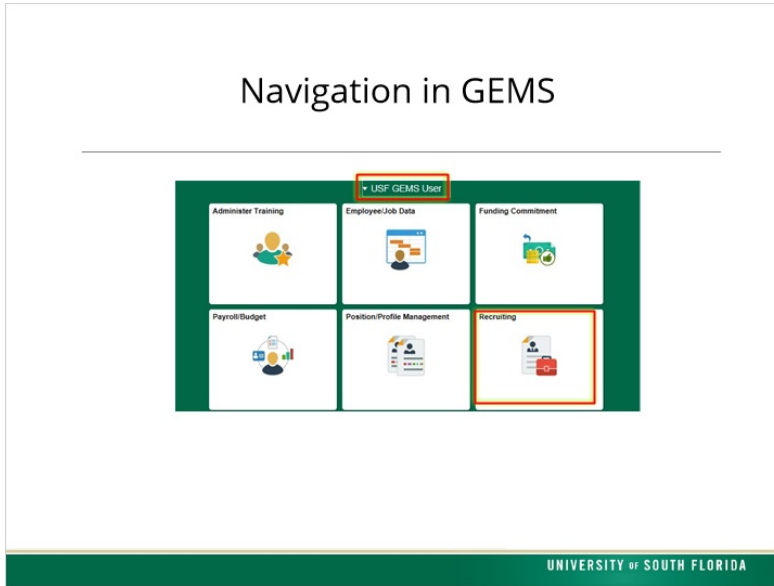


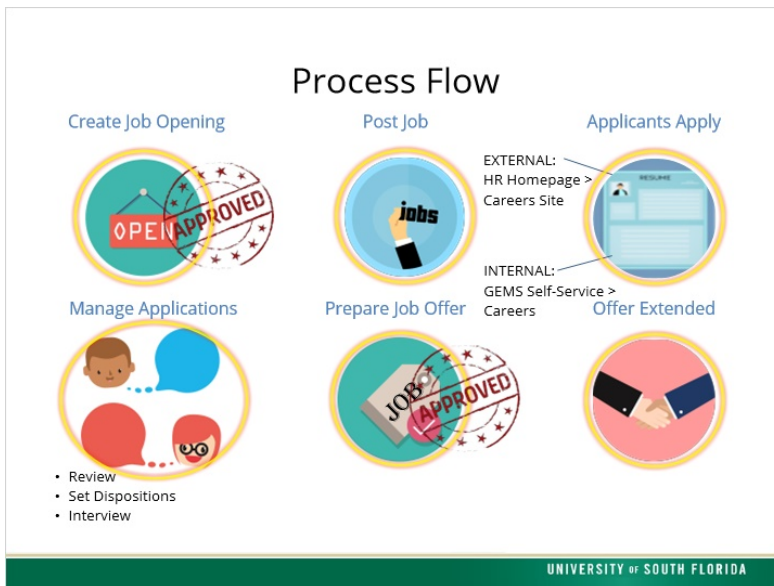
Recruiting Overview

Navigation in GEMS



For all recruiting tasks, use the "Recruiting." tile in GEMS under the "USF Gems User" menu.

Process Flow



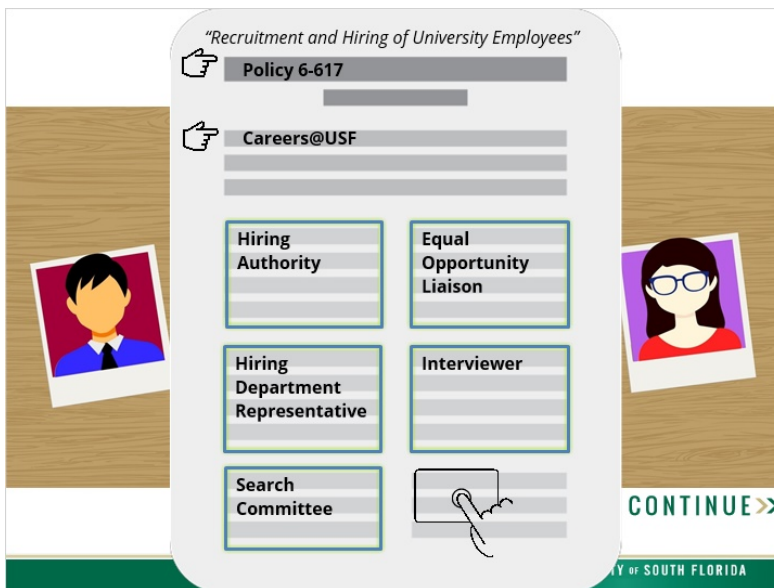
First, a job opening is created and submitted for approval. Once approved

by the department and HR, it is posted. Applicants apply online. There are two ways to access Careers@USF. Internal applicants are employees currently employed at USF. They apply using Careers in the self service pages in GEMS. External Applicants are individuals not employed at USF. They apply using the Careers site, accessible from the USF Human Resources home page. Resumes and applications are reviewed, dispositions set and applicants are interviewed.

Once preferred applicant is identified, a job offer is prepared and submitted for approval. Once offer is approved by HR, the offer is extended to the applicant.

Remember, if recruiting for a position, review the position description and update, if necessary, before starting the job opening.

Recruitment Roles



Who does what in the recruitment and hiring process?

Need to hire a new employee? Policy 6 dash 617 requires all recruiting and hiring be done within the Careers@USF online system. The policy identifies and defines the role of each person involved in your recruitment. The Hiring Authority, Hiring Department Representative, Search Committee, Equal Opportunity Liaison, and Interviewer. Let's look at each of these roles.

Hiring Authority: A person delegated to share the authority to sign

contracts and make pay and hiring decisions on behalf of the University for some or all employee types within their department or unit.

The Hiring Department Representative is a person designated by the Hiring Authority to organize and support the recruitment and hiring process and who oversees the outreach, screening, and presentation of applicants to the Hiring Authority. Must complete the Department Hiring Representative training. The Hiring Department Representative will have one of two access roles in GEMS, Department Initiator or Department HR Rep. To be granted one of these roles, you must get approval from your department or division.

The Department Initiator can create job openings, manage applicants and prepare job offers. The Department HR Rep can do the same tasks, but they also have a secondary approval role which sends the action to HR for final approval. The department HR role is often given only to users in a central office such as the Dean's office.

Search Committee: This is group of individuals appointed by the Hiring Authority to assist in the recruitment of an applicant. The committee's functions may include identifying, recruiting, interviewing, screening and recommending candidates for consideration by the Hiring Authority as well as other responsibilities assigned by the Hiring Authority.

Equal Opportunity Liaison: An individual who assists the hiring department in developing and implementing the University's equal opportunity policy and affirmative action plan.

Interviewer: An individual who participates in the interview process. This might be the supervisor for the recruited position or an informal interview team within your department.

Who's on your team

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

[Add Recruiter](#) [Add Recruiter Team](#)

Interviewers ?

*Name	ID	Inter
Rocky Bull	0000	0000
Rhoda Bull	0000	0000
Michael	0000	0000

[Add Interviewer](#) [Add Interviewer Team](#)

Interested Parties ?

No Interested Parties have been added to this Job Opening

[Add Interested Party](#) [Add Interested Parties Team](#)

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#)

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Who's on your hiring team? Who needs access to the job opening? Perhaps you have a Hiring authority, interviewer or search committee that wants to be able to view applicant resumes and applications. In the job opening, on the Hiring Team tab, add these people as Interviewers. They can view resumes and applications, but they only have access to that job opening.

Categories of Employment

There are two broad categories of employment at USF - Temporary, and Position.

Temporary:

- Temporary can be student or non-student employees.
- They have an ending date and limited benefits.
- Temporary employees do not have a position number.

Position:

- Positions can be Faculty, Staff, Administration, or Executive Service.
- These employees typically don't have an ending date and are given full

benefits.

- They will always have a position number.

Job Codes and Families

Job Codes and Families

When creating a job opening, start by choosing a job family.
In GEMS, Job Families define the job opening and application templates.

Job Families

Positions

Temporary

Faculty


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When creating a job opening, start by choosing a job family. In GEMS, Job Families define the job opening and application templates.

Job Families

Job Codes and Families

PositionsTemporaryFaculty



Job Family	Description
ADM	Administrative
EXC	Executive Service
FAC	Faculty
FWS	Federal Work Study Student
STF	Staff
STU	Student Employment
TMP	Temporary
UPD	University Police Department

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Administration, Executive Service, Staff and University Police will always be recruitments for positions.

Federal Work Study, Student Employment and Temporary will always be temporary. Use the Faculty job family for both position faculty recruitments and for temporary adjunct recruitments.

Job Codes

Job Codes are used for both temporary and position appointments, and they specify job titles such as Office Manager or Student Assistant. Job codes have classification specifications that describe in broad terms the type of work an employee is doing, a salary range, minimum qualifications, benefits eligibility and other conditions.