CLASSIFIED/HOURLY

CREATING A POSTING

Hiring Manager/Budget Unit Director

Department of Human Resources

September 2015
Creating a Posting for Classified/Hourly Recruitment: Hiring Manager/Budget Unit Director View

1. Once successfully logged into the system and in the Applicant Tracking module as either the Hiring Manager or the Budget Unit Director, you will be presented with the home screen below.

2. Push the refresh icon located to the right of the User Type drop down menu. Ensure that your user type is set to ‘Hiring Manager’ or ‘Budget Unit Director’ throughout the process of creating a Posting.

3. In the Shortcuts box on the far right side of the screen, select the Create New Staff Posting link.
4. After selecting the *Create New Posting* button, a dialogue box will appear with several choices. Select **Create From Position Description**. Currently, the other selections are unavailable and documentation will be updated as they become available.

5. The *Staff Position Descriptions* page lists all of the positions in which you are a Hiring Manager for. Please click on the *Working Title* of the position description to be used for your new Posting.
6. The following screen will appear. Click the green plus sign that reads **Create Posting From This Position Description** to continue.

![Position Description: Executive Secretary (Staff)](image)

7. On the **New Posting** screen, the required information is denoted by an asterisk (*). Please enter/verify the appropriate information in the required fields, including: Working Title, VP Area, College/Division, and Department.

![New Posting](image)

- Although the Working Title field is an open text box, it should not be changed without prior approval from HR Class & Comp. Any unapproved changes made to this field will be reverted back to its original state by the HR Recruiter.
- The Organizational Unit fields are drop-down menus. These are pre-populated from the position description and allow you to select the most appropriate choice from the list. This also should not be changed without prior approval from HR Class & Comp. Any unapproved changes made to this field will be reverted back to its original state by the HR Recruiter.
8. Also on the *New Posting* screen will be the Applicant Workflow, References, and Online Applications section.

- The Applicant Workflow state should remain under the default setting of *Under Review By Department*. This changes what status view the applicant will see when searching for their candidacy status in the Posting.
- The References drop-down menus should also remain under their individual default setting. Please keep these fields as is.
- The Online Applications box will be checked by default as an indicator to accept online applications. The *Special offline application instructions* box should be left blank.

9. The **Create New Posting** button will appear at the bottom of the page. Click this button to continue.
10. From this point, you will see various navigation shortcuts appear on the left side of the webpage. If it is necessary to leave the system, click Save and you will be able to return to the Posting at a later time. These shortcuts will allow you to return to the section last completed. The next several pages will detail each of the shortcuts and the information required.

Shortcut Headings

a. **Posting Details**: This is where you will detail the conditions of employment, annual salary/hourly rate, job type, responsible Hiring Manager, job open/close date, and any special instructions to applicants.

b. **Advertising Publications**: This is where you will specify any advertising requests that you may have for your Posting.

c. **Supplemental Questions**: This is where you may select preapproved questions to ask the applicant in order to assist with screening and properly determining their KSAs. These may be open- or closed-ended. Please contact your HR Recruiter for assistance.

d. **Applicant Documents**: This is where you will designate the documents needed from each candidate to help assess their qualifications for the position, to include items such as cover letter, resumes, or other documents.

e. **Posting Documents**: This is where you are prompted to upload documents to have your Posting approved. This will include the organizational chart and budget adjustment form (if required).

f. **Guest User**: This is where you may elect to use Guest User access in the Applicant Review process. Individuals other than the Hiring Manager may use these credentials to have access to all of the candidates for a specific posting.

g. **Summary**: This is where you have the opportunity to review the posting in its entirety before submitting for HR Recruiter review and approval. You may return to any section to perform edits as needed.
10a. At the top of the **Posting Details** page, you will see the information from the most recently updated position description auto-populated. The only field that will allow for editing is the Working Title and Conditions of Employment sections. Keep the Working Title as-is and use the Conditions of Employment section to list pertinent information with regards to your Posting, such as hours or other required items for being hired.

You will also enter the salary to be advertised, choosing from one of four options:
- A non-negotiable amount (the exact salary for the position)
- A range between two figures (usually the low and high point that the position is budgeted for)
- A beginning salary (the low point that allows figuring in education and relevant experience)
- No salary (language “commensurate with education and experience” is used instead)
10a (con’t). At the bottom of the **Posting Details** tab, you will input information specific to your Posting to include:

- Posting audience: general public, ODU employees only, or state employees only
- Identifying the Hiring Manager: the person who will be responsible for the position in PAPERS7.
- Selecting an open and close date: must be a minimum of five business days.
- Listing special instructions for applicants: to include writing samples and references, among others
- Department’s homepage (if applicable): optional tool to provide candidates with more information on the department in which the position being advertised is in.

The last part of the **Posting Details** section provides a short-link which can be used for easily accessing your Posting. This is especially helpful if you are doing external advertising or need to quickly redirect a candidate to apply for your position.
10b. The **Advertising Publication or Web Site** page will allow you to enter information about additional advertising options. The University can place advertisements in newspapers, other publications and web sites. The Hiring Manager will have the option to select from the list below or add in their own advertising publications. Check any boxes in which you would like to advertise your Posting.

You will also be required to list the names and contact information for two representatives who can authorize payment for advertising publications for your department. It is imperative that two names and phone numbers are listed to ensure timely advertisement processing.

If the publication you are adding is not on the list, select ‘Add Advertising Publication Entry’ and list the website and issue date in which you would like to advertise.
10c. 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. To add questions, click on the Add a question button located at the top middle-right of the screen.

This will open the Available Supplemental Questions dialogue box with a list of approved questions. These can be searched by keyword or category. Some questions will be open-ended, while others are closed and will require the applicant to select the most appropriate answer from the choices provided. To select a question from the list, click the box next to the question in the Add column and click Submit.

To add a question that is not listed, click on the Add a question button again. At the bottom of the screen, click the Add a new one link.
10c (con’t). A new dialogue box will open that will provide the fields to enter information about the newly established question, to include Name, Category, the text of the Question, and Possible Answers. Select the appropriate radio button if the question is open-ended or closed-ended. When complete, click on the **Submit** button at the bottom of the dialogue box. All questions are subject to review and approval from the HR Recruiter.

**Add a Question**

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

- **Name**
  - Landscape

- **Category**
  - Experience

- **Question**
  - Do you have landscaping experience in a University setting?

**Possible Answers**

- Open Ended Answers
- Predefined Answers

Empty answers will be excluded. Click and drag possible answers to reorder them.

- Possible Answer 1: Yes
- Possible Answer 2: No
- Possible Answer 3:  

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10d. 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 documents types as well as specifying which ones should be required and/or optional.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Not Used</th>
<th>Optional</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resume</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cover Letter/Letter of Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Other Document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Curriculum Vitae</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Teaching Philosophy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Contact Information for Professional References</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Writing Sample 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Unofficial Transcripts</td>
<td></td>
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</tr>
</tbody>
</table>

Cover letters and resumes are optional but highly recommended. 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.
10e. The **Posting Documents** screen allows you the opportunity to provide documents to support the posting request. These include a current organizational chart (required) and advertisement (optional). The budget adjustment form is not required. The documents on this page were typically included with the E-O1 form. Other supporting documents that can be submitted include memos and requested advertisement wording.

On the far right of the screen in the **Actions** column, click 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.

Click on the **Browse** button to open the **File Upload** dialogue box. Here, you can search and navigate to the appropriate document folder for the appropriate file. Select the file to **Upload** and click **Open**. When the file is uploaded, click on the **Submit** button to proceed.
10f. The **Guest User** page will give you the opportunity to set up access for a guest user. This should be used when someone other than the Hiring Manager will review applications (i.e. an interview committee). These individuals will not have access to change statuses in PAPERS7, but will assist the Hiring Manager with the applicant review process. Click on *Create Guest User Account*, and this will open the next screen where you can complete the necessary information.

On this screen, you will be asked to create a **Username** and **Password** for this guest account. The password can be catered to the Posting if necessary. You will also list the e-mail addresses of all those who will serve as a guest user. The system will generate an e-mail 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.
10g. The **Summary** page will allow you to view the Posting in its entirety.

![Posting Details](image1)

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 required information. A blue check mark indicates that the section is complete.

![Posting Details](image2)
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 the orange **Take Action on Posting** button and select the **Review Budget Unit Director** option.

**NOTE:** 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.

This will open a **Take Action** dialogue box. This is an opportunity to add comments for the Budget Unit Director to review related to the Posting. Add any comments in the text field. These comments will become a permanent part of the Posting record and cannot be edited or removed once added. These 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 move into the Budget Unit Director’s workflow for approval.