Originator (Hiring Manager) Training PA 7.6: Module 4 – Creating a Posting

Human Resources: Compensation & Talent Acquisition
Before you can Create a Posting in the APPLICANT TRACKING section of the site, you must ensure you have an approved Position Description.

The Position Description pre-populates half of the posting fields, so you cannot create a posting without having one.

If you need to create a new, or modify an existing Position Description, see Module 2 (Creating a Position Description).

Remember: The Position Description has to be approved before it can be used.
Ensure “Applicant Tracking” is selected

You can use the back button on your browser in this system!

You can check all approved position descriptions here. You can modify if required

Confirm your user type as: “Originator” (no longer hiring manager)
If you click on “Modify Position Descriptions” on Home Page...

Search by keyword, Banner Position Number, or Posting Number. Add columns to search if you wish.
When you are viewing the Position Description, you have options:

Option 1:
Click “Create From” on the Position Description you want to use to create a posting

Option 2:
You can modify the position description at this point – changes will have to be approved by Compensation
If you click on “Postings” in Applicant Tracking...
This will show you a list of all the postings you have created historically – you can search by keyword.

Ensure you select the correct type of posting when you click on the posting tab.
To Create a New Posting:

1. Click on the "Postings" tab.
2. Click on the "Create New Posting" button.
You will select from your approved Position Descriptions:

This is a Staff Example

Click “View” on the Position Description you want to see
When you are viewing the Position Description, you have options:

Option 1:
Click “Create From” on the Position Description you want to use to create a posting

Option 2:
You can modify the position description at this point – changes will have to be approved by Compensation
When you have selected your Position Description, you will begin working on the “New Posting” details:

Add Title

Location is pre-filled from Position description

Select College or Division (Depending on whether a Staff or Faculty Position)
Select Department from drop-down....

Select Department (Org) that will be funding the position (you will only see those orgs you currently have access to)
Automatic Electronic Reference Requests are now an option!

- **New Feature** References may be requested/obtained electronically. Check this box ONLY if you wish to utilize this function.

  - When a candidate’s status is changed to this status, their references will be emailed. We recommend selecting “Recommended for hire” to trigger this option.

- Leave Blank Select Letter of Recommendation if you wish the reference provider to include a letter, instead of just responding to questions (you can add your questions later).

- Reference details are entered by the applicant when they apply – they are required to add 3 reference contacts.

Click here to progress!
Sections of the Posting Details will be un-editable (as it comes from the Position Description already approved by Compensation)

The title is still editable on this page
You should complete the empty boxes as much as possible – those in red are Required Fields.

<table>
<thead>
<tr>
<th>Knowledge, Skills, and Abilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>this field should be in the department's hands; the Qualifications/Knowledge/Experience Required should go here</td>
</tr>
</tbody>
</table>

**Other Physical Demands Summary:**
- Physical demands: Repetitive movement of hands and fingers – typing and/or writing. Frequent standing, and/or sitting. Occasional walking, stooping, kneeling, or crouching. Reach with hands and arms. Visually identify, observe, and assess. Talk and hear.

- **Salary:**
  - [ ] This field is required.

- **Number of Vacancies:**
  - [ ] This field is required.

<table>
<thead>
<tr>
<th>Desired Start Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position End Date (if temporary):</td>
</tr>
</tbody>
</table>

- **Preference Date:**
  - [ ] The Preference Date is the date on which the hiring manager will begin reviewing applications. Those submitted *AFTER* the preference date will not be considered unless a suitable candidate is not found in the initial screening.

- **Job Category:**
  - [ ] Professional

- **Eligible for Benefits:**
  - [ ] Yes

<table>
<thead>
<tr>
<th>Grant Effective Date and End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Incumbent: Lisa Buesing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Banner Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Organization:</td>
</tr>
<tr>
<td>Number of the funding source:</td>
</tr>
<tr>
<td>If a transfer is required, submit a transfer request to the Budget Office:</td>
</tr>
</tbody>
</table>

- **How Position is to be Funded:**
  - [ ] Please select

**Benefits required if working more than 30 hours per week**

- If you know these, add them – if not, leave blank.

**Select from drop-down options**
You should complete the boxes as much as you can – those in red are Required Fields

- **Will new hire be an originator?** (This means we can set up “originator access” for them)
- **Will they sign off timesheets etc.?**
- **NET is required for all FT, part time, and where possible, seasonal staff**
- **These depend on the position (supervisor decides)**

All required
You should complete the boxes as much as you can – those in red are Required Fields

- Number per week
- Number per year
- Regular working hours e.g. 8-5?
- Regular workdays e.g. Mon-Fri?
- When do you want posting to go live?
- Select “open until filled”
- Any notes for Human Resources?

This is an advertising option for Full-Time Faculty positions

Talent Acquisition will assess applicant response and use advertising tools as required. If you have any specific requests on top of this, we can help create the advert for you to use, but the funding would come from the hiring department.

Click “Next” at bottom right to proceed!
Add Search Committee Members (New feature that allows Search Committee Members to “evaluate applicants”)

Find someone already set up in the system and add them to your committee.

*If the user you searched for is not in the system, email jobs@uco.edu to request to have them added.

Add member and check the box for who will be “The Committee Chair” – the chair will be able to see all of the “evaluations” created by the Search committee members.

Click “Next” at bottom right!
Guest User – This is used for those you wish to view applicants but not act with search committee capacities – meaning no search committee criteria or ranking questions

You can make the password anything you want – keep it easy to remember

This is auto-generated

Only add the email addresses of members of your committee that you haven’t added on the previous page (because guest users can only view applicants, they can’t evaluate..)

– they will then be sent the guest username and notification that the posting has been created – New Feature!

Click “Next” when done
Posting Supplemental Questions (For Applicants)

Add a question from a suggested list, or write your own!

Examples:

- Yes/No questions: Do you have a bachelor's degree in .......?
- Open Ended: What is your theory on English Literature?
- Multiple Choice: How much experience do you have of using PowerPoint?
  - 0 – 1 Years (10)
  - 1 – 3 Years (20)
  - 3 – 5 Years (30)
  - 5 + Years (50)

<< Can grade these answers with points and sort by highest score
Posting Supplemental Questions (For Applicants)

- Example questions & set answers
- Create one of your own (these will be pending until approved by Talent Acquisition)
- Submit when you have added all the questions you want
Ranking Criteria Questions (For Search Committee Members Only) – New Feature!

This is an OPTIONAL feature. You can use this to create “evaluation criteria” for each member of the search committee to complete when an applicant enters the pool. You can add criteria such as:

1. Experience: How would you rank this candidate’s experience?
2. Qualifications: How would you rank this candidate’s qualifications?
3. Systems: Do they have specific systems knowledge?

**You can add anything relating to the Posting/Job that is relevant (Talent Acquisition will assess all questions for suitability)**

Click on “Add a Criterion” to get started.
Adding a Ranking Criterion question

Select “experience” or “skills” etc.

Name of Question and category it falls under

Enter the evaluation question for screening committee here

You can have predefined answers or open ended for search committee members to respond to

For pre-defined, simply add an answer - you can add/delete as you chose
Adding a Ranking Criterion question
– weighting, points, and workflow state

Click on description to pull this menu down

Select which applicant state you would like committee members to be able to answer this question. Suggested = selected for short list

Give a “weighting” of importance to this question. The weight for all ranking questions you have should add up to 100. E.g. if you have 4 equally weighted questions = 25 would be the weight for each. If you have 4 but 2 are more important, 2 could be weighted as 10 each and the other 2 as 40 each.

Allocate points relating to the question
Select whether you want each document to be “not used”, “optional”, or “required”

**Recommended minimum:**

**Required:**
- Resume
- Cover Letter

**Not Used:**
Anything you definitely don’t want to see

**Optional:**
- Everything Else

**Transcripts are required to be provided on first day of employment – this is communicated on application form (so although you may chose to make these required, it can hinder some applicants from completing their application)**

Click on document name for details on file size etc. (Max is now 9mb)

Click “Next” at bottom right!
Originators now have the option of requesting as optional or requiring applicants to list an ePortfolio URL.

This may be especially important for student positions, as UCO’s Student Transformative Learning Record (STLR) is providing more and more opportunities for students to highlight transformative experiences in their D2L ePortfolios and receive training on setting those up.
Posting Documents – This is for adding a document to the posting for applicants to see (E.g. an org chart showing where the position sits, or a document containing a recent initiative in the department)

Upload New, Create New, or Choose Existing

Click “Next” when done
Auto-Reference Setup – this section is if you selected “accept electronic references” at the initial stage. If not, you request references manually.

- **Will this position accept reference letters?**
- **Email reminder days:**
- **Cutoff date:**
- **Minimum Number of Requests:** 3
- **Maximum Number of Requests:**

**Instructions to Reference Provider:**

Insert your instructions here - Ask nicely and be specific in what you are asking e.g.

- When was the individual employed?
- What position did they have?
- Would you re-employ?
- Etc...

This should be a number only (number of days prior to cut-off date you want the system to automatically send a reminder email)

This is the minimum/maximum number of reference contacts that the applicant can provide on their application form. Minimum should be at least 3 – maximum = you can never have too many references!

Yes if you would accept a tailored letter from the referee

Last date to accept references

Click “Next” when done

Or if a reference letter is required simply ask for this in the text.....
Summary – this page allows you to check everything you have entered so far.

You can view how the applicant will see the posting, and print either that version, or the full version.

You can still edit if you spot an error.

You can get back to this page at any time by clicking here.
Take Action on Posting – when you are ready, send it on through the approval queue!

You will have a choice of where to send the posting depending on whether a staff/faculty/student/adjunct position.
Workflows (Approval Queue) for Postings

Budget is now the first to approve for Staff Postings/RSPs. Simply select the “move to” whichever state applies after the originator:

**Staff Postings:**
Originator >>> Compensation >>> Budget (or AA Budget/Grants/Auxillary) >>> Dean/Director >>> AVP >>> VP >>> Compensation >>> Hiring

**Faculty/Adjunct Postings:**
Originator >> Dean/Director >> AVP >> AA Budget >> (Grants if required)>> Budget >> Compensation >>> Hiring

**Student Postings:**
Originator >>> Hiring

Before you press submit, each approver stage can enter comments (these will appear in notification email to next approver)

You can add the posting to your “watch list” so it will appear in your home page
What Happens Next

1. Your position will be posted live on the jobs.uco.edu Job Applicant Site (when it has gone through the Approval Queue)

2. You can log in at any time to check on the status/applicants in the pool.

3. If you listed a preference date, you cannot close the position until this date has passed.

4. You can commence application review and interviews as soon as the job is live until you find a suitable candidate.
Questions?

Please feel free to call or email:
HR Main Office (405) 974-2366 or jobs@uco.edu