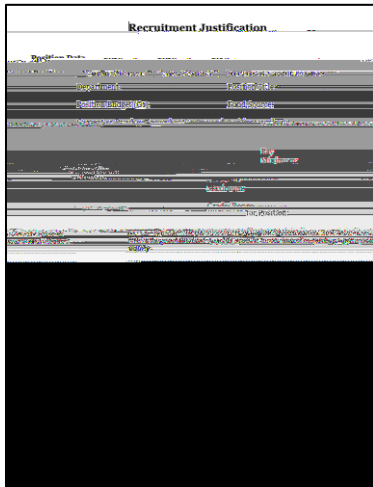


## How to Complete the Recruitment Justification Form (RJF) & Add to Careers Job Opening

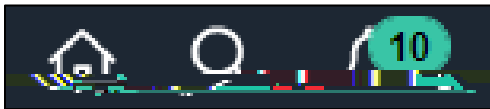
**\*\*Please note, this is only applicable for full-time regular and limited term positions.**

1. Click on this link [Recruitment Justification Form Blank Template.docx](#)
2. Complete the Recruitment Justification Form in its entirety.

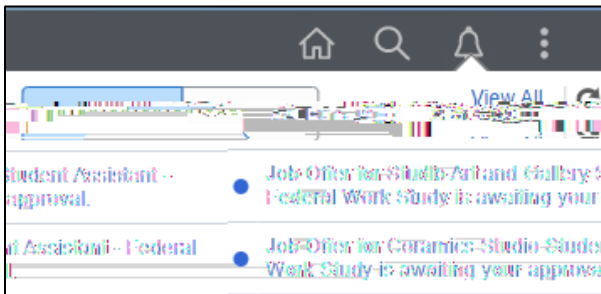
\* For the pay range for staff positions you will need to contact Amy Collins and/or Josh Hallam. Holly Verhasselt will provide salary information for faculty positions.



3. Once the form is complete, save it to your computer.
4. Log into OneUSG (Employee Self Service)
5. There should be a notification in the bell icon in the top right-hand corner.



6. Click on the bell and the notification link for the job opening you would like to approve. This will take you to the approval page for the job opening.



7.

8.

9. Note

10. box. To view the full note detail

11.

