

# Quick Guide For Filling Vacant A&P Positions

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(Please print and retain for your records)

\* Revised December 2006

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## **VACANCY POOL**

Approval to fill vacant Administrative & Professional (A&P) positions must be obtained by submitting a [Vacancy Pool Request](#), and providing supporting materials, to the Vacancy Pool Review Committee. This process is completed outside of OASys. The vacancy must be approved prior to entering a recruitment request in OASys.

## **POSITION DESCRIPTION**

Obtain a copy of the **approved** [position description\(pd\)](#) from Human Resources. Forward a copy of the approved pd to the Office of Equal Opportunity Programs. We must have the pd before we can review your recruitment request.

## **OASYS NAVIGATION GUIDE**

Download OASys Navigation Guide for assistance in using OASys from [http://www.unf.edu/dept/humanres/management\\_resources/oasys\\_manual.pdf](http://www.unf.edu/dept/humanres/management_resources/oasys_manual.pdf)

## **CREATE USER ID IN OASYS**

Go to <http://www.unfjobs.org/hr> and create your user account and password for access to OASys

## **SEARCH & SCREEN PROCEDURES**

Download Search and Screen procedures from [http://www.unf.edu/dept/equalop/eop\\_employment-recruitment.htm](http://www.unf.edu/dept/equalop/eop_employment-recruitment.htm)

**COMPLETING YOUR RECRUITMENT REQUEST/PLAN**

You must complete the RR/P in OASys at <http://www.unfjobs.org/hr>. ***Fill in all required fields and save w/o submitting. This step allows you to save the document for further changes without transmitting to another level for approval.*** Click on "view RR/P Summary" at the bottom of the page, click on Printer Friendly Version. On the new screen, in the top banner, click on File, Send, Page by e-mail. You are now in Outlook. Print a copy of the RR/P summary from the Outlook screen. Click "Tools", then click "Spellcheck". Spellcheck the entire document. Annotate corrections on your printed copy. If spelling corrections need to be made, return to the RR/P in OASys to make the necessary corrections.

If a recruitment request is to be cancelled, notify EOP via an Outlook email stating the reason for cancelling the recruitment request.

**JOB SUMMARY**

This field must contain all the duties and responsibilities listed in #13 and #14 of the approved position description.

**REQUIRED QUALIFICATIONS**

This field must contain all required qualifications listed in #16, #17 and #18 of the approved position description.

**PREFERRED QUALIFICATIONS**

This field must contain additional qualifications that surpass the required qualifications.

**REQUIRED APPLICATION DOCUMENTS (May be: Letter of Interest; Resume; Names, Addresses & Phone Numbers of 3 References; Unofficial transcript.)**

You may require applicants to upload their documents when they apply for the position. You may require applicants to mail their documents and include the mailing address. You should include a postmark deadline date or review date for receipt of mailed documents. If these documents are not received, they will not be considered for the position.

**Documents that must be submitted electronically at the time of application.**

Checkmark all of the "***Documents that must be submitted electronically at the time of application.***" These documents must be uploaded when the online application is completed. If the applicant has **not** uploaded the required documents the system holds the applicants at the "incomplete application"

status. The department can not view these applications when they are at the "incomplete application" status. Once the applicants have uploaded all of the required documents the system will move the applicants to "Under review by department." The department will be able to view their applications at this status.

OR

### **Special Instructions**

If applicants **must mail** materials instead of submitting them electronically, then you must type the following text in the "**Special Instructions**" box. These documents must be mailed at the time of application and must be received by designated postmark date.

Please mail the following **required** materials:

(list materials for the applicant to mail - see examples below)

- (1) Letter of Interest
- (2) Resume
- (3) Three Letters of Recommendation or list of names, addresses and phone numbers of professional references

Application materials should be addressed to:

(enter name)

Position Number (enter number here)

Department of (enter Dept. name here)

University of North Florida

4567 St. Johns Bluff Road, South

Jacksonville, Florida 32224-2645

You may contact xxxxx@unf.edu for further information



### **APPLICANTS VIEW**

***PLEASE BE AWARE: The applicant can only view the information starting at the position number and ending with the special instructions. They will not be able to view the advertisements you have typed in your RR/P and other information which follows.***



### **TEXT OF ADS**

An advertisement will be placed in <http://www.higheredjobs.com> at no cost to you. You must insert the text for that advertisement in this field for the external website(s) or print media.

The information presented below must be placed at the end of all advertisements to be published on all external web sites and in all print media:

**Applicants must complete a one-page application on-line in OASys at <http://www.unfjobs.org> and must submit all required documents to be considered for this position UNF is an Equal Opportunity/Equal Access/Affirmative Action Institution.**

All employment ads in the Florida Times-Union are being consolidated. This is intended to reduce advertising costs for individual departments and to give greater impact to the employment ads. The Office of Human Resources and the Office of University Marketing and Publications will coordinate the new ads. Each department will be charged a proportional amount for its ad. Separate requisitions will no longer be needed. The ads will be streamlined and will direct interested job seekers to the University's Web page for more information. Departments may continue to publish separate ads but will pay the full cost of those ads. Questions can be directed to Human Resources at x 2903 or Marketing and Publications at x 2140. The deadline for the Sunday issue is noon the Wednesday before.

**CREATE GUEST USER ACCOUNT**

You must create a guest user account and password in OASys when you develop your RR/P. This will be used by the search committee chair and search committee members to access the applicant information in OASys.

**CONSULT WITH DEAN/DIR/DEPT HEAD AND BUDGET**

On the last screen of the OASys recruitment request process, click on Printer Friendly Version. On the new screen, in the top banner click on File, Send, Page by e-mail. You are now in Outlook. E-mail the recruitment request to the individuals who need to approve this action before you forward it to EOP. These individuals will approve the RR/P outside of the OASys system. Hiring Officers are responsible for ensuring that the recruitment requests and plan has been reviewed and approved by the appropriate personnel. ***Remember, this process does not forward the recruitment request.***

**EOP FOR REVIEW/CONSULTATION/APPROVAL**

Once your Dean/Dir/Dept Head and the Budget Office has approved the recruitment request outside of OASys, enter OASys, locate your recruitment request under "view pending" and forward it to EOP for review/consultation/approval. This step in OASys will generate an email to EOP letting them know a recruitment request has received the necessary approvals outside of OASys and that it is being forwarded to EOP for review/consultation/approval.

☐ **EOP WILL REVIEW THE RECRUITMENT REQUEST AND PLAN**

If corrections are needed EOP will return the request to the HO for corrections. This step in OASys will generate an email to the Hiring Officer (HO) and Point of Contact (POC) letting you know a recruitment request has been returned for corrections. The HO will make corrections and return to EOP.

☐ **ONCE EOP HAS APPROVED THE RECRUITMENT REQUEST AND PLAN**

EOP forwards the recruitment request to your VP for approval. This will generate an email to your VP letting them know a recruitment request is waiting to be approved. Please, follow-up with your VP to ensure approval has been granted.

☐ **ONCE YOUR VP HAS APPROVED THE RECRUITMENT REQUEST AND PLAN**

The VP will forward the recruitment request to HR to be advertised on UNF's OASys. This will generate an email to the HO and EOP letting them know a recruitment request has been posted. ***Note: The VP may also return the recruitment request to the HO for corrections. If this happens, make the required corrections, forward the recruitment request to EOP, again. EOP will forward it on to the VP.***

☐ **HR POSTING**

Positions will be posted on OASys, <http://www.higheredjobs.com>, HR job phone line.

☐ **EOP APPROVED ADVERTISEMENTS**

Place the EOP approved ads in journals/publications/web sites after you receive the email from HR. If the ad has been changed, please email the new advertisement to EOP for their approval prior to placing the advertisement. **Do not place any advertisements** that have not be approved by EOP.

☐ **INACTIVE APPLICANTS**

Inactive applicants are those applicants that have either:  
withdrawn their application;  
not finished attaching their application to the posted position;  
not uploaded all required documents (if any are required to be uploaded);  
OR  
are no longer under review by the department.

To view any 'inactive' applicants you may have, follow the steps listed below:  
When you are viewing the list of 'active' applicants you will need to scroll all the way down to the bottom of the screen.  
Click in the box beside "inactive applicants".

Click 'Refresh'.

Now when you scroll down the screen of 'active' applicants you will also be able to view the 'inactive' applicants at the bottom of the same screen.

#### **APPLICANT POOL APPROVAL**

Upon review date or deadline date an email will automatically be generated to EOP letting them know that it is time to review the applicant pool. EOP will send the HO/POC an email when the applicant pool has been approved. Once the first applicant pool has been approved, you may continue to review the applicants in the pool without further applicant pool approvals. ***Applicant pool approval does not give you permission to interview candidates. Interview approval is a separate approval process.***

#### **FIRST SEARCH COMMITTEE MEETING**

The Director or Assistant Director of EOP will need to attend the first meeting of the search committee to present the EEO charge. Contact the EOP office to schedule this meeting.

#### **INTERVIEW APPROVAL**

Send names of candidates to be interviewed to EOP by e-mail for prior approval before scheduling interviews. You will receive an email when EOP has approved the interview pool. If you plan to interview more than one pool, email each pool to EOP (separately) for approval.

***Reminder: Do not begin interviewing until you receive an approval email from EOP.***

#### **CHANGING APPLICANT STATUS IN OASYS**

The Hiring Official or designee must change the status of the applicants in OASys as the search progresses.

#### **COMPLETION OF SEARCH PROCESS**

Identify a final candidate for consideration, conduct reference checks and complete the Employment Recommendation Package

Submit completed [Employment Recommendation Package](#) to the next level supervisor. (Next level supervisor shall ensure that the documentation is complete and must approve this action before an offer is made. No offer of an appointment shall be extended to any individual until the next level supervisor and/or VP provide written approval.) The Employment Recommendation Package is to be submitted to HR after it has been approved by the next level supervisor and/or VP.

Complete [Personnel Action Form \(PAF\)](#) within **48 hours** of receipt of signed letter of acceptance of offer.

Send a **copy** of the PAF to EOP.

The HO must send letters of notification to all unsuccessful candidates upon selection.



### **OFFICIAL SEARCH FILE**

Forward the official search file and all required documentation to the Office of Human Resources. Written records of the recruitment and selection process must be kept by HR for at least three years. Examples of required information are:

- Copies of applications, if downloaded from OASys
- Copies of applicants' support materials
- Recruitment request and recruitment plan, if downloaded
- Information on advertising
- Recruitment letters
- E-mails to applicants, references, etc.
- List of candidates invited for telephone interviews
- List of candidates invited for campus interviews
- Interview notes, if compiled by search committee
- Minutes of search committee meetings (if search committees are utilized)
- Letters of appointment
- Letters of rejections
- Other information not available on OASys



**[OASys training web site](http://training148.peopleadmin.com/hr)** <http://training148.peopleadmin.com/hr>  
**note: This is an exact duplicate of the OASys web site. It is used for training purposes only. Any recruitment request/plan that is entered into this site will not be processed. You can use this site to practice.**



**Resources Available on EOP web page:**

- 1) [Do's and Don'ts of Lawful Interviewing](#)
- 2) [Sample letters](#)
- 3) [EOP Legal Reminders](#)
- 4) [Additional Recruiting/Advertising Sources](#)




**Forms on EOP web page:**

 [Sample Evaluation Form](http://www.unf.edu/dept/equalop/evalform.doc) http://www.unf.edu/dept/equalop/evalform.doc

 [Sample Evaluation Form](http://www.unf.edu/dept/equalop/evalform.pdf) http://www.unf.edu/dept/equalop/evalform.pdf

 [Employment Recommendation Package \(A&P\)](http://www.unf.edu/dept/equalop/emppkg.doc)  
http://www.unf.edu/dept/equalop/emppkg.doc

 [Employment Recommendation Package \(A&P\)](http://www.unf.edu/dept/equalop/emppkg.pdf)  
http://www.unf.edu/dept/equalop/emppkg.pdf

 [Personnel Action Form \(PAF\)](http://www.unf.edu/dept/humanres/forms/compensation/faculty_admin_support_paf.pdf)  
[http://www.unf.edu/dept/humanres/forms/compensation/faculty\\_admin\\_support\\_paf.pdf](http://www.unf.edu/dept/humanres/forms/compensation/faculty_admin_support_paf.pdf)

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\* When the system requirements are updated in OASys a new version of this document will be published. Check to make sure you are using the most up to date version of the Quick Guide.