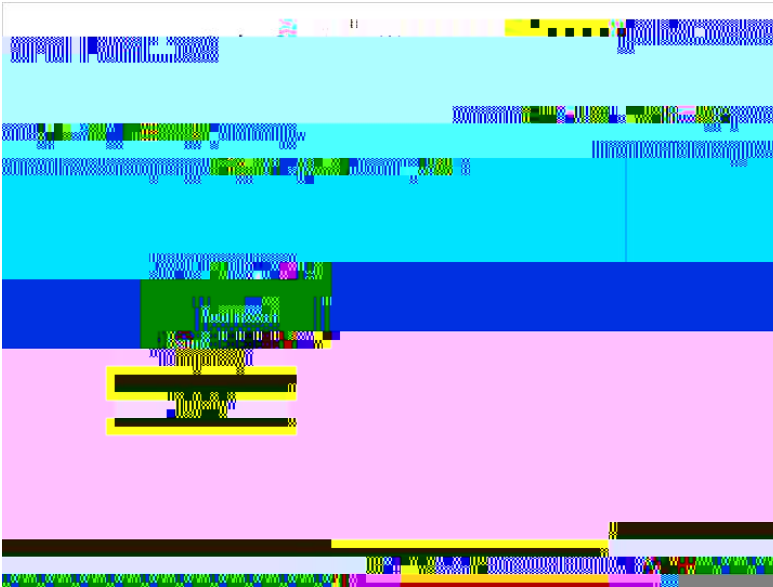
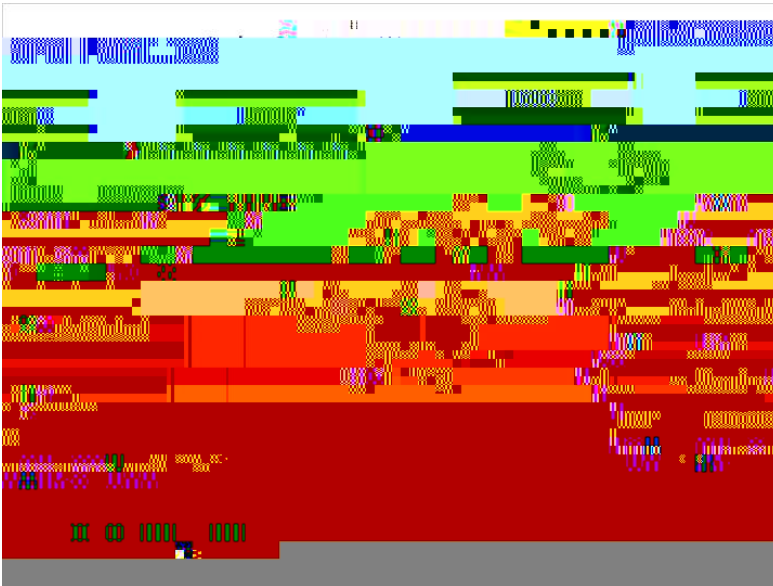


Job Codes and Families



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.