

POST TO WEB | USER GUIDE

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a Login

Before using the post-to-web, login to your UWNetID account. Go to <https://weblogin.washington.edu/> and follow the directions.



b Job Announcement Tools

From your web browser, open the Job Announcement Tools page at <https://wwwudev.cac.washington.edu/admin/employment/form>. Note that the address begins with "https," denoting a secure site.

You will be asked to enter your login name and password each time you open a



new page on this site. The site is accessible only to a list of users. To add or remove user names, contact Karenlee or nebula-support by email.

1. **Create a New Job.** To prepare a new job announcement, click on [Add A Job Announcement](#) and follow the instructions under *Enter a Job* (below).
2. **Edit a Job.** To edit a job announcement already prepared with this interface, enter the reference number (file name) in the text box, and press [Edit](#). Modify the entries, then press [Preview](#), and [Submit](#). **Note:** Remember that Setup (from Menu, see D2) must be run before jobs are available to edit.
3. **View/Print a Job.** To look at, or print, an individual job announcement, enter the reference number in the text box, and press [View](#). To print this job, choose the [print friendly version](#) at the bottom of the screen. From print friendly, choose [File](#) and [Print](#) from your browser.
4. **Search Jobs.** Use this search feature to find jobs by month posted. Choose from the pull-down menu and press [Search](#).

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| c Job Announcement Form |
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Enter or paste job announcement information in the field boxes. Click in a text box to type or paste text. Press tab to move from field to field.

1. **Job Poster's Email Address.** Enter your email address. Enter one address only.
2. **Job Title.** Enter or paste the job title in mixed case.
3. **Working Job Title.** If you are using a different title for recruiting purposes, enter that title here.

4. **Department/Sub-title.** Enter or paste a department name or job sub-title. If you wish to include neither, leave this field empty.
5. **Reference Number.** Enter the job reference number. Use upper case for prefacing letters.
6. **Department Web Site Address.** To provide a hyperlink to a departmental site or other web location, enter the complete web address here (e.g., <http://www.washington.edu>). In the job announcement, this link/address will appear in the paragraph beginning "For more information about this department..."
7. **Date Available.** Enter the posting date in mm/dd/yyyy format (e.g., 03/10/2001).
8. **Closing Date.** From the pull-down menu, choose from the following closing options. Remember to use the standard date format, mm/dd/yyyy format (e.g., 04/05/1999).
 - **Closes On** Enter a specific date in mm/dd/yyyy format.
 - **To ensure consideration apply by** Enter a specific date in mm/dd/yyyy format.
 - **Open until filled** When the job has been filled, remember to close the job (by changing this option to the date it was filled, or a past-date).
 - **Hold** To draft a job announcement without specifying an opening or closing date, choose **Hold**. When you are ready to post the job (and after the Setup program has been run, see *Save/Move Files*, below), re-open the job from the Tools page, and enter the opening and closing dates.
9. **Salary Range.** Enter or paste the salary using one of the following methods:
 - The monthly salary range, starting with a dollar sign (e.g., \$2,345 – 3,567) or a percentage of the monthly range (50% of \$2,345 – 3,567).
 - An hourly or yearly denomination; please specify (e.g., \$42,000/yr. or \$20/hr.).
10. **Shift.** Enter or paste any specific information about shift or working hours.
11. **Location.** Choose from the pull-down menu or enter/paste any specific location or address in the text box.
12. **Union Status.** To include the standard union status paragraph in your job announcement, click this box.
13. **Combined Registry.** To include the standard combined registry paragraph in your job announcement, click this box.
14. **Limited Recruitment.** At this field, choose between 3 options:
 - If the job is not limited, choose **No Limited Recruitment**.
 - If the job is limited to UW employees, choose **UW Employees Only**.
 - If the job is limited to UW employees in a specific unit or department, choose **UW Employees In**, then enter or paste that information in the text box.
15. **Note.** Enter or paste any specific information in the text box.

16. **General Duties/Description.** Enter or paste the job description in the text box.
17. **Requirements.** Enter or paste the requirements or minimum qualifications, and “exam factors” if applicable, in the text box.
18. **Additional Requirements.** Enter or paste additional requirements, and SPRs if applicable. If not applicable, leave the text field blank.
19. **Desirable Qualifications.** Enter or paste desirable qualifications. If not applicable, leave the text field blank.
20. **Conditions of Employment.** Enter or paste conditions of employment. If not applicable, leave the text field blank.
21. **Evaluation Criteria.** Enter or paste any additional criteria here.
22. **How to Apply.** From the pull-down menu, choose the type of application instructions to include in the job announcement:
 - **Standard Classified.** This wording will instruct the applicant to print/pick up application materials and return them by the closing date. In the job announcement, this statement will be followed by links to the basic application materials (ADF and *Staff Employment at the UW* (employment process information)).
 - **Standard Continuous.** This wording is similar to Standard Classified, but without reference to a closing date.
 - **Professional Specific.** For professional jobs, or to include specific instructions other than the standard classified. Enter your instructions in the text box. (Remember that extra lines, or hard returns (“enter”) in the text box will not be visible in the job announcement. You may use HTML to add paragraph or line breaks.)
23. **Category.** Follow the directions to choose one or more categories. If you wish to remove a category choice, repeat the process.

Note: The list of categories includes both the major categories found on the UW employment (“official”) site, and Health Care and Nursing sub-categories found only on the HMC and UWMC sites.
24. **Template.** Choose from three job announcement templates:
 - **UW Employment Opportunities.** The basic template for non-MCP jobs.
 - **Medical Centers.** For specific MCP jobs to be posted only at medical centers site(s).
 - **Medical Centers Generic.** For generic MCP job descriptions to be included in the UW Employment Opportunities site.
25. **Additional Application Materials.** To prepare an additional skill sheet, terminology list, or education summary for the job, choose **Select/Create Forms** from the pull-down menu. You will be able to select/create the materials from the Preview screen (see d, *Preview*, below). To include one of the checklists (e.g., Office & Secretarial Checklist), click the corresponding button.
26. **Spell Check.** Press the **Spell Check** button. A version of the form will appear with words in *italics* and in red. Make any changes to the words in the text boxes and press spell check again. When your text is ready, press **Preview**.

At the bottom of the Job Announcement Form, press Preview. Functions available with Preview are listed below. When you are ready to save the job, press Submit at the top of the Preview screen.



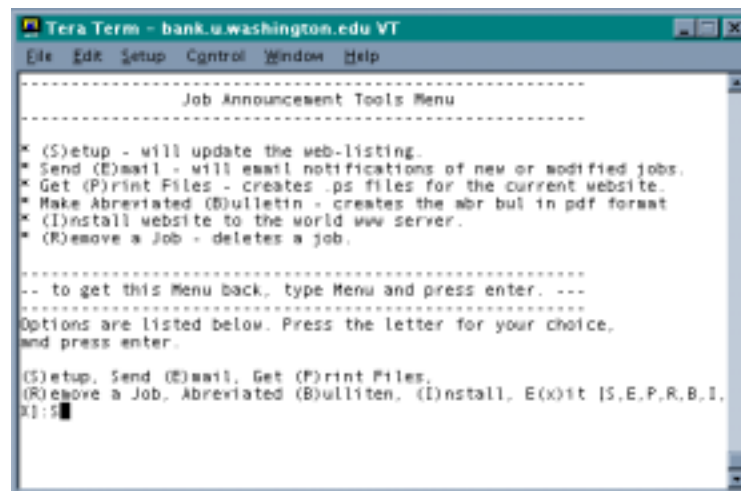
1. **Making Changes.** If you see changes you wish to make, press the Return button to return to the form. When you are finished, press Preview again.
2. **Print.** To print the job announcement, choose Print Demo (this screen presents the job announcement without web site headers or footers). Choose File and Print from the browser menu. When you're done, press Return to Preview.
3. **Create Additional Materials.** To create an *additional skill sheet*, *terminology list*, *trades education summary*, or *information sheet* for your job, press Add/Edit Forms. Choose the document you wish to create, then enter or paste text into the template. When it is ready, return to the preview. If you wish to create more than one document, repeat the process.



4. **Submit.** When your job announcement and additional documents are ready to forward, press Submit. This will save your announcement and additional materials, and include it in the automatic email notification.
5. **Submission Successful.** After you've submitted your job and materials, you are provided with instructions to save the file using the Setup program. At this point, you have 3 choices:
 - Return to the Tools page to open a job announcement that has been submitted and Setup.
 - Return to a blank Job Announcement Form to prepare another job announcement.
 - Preview the Web Index. Remember that Setup must be run to see jobs you've submitted.

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| e | Menu Programs |
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With the Job Anno menu programs, you can save newly submitted jobs, move them to the development web location, update the development web site, send automated email notification, and print the entire set of new jobs at once.



1. **Access the Menu.** From a bank terminal prompt, type su2 job-anno and press return/enter. Enter your password and press return/enter.
2. **Menu Choices.** From the prompt, type Menu. When the list of options appears, choose the letter representing your choice (in brackets) and press return. To exit, follow the directions at the bottom of the screen. To return to the menu, type Menu and press return.
 - **(S)etup -- update the web-listing.** This choice saves submitted jobs, moves them to the development web site, and updates the development site web indexes. Choose "S" from the Menu and press enter. The program will list any submitted jobs, then ask for a posting date. Unless otherwise notified, use "T" for today. The program will take a moment to re-create the web site. When the Job Anno percent prompt (%) reappears, type exit and press enter to return to your bank account.
Run Setup several times throughout the day.

- **Send (E)mail** -- email notifications of new jobs. This function sends automatic email notifications about new jobs, using the email address entered on the web form, and sent to an established list of recipients. The function sends only one email notice about each new job. It will not send notifications about corrections or changes.
- **Get (P)rint Files** -- creates postscript files for the current web site and provides instructions for sending these files to the printer of your choice (print_many printername). (See appendix for more details.)
- **Create Abbreviated Bulletin** -- creates text for the printed bulletin, then converts it to a pdf file for printing. (See below.)
- **(R)emove a Job** -- deletes a job.

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| f | Install the Site |
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This moves the development site to the public site. An auto-install program is set to install the site at approx. midnight every night. If you need to install the site manually, follow these instructions:

1. Open a bank terminal and type su2 job-anno, press return; enter your password; press return.
2. At the prompt, type Setup, and press return. When prompted for the date, enter the following day's date, or if the day is Friday, enter Monday's posting date (in MM/DD/YYYY format).
3. When setup is completed, type **wwwuinst world/admin/ employment** to allow the files to be updated during the night. If the site needs to be updated immediately, type **wwwuinst -push world/admin/ employment**.
4. After a series of responses to your install command, the program will ask for your password. Enter your bank password, and press return. Another series of responses will appear. When the installation is done, your prompt will reappear. Exit as usual.

Note: Do not close your bank window or otherwise attempt to exit or log out until the install program has completed (you will know it is complete when your bank prompt reappears).

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| APPENDIX |
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How to Close a Continuous Job

1. To close a job posted without a closing date, the rep goes to the Tools page (see A2) and uses Edit to open the job.
2. Under closing date, choose "Closes on," then enter a date (in MM/DD/YYYY format) in the text box. If you want the job to be closed at a future date (e.g., a classified job for 3 days), enter that date in the text box. If you wish the job to be removed from the site at the next posting (e.g., a professional job), enter a past date in the text box. Choose Preview, then Submit.

Notes on Bulk Printing

When you choose "P" from Menu, the program will ask:

- For what office are you getting print documents? Enter the appropriate answer (seo, mcp, uwmc).

- What type of jobs do you want to print? You may choose all jobs, only jobs that begin with MCP or N (answer A, M, or N).
- Do you want to print attachments? If you answer yes, postscript files will be created and printed for "attachments" only. Forms in pdf format, such as checklists, must be printed separately. When you answer yes, a list of any applicable checklists will be printed on a separate page following the job.
- Do you want to print only jobs available on or after a certain date? ? To print all open jobs, answer no. To print only new jobs, answer yes. If you answer yes, the system will ask for a date. Generally, this will be the Monday posting date, e.g., 04/19/1999.
- Do you want to get jobs edited on or after a certain date? This refers to the date job files were edited. In most cases you will answer no.

After the postscript files have been created, Menu will provide you with a command to send the files to the printer of your choice (e.g., print_many printername). Enter the command at the Menu prompt.

Use howard, barney, or welby to print job announcements and attachments. Bulk printing will generally take at least an hour.

Setup Email Check

Every time Setup is run, an email is sent as a check, and contains the date used for the Setup run. If the date is incorrect, run Setup again for the correct date, and if necessary, contact www-mgmt@u.washington.edu or NDC (Rick White, rwhite@cac.washington.edu) to re-install the site.