Creating a Job Posting
Full Time Staff & Faculty (from existing position description)

Log In to https://uvu.jobs/hr website using your User Name and Password.
User Group: Department Coordinator
Module: Position Management
Click on Position Descriptions to bring a drop down menu

Select: Full Time & Faculty
Select a Position from your List by checking the box, then click on Actions on the position

From the Actions, select “View” (opens up the job description)
Select Modify Position

The next screen opens will ask you to “Start” the Modify Position. Click on “Start”

The next screen opens up to “Classification” (This is created originally by HR Compensation). Click on the “Next” button
This brings you to the next section of the Position “Position Details.”
If an employee is currently in the position, their name will show in the Employee Information section.

Begin filling in the sections of the Position Details. All Fields marked with an * are required.

In the field “Type of Modify Request” select from the drop down menu Recruit Only, Update Only, Update & Recruit (recruit & post), Reclassify Only, or Reclassify and Recruit.

In the “Supervisor/Search Chair/Search Chair” field, add the Supervisor, Search Chair and/or Search Admin. You can enter multiple names.

Once this page is complete, click on Next, moving to the Budget page.
Click on Add Budget Entry in order to enter the Banner Index Number and Source of Funding.

You can add additional indexes if necessary by clicking on “Add Budget Entry.”

Click on Next, moving to “Essential Duties.” Add Essential Duties by Clicking on “Add Essential Duties Entry.” You can create several “essential duties” on this page.
Click “Next” when finished, moving to the next page, “Knowledge, Skills & Abilities." Enter the information in the fields.

Click Next to move to Physical Requirements.

Enter the Physical Requirements using the drop down menus in each field.
Click Next when done. This moves to the Posting Details. Complete the fields.

Remember to check the “yes” on this drop down menu under “Does this position accept online applications?”

Click Next, to “Search Committee”
Click on “Add Search Committee Entry” to add a name to the search committee. You can add as many entries as you need for your committee.

When finished, click Next.

Employee Tab:
This section lists the employee who is currently in this position. Click Next to move to the next page.

Supervisory Position Tab:
Select the Supervisor of this position by selecting from the list. Then click Next.
Supplemental Questions Tab: To add supplemental questions to the job posting, select “Add a Question.” This pulls up a list of questions already in the system. If you do not find one that is appropriate, you can “Create” your own question to add. This will be “pending” until the posting is approved by HR.

When finished with adding supplemental questions, click Next. The next page is “Applicant Document.” Select the documents that you require the applicant to attach to the on-line application and select the documents which are “optional.” When finished, click Next.
This takes you to the “Summary.” At this point you can review for accuracy and make edits if necessary. When it is finished, you will click on “Take Action on Position Request.”

The drop down menu for “Take Action on Position Request” allows you to
1. Keep Working on the Position Request
2. Cancel the Position Request
3. Send to the supervisor.

Choose “Send to the Supervisor.” This moves it to the inbox of the “Supervisor of this position” for approval. At this point, you can add any comments for the Supervisor and you can check the box “Add to Watch List.” Note: Comments added are a permanent record and will always be in the History of the document. “Add to Watch List” allows the posting to be listed on your Home Page under “Watch List” so that you can track the progress of the document through the workflow.

Once approved, it then flows to the 2nd Level Supervisor for approval. The 2nd Level Supervisor will approve and move to the Vice President (or send back to Supervisor if changes need to be made).

Vice President (or returns for changes) approves it and moves it to HR Compensation, then to Budgets, then to HR Employment. HR Employment will then post the position. At any stage, the request can be sent back to the previous person for any necessary edits/revisions.