Job Vacancies Flow in MyGJU for Admins

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

Overview

➢ Introduction.

➢ Responsible Person in Entities.

➢ Accessing the Job Vacancies Screen to Add an announcement by a Secretary.

➢ Adding a Job Vacancy announcement by Secretary.

➢ Accessing the Job Vacancies screen by Dean/Manager.

➢ Managing the Job Vacancies by Dean/Manager.

Introduction

➢ This document outlines the digitalized Job Vacancies flow introduced in the MyGJU university portal [1,2]. 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. The new flow resolves all these issues.

Responsible Person in Entities

Entity	Role	Responsibilities
Secretary	Job Vacancy User	• Verify that job vacancy announcements meet all requirements before publishing. • Ensure that all announcement details are complete and ready for managerial review. • Edit announcements in case of errors or missing information. • Upload all related files to the corresponding announcement.
Dean / Manager	Job Vacancy Admin	• Manage job vacancy announcements. • Approve announcements and forward them to the HR Department. • Return announcements to the Secretary in case of errors or missing information.
HR Department	HR Admin	• Manage job vacancy announcements. • Upload Job Description card. • Approve announcements and open them for applicants. • Cancel announcements and hide them from applicants. • Return announcements to employment entity in case of errors. • Update compliance status for applications. • Display applications to the relevant employment entity.
Chair / Head of Section	Chair/Manager	- View all job vacancies and applications for related entity.
President	President	- View all job vacancies and applications.

Managing Job Vacancies from the Secretary Side

Accessing the Job Vacancies Screen to Add an Announcement By Secretary (1)

Columns to Show in Results

☐ All

☐ Employment Entity Type	☐ Required Certificates	☐ Job Vacancy File
☐ Employment Term	☐ Required Documents	☐ Job Description Card
☐ Employment Type	☐ Job Description	☐ Created By
☐ HR Job Title	☐ Specific Conditions	☐ Creation Date
☐ Application Start Date	☐ General Conditions	☐ Last Modification Date
☐ Application End Date		☐ Last Modified By

🔎 Search

Note: The application count column will not be visible until the Show to Employment Entity has been enabled by the HR department.

Note: You can not return the job vacancy to the HR department until the Show to Employment Entity has been enabled by the HR department.

Job Vacancies

(1 of 1) |◄ ◄◄ ►► ►| 0 ▼

	Job Vacancy Title ⇕	Employment Entity ⇕	Status ⇕	Applications ⇕
No records found				

⚙ Review 🔎 View 💾 Export

Total Rows: 0

1. Click on add

+ Add

Adding a Job Vacancy Announcement By a Secretary (1)

Job Vacancy Information

Field	Value
Job Vacancy Title: *	مساعد بحث وتدريس / أمن سيبراني
Employment Entity Type:	Center
Employment Entity: *	Information Systems and Technology Center
Employment Term:	Permanent
Employment Type:	Adminstrative
HR Job Title: *	Research and Teaching Assistant
Application Start Date: *	01/08/2025
Application End Date: *	30/09/2025

Add 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 والفعلية.
- الحفاظ على جودة الخدمة من خلال اتباع أفضل المعايير.
- تطوير المعرفة الفنية من خلال حضور ورش العمل التعليمية
- تحليل سجلات وبيانات الشبكة وغيرها للحد من أي هجوم الكتروني.

Job Description (EN): *
- 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 والفعلية.
- الحفاظ على جودة الخدمة من خلال اتباع أفضل المعايير.
- تطوير المعرفة الفنية من خلال حضور ورش العمل التعليمية
- تحليل سجلات وبيانات الشبكة وغيرها للحد من أي هجوم الكتروني.

← Back   🖫 Save

Adding a Job Vacancy Announcement By a Secretary (2)

Digital Transformation Office

Adding a Job Vacancy Announcement By a Secretary (3)

General Conditions

Note: The General Job Vacancy Conditions will be entered by staff of the Human Resources department.

General Conditions		
⏮ ◀◀ ▶▶ ⏭		
Display Order ⇕	Condition (AR) ⇕	Condition (EN) ⇕
No records found		

Total Rows:

View general conditions

Select Required Certificates

Note: You must select all certificates that are required from the job applicant to provide..

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

Degree: Degree ▼

Required Certificates: Certificates ▼

Specify required certificates list.

Selected Degrees: High School, Bachelor.

Selected Certificates: High School Transcript, High Sch...   Degree Transcript.

Select Required Documents

Note that your modifications will not be permanentl

Required Documents: Documents

☑
☑ High School Transcript
☑ High School Diploma
☑ Bachelor Degree Certificate
☑ Bachelor Degree Transcript

Adding a Job Vacancy Announcement By a Secretary (4)

Select Required Documents

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

Required Documents: Documents

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

- ☑ 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

Job Vacancy File

Uploaded File: Job Vacancy File

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

+ Choose   ↥ Upload   ⊘ Cancel

Digital Transformation Office

Adding a Job Vacancy Announcement By a Secretary (5)

Digital Transformation Office

Accessing the Job Vacancies Screen by Dean/Manager

Manager side

My Affairs	Manager's Tasks
Vacations	Leaves	Fingerprint	Supplies	Job Vacancies

Dean side

My Affairs	Academic Affairs	Dean's Tasks

Course Sections	Courses	Study Plans	Grades Submission	Evaluations	Advisors	GY Outgoing Applications
Student Details	Email to Stud...	Prerequisite Tests	Reports	Dual Studies	GY Internship Apps
Withdrawal	Substitute Course	Leaves	Fingerprint	Supplies	GY Scholarships
Postponement	Erasmus+ Europe	Reg. Packages	Students Clearance	Deprivation	Workloads	Major Transfer
Job Vacancies						

▸ Dean's Tasks ▸ Job Vacancies
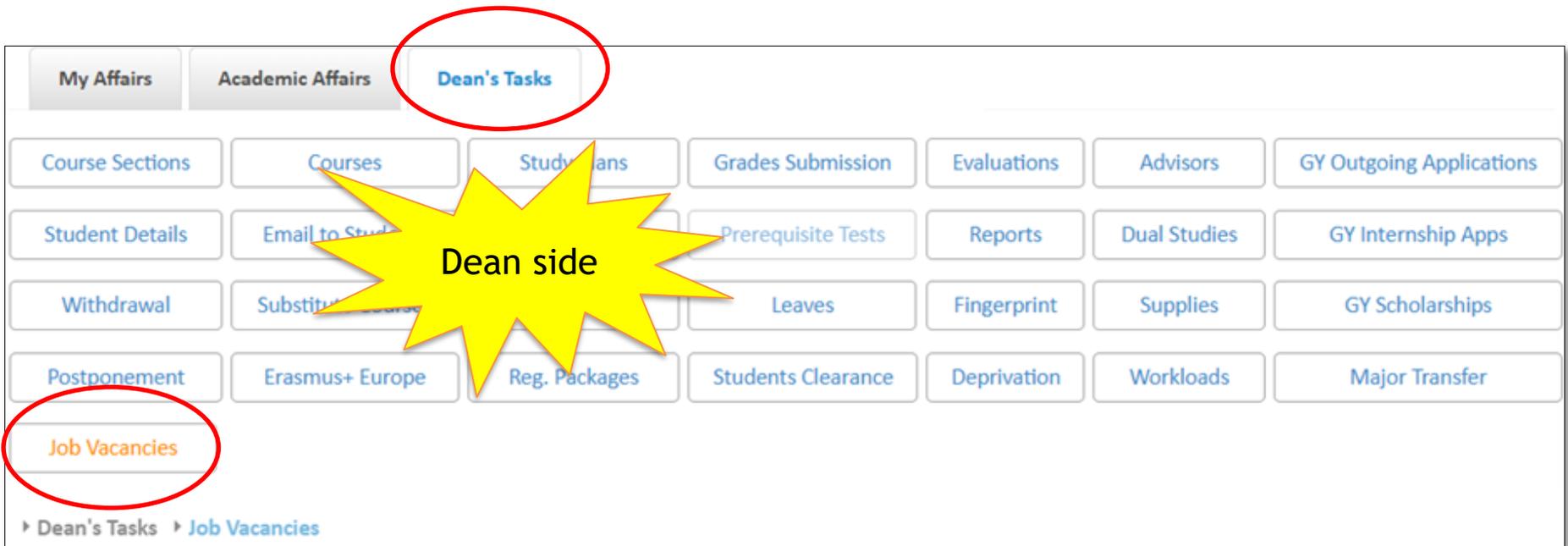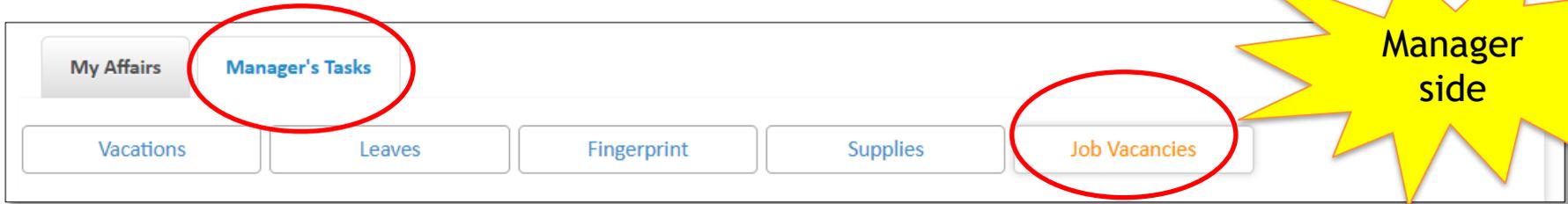
Managing Job Vacancies by Dean/Manager (1)

Note: The application count column will not be visible until the Show to Employment Entity has been enabled by the HR department.

Note: You can not return the job vacancy to the HR department until the Show to Employment Entity has been enabled by the HR department.

	Job Vacancy Title ⬍	Employment Entity ⬍	Status ⬍	Applications ⬍
🔵	مساعد بحث وتدريس / أمن سيبراني	Information Systems and Technology Center	Pending Manager Review	N.A.
⚪	مساعد بحث وتدريس / أمن سيبراني	Information Systems and Technology Center	Canceled by Human Resources Department	N.A.

Job Vacancies

(1 of 1) |◄ ◄◄ 1 ►► ►| 2 ⌄

⚙ Review   🔍 View   ↻ Return to HR   💾 Export

Total Rows: 2

+ Add

Managing Job Vacancies by Dean/Manager (2)

When manager send job vacancy to HR, he can't make any edit on it.

Managing Job Vacancies by Dean/Manager(3)

When manager send job vacancy to HR, he can't make any edit on it.

Review and Evaluate
Job Vacancy 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 Vacancy Title ⇕	Employment Entity ⇕	Status ⇕	Applications ⇕
○	مساعد بحث وتدريس / أمن سيبراني	Information Systems and Technology Center	Approved by the Human Resources Department	0
○	German Year Internship Coordinator	Head of Bureau German Language Center	Canceled by Human Resources Department	1
○	برنامج تشغيل الطلبة كلية الإنسانيات التطبيقية والعلوم الاجتماعية	School of Applied Humanities and Social Sciences	Approved by the Human Resources Department	5
○	محاسب مساعد	Payroll Section	Approved by the Human Resources Department	2
○	مساعد بحث وتدريس	Information Systems and Technology Center	Canceled by Human Resources Department	2
●	مساعد بحث وتدريس (مهندس مختبر الابتكار)	The Deanship of Innovation, Technology Transfer and Entrepreneurship	Approved by the Human Resources Department	6

Job Vacancies

(1 of 1)   ⏮ ◀ **1** ▶ ⏭   6 ∨

⚙ Review   ✔ Show Applications to Employment Entity   💾 Export

Total Rows: 6

+ Add

Review and Evaluate Job Applications (2)

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

🔍 Search

Note: You cannot modify the compliance status if the option to show applications to the employment ent...

Job Vacancy Applications

(1 of 1) |◄ ◄◄ **1** ►► ►I

	Full Name ⇕	Application	Most Recent Experience Job Title ⇕	Most Recent Experience Institution ⇕	Natio...
☐	Sar... Abu...	View	Programmer	ZU	Jordanian
☐	Raw... Mal...	View	Programmer	German Jordanian Uni	Jordanian

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

📌 Mark as Compliant   ◄ Mark as Non Compliant   💾 Export

Total Rows: 2

← Back   🖨 Print

Change Applications Compliance Status (1)

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

Change Application Compliance Status (2)

ⓘ **The data was updated successfully**   ✕

Job Vacancy Information

Job Vacancy Title:	مساعد بحث وتدريس	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:	View
Employment Term:	Temporary	General Conditions:	View
Employment Type:	Adminstrative	Specific Conditions:	View
Show Applications to Employment Entity:	No	Job Description Card:	⬀

Summary					
Full Name	**National ID**	**Passport ID**	**Previous Status** ⇕	**Current Status** ⇕	**Result** ⇕
Sara Ahm		N.A.	Non-Compliant	Compliance	Success

Total Rows: 1

← Back	🖨 Print	💾 Export

Return to Human Resource Department

Return to Human Resources Department

When you return this job vacancy to the HR department, you will no longer be able to view the received applications. Are you sure you want to proceed with returning the selected job vacancy to the HR department?

OK **Cancel**

Note: The application count column will not be visible until the Show to Employmen

Note: You can not return the job vacancy to the HR department until the Show to Employment Entity has been enabled by the HR department.

	Job Vacancy Title ⇕	Employment Entity ⇕	Status ⇕	Applications ⇕
⦿	محاسب مساعد	Payroll Section	Approved by the Human Resources Department	2

Job Vacancies

(1 of 1) ⏮ ◀◀ **1** ▶▶ ⏭ 1 ⌄

⚙ Review | 🔍 View | ↺ Return to HR | 📥 Export

Total Rows: 1

➕ Add

References

1. MyGJU. Available from https://mygju.gju.edu.jo [last accessed Sepetmebr 2025].

2. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). Computer Applications in Engineering Education, 2017 Mar, 25(2):242-263.