

## Talent Acquisition & Recruitment: Job Postings

### PageUp Template

<b>Classification Title:</b>	For TEAMS positions, see <a href="#">TEAMS titles website</a>
<b>Job Description:</b>	The University of Florida is accepting applications for... Review <a href="#">Writing An Effective Job Posting</a>
<b>Advertised Salary:</b>	\$ Insert range up to what was approved on RTF by Finance team/HR/dean Helpful Resource: <a href="#">Staff Salary Structure Overview</a> If Benefits-eligible, add Benefits language (below)
<b>Minimum Requirements:</b>	See specifications on the <a href="#">TEAMS titles website</a> for TEAMS positions
<b>Preferred Qualifications:</b>	
<b>Special Instructions to Applicants:</b>	In order to be considered, please upload your cover letter and resume. If eligible for Veteran's Preference, add Veteran's Preference language (below) Application must be submitted by 11:55 p.m. (ET) of the posting end date.*
<b>Health Assessment Required:</b>	

\*Faculty vacancies require a minimum posting length of 14 days. TEAMS vacancies require a minimum posting length of 7 days. Departments can request that a position be open until filled if it meets any of the following criteria and is approved by the Talent Management team:

- 2 or more failed searches within 1 year
- 2 or more declined offers due to insufficient salary within 1 year
- High turnover

### [Positions Eligible for Veteran's Preference](#)

#### **Veteran's Preference Language**

This position is eligible for veteran's preference. If you are claiming veteran's preference, please upload a copy of your DD 214 Member Copy 4 with your application for consideration. See our [Veteran's Preference Page](#) for more specific information.

#### **Benefit Language**

##### ***TEAMS at 0.50 or greater***

##### **Benefits:**

The University of Florida offers low-cost [State Health](#) plans, a number of Dental plans to fit you and your family's needs, and Vision. Domestic partner coverage through GatorCare is also available. Optional plans such as life, disability, legal and accident insurance are also available.

Build your retirement roadmap with competitive pension plans, investment accounts and a host of voluntary add-ons, such as 457 deferred compensation and 403(b) plans.

UF provides a variety of leave programs including vacation, sick leave, 11 paid holidays, personal leave days, and family medical leave. TEAMS employees accrue approximately 22 vacation days annually, 13 sick days annually, and 4 personal leave days, typically used during the holiday closing period (accruals based on full-time employment). UF

also provides you the flexibility to deal with life's challenges by offering paid family leave, eight full weeks of leave over a 24-month period.

UF Employees are also eligible for the [GatorPerks discount program](#), which provides big savings at various businesses and retailers!

Explore UF's plethora of benefit options here: [TEAMS Benefits](#)

### **OPS at 0.75 FTE or greater**

#### **Benefits:**

The University of Florida offers low-cost [State Health](#) plans, a number of Dental plans to fit you and your family's needs, and Vision. Build your retirement with the FICA Alternative Plan and a host of voluntary add-ons, such as 457 deferred compensation and 403(b) plans. Optional insurance plans such as life, disability, legal and accident insurance are also available.

UF Employees are also eligible for the [GatorPerks discount program](#), which provides big savings at various businesses and retailers!

Explore UF's benefit options here: [OPS Benefits](#)

### **If Posting Internally**

Language for Special Instructions in PageUp: **This position is open to internal applicants only.**

### **Navigation/Instruction Guides to View Applicants**

*Search committee:* Navigation in myUFL to view applicants: Main Menu > Human Resources > UF Departmental Administration > Job Requisitions. Here is [the instruction guide](#) if you need it.

*Hiring manager:* Main Menu > Human Resources > Recruiting > Job Requisitions. Here is the [instruction guide](#) on reviewing applicants for you, and here is the [instruction guide](#) on changing applicant statuses along the way.

All of the toolkits for Careers at UF are located [here](#) if you need additional help navigating the system. There are tips for interviewing, a question bank and questions you should avoid under the *Preparing to Hire* section of our [Admin Resources](#) page.

### **Posting Jobs Outside of jobs.ufl.edu**

Include the following:

- Link to apply, requisition number
- Job title
- Job description
- Minimum and preferred requirements for the position
- Expected starting salary range, Benefits language
- Documents required to be considered for the position
- Deadline date to apply

Additional verbiage:

To apply for this position, visit jobs.ufl.edu. Job number for this vacancy is **<Requisition number>** and the deadline date to apply is **<Post Close Date>**. If an accommodation due to a disability is needed to apply for this position, please call (352) 392-2HRS or the Florida Relay System at (800) 955-8771 (TDD).

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The University of Florida is an Equal Opportunity Employer dedicated to building a broadly diverse and inclusive faculty and staff. The University of Florida invites all qualified applicants, including minorities, women, veterans and individuals with disabilities. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

Review more resources and information here: [Advertising the Job](#) and [Advertising Guidelines](#)