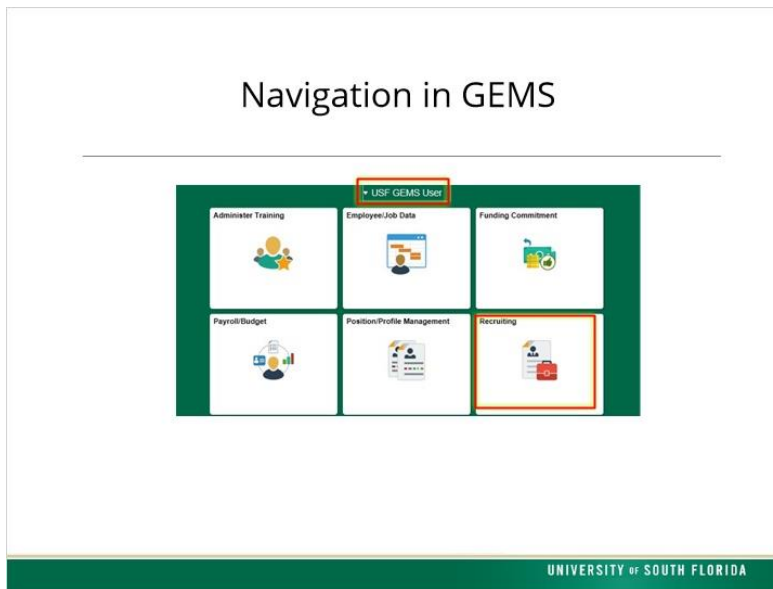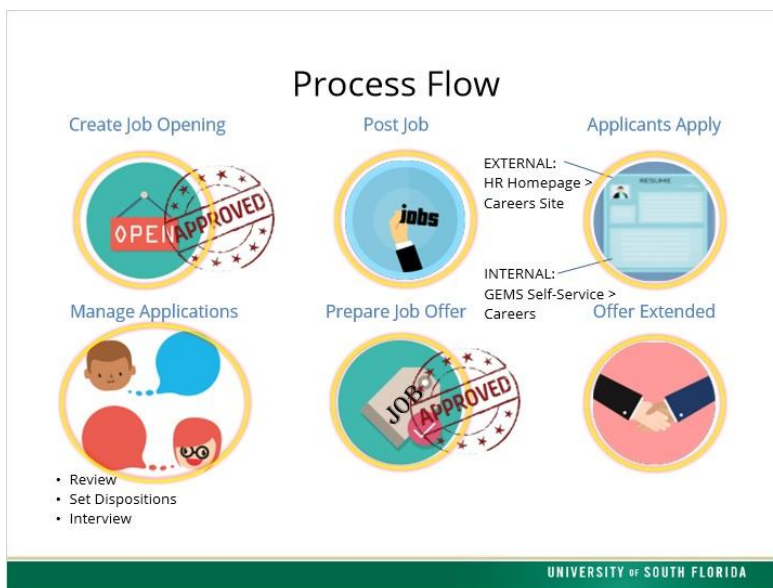# Recruiting Overview

This job aid provides an overview of the process flow for recruiting, user roles and common terms used in recruiting.

Navigation in GEMS

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

Process Flow

Let's talk about the 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
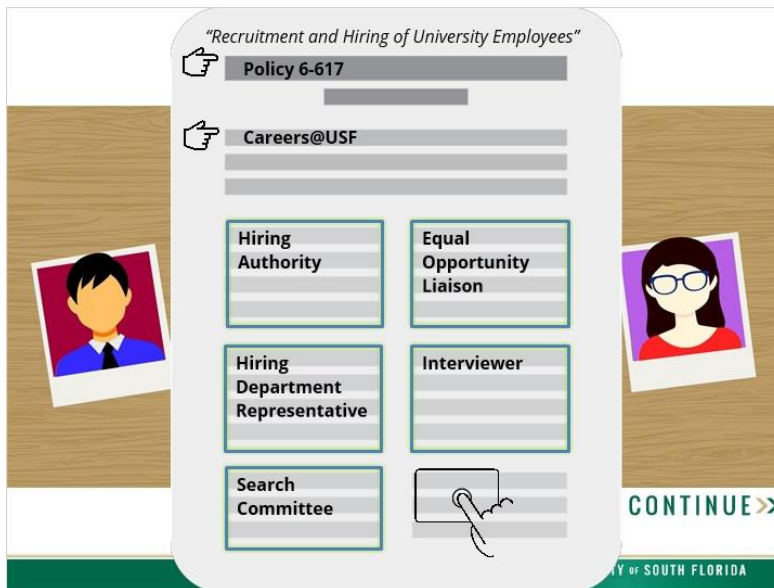
Who does what in the recruitment and hiring process?

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.

Anyone designated as a Hiring Authority must complete the Hiring/Authority/Search Committee/Interviewer training.

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, and then complete the Hiring Department Representative training.

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.

Every member of the search committee must complete the Hiring/Authority/Search Committee/Interviewer training.

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

The EOL must take the Equal Opportunity Liaison training.

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. Interviewers must complete the Hiring/Authority/Search Committee/Interviewer training.

Who's on your team

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

In this section, we'll explain some of the HR and recruiting terms you'll encounter.

There are two broad categories of employment at USF - Temporary, and Position. Temporary can be student or non-student employees. They have an ending date and limited benefits. Temporary employees do not have a position number. 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

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

Job Families

Let's look at each job family. 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.

This concludes the Recruiting overview.