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Creating a Posting

To begin login to the site at https://jobs.uco.edu/hr.

- Make sure you are logged in to the APPLICANT TRACKING module (Blue Header) and that you are logged in with Originator access.

On the Home Page, from the Shortcuts box, select Create New (Faculty, Adjunct, Staff, Student) Posting.

This box will appear for you to choose select **Create from Position Description**
Creating a Posting
(continued)

Search for the appropriate approved position description to create the posting. Use search words found within the approved position description title or department, for example, “assistant”, or “wellness”, to find the Administrative Assistant II position description for the Wellness Center Operating Department. This will reduce the search list to a more manageable amount.

Once you’ve selected the Position Title of the position you want to use, hover over Actions to “View/Create From” the position description.

Choose the “Create From” option.
New Posting Settings

The Position Title will default from the approved Position Description. The Department field may be a drop-down depending on the user’s permissions. If you have more than one department as part of your user assignments a drop-down box will allow you to choose from those departments. If you have one department assigned, that department will default to the field.

Division/Department will be editable as you have access. If you only have access to 1 Division and/or Department, you will not be able to change them here.
References

You have the option to decide if the posting will accept references. If you check the box next to “Accept References” an email generated from the system will be sent to the referee to upload their letter of recommendation. This is a settings page which is required along with the Auto-Reference Setup Tab when accepting references directly through the secure portal.

If references are accepted, a drop-down box appears providing the option to choose at what point during the candidate workflow the references are notified.

This is an option however; if you choose to accept references this field must be completed. If nothing is selected, an email will not be generated to the referee.

You will also decide when Recommendations (References) have been provided, at what point to move the candidate in the workflow. Our recommendation is to leave this field “blank”. If you select a point in the workflow such as “interviewed” and the candidate has moved past that point, no references can be accepted. If you leave the field blank, letters of recommendation can be provided at any time.
You can also identify what type of recommendation will be allowed.

The above screen shot is our recommendation of how best to complete these fields if you are accepting references through the secure portal of the system.
Accepted Application Forms

The system will always default to accepting Online Applications and this should not be changed.

To continue with the posting, or to cancel, select:
Posting Details Tab

The Posting Details contains information which will default or automatically be filled in from the approved position description but will be in a “read only” status.

The RED fields indicate those that are required before the posting can be transitioned.
Posting Details Tab (continued)

You may complete the non-required fields as you see need. For example, there is the option to include “Special Instructions to HR” or “Special Instructions to Applicants.”

Select **Save** and **Next >>** to continue.
Search Committee (Advanced Guest User Account) Tab

The Search Committee feature works with the Ranking Criteria tab. To provide a member of your Search Committee access to this posting to complete the ranking criterion for candidates, they must have a “Search Committee” user status and be linked to your posting.

Note: Search Committee Members are assigned per posting. If an employee is selected as Search Committee Member to three separate postings, the employee must be linked or assigned to each of the three postings individually by the creator of the posting.

After searching to find if your Committee Member has this user status, you find that Panel Member 1 and Panel Member 2 have the user status of Committee Member, simply click on “Add Member”.

To select a member as the Committee Chair, click on the box. A Committee Chair is able to view each Committee Member’s evaluations and you can choose multiple members as the Chair.

If the name of the individual you are looking for does not appear, email jobs@uco.edu to request for this user access to be added to this individual’s account.
Guest User Tab

To create a Guest User select the Create Guest User Account button.

On this screen the Username is created by the system as well as the Password.

You are able to change the password. Simply create a new password and select the Update Password button.

Password

df2c90

You can also notify the members of the review committee by adding their email address.

The Update Guest User must be selected for this to be activated.

Select to continue.
Posting Supplemental Questions (For Applicants) Tab

Supplemental Questions can assist in screening and ranking your applicant pool.

To add a question select

Or, if you do not wish to include Supplemental Questions, select to continue.
Posting Supplemental Questions (For Applicants) Tab (continued)

Click on the category to search for available questions or search by Keyword.

If you can’t find a question select “Add a new one”
To Create a Supplemental Question

Enter a Name for the item. This is the label that is presented when any user selects this type of question. The Name should be the same as the Question text.

Select the appropriate Category if available.
To Create a Supplemental Question (continued)

Create the question and select the type of Possible Answers.

Open-Ended Answers give applicants a free-text field for answering the question.

Predefined Answers give applicants a yes/no or multiple choice question for answering.
Sample Supplemental 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
What is your knowledge of generally accepted accounting or budgeting principles?

Possible Answers
© Open Ended Answers
© Predefined Answers

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

Possible Answer 1: Basic
Possible Answer 2: Intermediate
Possible Answer 3: Advanced
Possible Answer 4: None
Sample Supplemental Question
(continued)

The question you just created will appear as “pending”. You need to indicate if this question will be required to be answered by the applicants by checking the box under “Required”.

To Assign Points or Disqualifying Responses: Click on the question for a dropdown menu to appear. Instructions are provided for each step which is highlighted in this example in blue.

Assign the appropriate points and disqualifying responses before clicking on

Note: Questions will remain in a pending status until reviewed and approved by Human Resources. This question will be added to the Library available to all Originators.

Select to continue.
Ranking Criteria Questions (For Search Committee Members Only) Tab

Ranking Criteria is a feature used in combination with the Search Committee Tab. Ranking Criteria allow interviewers to provide subjective assessments of applicants on specific items at specific points in the workflow or recruitment process.

To access the list of ranking criteria click on “Add a Criterion”.

Or, if you do not wish to include Ranking Criteria Questions, select to continue.
Ranking Criteria Questions (For Search Committee Members Only) Tab (continued)

You can click on the category to search for available criteria or search by Keyword.

If you can’t find the one you want select “Add a new one”
To Create a New Ranking Criteria

Enter a Name for the item. This is the label that is presented when any user selects criteria. The Name should be the same as the Label.
To Create a New Ranking Criteria
(continued)

Select the appropriate Category if available and Possible Answer type of either Open Ended or Predefined.

Open-Ended Answers give search committee members a free-text field for answering the question.

Predefined Answers give search committee members a yes/no or multiple choice question for answering.
Sample Ranking Criteria

Add a Ranking Criterion

- **Name**: Overall presentation of skills & knowledge.
- **Label**: Overall presentation of skills & knowledge.
- **Category**: Please select a category
- **Description**: Please evaluate the candidate's overall presentation during the interview of their skills & knowledge.

**Possible Answers**

- Open Ended Answers
- Predefined Answers

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

- Possible Answer 1: Poor
- Possible Answer 2: Fair
- Possible Answer 3: Satisfactory
- Possible Answer 4: Good
- Possible Answer 5: Excellent
- Possible Answer 6:
Sample Ranking Criteria
(continued)

To Assign Points or a Weight: Click on the question for a dropdown menu to appear.

Assign the appropriate points and weight before clicking on **Save**.

Note: Criteria will remain in a pending status until reviewed and approved by Human Resources. This criterion will be added to the Library available to all Originators.

Select **Next>>** to continue.
## Applicant Documents Tab

Applicant Documents can be included by selecting “Optional” but to require the documents “Required” must be selected.

You can “drag and drop” the documents to re-order after making your selections.

Select **Save**  **<< Prev**  **Next>>** to continue.
Posting Documents Tab

You have the option to add a document to your posting for applicants to see, if you feel it will help applicants to understand the position, department, division, or UCO better.

If you decide to upload a document, select the **Actions** button next to the document type.

The following drop down choices will appear for you to select.

If you select **Upload New**, this will allow you to upload a document by browsing for that file to be uploaded and then select submit then confirm.
If you select **Create New**, this will allow you to write the document using the system format editor. Once you are finished select Submit then Confirm.

If you select **Choose Existing**, this will allow you to select a document that was previously attached by selecting the document, then Submit then Confirm.

Select **Next>>** to continue.
Auto-Reference Setup Tab

Fill out this form if you want to request Reference Letters to be submitted directly through the secure portal. This must be completed along with the settings page information you previously completed. (The Settings tab can be accessed via the Summary page.)

If using the Cutoff Date – keep in mind the timeframe you intend to keep the position open to allow references to have access.

Instructions will appear at the end of the system generated email sent to the referee.

Select to continue.
Summary Tab

The Summary Tab provides the opportunity to review the posting request and make any changes before submitting through the approval queue.

This section provides information on the Posting such as Type of Position, Department, who created it and the Owner of the posting at this point.

This section allows you to decide what action to take.
After making your selection via the Take Action On Posting button, Comment Box appears allowing you to provide comments. Please keep in mind these comments will appear in the History tab for all in the approval queue to read and will become a permanent part of the recruitment file and cannot be removed.

Information regarding the posting will appear at the top such as:

Posting was successfully transitioned