



## Justification For Recruitment System (JFR) Standard Operating Procedures

SOP Reference Number	Version Date	Replaces Version:
XXXX	11.10.04	NA

Title: Position Request / Approval Process

### **Policy**

Position requests are initiated using the Justification For Recruitment System. The UAMS Department Administrator (or other designated employee) creates a request by entering position information into JFR. Following the entry, JFR

Each position has a status associated with it. The position status is tracked throughout the life of the position. Based on the position approval process, the position status is tracked for review, approval, and signature through JFR.

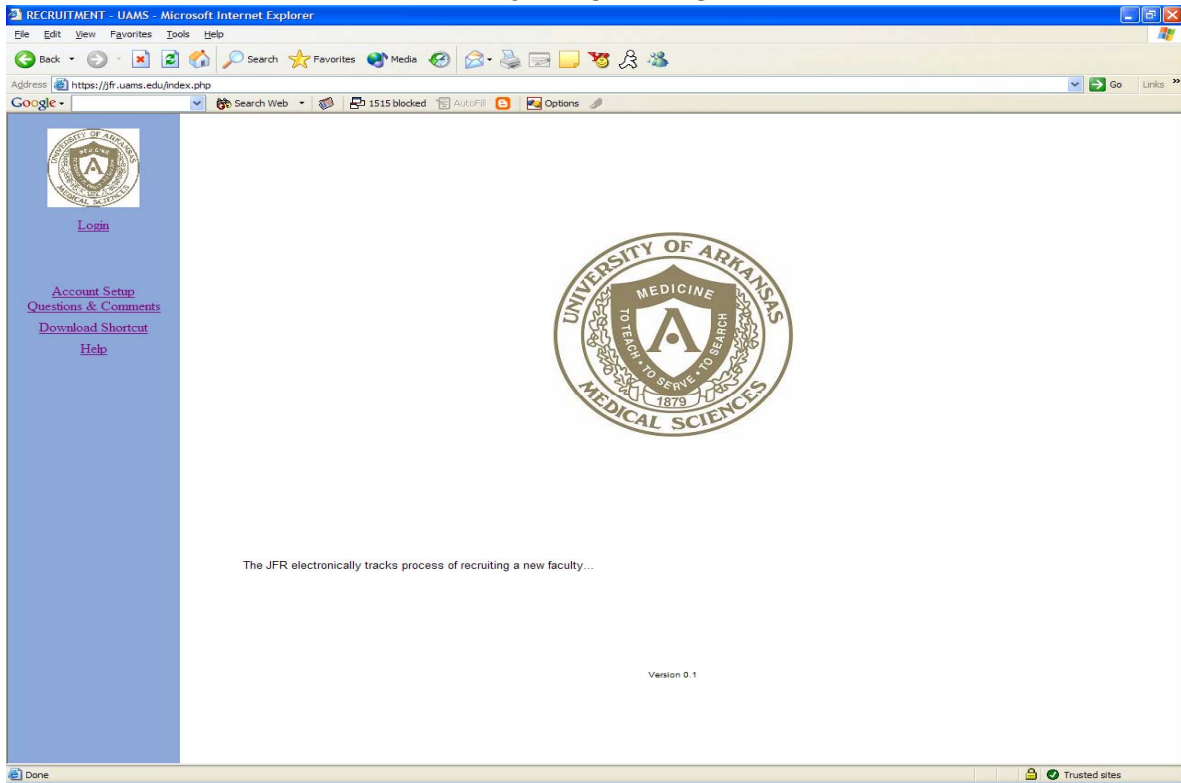
Department Administrators can start their recruitment process following the approval of their position request. Once a candidate is identified, initial candidate information form is filled and offer letter is created using Letter Creation Tool in JFR.

### **Procedure**

#### **1. Access the Justification For Recruitment System**

Using a web browser, go to the JFR website at <https://jfr.uams.edu> (You can also download a shortcut to your desktop by clicking "Download Shortcut" link on the left menu bar.)

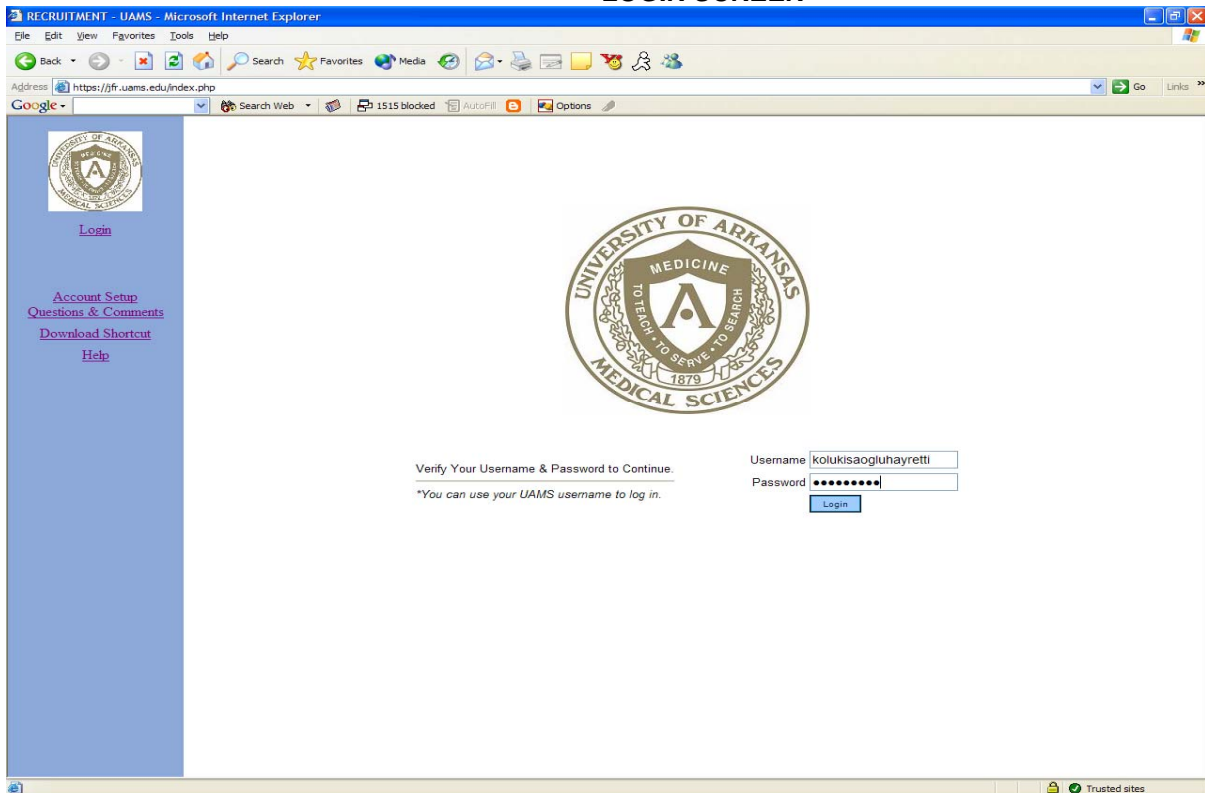
## JFR HOME PAGE



## 2. Login to JFR.

Click the [Login](#) link on the menu bar to login to JFR.

## LOGIN SCREEN



Enter Username and Password in the spaces provided. (NOTE: Username is the same as UAMS Domain Login Name, i.e. LastFirstMiddleInitial (SmithJaneR); Password is the same as UAMS Domain password. If you are unable to login to JFR or need assistance, click the [Account Setup Questions & Comments](#) link located on the left menu bar to send a message to the JFR database administrator.

### ACCOUNT SETUP QUESTIONS & COMMENTS SCREEN

Account Setup Questions & Comments

This form allows you to request new user accounts, submit questions and comments. Your submission will be followed up by email from a system administrator. Please be sure to provide you email address or full name (last, first and mi).  
textField for email/name textBox for questions comments new user request submit

Please enter your email address or UAMS domain name (LastFirstMiddleInitial):

Cancel Send

Enter your complete email address in the space provided ([SmithJohnR@uams.edu](mailto:SmithJohnR@uams.edu)). Enter your question or comment in the blank area below the email address. Complete by clicking the **Send** button.

Upon initial login to the system, the password can be saved so that Windows will remember it for future logins. To save the password, click **Yes**. If you do not want Windows to save your password, click **No**

### SAVE PASSWORD SCREEN

AutoComplete

Do you want Windows to remember this password, so that you don't have to type it again the next time you visit this page?

Don't offer to remember any more passwords

Yes No

Verify Your Username & Password to Continue.

*\*You can use your UAMS username to log in.*

Username

Password

Login

### 3. Position Listing Screen

Upon successful login to JFR, the POSITION LISTING screen is displayed. This screen displays all position requests associated with your login role. Click the up/down arrows to scroll through the list of positions.

To return to the POSITION LISTING screen from other JFR screen views, click the [View Positions](#) link located on the menu bar.

#### POSITION LISTING SCREEN

POSITIONS LISTING for Hayrettin Kolkusaoglu			Print
JFR04-314-0002 Kolkusaoglu, Hayrettin Created on November, 08, 2004 PATHOLOGY, College of Medicine <a href="#">[View Log]</a>	Instructor - Adam Brown	JFR Approved	<a href="#">Edit</a> <a href="#">View</a>
<a href="#">JFR Form</a> <a href="#">CV.doc</a>			
JFR04-314-0001 Kolkusaoglu, Hayrettin Created on November, 08, 2004 PATHOLOGY, College of Medicine <a href="#">[View Log]</a>	Professor	JFR Pending Department Approval	<a href="#">Edit</a> <a href="#">View</a>
<a href="#">JFR Form</a>			

#### Position View Options

To narrow the list of positions shown, locate the View **ALL Positions** dropdown list. View options include: All Positions, Approved Positions, and Positions Sent for Revision. The default view is 'ALL Positions'. To limit the view, click the dropdown arrow and select the view option desired. Make the selection then click the **REFRESH** button to complete the step.

#### Sort Positions

To change the order in which positions are displayed, choose a different sort order. Locate the Order By **Date Created** dropdown list. Order choices include: Date Created, Status, and Department. Highlight the desired sort order then click the **REFRESH** button.

### 4. Print Positions

To print a list of all positions, click the **PRINT** button.

## 5. Create a New Position

To enter a new position, click the [Create Position](#) link located on the menu bar at the left side of the screen. An online version of the JFR Form will be shown. Fill in the necessary position information.

### CREATE POSITION SCREEN (Part 1)

**RECRUITMENT - UAMS - Microsoft Internet Explorer**

Address: <https://jfr.uams.edu>

**Add New Position**

Department: PATHOLOGY, College of Medicine  
SAP Org Unit #: 50000314  
Org Unit Name: Pathology

1. Requested Rank: Assistant Professor  
Intended Pathway: Research Scientist -- Non-tenure

**FY 2005-06**

Year	Estimated Salary	Funding Split if Applicable	Account Number	Funding Source(s) Name	Percent
One	100000		1234-1234	act#1	100
Two					
Three					

2. Will the candidate replace an existing faculty member?  
 Yes Name of vacating faculty member: James Smith  
Anticipated Termination Date: 12/31/2004  
Salary line of vacating faculty member: Test salary line  
 No This is a new salary line.

3. Describe the impact of the appointment on present ancillary department personnel or the need for additional support staff. If there are to be added staff members, delineate the income source for salary and benefits.  
Test

4. Will there be any need for additional space not currently available within the department?  
 Yes  No

5. Describe the impact of the recruitment on existing hospital or other COM department sources (operating rooms, ACC Clinic, Anesthesiology, Radiology, Pathology, etc.)  
Test

6. What is the anticipated faculty activity?

### ROUTE JFR TO CHAIR OPTION

This option is located at the bottom of the form. Routing a position to Department Chair for approval is optional. If approval of Department Chair is not required choose "No" and position will directly be routed to the division level for approval.

### CREATE POSITION SCREEN (Part 1)

[Change Role](#)

[View Positions](#)  
[Create Position](#)  
[User Management](#)  
[Questions & Comments](#)  
[Help](#)

[Log Out](#)  
[My Profile](#)

6. What is the anticipated faculty activity?  
Clinical  % time Education  % time Research 100 % time Administration  % time

7. Will there be a recruitment package?  
 Yes How much will be required? <100  
How will it be funded?  
 No

8. If primary activity is in research, do you anticipate appointing someone who has grant funding?  
 Yes Anticipated #: Amount: Source:  
 No Why not?

9. Board Certification Plan:  
 Yes  No

10. Are you requesting FGP benefits?  
 No  
 Yes Comments:

11. Will you be using an existing position #?  
 No  
 Yes Position #:

Route JFR to Department Chair?  Yes  No

[Save Position](#) [Save & Submit Position](#) [Cancel](#)

## 6. Save / Save & Submit Position

There are two methods available for saving the position: 1) save the information by clicking the Save button and 2) save the completed position information and submit to the system. This option changes the status of the position from Saved to Submitted.

Once a position is saved, a unique position number is automatically assigned to the position. All JFR position numbers begin with a JFR prefix. The remainder of the position number is based on fiscal year, three digit department code, and a sequential number.

### To save the position

Click the **Save Position** button at any time during input of position information. A saved position can be edited and completed at a later time. After saving the position, you are returned to the Position Listing screen. Notice the position status “**JFR Saved**” is located at the top of the position listing.

### POSITION SAVED

View:  Order By:

<ul style="list-style-type: none"><li>• New Position Request is saved.</li><li>• Position Number : JFR05-314-0003</li></ul>	
<b>POSITIONS LISTING for Hayrettin Kolukisaoglu</b> <input type="button" value="Print"/>	
<a href="#">JFR05-314-0003</a> <a href="#">Kolukisaoglu, Hayrettin</a> Created on November, 09, 2004 PATHOLOGY, College of Medicine <a href="#">[View Log]</a>	Assistant Professor  <b>JFR Saved</b>  <a href="#">JFR Form</a>  <input type="button" value="Edit"/> <input type="button" value="View"/>
<a href="#">JFR04-314-0002</a> <a href="#">Kolukisaoglu, Hayrettin</a> Created on November, 08, 2004 PATHOLOGY, College of Medicine <a href="#">[View Log]</a>	Instructor - Adam Brown  <b>JFR Approved</b>  <a href="#">JFR Form</a> <a href="#">CV.doc</a>  <input type="button" value="Edit"/> <input type="button" value="View"/>
<a href="#">JFR04-314-0001</a> <a href="#">Kolukisaoglu, Hayrettin</a> Created on November, 08, 2004 PATHOLOGY, College of Medicine <a href="#">[View Log]</a>	Professor  <b>JFR Pending Department Approval</b>  <a href="#">JFR Form</a>  <input type="button" value="Edit"/> <input type="button" value="View"/>
<input type="button" value="Print"/>	

### To save and submit the position

To submit a completed position, click the **Save and Submit Position** button. Incomplete positions cannot be submitted. Choose this save option when all editing is complete and the position is ready for submission to the JFR System. Notice the position status “**Pending Dept. Chair Approval**” or “**Pending Division Approval**” is displayed at the top of the position listing depending on your selection on “Route JFR to Department Chair” option.

View: Order By: 

- Position Request is edited and submitted. You will be notified by email at the end of the approval process.

POSITIONS LISTING for Hayrettin Kolukisaoglu			<input type="button" value="Print"/>
<a href="#">JFR05-314-0003</a> <a href="#">Kolukisaoglu, Hayrettin</a> Created on November, 09, 2004 PATHOLOGY, College of Medicine  <a href="#">[View Log]</a>	Assistant Professor	JFR Pending Division Approval	<input type="button" value="Edit"/> <input type="button" value="View"/>
<a href="#">JFR Form</a>			
<a href="#">JFR04-314-0002</a> <a href="#">Kolukisaoglu, Hayrettin</a> Created on November, 08, 2004 PATHOLOGY, College of Medicine  <a href="#">[View Log]</a>	Instructor - Adam Brown	JFR Approved	<input type="button" value="Edit"/> <input type="button" value="View"/>
<a href="#">JFR Form</a> <a href="#">CV.doc</a>			
<a href="#">JFR04-314-0001</a> <a href="#">Kolukisaoglu, Hayrettin</a> Created on November, 08, 2004 PATHOLOGY, College of Medicine  <a href="#">[View Log]</a>	Professor	JFR Pending Department Approval	<input type="button" value="Edit"/> <input type="button" value="View"/>
<a href="#">JFR Form</a>			

## 7. Edit Position

To edit a saved position, click the **Edit** button on the Position Listing Screen. After editing is complete choose either Save or Save and Submit. To discard the edit, click the **Cancel** button. On edit screen, you can add notes about the update on the position by filling out "Update Notes" box. Notes entered here will be shown in "Position Log". This feature might be useful when editing a position that is sent for revision.

### EDIT SCREEN (Update Notes)

10. Are you requesting FGP benefits?

No

Yes Comments:

11. Will you be using an existing position #?

No

Yes Position #:

Route JFR to Department Chair?  Yes  No

Update notes

## 8. View Position Details

To see a detailed view of the position, click the **View** button on Position Listing screen.

## POSITION DETAILS SCREEN

Position Details screen will show JFR form, candidate information, and letters as they are created in the system. At this point it only has the JFR form.

When a position is created, system creates PDF file containing the information entered. To view the PDF file click on [View](#) link on Position Details screen.

## PDF File of JFR Form

**JUSTIFICATION FOR RECRUITMENT OF ALL FACULTY**  
Revised February 14, 2004

It is College of Medicine policy that any recruitment of faculty must be approved by the Dean before a job offer is discussed with a candidate. The following questions must be answered and the form must be sent either by hard copy or by e-mail to the Executive Associate Dean for Finance and Administration (Olan Nugent) before initiating recruitment activity. This form is required for ALL faculty, not just those providing clinical care. Attach additional pages to this form if needed. Do not modify the length of the form.

**Department:** PATHOLOGY      **SAP Org Unit #:** 50000314      **Org Unit Name:** Pathology

**1. Requested Rank:** Assistant Professor  
**Intended Pathway:** Research Scientist -- Non-tenure

FY Year	Estimated Salary	Funding Source(s)		
		Account Number	Name	Percent
One	100000	1234-1234	act#1	100 %
		Funding Split if Applicable		%
Two				%
		Funding Split if Applicable		%
Three				%
		Funding Split if Applicable		%

**2. Will the candidate replace an existing faculty member?**

Yes      Name of vacating faculty member: James Smith  
Anticipated Termination Date: 2004-12-31  
Salary line of vacating faculty member: Test salary line



This PDF file can be saved to your computer by clicking on “Save a Copy” button on Adobe Acrobat.

## 9. View/Print Position Log File.

To view a history of the position, click the [View Log](#) link located on the Position Listing screen or Position Details screen.

Date	Action	Notes
November, 09, 2004 23:04 PM	System has <b>Notified</b> Hayrettin,Kolukisaoglu Division Officer of College of Medicine	Position Ready for Approval
November, 09, 2004 23:04 PM	<b>Submitted</b> by Hayrettin,Kolukisaoglu Dept. Admin. PATHOLOGY, College of Medicine	
November, 09, 2004 23:04 PM	<b>Revised</b> by Hayrettin,Kolukisaoglu Dept. Admin. PATHOLOGY, College of Medicine	

From the **View Log** screen, click the **PRINT** button to print the log status for the position.

To return to the previous screen, close the Position Log File window.

## 10. Position Approval

The position is electronically routed through the position approval process based on its status. Position approval is accomplished from Position Details screen. Depending on your role and status of the position if the position needs your approval, approval form will appear on the bottom of the screen.

From the Position Details screen, locate the **Notes** section. Notes are available for review to all recipients. Add notes as desired.

If the position cannot be approved due to needed revision, click the **SEND FOR REVISION** button. This action changes the status and routes the position back to the department and the review/approval process begins again.

To deny the position request, click the **DENY** button. This will change the status of the position to “**JFR Denied**” and notify the department.

To approve the position, click the **APPROVE** button. This changes the position status to reflect the next recipient in the position approval process. If this is the final approval needed, position status will be changed to “**JFR Approved**” and the department will be automatically notified via email.

## JFR APPROVAL FORM

DETAILED POSITION VIEW [\[View Log\]](#)

Status: JFR Pending Division Approval

Position Information			
Department:	PATHOLOGY	Intended Pathway:	Research Scientist -- Non-tenure
Estimated Salary:	\$100,000.00	Requested Rank	Assistant Professor
JFR Form	<a href="#">View</a>		

Approval Form	
JFR Form is completed by the department and waiting your approval.	
Route JFR to Dean?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does Offer Letter Need Approval?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Notes	<input type="text"/>
	<input type="button" value="REVISE"/> <input type="button" value="DENY"/> <input type="button" value="APPROVE"/>

### ROUTE JFR TO DEAN OPTION

This option is located at the bottom of the approval form and only available during division level approval. Routing a position to the Dean for approval is optional. If approval of the Dean is not required choose "No" and position will become approved. You can also deny a position and still route it to the Dean if his input on the position is necessary.

### DOES OFFER LETTER NEED APPROVAL OPTION

This option also is only available during division level approval. If selected "No", offer letter will not be routed for Dean's approval.

## JFR APPROVED (Add Candidate)

DETAILED POSITION VIEW [\[View Log\]](#)

Status: JFR Approved

Position Information				Edit
Department:	PATHOLOGY	Intended Pathway:	Research Scientist -- Non-tenure	
Estimated Salary:	\$100,000.00	Requested Rank	Assistant Professor	
JFR Form	<a href="#">View</a>			

Candidate Information		Add Candidate
No candidate added yet.		
Change Active Candidate To:	There are no additional candidates available.	

## 11. LOGOUT

To logout of JFR, click the [Logout](#) link on the menu bar.

**Note:** Refer to "Candidate Entry and Offer Process" help document for the steps after position request is approved.