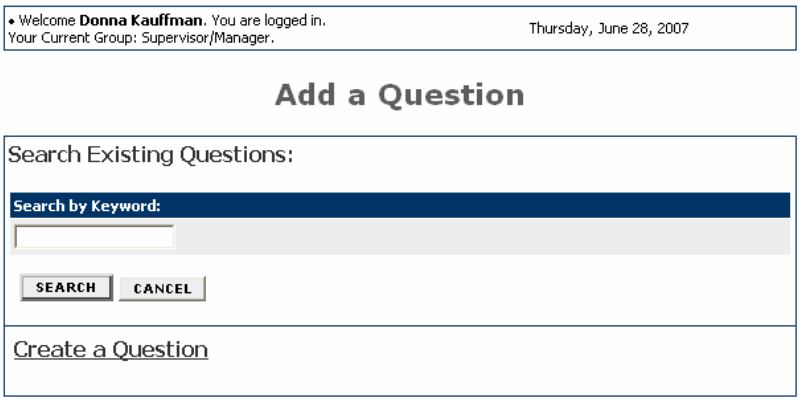
Posting Specific Questions

Use the **Posting Specific Questions** tab to enter Questions that applicants need to answer when applying for the position.



1. If you are not adding any questions, click on the **Continue to Next Page** button.

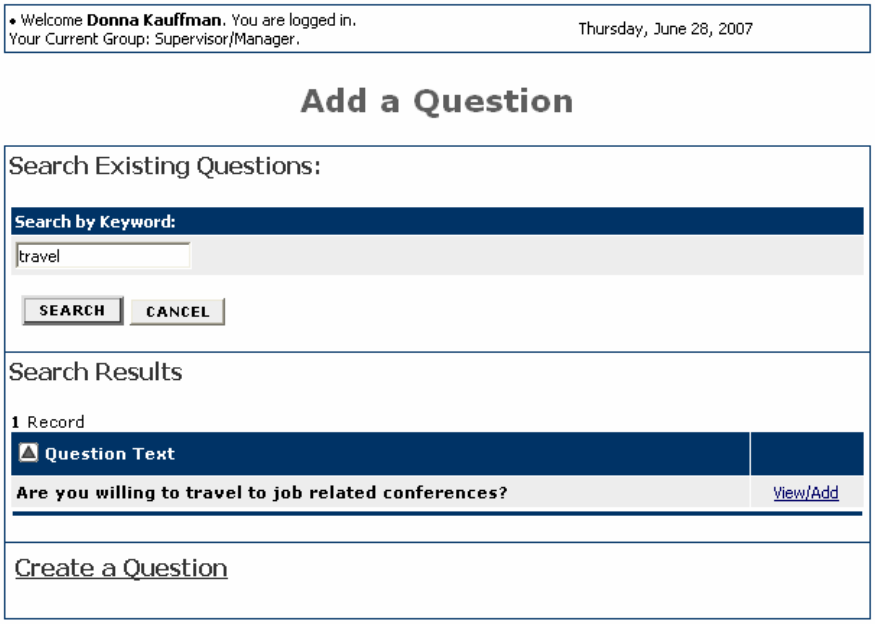
2. To add a question, click on the **Add a Question** button.



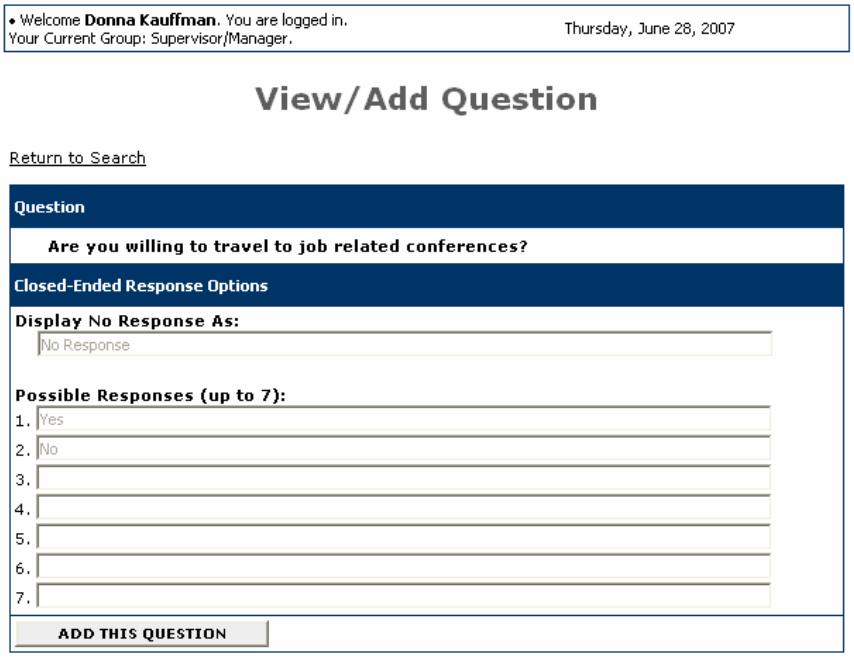
You can either select a question from Search Existing Questions or Create a Question. If you create a question, it is subject to UHR Recruitment Approval. (See Create a Question section below for example.)

Search Existing Questions

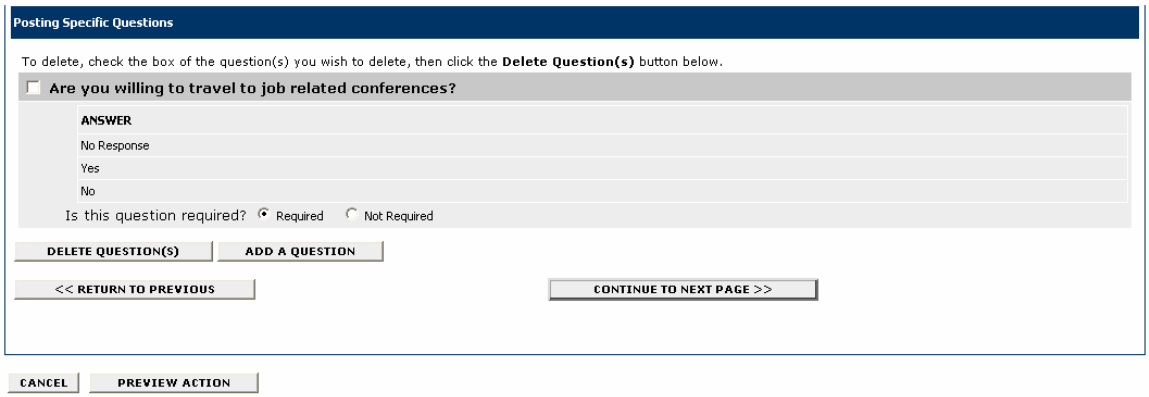
3. To select a question from Search Existing Questions, enter a keyword into the search field and click on the **Search** button.



4. Click on the **View/Add** link to view the question.



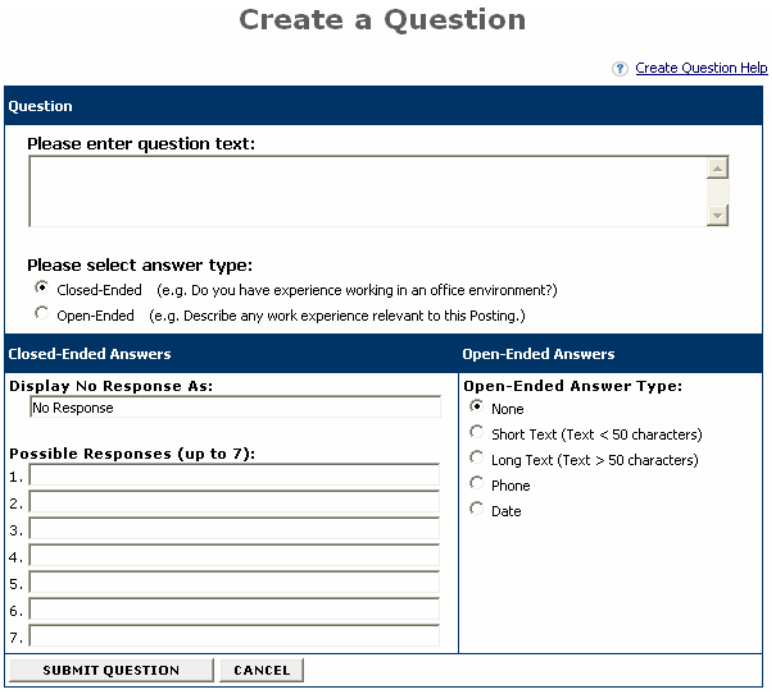
5. Click on the **Add This Question** button.



6. Select whether the question is Required or Not Required, and click on the **Add A Question** button to add another question.

Create a Question

7. If you select create a question, enter the text for the question, select the answer type (open-ended or close-ended) and possible responses as shown on the following screen:

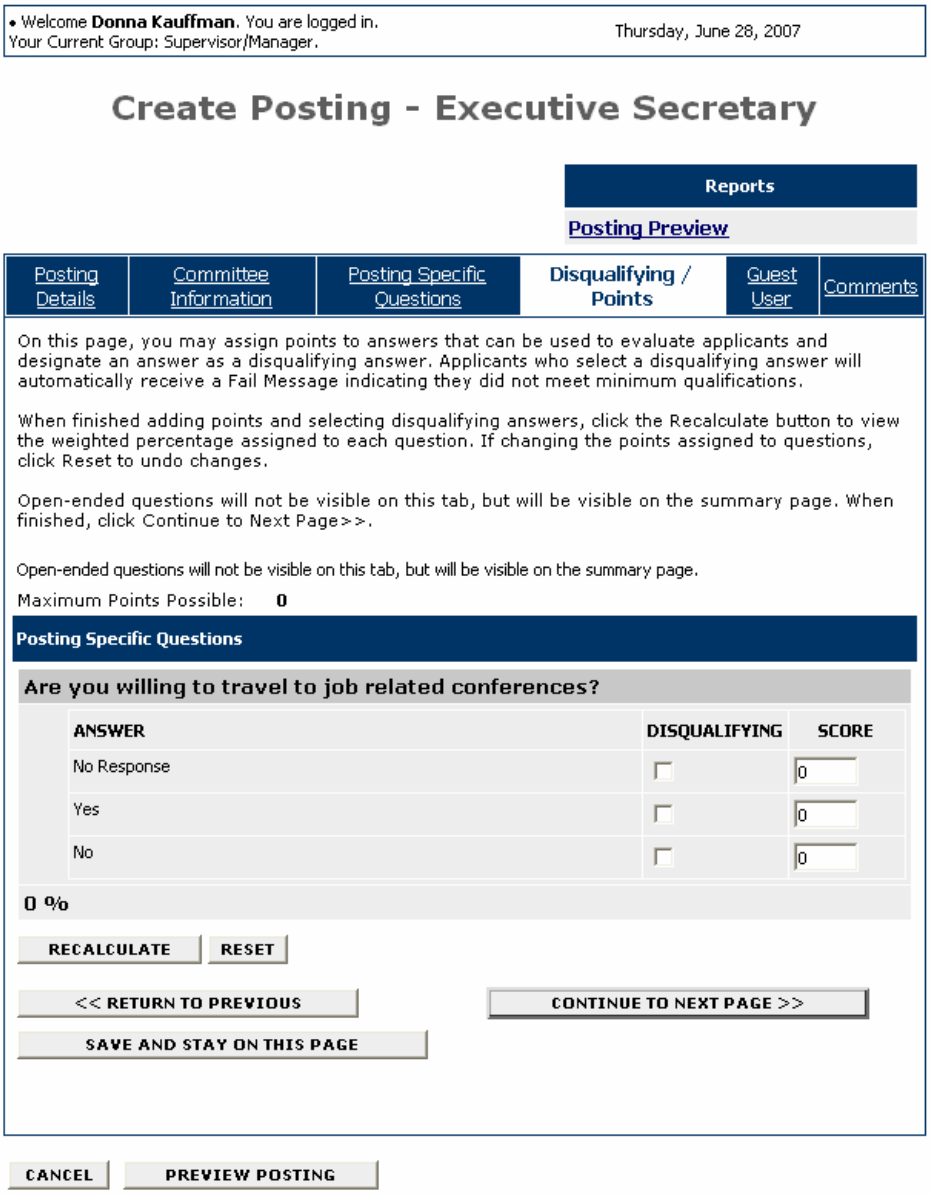


8. Click on the **Submit Question** button to add the question.

9. When you are finished adding questions, click on the **Continue to Next Page** button to move to the next tab.

Disqualifying/Points

Use the **Disqualifying/Points** to assign points to answers that can be used to evaluate applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will automatically receive a message indicating they did not meet minimum qualifications for the job.



You will see the questions that you added on the previous tab, except for open-ended questions. Open-ended questions are not visible on this tab, but will be visible on the summary page.

1. Select the disqualifying answers to each question.

2. In the score field, enter the weighted percentage to assign to each question.

3. When you are finished adding points and selecting disqualifying answers, click on the **Recalculate** button to view the weighted percentage assigned to each question. If you need to change the points assigned to a question, click on the **Reset** button to undo changes.

4. When you are finished, click on the **Continue to Next Page** button to move to the next tab.

Guest User

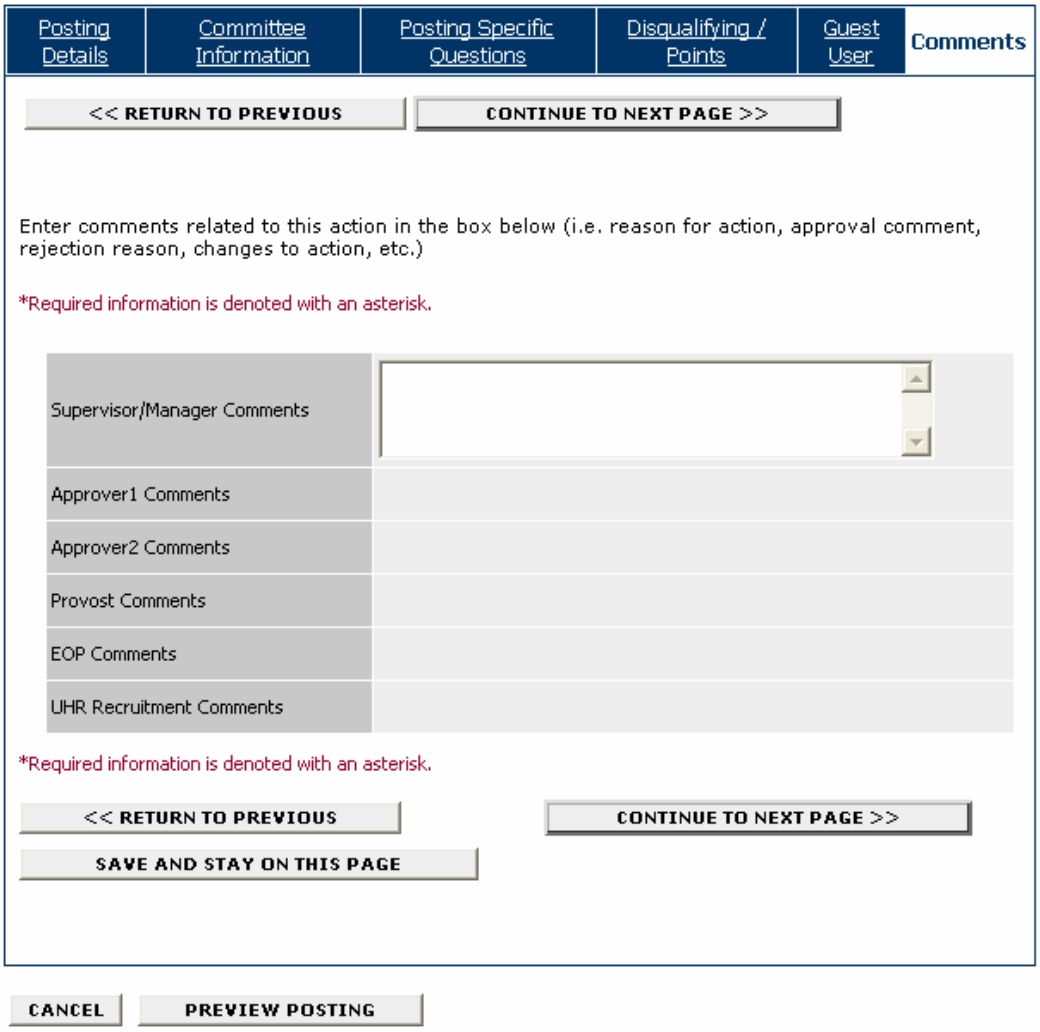
On the **Guest User** tab, you create accounts for the members of the committee, so they may view CVs and resumes for this posting only. Committee members do not have the ability to edit any information.

1. To create an account for a guest user, click on the **Activate Guest User** link. If you do not want to add any guest users, click on the **Continue to Next Page** button.

2. Enter the password. (Note: The password you enter must be between 6 and 20 characters.)
3. Click on the **Continue to Next Page** button to move to the next tab.

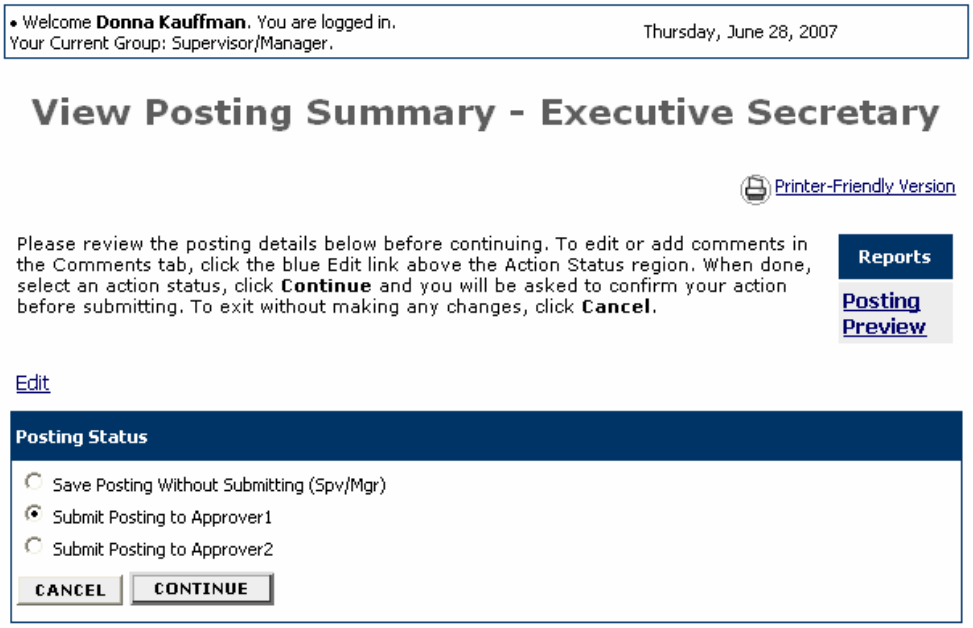
Comments

Use the **Comments** tab to enter any comments related to this action.

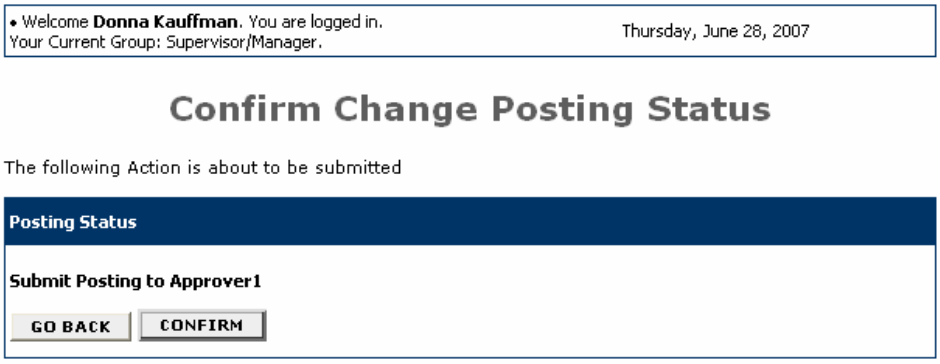


1. Enter any relevant comments.
2. Click on the **Continue to Next Page** button.

View Posting Summary

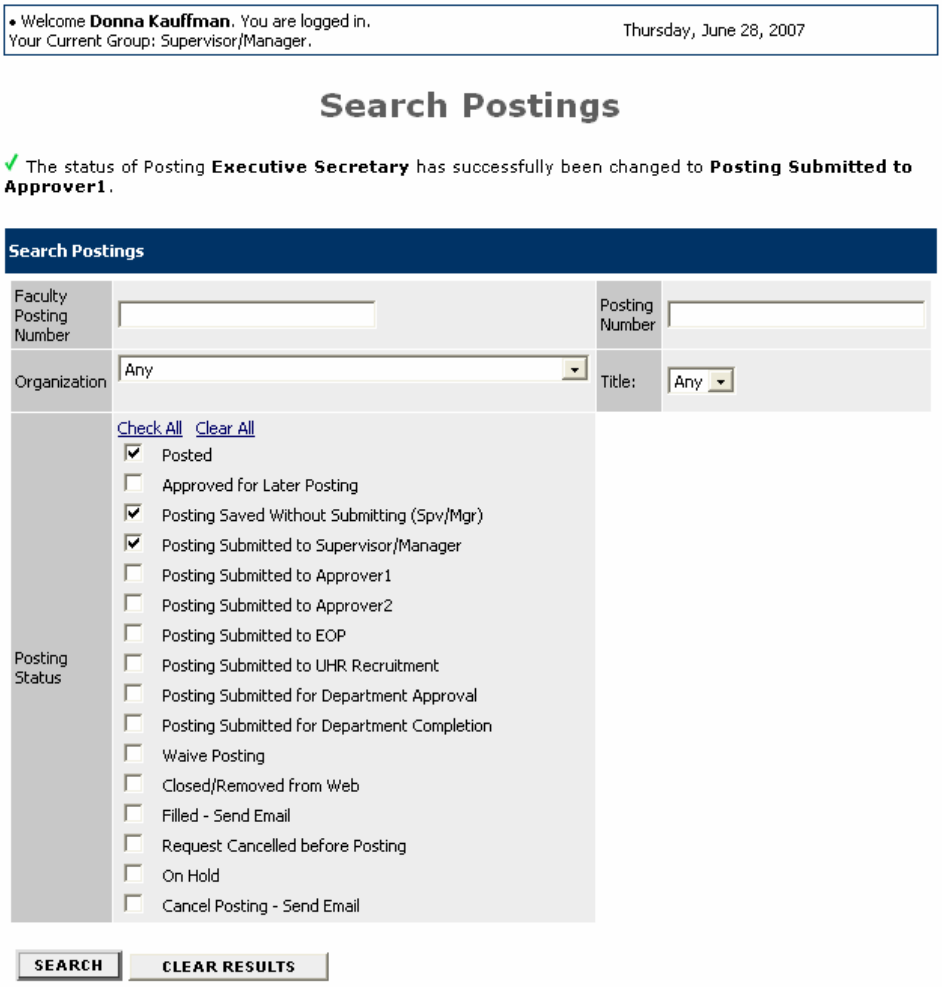


1. Review the information for your posting.
2. View the Posting Preview by clicking on the **Posting Preview** link on the right.
3. Select an action and click on the **Continue** button.



4. Confirm the action by clicking on the **Confirm** button.

You will get a confirmation showing the status change of your posting.

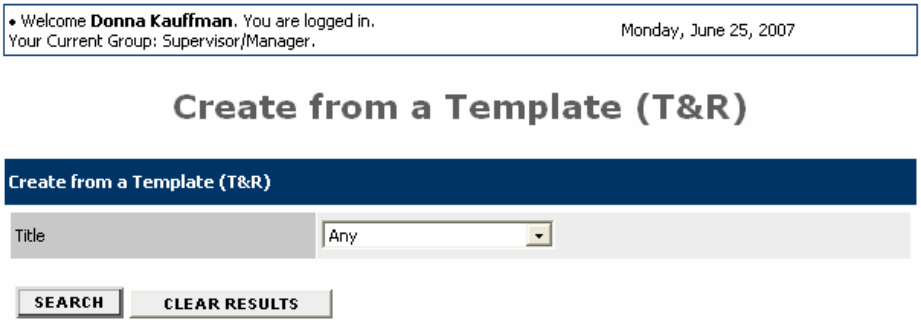


Create Posting from Template (Teaching and Research)

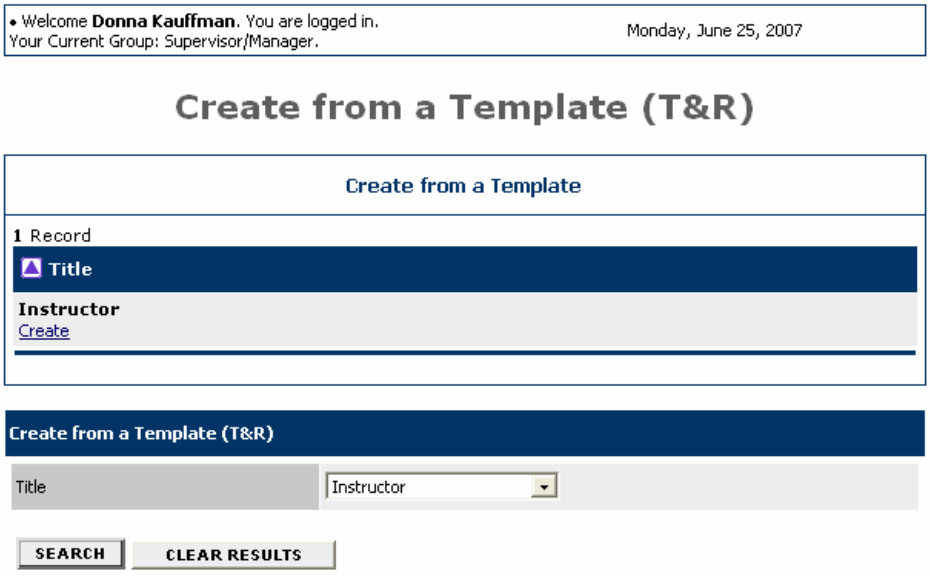
You can choose to create a posting for Teaching and Research Faculty from a template for one of the following titles:

- Acting Assistant Professor
- Assistant Professor
- Associate Professor
- Instructor
- Lecturer
- Professor
- Research Professor

1. Click **From Template (T&R)** from the Create Posting menu.



2. Select the title from the list of templates and click on the **Search** button.

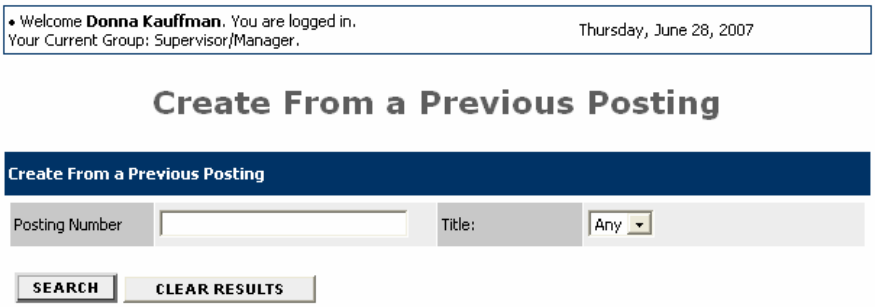


3. Click on the **Create** link.

4. Create the posting. Since you are using a template, some of the fields will default with information relevant to the template you chose.

Create Posting from Previous (Teaching and Research)

1. Click **From Previous (T&R)** from the Create Posting menu.



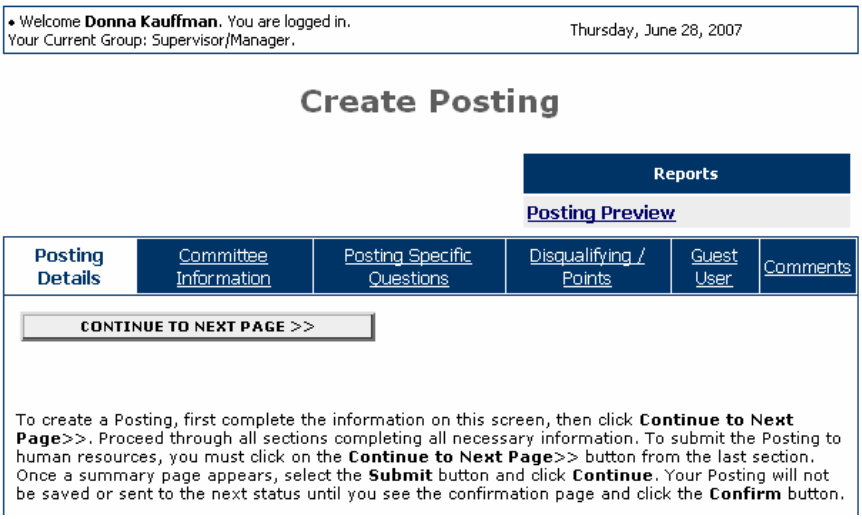
2. Enter the Posting Number of the Previous Posting and click on the **Search** button.

3. Click on the **Create** link.

4. Create the posting. Since you are using a previous posting some of the fields will default with information relevant to that posting.

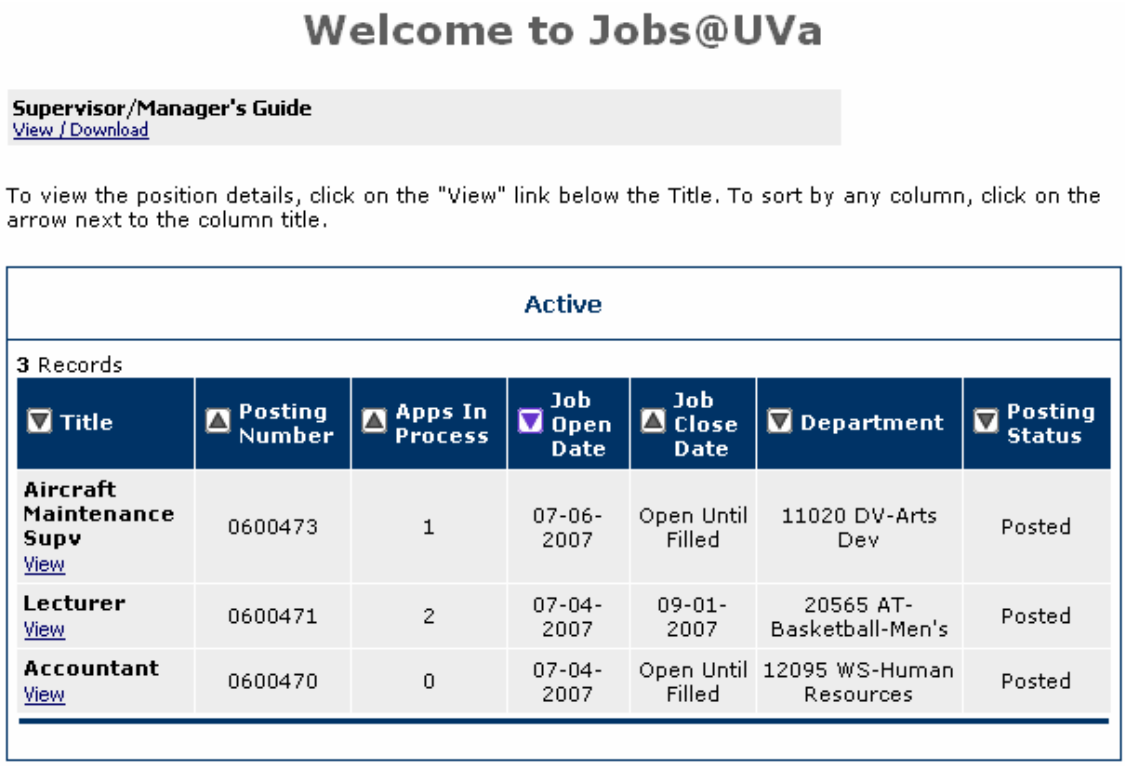
Create Posting from Scratch (Teaching and Research)

1. Click **From Scratch (T&R)** from the Create Posting menu.



2. Create the posting by completing the required information for each tab.

When you log in, your active postings will appear in a list. You will be able to see how many applicants have applied for the posting in the **Apps In Process** column.



Welcome to Jobs@UVa

Supervisor/Manager's Guide
View / Download

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

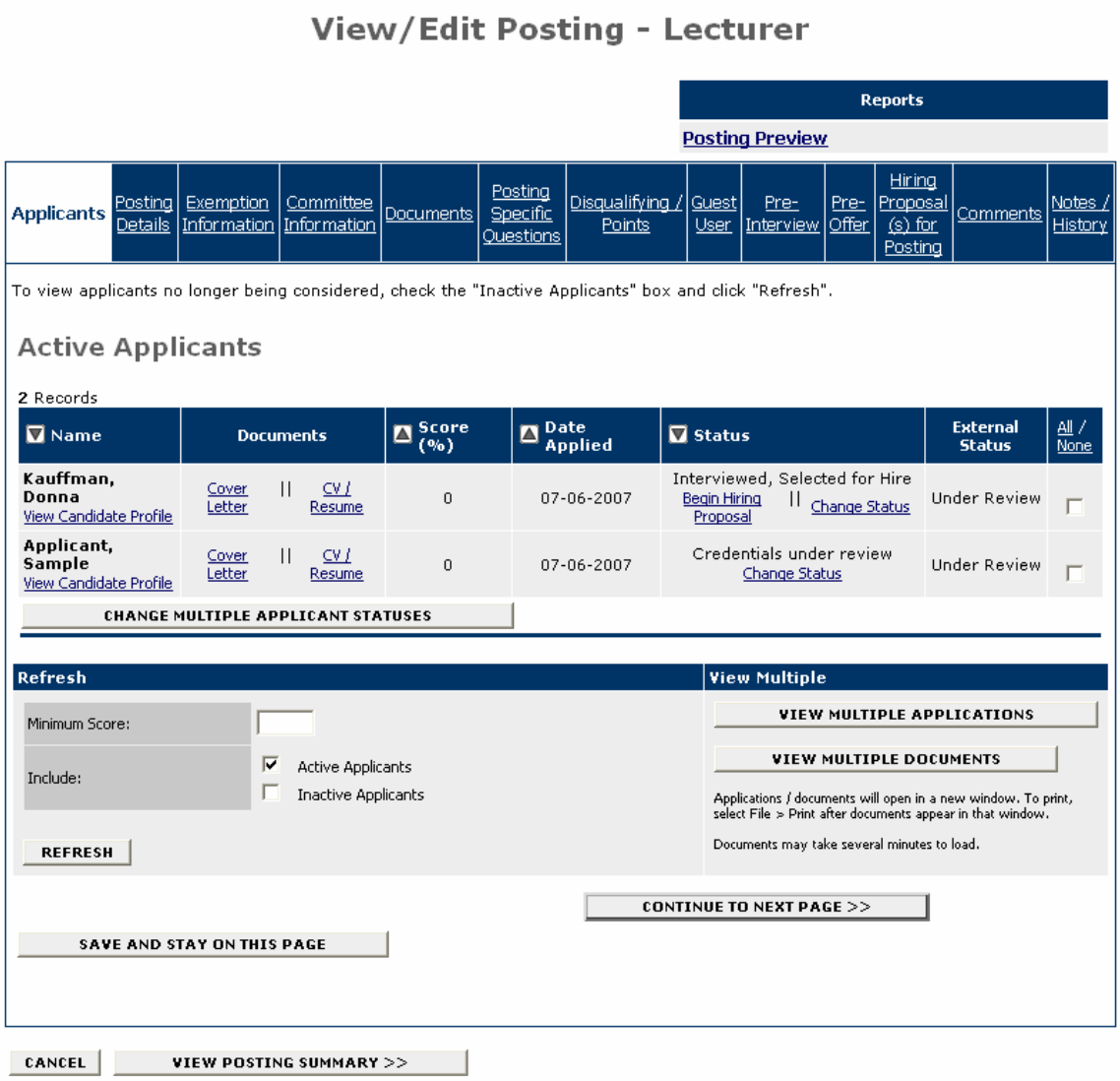
Active

3 Records

Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Aircraft Maintenance Supv View	0600473	1	07-06-2007	Open Until Filled	11020 DV-Arts Dev	Posted
Lecturer View	0600471	2	07-04-2007	09-01-2007	20565 AT-Basketball-Men's	Posted
Accountant View	0600470	0	07-04-2007	Open Until Filled	12095 WS-Human Resources	Posted

Viewing Applicants and Posting Details

1. To view the applicants to a posting, click on the **View** link under the Title of the posting.



The tabs across the top start with the Applicants tab that lists the individuals who have applied to this posting. On the Applicants tab you can perform several tasks, including:

- Sort and view applicants by different criteria
- Print applications and other documents (CV/resumes and cover letters)
- Change an applicant's status.

2. You can click through the other tabs to view details of the posting including screening questions, and disqualifying points.

Sorting Applicants by Different Criteria

1. To sort applicants by name, date applied, etc., click on the **arrow** at the top of the data column you want to sort. The order in which applicants are displayed will change accordingly.

2. To filter applicants by score, you can enter a numeric value in the Minimum Score box, and click on the **Refresh** button. Note that this will only resort if scores were assigned to screening questions when the posting was created.

3. When you change the status of applicants to make them inactive, you can include them again if you wish by checking the checkbox for **Inactive Applicants** and clicking on the **Refresh** button.

Viewing and Printing Applications and Documents

1. You can view the Staff Application or the Candidate Profile (for Faculty) by clicking on the **View Staff Application** or **View Candidate Profile** link.

2. You can view the **Cover Letter** and **CV/Resume** by clicking on the links in the Documents tab.

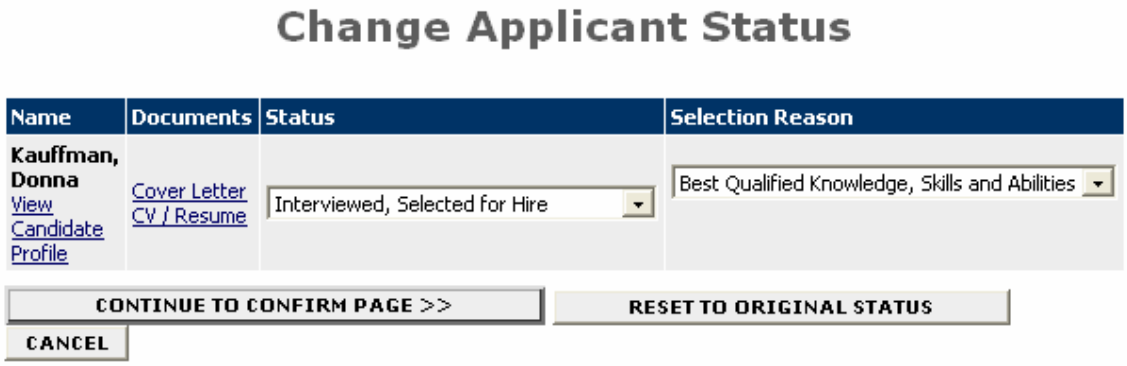
3. You can view multiple documents or multiple applications, by checking the box next to the applications or documents you want to see and clicking on the **View Multiple Applications** or **View Multiple Documents** button(s). The document(s) will open in a new window,

4. To print the application(s) or document(s), click on the printer icon or select File>Print from the menu.

Changing the Status of Applicants/Candidates

As you review applications/candidate profiles and documents and make decisions about applicants/candidates you will need to change the status of the applicant/candidate.

1. To change the status of an applicant/candidate click on the **Change Status** link in the Status column. You can change the status for more than one applicant at a time by checking the box below the **All/None** column for each applicant for whom you want to change the status (or clicking on **All** to select all the applicants) and then click on the **Change Multiple Applicant Statuses** button. The External Status column shows you what the applicant will see when viewing the status of applications.



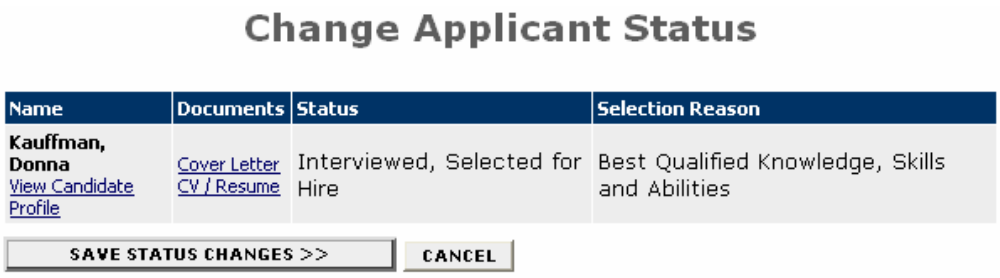
5. Click on the down arrow for the **Status** field and select the appropriate status from the list. The following are the status types:

- Credentials under review
- Qualified
- Highly Qualified
- Pending Approval for Interview (faculty only) – if you change a candidate's status to "Pending Approval for Interview" you must complete the Pre-Interview tab and submit to EOP.

- Pending Approval for Offer (faculty only) – if you change a candidate's status to "Pending Approval for Offer" you must complete the **Pre-Offer** tab and submit to EOP.
- Interviewed, Selected for Hire (When you select this status, you will be able to begin the Hiring Proposal.)
- Declined Interview
- Declined Offer
- Does Not Meet Minimum Qualifications
- Not Selected for Interview
- Interviewed Not Selected

5. Click on the down arrow for the **Selection Reason** field and select the appropriate reason from the list. (The selection reasons are dependent on the status selected.)

6. Click on the **Continue to Confirm Page** button to continue.

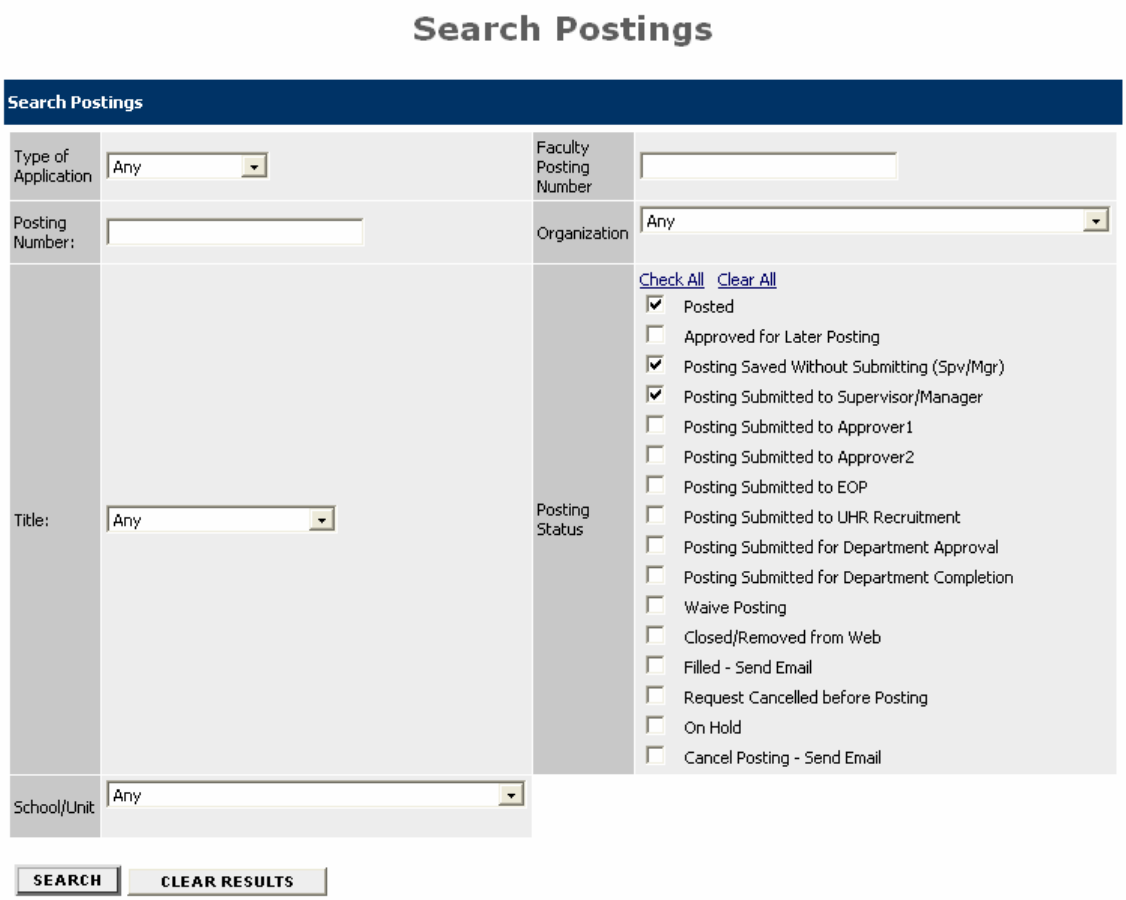


7. Click on the **Save Status Changes** button to continue.

Search Postings

Your Active Postings will appear when you log in. However, you may refine your search and just find specific postings by using the **Search Postings** function.

1. Click on **Search Postings** from the Job Postings menu.



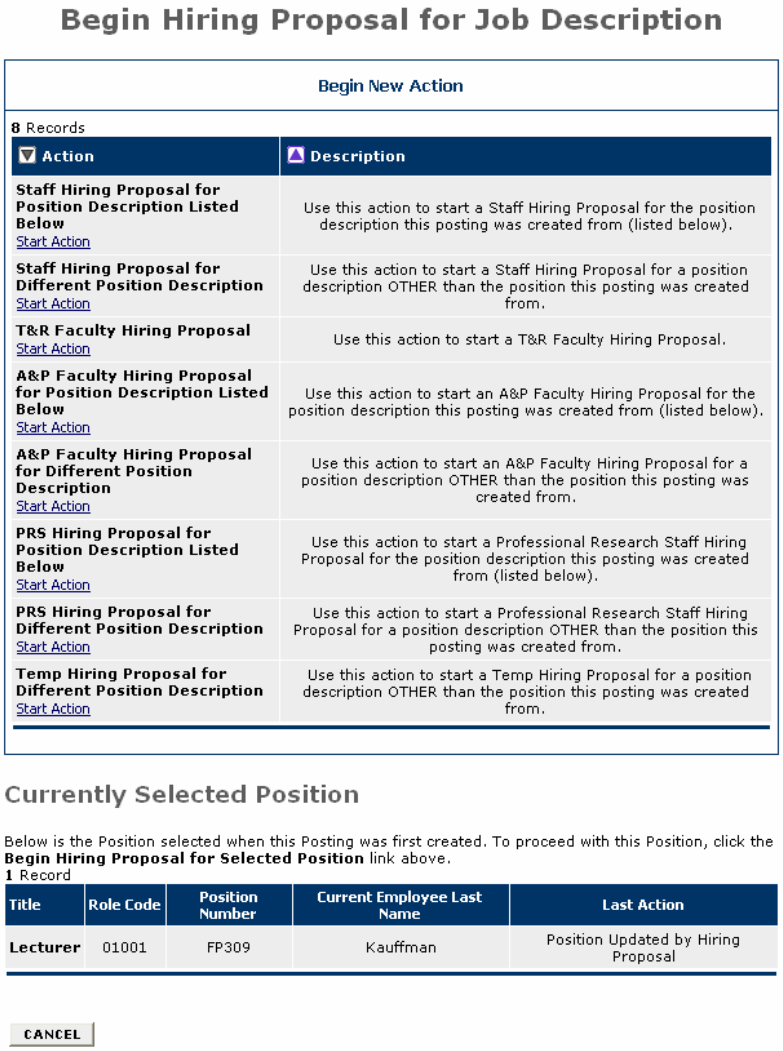
2. Enter your search criteria and click on the **Search** button.

You will see the list of postings that match your search criteria.

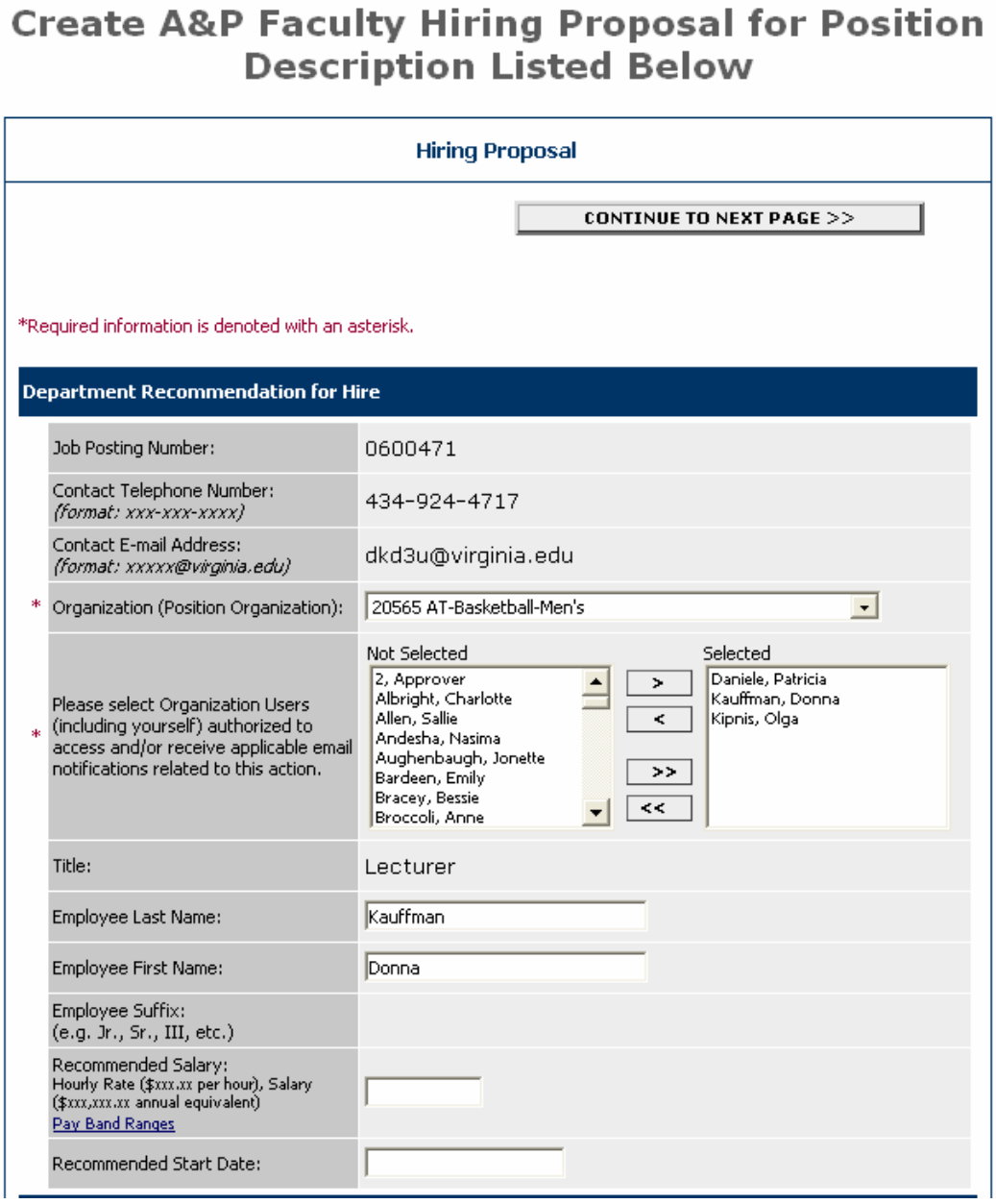
BEGIN HIRING PROPOSALS

After you have selected the applicant you want to hire and change the applicant's status to "Interviewed, Selected for Hire", you can begin the Hiring Proposal.

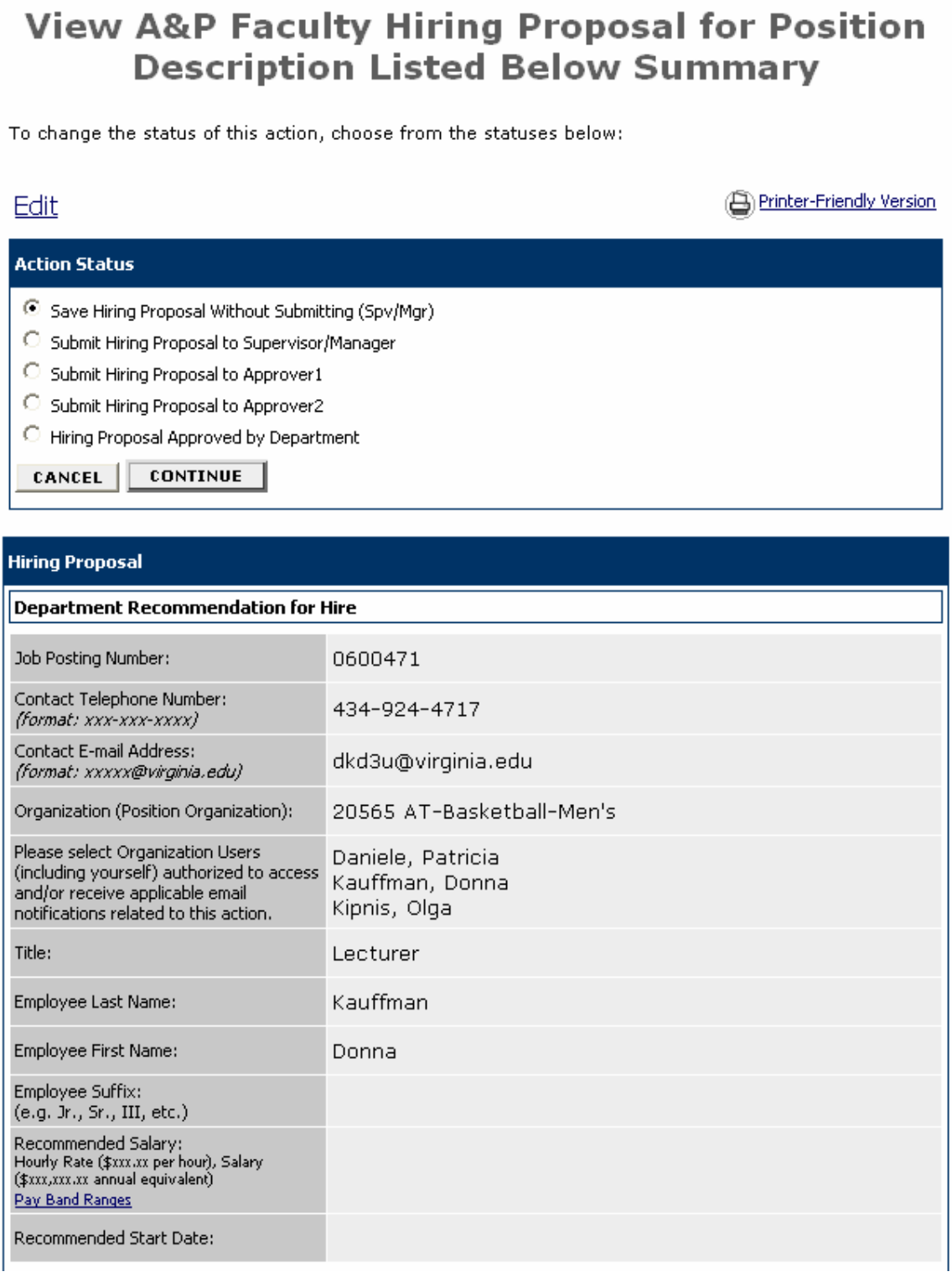
1. Click on the **Begin Hiring Proposal** link.



2. Click on the **Start Action** link under the appropriate action to begin the hiring proposal.



3. Complete the hiring proposal.
4. Click on the **Continue to Next Page** button.



View A&P Faculty Hiring Proposal for Position Description Listed Below Summary

To change the status of this action, choose from the statuses below:

Edit

Printer-Friendly Version

Action Status

- (•) Save Hiring Proposal Without Submitting (Spv/Mgr)
- ( ) Submit Hiring Proposal to Supervisor/Manager
- ( ) Submit Hiring Proposal to Approver1
- ( ) Submit Hiring Proposal to Approver2
- ( ) Hiring Proposal Approved by Department

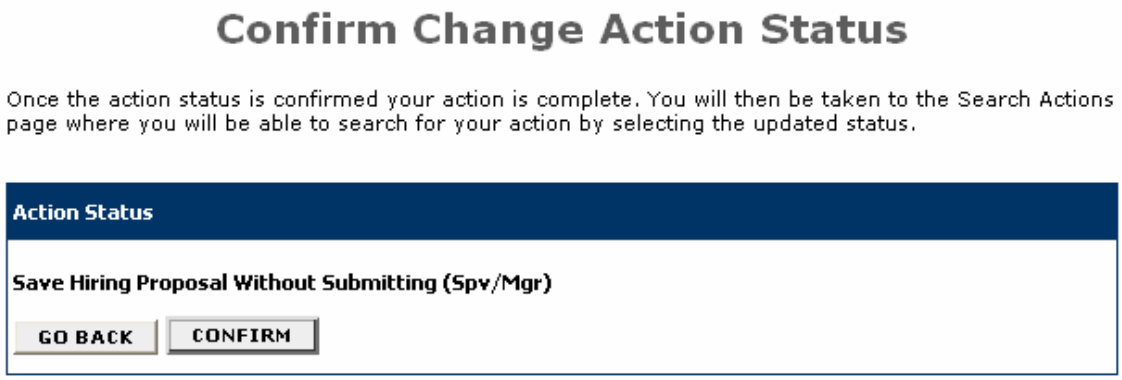
CANCEL CONTINUE

Hiring Proposal

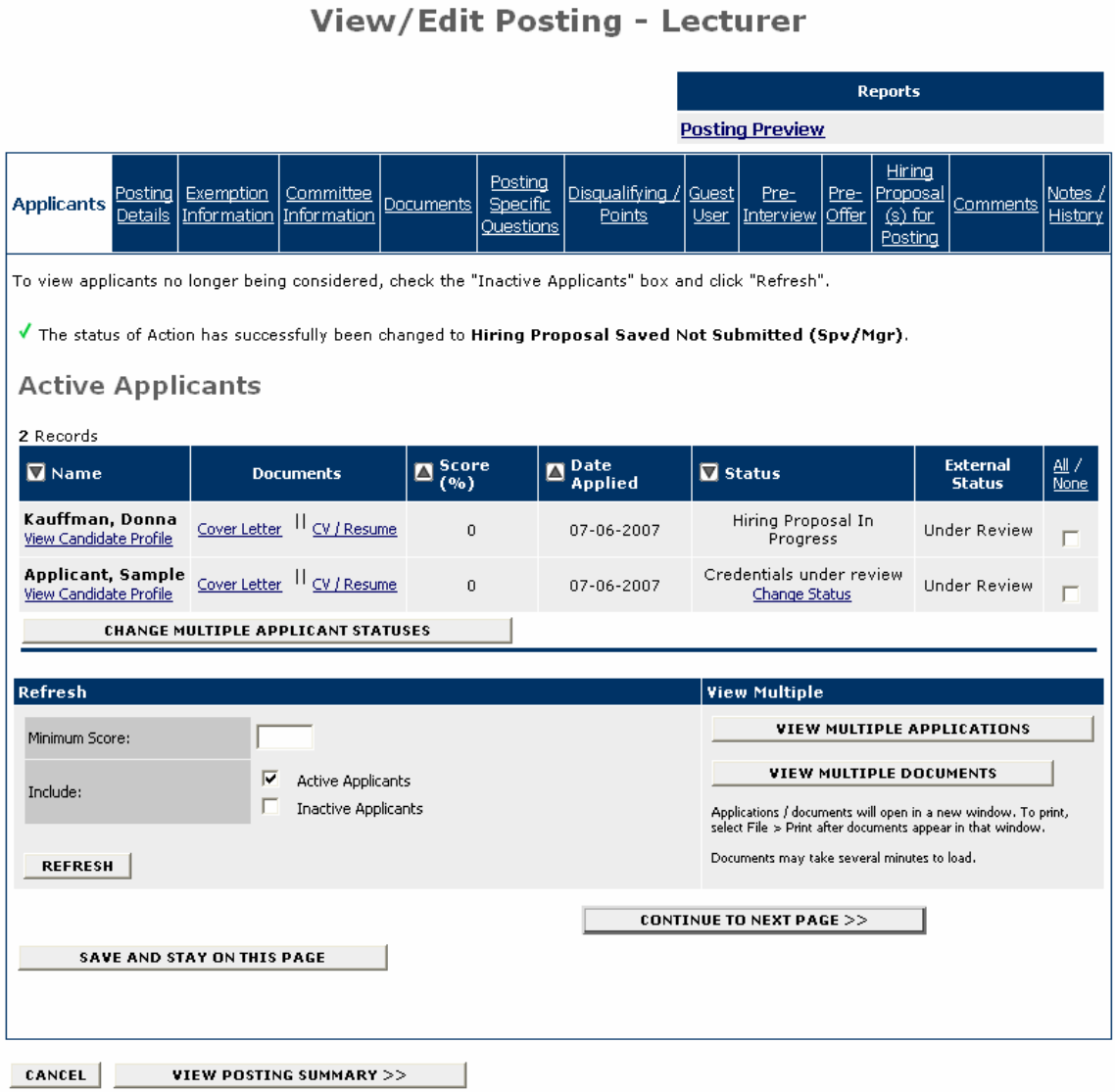
Department Recommendation for Hire

Job Posting Number:	0600471
Contact Telephone Number: *(format: xxx-xxx-xxxx)*	434-924-4717
Contact E-mail Address: *(format: xxxxx@virginia.edu)*	dkd3u@virginia.edu
Organization (Position Organization):	20565 AT-Basketball-Men's
Please select Organization Users (including yourself) authorized to access and/or receive applicable email notifications related to this action.	Daniele, Patricia Kauffman, Donna Kipnis, Olga
Title:	Lecturer
Employee Last Name:	Kauffman
Employee First Name:	Donna
Employee Suffix: (e.g. Jr., Sr., III, etc.)	
Recommended Salary: Hourly Rate ($xxx.xx per hour), Salary ($xxx,xxx.xx annual equivalent) Pay Band Ranges	
Recommended Start Date:	

5. Review the hiring proposal and click on the appropriate action to submit (Submit to Approver1 or Submit to Approver2).



6. Click on the **Confirm** button to confirm the action.

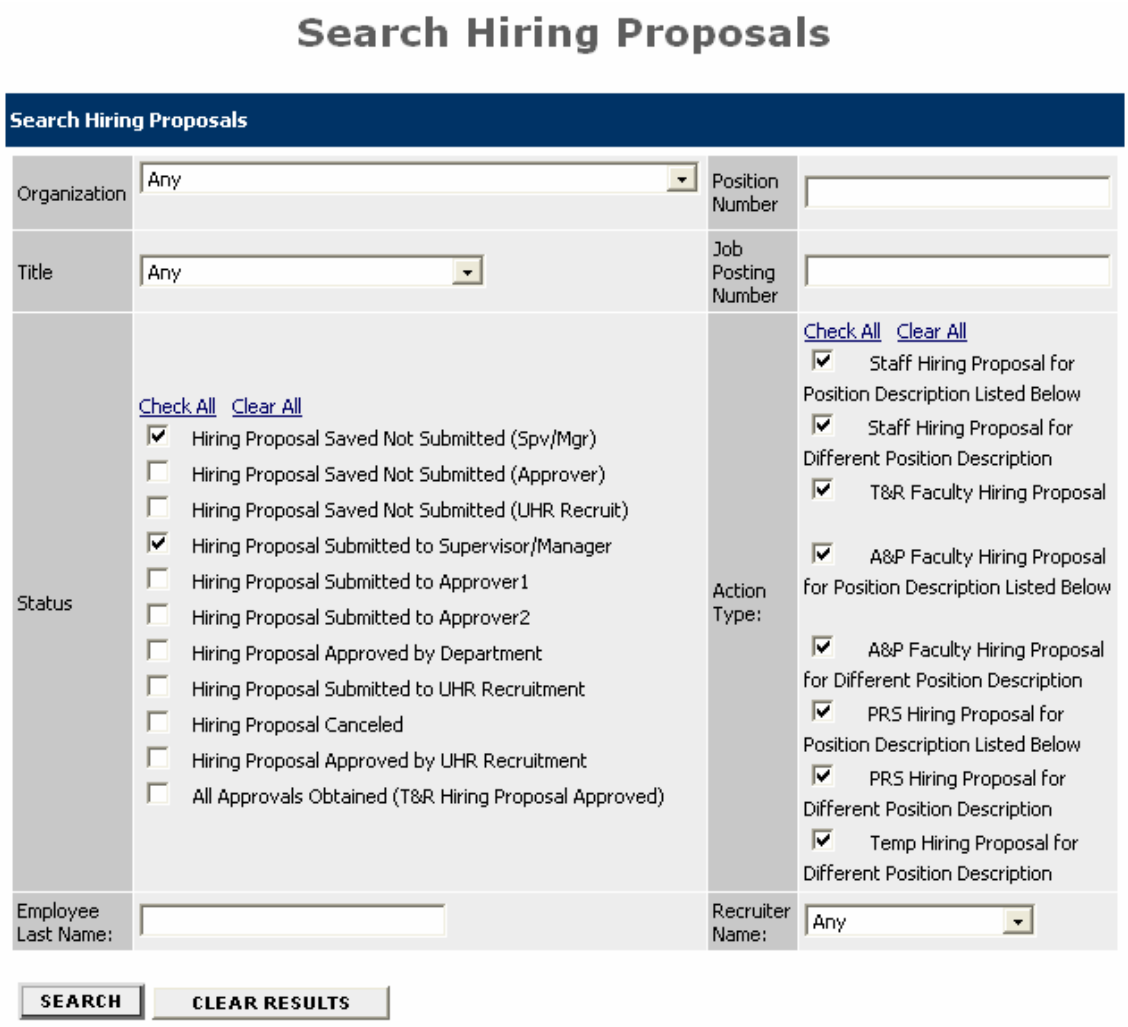


The status of your action should be **Hiring Proposal in Progress.**

Search Hiring Proposals

You can search for Hiring Proposals currently in the system.

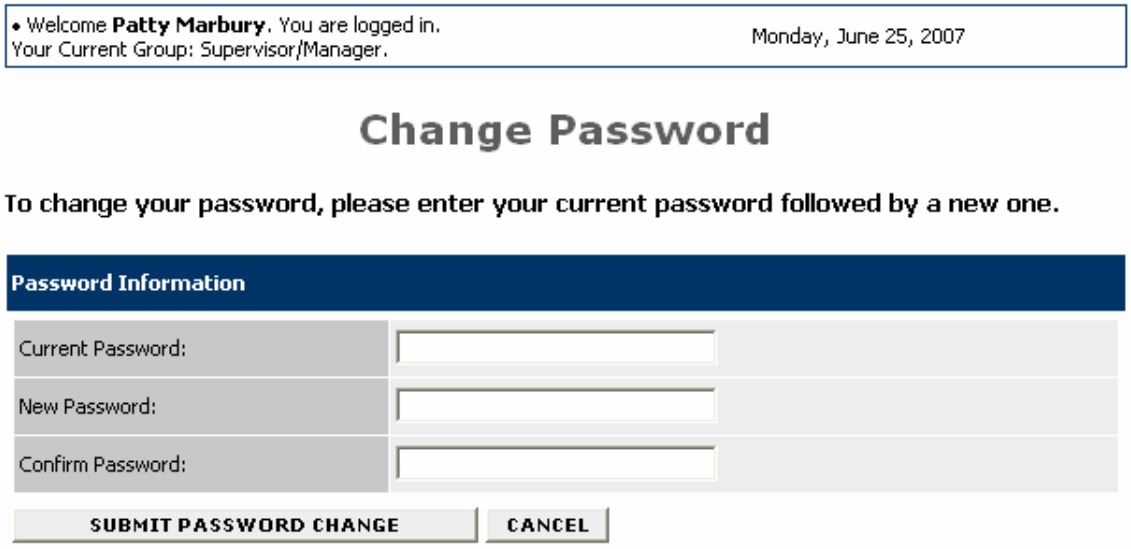
1. Click on **Search Hiring Proposals** from the Job Postings menu.



2. Enter your search criteria and click on the **Search** button.

Changing Your Password

1. Click the **Change Password** from the Admin menu on the left.

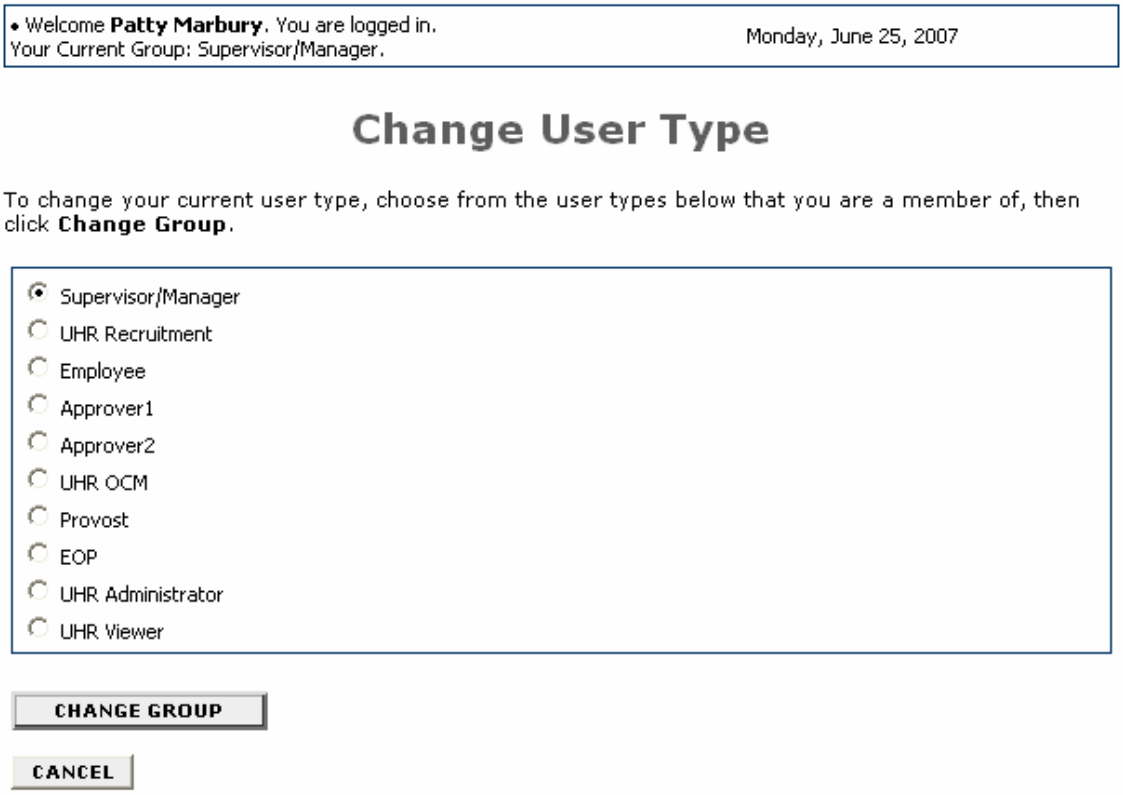


2. Enter the required information, and click on the **Submit Password Change** button. The change will be updated automatically.

Changing Your User Type

This administrative function is only available to individuals who have more than one user type Jobs@UVa. For example, you may have user types of “Employee” and “Supervisor/Manager”.

When you change your user type, your menu options on the left, as well as what you have access to view and what actions you may perform in the system, will change.



1. Select the User Type from your list.

2. Click on the **Change Group** button.

Logging Out

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer, it is recommended that you save any work in progress and logout of the system by clicking on **Logout** from the Admin menu on the left.