A/P FACULTY

Creating a Posting

Department of Human Resources
January 2015
Creating a Posting for Recruitment: Department Chair/Hiring Manager

1. Once successfully logged into the system and in the Applicant Tracking module; you will be presented with the home screen below.

2. To verify you are in the Applicant Tracking Module and logged in as the Department Chair/Hiring Manager, look to the upper right side of the screen.

3. In the Shortcuts box on the right side of the screen, select Create New Administrative/Professional Faculty Posting link.
4. The following screen will provide you with all of the postings in your area. On the upper right side of the screen, select the **Create New Posting** button.

5. After selecting the Create New Posting button, a dialogue box will open with several choices. Select **Create from Position Type**. Currently, the other selections are unavailable; we will update the documentation as the other selections become available.

The selection of **Create from Position Type** begins with a form that is almost completely blank.

**As the roll-out of the upgrade to the PAPERS system continues, the system will be populated with additional information to make the other selections practical.**
6. On the **New Posting** screen, the required information is denoted by an asterisk (*). Please enter the appropriate information in the required fields. These are: Job Title, Organizational Unit information, VP Area, College/Division and Department.

7. The Job Title field is an open text box and will accept any combination of alpha/numerical information. In this example we are using the Job Title of PAPERS 7 INSTRUCTOR – Sample Job.
8. The Organizational Unit fields are drop down menus. These are pre-populated and allow you to select the most appropriate choice from the list. For this example, we have selected the VP FOR HUMAN RESOURCES. The College/Division is HUMAN RESOURCES and the Department is HUMAN RESOURCES.

9. **Do not** change this from its default setting of ‘Under Review by Search Committee Chair’. This changes what status view that the applicant sees when searching for the status of their application in the posting.

10. **Do not** check the box on this page to ‘Accept References’. Later sections of the posting will allow for the applicant to supply reference information. Don’t change this from the default setting of not selected.

11. By default, this box has been checked to accept online applications. **Do not** change this selection unless you will be using another recruitment services such as an outside search firm.

12. This field addresses the need for any special instructions to applicants related to accepting offline applications. Examples might include contact information of the outside search firm and the documents required for submission.
13. Once all the information has been added, click the Create New Posting button which can be selected either at the top right or bottom right of this screen.

14. From this point you will see navigation shortcuts appear on the left side of the webpage. If it is necessary to leave the system, click Save; then you can return to the posting at a later time to complete. It will appear as a draft in your list of postings on the home page. These shortcuts will allow you to return to the section you last completed. The next several pages will detail each of the shortcuts and the information required.

Shortcut Headings

a. Posting Details
b. Position Allocation
c. Advertisement Publications
d. Applicant Documents
e. Supplemental Questions
f. Guest User
g. Search Committee
h. Ranking Criteria
i. Posting Documents
j. Comments
k. Summary
15. Here is a general explanation of each of the sections of the posting.

- **Editing Posting**
  - **Posting Details**
    - Position Allocation
    - Advertising Publication
    - Applicant Documents
    - Supplemental Questions
    - Guest User
    - Search Committee
    - Ranking Criteria
    - Posting Documents
    - Comments
    - Summary

- **Position Details**
  - This is where you will detail the position type, job summary, minimum/preferred qualifications, location, posting open date, application review date, application deadline, responsible Hiring Manager, designate the Search Committee Chair, provide contact email, any special instructions to applicants and if the position is telework friendly.

- **Reason for Vacancy**
  - Here you will identify the reason for the vacancy and salary data for budgeting purposes.

- **Advertising Requests**
  - Here you will specify any advertising requests that you have. These would include posting in specific journals or websites.

- **Documents Needed**
  - Here you designate the documents needed from the applicants to help assess their qualifications for the position, such as resume, cover letter or memo.

- **Preapproved Questions**
  - Here you may select preapproved questions to ask the applicant, to help with screening them and determine their KSA’s. These may be open-ended or closed. Consult your HR Recruiter for assistance.

- **Guest User Access**
  - You may also elect to use Guest User access in the review process. This is used for those assisting with the search who are outside of the University. Access is only for the life of the posting.

- **Committee Members**
  - Here you designate who will serve as the committee members. These persons will have access to view the applications.

- **Additional Documents**
  - Here you are prompted to upload documents needed of HR Recruiter, Budget Unit Director and other members of the process to approve the posting. Organizational Chart and Budget Adjustment Form.

- **Posting Review**
  - Here you have an opportunity to review the posting in its entirety before submitting it for review and approval. You may return to any section to perform edits as needed.
16. At the top of the **Posting Details** page, enter required information into the text fields to describe the position and outline the Minimum Qualifications needed in the position. Some of the fields on the page have drop down menus, select the most appropriate option available. If you are unsure of the information to include, contact your HR recruiter for guidance.

**Note:** You may use an approved position description to copy and paste the information from the document into the appropriate field.
17. The middle of the **Posting Details** page includes information related to the **Preferred Qualifications, Conditions of Employment, Location** and applicable dates for the posting. The **Responsible Hiring Manager** is also required to be selected. The **Search Committee Chair** should be designated as well. The contact email may include the address for a specific departmental contact.
18. The last section includes any special instructions to applicants and/or to any **Materials Required**. This could include sample work or other approved pre-interview screening criteria. Consult HR for assistance. You can also include the department’s mission statement in the department information field for the applicants review. Once the information has been included, you can click the **Next** button to continue. This button is located at both the top and bottom of the page.
19. The next screen will show the **Position Allocation** section. In this section, you will provide the information on the reason for the vacancy, effective date, funding source and budgeted amount.

**Note:** You will be asked if an updated position description has been submitted to HR. This is to ensure the posting and position descriptions align.
Creating a Posting Guide

20. The fields on this page ask for the FTE, required budget code and percentage of funding to be taken from that code. If the position is being funded from multiple sources, you may designate that accordingly with a maximum of three sources.

21. Once the Allocations have been entered, click the Next button to continue.

22. The Advertising Publication or Web Site page will allow you to enter information about additional advertising options.
23. The first field asks which *Advertising Publication/Web Site* you would like to advertise in. These are presented in a drop down menu and you are able to choose as many as appropriate. There is also the option to specify which issue date for the posting. You may select multiple publications from the list by holding the CTRL key on the keyboard and then click the mouse on the publications to highlight them.

24. The next field provides the opportunity to request an exemption from advertising in the Chronicle of Higher Education. If you make the request, then you must also provide justification for the exemption to be granted. Next, you are asked to provide the budget code to fund the advertisement. The Office of Institutional Equity & Diversity will review all requests for exception.

25. The last field provides an option to include additional publications. Clicking on the *Add Advertising Publication Entry* button will provide fields for you to include information about the publication/website address and issue dates.
26. Clicking the *Add Advertising Publication Entry* repeatedly will allow you to list as many additional entries as needed.

![Advertising Publication Entry](image)

27. When the information has been included, click the **Next** button to continue.

![Next button](image)

28. The **Applicant Documents** page will allow you to select which documents the applicants should provide with their application for this posting. You may select multiple document types, as well as specifying which ones should be required and/or optional.

![Applicant Documents](image)
29. Resume and Cover Letters/Letters of Application are required by default. Other documents may be chosen from the list by clicking on the radio button to change the selection from Not Used to either Optional or Required in the corresponding column.

<table>
<thead>
<tr>
<th>Applicant Documents</th>
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30. Click the **Next** button to continue.

31. The **Supplemental Questions** page provides the opportunity to add specific supplemental questions to the application process. These questions assist in assessing the applicants’ qualifications for the position. They are a helpful tool in evaluating candidates for interview. However, they are not a required part of the process.
32. To add questions, click on the *Add a question* button located at the top middle right of the screen.

![Image of Add a Question](image1)

33. This will open the **Available Supplemental Questions** dialogue box with a list of approved questions. These can be searched by keyword or by category. Some questions are open-ended while others are closed requiring the applicant to select the most appropriate answer from the choices provided.

![Image of Available Supplemental Questions](image2)
34. To select a question from the list, click the box next to the question in the **Add** column. Then click on the **Submit** button at the bottom of the dialogue box.
35. To add another question, click on the Add a question button again. The same dialogue box will appear on the screen as before. Here you can choose another question from the list and repeat the steps above. You can also add a new question to the list which may be more appropriate to this posting. To add a new question, click on the Add a new one link at the bottom right of the dialogue box.

36. A new dialogue box will open providing the fields to enter information about the question Name, Category, the text of the Question and Possible Answers. Select the appropriate radio button if the question is open-ended or if you have predefined answers. When complete, click on the Submit button at the bottom of the dialogue box.
37. The next screen will display the question in the list. Here you can choose if the question will be required of the applicant or optional. To make the question a requirement, click the box in the **Required** column.

38. Click the **Next** button to continue.

39. The **Guest User** page will give you the opportunity to set up access for a guest user. This should be used when someone outside of the University will be assisting with the applicant review. Click on **Create Guest User Account**, this will open the next screen where you can complete the necessary information.
40. On this screen, you will be asked to create a *Username* and *Password* for this guest account. You will also list the email address of all those who will need this access. The system will generate an email notifying them of the access and directions to the website. The *same* username and password will be used by all guest users for this posting.

![Guest User](image)

41. Click the **Next** button to continue.

![Next button](image)

42. The *Search Committee* screen will provide you the opportunity to identify the *Search Committee* members for this posting.
43. By entering the First Name, Last Name and/or the Email Address in the search fields, you can select current employees as Search Committee members. Enter their information and then click on the Search button.

44. To add more committee members, click on the Add Member button. Then enter the information into the search fields and click on the search button.

45. The next step is to designate a search committee member as the Search Committee Chair. Click on the Action button to the far right of the committee member’s name.
46. A drop down box will appear and the option to **Make committee chair?** will appear. Click on this link.

47. The system will ask you to confirm the choice. Click on the **Ok** button to confirm.

48. Confirmation that the committee member has been selected as the chair can be verified by looking in the **Chair?** column.

49. Click the **Next** button to continue.

50. The next screen, Ranking Criteria, **will not** be used at this time. It has been left in the system for future use.

51. Click the **Next** button to continue.
52. The **Posting Documents** screen allows you the opportunity to provide documents to support the posting request. These include a current organizational chart and budget adjustment form. Other supporting documents are memos and desired advertisement wording.

- **THE ORGANIZATIONAL CHART IS REQUIRED.**
- **THE BUDGET ADJUSTMENT FORM IS REQUIRED IF THE REQUESTED SALARY EXCEEDS THE BUDGETED AMOUNT.**

53. On the far right of the screen, in the *(Actions)* column, click on the *Actions* button to enable the drop down menu. This will provide you with the options to *Upload a New* document, *Create a New* one using the systems text editor, or *Choose an Existing* file already loaded into the system from a previous posting. In most cases, the appropriate choice will be to *Upload New*. Click on the text to enable the link.
54. This will take you to a new screen where you will provide a specific name for the document and a brief description for future reference. Click on the **Browse** button to open the **File Upload** dialogue box. In the dialogue box, you can search and navigate to the appropriate document folder for the appropriate file. Select the file to **Upload** and click **Open**.

55. The dialogue box will close and you will be returned to the Organizational Chart screen. The uploaded file should show in the **File to upload** field. Click on the **Submit** button to proceed.
56. The screen will return to the previous display where you selected a posting document type. You should see that the previous posting document type now displays a name and the status shows as PDF conversion in progress. You can follow the steps above to add an additional posting document type.

57. When the documents and the related information have been uploaded, click the **Next** button to continue.

58. The **Comments** screen allows you to share comments with the Budget Unit Director. Enter the comments into the text field.  

**Note:** It is important to understand that these comments will become a permanent part of the posting record. They cannot be edited or removed once they've been added. The comments will also be viewable by all parties associated with this posting.

59. Click the **Next** button to continue.
60. The next screen allows you the opportunity to view the **Posting** information in its entirety.

61. Next to each section heading you will either see an **orange** exclamation mark or a **blue** check mark. The exclamation mark indicates required information is missing. Clicking on the **Edit** button next to the heading will open that section for you to complete the needed information. A blue check mark indicates that the section is complete.
62. After reviewing the Posting Summary and updating any needed information, you are ready to move the posting along in the workflow. Look to the middle top right of the screen and click on the Take Action on Posting Button. Then click on the text **Review Budget Unit Director (move to Budget Unit Director)**. **Selecting the Keep Working on this Posting link will save the posting so that you may return at a later time to complete the action.**

63. This will open a **Take Action** dialogue box. This is another opportunity to add comments for the Budget Unit Director to review related to the posting. Add any text in the comments field. **Note: It is important to understand that these comments will become a permanent part of the posting record. They cannot be edited or removed once they’ve been added. The comments will also be viewable by all parties associated with this posting.**

You may also check the box to add the posting to your watch list which will provide you with a shortcut from the login page. Finally, click the **Submit** button and the posting will now move into the Budget Unit Director’s work flow for approval.
POSTING WORKFLOW

Dept Chair/HR ↔ Budget Unit Director ↔ Human Resources

↔︎

Budget Office ↔ Equity & Diversity