



Job Vacancies Flow in MyGJU for Admins

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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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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)

The screenshot displays a web application interface for managing job vacancies. At the top, there are three tabs: 'My Affairs', 'Coordination', and 'My Tasks'. The 'My Tasks' tab is highlighted with a red circle. Below the tabs, there are five buttons: 'Vacations', 'Leaves', 'Fingerprint', 'Supplies', and 'Job Vacancies'. The 'Job Vacancies' button is also highlighted with a red circle. Below the buttons, there is a breadcrumb trail: 'My Tasks > Job Vacancies'. The main content area is divided into two sections: 'Filtering Criteria' and 'Columns to Show in Results'. The 'Filtering Criteria' section contains several dropdown menus and text input fields for filtering job vacancies. The 'Columns to Show in Results' section contains a list of checkboxes for selecting which columns to display in the results table.

Filtering Criteria

Employment Type:

Employment Term:

HR Job Title:

Employment Entity:

Job Description:

Status:

Application Start Date:

Application End Date:

Degree:

Required Certificates:

Required Documents:

Columns to Show in Results

All

Employment Entity Type

Employment Term

Required Certificates

Required Documents

Job Vacancy File

Job Description Card



Accessing the Job Vacancies Screen to Add an Announcement By Secretary (2)

Columns to Show in Results

All
 Employment Entity Type
 Employment Term
 Employment Type
 HR Job Title
 Application Start Date
 Application End Date
 Required Certificates
 Required Documents
 Job Description
 Specific Conditions
 General Conditions
 Job Vacancy File
 Job Description Card
 Created By
 Creation Date
 Last Modification 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) [Navigation icons] 0

Job Vacancy Title	Employment Entity	Status	Applications
No records found			

Review View Export

Total Rows: 0

+ Add

1. Click on add



Adding a Job Vacancy Announcement By a Secretary (1)

Job Vacancy Information

Job Vacancy Title: *

Employment Entity Type:

Employment Entity: *

Employment Term:

Employment Type:

HR Job Title: *

Application Start Date: *

Application End Date: *

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 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 أتهجم 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 أتهجم الكرمز.

Adding a Job Vacancy Announcement By a Secretary (2)

Specific Conditions

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

Display Order	Condition (AR)	Condition (EN)		
1	درجة البكالوريوس في علم الحاسوب أو في أي مجال ذي صلة بتقدير لا يقل عن جيد	Bachelor degree in Computer Science or a related field with a minimum grade of Good.		
2	الخبرة: سنة واحدة على الأقل في مجال الأمن السيبراني.	Experience: At least one year in the field of cybersecurity.		
3	إجادة اللغة الإنجليزية قراءة وكتابة ومحادثة.	Proficiency in English, including reading, writing, and speaking.		
4	معرفة متقدمة في مجالات الشبكات. Network Switches, Firewalls,	Advanced knowledge in networking fields, including Network Switches and Firewalls.		
5	شهادة احترافية في مجال الامن السيبراني.	Professional certification in the field of cybersecurity.		
6	Windows Server, Linux. معرفة في أنظمة تشغيل الخوادم	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

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 button.

Degree: Degree

Required Certificates: Certificates

Selected Degrees: High School, Bachelor.

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

Select Required Documents

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

Required Documents:

Specify required certificates list.

- 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:

Selected 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

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

Uploaded File: Job Vacancy File  

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

+ Choose ↗ Upload ⌂ Cancel

Adding a Job Vacancy Announcement By a Secretary (5)

Notes

Bureau Notes:

Manager Notes:

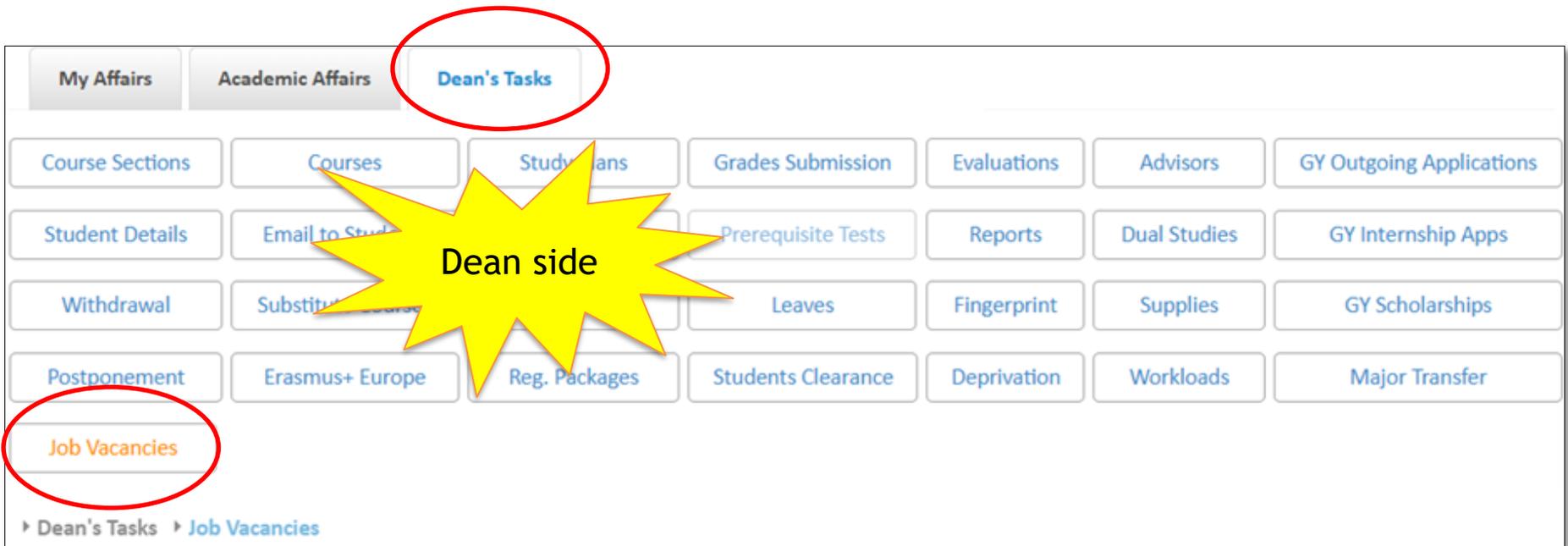
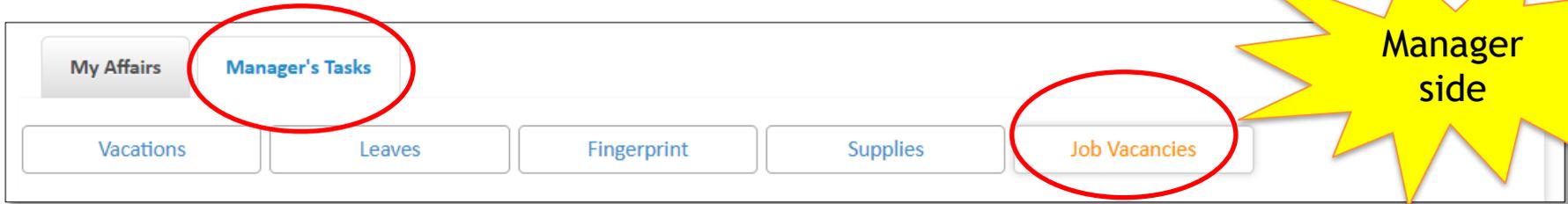
HR Notes:

Save modifications

Back Save Submit

Submit and send to manager

Accessing the Job Vacancies Screen by Dean/Manager



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 Vacancies				
(1 of 1) [Navigation icons]				
	Job Vacancy Title	Employment Entity	Status	Applications
<input checked="" type="radio"/>	مساعد بحث وتدرّس / أمن سيراني	Information Systems and Technology Center	Pending Manager Review	N.A.
<input type="radio"/>	مساعد بحث وتدرّس / أمن سيراني	Information Systems and Technology Center	Canceled by Human Resources Department	N.A.

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.

Bureau Notes:

Manager Notes:

HR Notes:

Approved By Manager

When you approve the job vacancy you can not undo this action. Are you sure?

OK Cancel

Approve job vacancy and send it to HR

Back Save Approve Return

Managing Job Vacancies by Dean/Manager(3)

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

The screenshot displays a web interface for managing job vacancies. It features three text input areas: 'Bureau Notes', 'Manager Notes', and 'HR Notes'. The 'Manager Notes' field contains the text 'Return to Bureau to update uploaded file.' A yellow thought bubble is overlaid on the 'HR Notes' field with the text 'Return job vacancy to bureau'. At the bottom of the interface, there is a navigation bar with four buttons: 'Back', 'Save', 'Approve', and 'Return'. A modal dialog box is open, asking 'Are you sure that you want to return the job vacancy to bureau?' with 'OK' and 'Cancel' buttons.



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 Vacancies			
(1 of 1) [Navigation icons] 6			
Job Vacancy Title	Employment Entity	Status	Applications
<input type="radio"/> مساعد بحث وتدريب / 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 وتدريب	Information Systems and Technology Center	Canceled by Human Resources Department	2
<input checked="" type="radio"/> مساعد بحث وتدريب (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:	View
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 en

Job Vacancy Applications					
(1 of 1) << 1 >>					
	Full Name	Application	Most Recent Experience Job Title	Most Recent Experience Institution	Nationality
<input type="checkbox"/>	Sar Abu	View	Programmer	ZU	Jordanian
<input type="checkbox"/>	Rav Mal	View	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) [Navigation buttons]

<input type="checkbox"/>	Full Name	Application	Most Recent Experience Job Title	Most Recent Experience Institution	Nationality
<input checked="" type="checkbox"/>	Sa A	View	Programmer	ZU	Jordanian
<input type="checkbox"/>	R M	View	Programmer	German Jordanian Uni	Jordanian

Total Rows: 2

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

Change Application 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:	View
Employment Term:	Temporary	General Conditions:	View
Employment Type:	Administrative	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 Employer

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) [Navigation icons]			
Job Vacancy Title	Employment Entity	Status	Applications
محاسب مساعد	Payroll Section	Approved by the Human Resources Department	2

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.