Quick Guide: Creating a Posting (Faculty or Staff)

Home Screen:

1. Make sure your user type is set to the correct type of user. The user type is found on the top right of the screen. (Search Chair/Manager or Chair/Dept Head, etc.)

2. Click on the word ‘Postings’ to reveal the drop-down menu. Select the type of posting template you would like to create.
3. Select the posting. You may search for a posting using the search function or search the list of previously created postings.

Staff Posting Templates

To add a new column to the search results, select the column from the drop down list.

4. Review the job posting. Be sure it is the correct position that you would like to post, and click on “Create Posting from this Posting Template.”

6. Fill in the correct information and click “Create New Posting.”
7. Complete the fields. Red stars will indicate required fields. As you complete the forms, use the “summary checkbox” on the left side of the screen to make sure you have completed all of the necessary items. Click “Next” to save and move on to the next screen.
8. On the Budget Information screen, be sure there is a budget summary box completed at the bottom of the page. If not, this will need to be completed. If you are filling more than one position, then multiple budget summary entries will need to be completed at this stage of the posting.

a. Click “Add Budget Summary Entry”

b. Enter in the position number and budget org numbers.
8. Optional: Add supplemental questions. These are questions used to determine if the applicants meet the minimum requirements of the job. To add or edit a question, click “Add a question.”

*Please note, these questions will be reviewed by HR.

9. Select a question from the list or click “Add a new one” to create a new question.
10. To create disqualifiers, Click on the question itself and click the box next to “Disqualifying.” If a candidate answers a disqualifying answer, it will reject them from the job posting.
11. On the “Documents Needed to Apply” tab, click the appropriate circles for the items you would like for the applicants to upload. Note the three options are “Not Used,” “Optional,” or “Required.”
12. To add search committee members, click “Add Existing Users” while on the Search Committee Members tab.

### Search Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Committee Chair</th>
<th>Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loretta Doty</td>
<td><a href="mailto:emailaddress@zed.zed">emailaddress@zed.zed</a></td>
<td>✔</td>
<td>approved</td>
<td>Actions</td>
</tr>
<tr>
<td>John Wyatt</td>
<td><a href="mailto:emailaddress@zed.zed">emailaddress@zed.zed</a></td>
<td></td>
<td>approved</td>
<td>Actions</td>
</tr>
<tr>
<td>Jamie Derrick</td>
<td><a href="mailto:emailaddress@zed.zed">emailaddress@zed.zed</a></td>
<td></td>
<td>approved</td>
<td>Actions</td>
</tr>
</tbody>
</table>

[Add Existing User]

13. From the screen below, you will be able to search any SFA employee and add them to the search committee. They will be able to access the posting and rate the applicants.

![Add Existing User Form]

14. To assign a chair of the committee, click the checkbox beside their name under the “Committee Chair” column.
15. To add applicant rating criteria, click the “Add a Criterion” button. The rating criterion will be items that the committee may rate/score/compare applicants right in the system.

16. From the screen shown below, you can choose items on which rate candidates on or click “Add a new one” to create a rating item.
17. To add a question, click on the checkbox next to it. To see the possible answers, click on the question itself.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Years Experience</th>
</tr>
</thead>
</table>

Possible Answers:
1. 1 Year
2. 2 Years
3. 3 Years
4. 4+ Years

Applicant workflow state: Human Resources Initial Review

18. The dropdown box will indicate at what phase (or workflow state) the committee members will be able to rate applicants. For example, the committee would want to rate all applicants on the number of years of related experience. Therefore, you would want the “Applicant workflow state” dropdown box to be selected as “Under review by department/committee.”

19. Once you complete the posting. You may hover over the red box that says “Take action on posting.” Then you can click on “Send to Department Head/Chair.”