Training Manual for Creating a Posting

Office of Human Resources
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Getting Started

Login to the site at https://facultyjobs.uga.edu/hr/login

When you get to the homepage, look at the top right corner to ensure APPLICANT TRACKING is selected. If it is not, hover over the drop down arrow and select APPLICANT TRACKING from the list.

If you have to select applicant tracking, the top of your screen will change colors. APPLICANT TRACKING is the module you will use most, including for hiring proposals. The top of your screen will always be blue when you are in this module.

To the right of your name, make sure Manager/ Supervisor is selected from the drop box.

Any time you make a change in this box make sure to click the refresh button to the right of the box. After clicking refresh, you should see a green notification banner populate at the top of the screen.
Creating a Faculty Posting

On the Home Page, from the **Shortcuts** box, select **Create New Faculty Position**.

Once you select **Create New Faculty Posting**, the below box will appear:

- **From Position Type**: Includes basic information of that position type. This will be almost completely blank and most information will need to be filled in to proceed.

- **From Classification**: Copies in general information from a classification.
  
  *This option will be used most often.*

- **From Posting**: As you begin to create more postings over time, a library housing your postings will be automatically built and you will be able to use this option to create a posting from a previous position. It will copy in most information needed for posting but allow for updates and edits.
Once you make your selection, the below screen will appear and allow you to search through the classifications using the search bar at the top. Alternately, you can browse through all available position titles. Navigation buttons for this option are listed above and below the title bank.

Once you select the desired classification, choose **Create Posting from this Classification**.
Once you select Create Posting from this Classification the below screen will appear. The Position Title will default from the approved Position Description. Once you complete this page select **Create New Posting**

Please be as descriptive as possible in the Working Title field.

Be sure to choose the correct **Major Unit, Division, and Department**. You can do this by selecting on the drop down arrow by each box.

Make sure the **Accept online applications?** Box is checked. This will be checked by default.

Here you can include any special instructions you would like the applicant to see during the application process. This can include information about search time frames, deadlines, reference process, or instructions on application documents to include.
The next screen allows you to complete the position and posting details. Any box in red is a required field.

**Note:** Once you arrive at this page you have the option of saving the posting and returning later to complete.

![Dropdown and text box](image)

The Faculty Rank dropdown is where you can select Open Rank if this position is being posted as an Open Rank position. When the final candidate is selected and a hiring proposal has been created more details of the position rank will be required.

The next screen allows you to enter your departmental contact information. This information is not available to applicants, and will only be used internally by other users in the posting workflow.

![Departmental contact information form](image)
After entering the department information and selecting next you will be prompted to enter the posting information.

Use the **Job Summary** space to share details with your candidates about the duties and responsibilities of the position. This info will be visible under the title while applicants are browsing, so use this space to sell the job.

The **Minimum Qualifications** and **Preferred Qualifications** should reflect the knowledge and skills required for the specific competency; levels can vary per competency within a position. This information will transfer over to the posting.

Select a posting date, closing date, or mark “open until filled”. You can also enter information pertaining to the salary and start date, but these fields are not required. Remember the position must be posted for at least 30 days.
Continue entering the posting information.

If any instructions were typed on the first page when initiating the posting they will be carried over here. They can be edited or deleted from this screen.

Select Yes to have your position advertised with Inside Higher Ed at no cost. When you select Yes no further action is needed on your part to get the position posted. If you select Yes, be sure to also select the appropriate category.

To have your position posted on the Diverse Issues in Higher Education job board select Yes here. This is also a free posting.

Use the Planned Advertisements box to outline other avenues you plan to advertise the position. This could include print, online and list servs.
References Tab

You have the option to decide whether or not the posting will require references. Click on the drop down menu and click on No or Yes. Be sure to insert the number of references required for position. If you decide to conduct the reference process using the Faculty Jobs system, please see Appendix A on more detailed information on initiating and overseeing that process.

Select the number of references you would like the applicant to provide. The applicant will not be able to proceed with the application until they have provided the names and contact of at least this number.

Instructions to the individual giving the reference can go in this box. If you have specific questions you would like answered you can ask that they be addressed here.
The following page allows you to upload and documents pertinent to the posting of this position. The documents will not be seen by applicants, only those in the posting workflow with access to the position and the search committee members.

Please include any advertisements you would like EOO to review. You may also include documents that would be helpful the search committee members, such as timelines of the search process.

The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous posting.

To upload a document, select Actions and choose from the options provided. If you upload a document the system will automatically convert this document into a PDF.
Posting Specific Questions

Once you have uploaded all relevant documents and select Next you will be given the opportunity to assign questions to the posting. Adding questions to your posting will allow the opportunity for specific areas of a candidate’s background to be explored, questions regarding qualifications, or these can be used to qualify candidates based on the position requirements.

When you land on this page, select Add a question.

You will be provided with a list of EOO-approved supplemental questions to choose from. You can browse by category or search by keyword. Once you have found the question(s) you would like added mark the Add box and press Submit.
If you cannot find what you are looking for select **Add a new one** to create a new question.

If you select Predefined Answers these boxes will appear:

**Please Note:** The system will automatically generate a **“No Response”** answer once approved and posted.

**Note:** All new questions must be approved by EOO before they appear on posting. EOO will have the opportunity to review questions in the Faculty Jobs system. When status changes from **pending** to **active**, question(s) have been approved and will appear on posting. Once a question has been approved it will be saved and made available for future postings. You have the option to make question(s) optional or **Required**.
Once that is complete you will see a summary of all questions selected. In this screen you can select whether or not the question will be required and assign points to the answers if using questions with Predefined Answers.

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

Assign the appropriate points and disqualifying responses before clicking **Next** to save and proceed with the posting.
Applicant Documents

On this screen you will determine which documents an applicant needs to include in their application. Documents can be Optional or Required. If you select Required, applicants will not be able to submit application until document is uploaded. You can “drag and drop” the document types to re-order after making your selections. To continue, click Next. The Faculty Jobs system is capable of handling very large documents.

If a Media or Research Portfolio will be requested please note that the applicant can share a URL or upload a document in those spaces.
Adding Search Committee Members

This screen allows you the opportunity to assign members of the search committee to the posting. Their permission level will allow them to see the posting, the applicants, and any posting documents. Committee members will not be given permission to edit details about the posting.

First, search members of the committee by first or last name, or by email. If they are users in the system their information will populate.

If a member is not yet in the system fill in information under the New Search Committee Member heading. If a member is added this way they will be in a “pending” status until approved by Central HR.

Once the position is approved for posting members of the search committee will receive email notification with instructions on how to access the system.

This step is not required for posting a position.
Posting Summary

The Next page will show your drafted posting. The top of this page will display current status, position type, department, created by, and owner of post.

Please review all details of your posting. If any changes need to be made you can select Edit by that section. In the right hand corner you can select See how Posting looks to Applicant if you would like to see what your applicants will be able to view.

To submit forward, hover over the Take Action on Posting button. When you are ready to submit your posting through the workflow to gain approval, choose Submit to Unit Head (move to Unit Head).

After clicking on Submit to Unit Head, this box will appear. Be sure to insert any additional comments in the Comments box. Applicants will not have access to this information, only those in the workflow. The box This posting is currently in your watchlist will be automatically checked. If you would not like for this posting to appear in your watch list, unckeck the box.
Your Inbox and Watch List

Your home page presents a limited view of your inbox, which presents your tasks within the Faculty Jobs system. These include items that are specifically assigned to you in their current state, and items that do not have individual owners but that you are authorized to act on if nobody else acts on them. Your inbox does not include items that are currently assigned to other people.

The watch list allows you to follow the progress of items that matter to you, even if they are assigned to other people. By default, your watch list includes all items that you create. You can also choose to watch other items. Items are automatically removed from your watch list when they are completed or canceled. You can also choose to stop watching at any time. As with the inbox, the home page presents a limited view of your watch list.

If you own an item in its current state – if you are responsible for the next task or able to carry it out – you can open it from your inbox or watch list.
What Happens Next

Your posting will go through the entire workflow to get approval before it is posted. While it is traveling through the workflow, you will be able to see each time it moves to a new level of the workflow. At any given time, a post may be sent back to you before it is posted. If this is the case, make sure you view the comments and correct any issues. You would then have to resubmit the posting back through the workflow again until it has reached EEO and is officially approved for posting. You will get a notification once your post has been approved and posted.
References and Recommendations

External References

If you want the applicant to provide the system with reference(s) check yes when creating the posting. By choosing this option, it will require the applicant to provide contact information for his/her reference(s) when completing their application. Be sure to provide detailed information in the Special Instructions for Applicants box on how references will be handled, including estimated timing.

At the appropriate time in the process, you will be able to send out an email to references requesting them to submit a letter. This is done by accessing the applicant(s) you wish to request references from using the Applicants Tab in the position. Once here, select the Recommendations tab next to Summary.

Under the Notified tab you will see if email communication has been sent to the reference, and if not, you have the ability to send.

Once you select Send and the reference is notified a timestamp will show up to indicate when notification was sent. You also now have the ability to resend the request if some time has passed and a response has not been received.
Once the email is triggered, the reference receives an email notification with instructions on how to provide feedback. A link is provided that takes them to this website:

Once the recommendation has been completed and submitted it will appear as part of the candidate’s job application and can be viewed by selecting the link below.
Recommendation Letters

A second option for obtaining letters of recommendation is to ask that the candidate upload them as part of their initial application. When creating the position posting, make sure to select optional or required next to the Three Letters of Recommendation on the Applicant Document tab. Selecting (required) will force all applicants to upload letters in order to complete the application.