



---

# Job Vacancies Flow in the HrAdmin

Sara Abu Sa'aleek, Feras Al-Hawari, Rawan Turab,  
Anoud Alufieshat, Fadia Alshoura, and Rasha Al-Attal

---



# Overview

---

- Introduction.
- Define Job Vacancies User Role.
- Accessing the Job Vacancies Screen to manage announcements by HR.
- Managing the Job Vacancy announcement details (HR).
- Managing the Job Vacancy Applications.
- Review and evaluate Job Applications.
- Change Job Applications Compliance Status.
- Show Job Applications to Employment Entity.
- References.

# Introduction

---

- This document outlines the digitalized Job Vacancies flow in the HrAdmin. This flow is designed to make recruitment seamless, paperless, fully online, faster, more transparent, and less error prone.
- Previously, applicants had to either visit the Human Resources Department in person or send their CVs via email. HR was then responsible for confirming eligibility, which often created challenges: applicants frequently faced difficulties in submitting their documents, while HR staff encountered problems in collecting, organizing, and forwarding the required documents to the relevant entity. This flow resolves these issues.



---

# Define Job Vacancies User Role

# Define Job Vacancies User Role (1)

1) In the HrAdmin, go to HR Setup -> Employee File Type.

HR Setup > Employee File Type

Filtering Criteria

File Category:

Employee Files

All

Employee Files

Certificate Files

Experience Files

Training Files

Workload Files

Scholarship Files

Category	Name (EN)	Name (AR)	Degree	Show In Job Vacancy	Active
Employee Files	Clearance	تفحص			
Employee Files	A form for residence and work permit purposes	العمل			
Employee Files	Committees	لجان			
Employee Files	Appointment Contract	التعيين			
Employee Files	Declaration that the Wife does not Work	اتصال			
Employee Files	Confidentiality and Non-Disclosure Document	اتفاقيات			
Employee Files	Approval of the Code of Professional Conduct	مقاييس			
Employee Files	Family Book Copy for Married Individuals	سجلات			
Employee Files	Passport Copy	السفر			
Employee Files	Non-Conviction Certificate	رأبطين			

Total Rows: 21

+ Add    Print    Export

HR Setup > Employee File Type > Edit File Type

Employee File Type

File Category : \* Employee Files

Name (EN) : \* Non-Conviction Certificate

Name (AR) : \* شهادة عدم المحكومية للأردنيين

Show In Job Vacancy:

Active :

Back    Save

Label file types as 'Show in Job Vacancy.' Each successfully labeled file will appear on the Add Job Vacancies screen.

# Define Job Vacancies User Role (2)

1) In the HrAdmin, go to HR Setup -> Employee File Type.

HR Setup > Employee File Type

Filtering Criteria

File Category: Certificate Files

Search

Employee File Type

(1 of 1)

Category	Name (EN)	Name (AR)	Degree	Show In Job Vacancy	Active
<input type="radio"/>	Certificate Files	High School Diploma			
<input checked="" type="radio"/>	Certificate Files	High School Transcript			
<input type="radio"/>	Certificate Files	Bachelor Degree Transcript			
<input type="radio"/>	Certificate Files	Bachelor Degree Certificate			
<input type="radio"/>	Certificate Files	Master Degree Transcript			
<input type="radio"/>	Certificate Files	Master Degree Certificate			
<input type="radio"/>	Certificate Files	PhD Degree Transcript			
<input type="radio"/>	Certificate Files	PhD Degree Certificate			
<input type="radio"/>	Certificate Files	Equivalency Certificate			

Total Rows: 9

+ Add    Print    Export

HR Setup > Employee File Type > Edit File Type

Employee File Type

File Category : \* Certificate Files

Degree : \* High School

Name (EN): \* High School Transcript

Name (AR): \* كشف علامات الثانوية العامة

Show In Job Vacancy:

Active :

Back    Save

Label file types as 'Show in Job Vacancy' and select the corresponding degree. Each successfully labeled file will appear in the Add Job Vacancies screen under the Certificates section.



# Define Job Vacancies User Role (3)

1) In the HrAdmin, go to Users Affairs -> Roles.

HR Setup Payroll Setup Employees Affairs Posting Salaries Reports **Users Affairs**

Roles

Users Affairs Roles

Filtering Criteria

Name (AR): الاسم الأول الاسم الثاني الاسم الثالث

Name (EN): First Name Second Name Third Name Family Name

User ID: Role: All

Employee Type: All Active: All

Search

Users (1 of 1)

Employee ID	Name	Role	University Entity Type	University Entity

No roles found with this criteria

Total Rows: 0

+ Add

If an entity lacks a secretary or manager, HR may assign these roles to another responsible person, provided they hold a secretary, manager, or dean role.



# Define Job Vacancies User Role (4)

Users Affairs > Roles > Add User Role

**User Role Information**

Username : \* Feras Hamdan Husein Al Hawari

Role \* Job Vacancy Admin

Entity Type: \* Department

Entity: \* Project HRM Development

Active:

Save Cancel

If an entity does not have a manager, HR may assign the role to another responsible person.



---

# Managing Job Vacancies Announcements by HR



# Accessing the Job Vacancies Screen to Manage Announcements by HR (1)

HR Setup Payroll Setup Employees Affairs **Posting** Salaries Reports Users Affairs

Telephones GJU Association Miscellaneous Deductions Deductions Allowances

Workloads **Job Vacancies**

► Posting ► Job Vacancies

Filtering Criteria

Employee Type: All

Employment Term: All

HR Job Title: All

Work Place: All

Job Description:

Status: Status

Application Start Date:

Application End Date:

Degree: Degrees

Required Certificates: Certificates

Required Documents: Documents

**HR side**



# Manage Job Vacancy Announcement Details (HR) (2)

**Job Vacancy Information**

Job Vacancy Title: \*

Employment Entity Type:

Employment Entity: \*

Employment Term:

Employment Type:

HR Job Title: \*

Application Start Date: \*

Application End Date: \*

**View announcement information**

**Job Description (AR): \***

- واجبات ومسؤوليات الوظيفة  
 • تصميم وتثبيت واعداد الأنظمة حماية الشبكات.  
 • إدارة واعداد Next Generation Firewall, Web Application Firewall.  
 • إعداد سياسة للممارسات الفضلى لأمن الشبة والأنظمة وتطبيقها.  
 • تحديث أنظمة الشبكة والبنية الأساسية.  
 • تحديد وحل مشاكل الأمن المحتملة والفعالية.  
 • الحفاظ على جودة الخدمة من خلال اتباع أفضل المعايير.  
 • تطوير المعرفة الفنية من خلال حضور ورش العمل التعليمية  
 • تحليل سجلات مبيعات الشبكة ومغها للحد من أعباء هجوم الكرمز.

**Job Description (EN): \***

- واجبات ومسؤوليات الوظيفة  
 • تصميم وتثبيت واعداد الأنظمة حماية الشبكات  
 • إعداد سياسة للممارسات الفضلى لأمن الشبة والأنظمة وتطبيقها.  
 • تحديث أنظمة الشبكة والبنية الأساسية  
 • تحديد وحل مشاكل الأمن المحتملة والفعالية  
 • الحفاظ على جودة الخدمة من خلال اتباع أفضل المعايير  
 • تطوير المعرفة الفنية من خلال حضور ورش العمل التعليمية  
 • تحليل سجلات مبيعات الشبكة ومغها للحد من أعباء هجوم الكرمز.



# Manage Job Vacancy Announcement Details (HR) (3)

**Specific Conditions**

Note: Your changes will not be saved until you click the check mark under edit column.

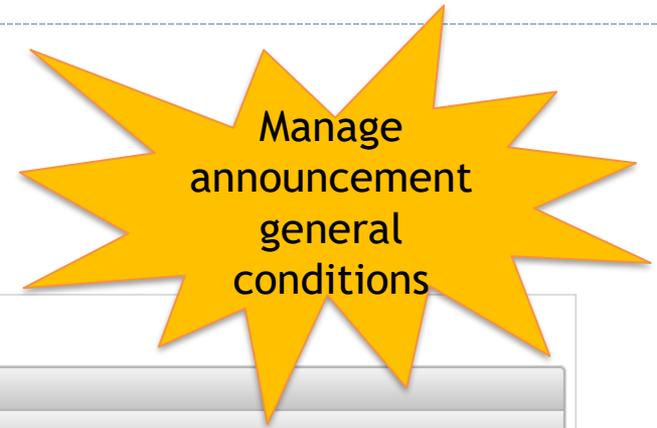
Display Order	Condition (AR)	Condition (EN)	Edit	Delete
1	حسب أو في أي مجال ذي صلة بتقدير لا يقل عن جيد	... in Computer Science or a related field, with a grade of Good.		
2	أحد على الأقل في مجال الأمن السيبراني	... one year in the field of cybersecurity.		
3	إجادة اللغة الإنجليزية قراءة وكتابة ومحادثة	... including reading, writing, and speaking.		
4	معرفة متقدمة في مجالات الشبكات Network Switch	... knowledge in networking fields, including Network Switches and firewalls.		
5	شهادة احترافية في مجال الامن السيبراني	... professional certification in the field of cybersecurity.		
6	معرفة في أنظمة تشغيل الخوادم Windows Server, Linux.	... Knowledge of server operating systems, including Windows Server and Linux.		
7	ان يكون لديه مهارات عالية فيما يتعلق بتوثيق العمليات والتعديلات	... Must have strong skills in documenting processes and changes.		
8	المرونة والقدرة على التكيف في حال تغير بيئة التشغيل	... Flexibility and adaptability in changing work environments.		
9	القدرة على تطوير الذات وإكمال المهام بشكل مستقل	... Ability to self-develop and complete tasks independently.		
10	القدرة على العمل بروح الفريق.	... Ability to work effectively as part of a team.		

Total Rows: 10

Add

Manage  
announcement  
specific  
conditions

# Manage Job Vacancy Announcement Details (HR) (4)



## General Conditions

Note: Your changes will not be saved until you click the check mark under edit column.

General Conditions				
Display Order	Condition (AR)	Condition (EN)	Edit	Delete
1	أن يكون أردني الجنسية	Must be a Jordanian national.		
2	ان لا يزيد العمر على (35) عام	Age must not exceed 35 years.		
3	عدم التزام المتقدم بالخدمة لأي جهة حكومية	The applicant must not be committed to service with any government entity.		

Total Rows: 3

+ Add



# Manage Job Vacancy Announcement Details (HR) (5)

Select Required Certificates

Note: You must select all certificates that are required from the job applicant to provide the required documents.  
Note that your modifications will not be permanently saved until you click the Save button.

Degree:

Required Certificates:

Selected Degrees: High School, Bachelor.

Selected Certificates: High School Transcript, High School Diploma, Bachelor Degree Certificate, Bachelor Degree Transcript.

Select Required Documents

Note that your modifications will not be permanently saved until you click the Save button.

Required Documents:



# Manage Job Vacancy Announcement Details (HR) (6)



Select Required Documents

Note that your modifications will not be permanently saved until you click the Save button.

Required Documents:

Selected Documents: Certified Civil Status ID, Certificate, Passport Copy, Family Book Copy for Married Individuals.

Documents

- Certified Civil Status ID
- Certified Copy of the Birth Certificate
- Non-Conviction Certificate
- Passport Copy
- Family Book Copy for Married Individuals

Job Vacancy File

(Valid file size: 15 MB; Valid file type is pdf)

+ Choose   ↻ Upload   ✕ Cancel

Upload Files

Uploaded Files:

Job Vacancy File   

Job Description Card   

File Type:

(Valid file size: 15 MB; Valid file type is pdf)

+ Choose   ↻ Upload   ✕ Cancel

# Manage Job Vacancy Announcement Details (HR) (7)

Notes

Bureau Notes:

Manager Notes:

HR Note:

Ready To Publish

Back Save **Approve** Return Cancel Job Vacancy

Once you approve the job vacancy, it will become available for applicants to apply. Please ensure all details are saved before approving, as this action cannot be undone. Are you sure you want to proceed?

OK Cancel

Return to Bureau to update uploaded file.

After the announcement is approved, applicants can view and apply for it, as long as the application start date is valid.

# Manage Job Vacancy Announcement Details (HR) (8)



Notes

Bureau Notes:

Manager Notes:

HR Note:

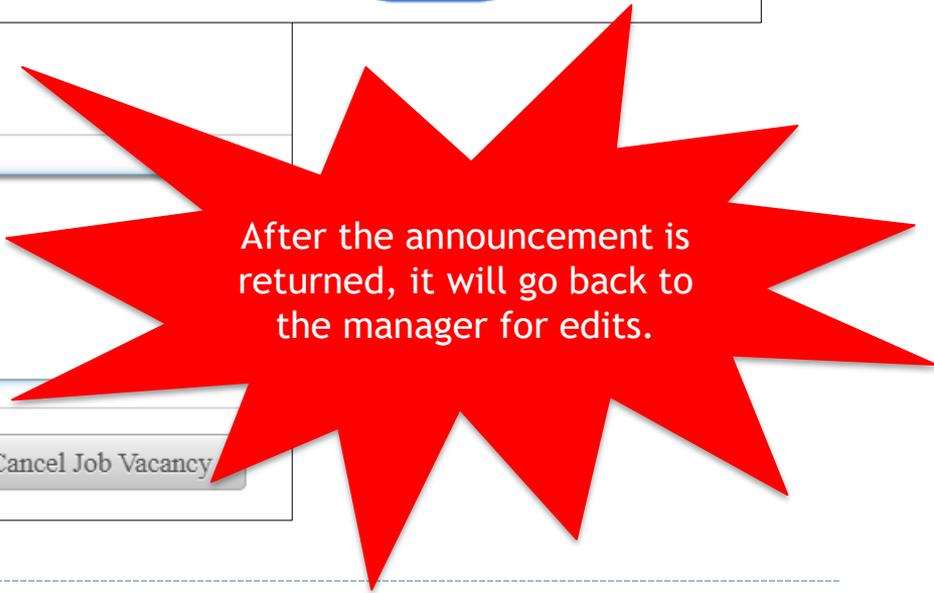
Return to Bureau to update uploaded

Return to Manager to edit details.

Back Save Approve Return Cancel Job Vacancy

Once you return the job vacancy, it will be available for the manager to make modifications. Please ensure all details are saved before returning it, as this action cannot be undone. Are you sure you want to proceed?

OK Cancel



# Manage Job Vacancy Announcement Details (HR) (9)

Notes

Bureau Notes:

Manager Notes:

HR Note:

Cancel based on Manager Request

Return to Bureau to update uploaded files

Once the job vacancy is canceled, it will no longer be available for applicants to apply, and you will not be able to edit or change its status again. Please make sure all details are saved before cancelling, as this action cannot be undone. Are you sure you want to proceed?

OK Cancel

Back Save Approve Return Cancel Job Vacancy

After a job vacancy is canceled, applicants will no longer be able to view or apply for it.



---

# Review and Evaluate Job Applications

# Review and Evaluate Job Applications (1)

Search

**Note: The Show to Employment Entity option will not be enabled until at least one application has been applied for the job vacancy.**

Job Vacancies			
(1 of 1) [Navigation icons] 6			
Job Vacancy Title	Employment Entity	Status	Applications
<input type="radio"/> مساعد بحث وتدرّيس / أمن سيبراني	Information Systems and Technology Center	Approved by the Human Resources Department	0
<input type="radio"/> German Year Internship Coordinator	Head of Bureau German Language Center	Canceled by Human Resources Department	1
<input type="radio"/> برنامج تشغيل الطلبة كلية الإنسانيات التطبيقية والعلوم الاجتماعية	School of Applied Humanities and Social Sciences	Approved by the Human Resources Department	5
<input type="radio"/> محاسب مساعد	Payroll Section	Approved by the Human Resources Department	2
<input type="radio"/> مساعد بحث وتدرّيس	Information Systems and Technology Center	Canceled by Human Resources Department	2
<input checked="" type="radio"/> مساعد بحث وتدرّيس (مهندس مختبر الابتكار)	The Deanship of Innovation, Technology Transfer and Entrepreneurship	Approved by the Human Resources Department	6

Review   
  Show Applications to Employment Entity   
  Export

Total Rows: 6

# Review and Evaluate Job Applications (2)

▶ Posting ▶ Job Vacancies ▶ View Applications

## Job Vacancy Information

Job Vacancy Title:	مساعد بحث وتدریس	Application Start Date:	01/08/2025
HR Job Title:	RA	Application End Date:	24/09/2025
Employment Entity:	Information Systems and Technology Center	Job Vacancy Description:	<a href="#">View</a>
Employment Term:	Temporary		
Employment Type:	Administrative		
Show Applications to Employment Entity:	No		

## Filtering Criteria

National ID:

Submission Status:

Compliance Status:

## Columns to Show in Results:

- | Columns to Show in Results:                       |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> All                      | <input type="checkbox"/> High School Degree                | <input type="checkbox"/> Master Degree                | <input type="checkbox"/> Retired Civil                                 |
| <input checked="" type="checkbox"/> Full Name     | <input type="checkbox"/> High School Major                 | <input type="checkbox"/> Master Major                 | <input type="checkbox"/> Retired Military                              |
| <input type="checkbox"/> Nationality              | <input type="checkbox"/> School Name                       | <input type="checkbox"/> Master Institution Name      | <input type="checkbox"/> Not Retired                                   |
| <input type="checkbox"/> National ID              | <input type="checkbox"/> School Address                    | <input type="checkbox"/> Master Institution Address   | <input type="checkbox"/> Religion                                      |
| <input type="checkbox"/> Passport ID              | <input type="checkbox"/> High School Number of Study Years | <input type="checkbox"/> Master Number of Study Years | <input type="checkbox"/> Mother Name                                   |
| <input type="checkbox"/> Date of Birth            | <input type="checkbox"/> High School Graduation Year       | <input type="checkbox"/> Master Graduation Year       | <input type="checkbox"/> Social Security No.                           |
| <input type="checkbox"/> Age on Creation Date     | <input type="checkbox"/> High School GPA                   | <input type="checkbox"/> Master GPA                   | <input type="checkbox"/> ID Card Number                                |
| <input type="checkbox"/> Place of Birth           | <input type="checkbox"/> High School Maximum GPA Limit     | <input type="checkbox"/> Master Maximum GPA Limit     | <input type="checkbox"/> ID Card Issue Place                           |
| <input type="checkbox"/> Gender                   | <input type="checkbox"/> Bachelor Degree                   | <input type="checkbox"/> Master Rating                | <input type="checkbox"/> ID Card Issue Date                            |
| <input type="checkbox"/> Marital Status           | <input type="checkbox"/> Bachelor Major                    | <input type="checkbox"/> Master Thesis Title          | <input checked="" type="checkbox"/> Most Recent Experience Job Title   |
| <input checked="" type="checkbox"/> Mobile No.    | <input type="checkbox"/> Bachelor Institution Name         | <input type="checkbox"/> Phd Degree                   | <input type="checkbox"/> Most Recent Experience Type                   |
| <input checked="" type="checkbox"/> Phone No.     | <input type="checkbox"/> Bachelor Institution Address      | <input type="checkbox"/> Phd Major                    | <input checked="" type="checkbox"/> Most Recent Experience Institution |
| <input checked="" type="checkbox"/> Email         | <input type="checkbox"/> Bachelor Number of Study Years    | <input type="checkbox"/> Phd Institution Name         | <input type="checkbox"/> Most Recent Experience Start Date             |
| <input type="checkbox"/> Address                  | <input type="checkbox"/> Bachelor Graduation Year          | <input type="checkbox"/> Phd Institution Address      | <input type="checkbox"/> Years of Experience                           |
| <input type="checkbox"/> Family Book Number       | <input type="checkbox"/> Bachelor GPA                      | <input type="checkbox"/> Phd Number of Study Years    | <input type="checkbox"/> Training Courses                              |
| <input type="checkbox"/> Family Book Issue Place  | <input type="checkbox"/> Bachelor Maximum GPA Limit        | <input type="checkbox"/> Phd Graduation Year          | <input type="checkbox"/> Publications                                  |
| <input type="checkbox"/> Family Book Issue Date   | <input type="checkbox"/> Bachelor Rating                   | <input type="checkbox"/> Phd GPA                      | <input type="checkbox"/> Languages                                     |
| <input type="checkbox"/> Committed to Service     |  | <input type="checkbox"/> Phd Maximum GPA Limit        | <input type="checkbox"/> References                                    |
| <input type="checkbox"/> Commitment Entity Name   |  | <input type="checkbox"/> Phd Rating                   | <input type="checkbox"/> Creation Date                                 |
| <input type="checkbox"/> Husband/Wife Name        |  | <input type="checkbox"/> Phd Thesis Title             | <input type="checkbox"/> Submission Date                               |
| <input type="checkbox"/> Husband/Wife Nationality |  |   | <input checked="" type="checkbox"/> Submission Status                  |
|   |  |   | <input checked="" type="checkbox"/> Compliance Status                  |

# Review and Evaluate Job Applications (3)

Family Book Issue Date

Bachelor Maximum GPA Limit

Phd Graduation Year

Publications

Committed to Service

Bachelor Rating

Phd GPA

Languages

Commitment Entity Name

Phd Maximum GPA Limit

References

Husband/Wife Name

Phd Rating

Creation Date

Husband/Wife Nationality

Phd Thesis Title

Submission Date

Submission Status

Compliance Status

Note: You cannot modify the compliance status if the option to show applications to the employment entity is selected.

Job Vacancy Applications					
(1 of 1)					
	Full Name	Application	Most Recent Experience Job Title	Most Recent Experience Institution	Nationality
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Sara Ahmad Odeh Abu Sa'aleek	<a href="#">View</a>	Programmer	ZU	Jordanian
<input type="checkbox"/>	Rawan Ghassan Mahmoud Turab	<a href="#">View</a>	Programmer	German Jordanian Uni	Jordanian

Total Rows: 2

Applications are displayed according to the search criteria, allowing HR to review and extract relevant information.

# Change Applications Compliance Status (1)

Note: You cannot modify the compliance status if the option to show applications to the employment entity is enabled.

Job Vacancy Applications								
(1 of 1) <span>◀</span> <span>◀◀</span> <span>1</span> <span>▶▶</span> <span>▶</span> <span>2</span>								
<input type="checkbox"/>	Full Name	Application	Most Recent Experience Job Title	Most Recent Experience Institution	Nationality	National ID	Passport ID	Date of Birth
<input checked="" type="checkbox"/>	Sara Ahmad Odeh Abu Sa'aleek	<a href="#">View</a>	Programmer	ZU	Jordanian			5/1992
<input type="checkbox"/>	Rawan Ghassan Mahmoud Turab	<a href="#">View</a>	Programmer	German Jordanian Uni	Jordanian			94

Total Rows: 2

Select the application, then click 'Mark as Compliant' or 'Mark as Non-Compliant.'

# Change Applications Compliance Status (2)



› Posting › Job Vacancies › Job Vacancy Applications › Summary

The data was updated successfully

## Job Vacancy Information

Job Vacancy Title:	مساعد بحث وتدریس	Application Start Date:	01/08/2025
HR Job Title:	RA	Application End Date:	24/09/2025
Employment Entity:	Information Systems and Technology Center	Job Vacancy Description:	<a href="#">View</a>
Employment Term:	Temporary	General Conditions:	<a href="#">View</a>
Employment Type:	Administrative	Specific Conditions:	<a href="#">View</a>
Show Applications to Employment Entity:	No	Job Description Card:	

## Summary

Full Name	National ID	Passport ID	Previous Status	Current Status	Result
Sara Ahmad Odeh Abu Sa'aleek	9922023355	N.A.	Non-Compliant	Compliance	Success

Total Rows: 1

Back Print Export



---

# Show Applications to Employment Entity

# Show Applications to Employment Entity

Note: The Show to Employment Entity option will not be enabled until at least one job vacancy is ready to show in to employment entity . It will become available for manager to select candidates. Please ensure all details are saved before approving, as this action cannot be undone. Are you sure you want to proceed?

OK Cancel

Job Vacancy Title	Employment Entity	Department	Number of Applications
مساعد بحث وتدریس / أمن سيبراني	Information Systems		
German Year Internship Coordinator	Head of Bureau German Language Center	Resources Department	1
برنامج تشغيل الطلبة كلية الإنسانيات التطبيقية والعلوم الإجتماعية	School of Applied Humanities and Social Sciences	Approved by the Human Resources Department	5
محاسب مساعد	Payroll Section	Approved Human Resources Department	2
مساعد بحث وتدریس	Information Systems and Technology		2
مساعد بحث وتدریس (مهندس مختبر الابتكار)	The Deanship of Innovation and Entrepreneurship		1

Review  Show Applications to Employment Entity

Total Rows: 6

+ Add

After clicking “Show Application to Employment Entity”, Managers, Deans, Chairs, and Section Heads can view the applications.



---

Thank You

---

