



Human Resources

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Quick Guide: Creating a Posting (Faculty or Staff)

Home Screen:

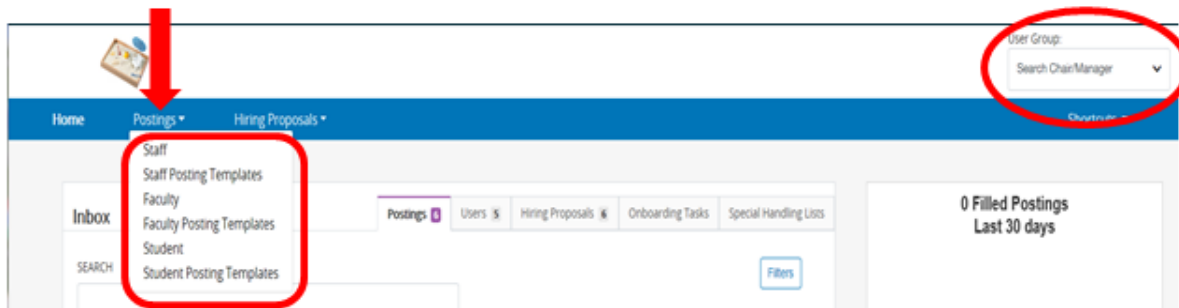
The screenshot shows the HR system's Home Screen. At the top, there is a dark blue navigation bar with the text 'Hire' on the left and 'Welcome, Rebecca Garrett', 'My Profile', 'Help', and 'logout' on the right. Below this is a white header area with a 'User Group:' dropdown menu set to 'Search Chair/Manager'. A blue navigation bar contains 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. The main content area features an 'Inbox' section with tabs for 'Postings' (6), 'Users' (5), 'Hiring Proposals' (6), 'Onboarding Tasks', and 'Special Handling Lists'. A search bar and a 'Filters' button are present. Below is a table with columns for 'TITLE', 'CURRENT STATE', and 'DAYS IN CURRENT STATE'. To the right, there are two summary cards: '0 Filled Postings Last 30 days' with a large '0' and a legend for Staff, Faculty, and Student; and 'Applicants Per Day Last Week' with a line graph.

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
ASSISTANT PROFESSOR History	Human Resources Final Review	321
Accounting Assistant III Student Center	Human Resources	246
Motor Vehicle Operator I Transportation	Human Resources	238
Custodial Worker II (Physical Plant Department) Physical Plant	Human Resources	238
Custodial Foreperson I, II, or III - Physical Plant Department Physical Plant	Human Resources	238
Student Assistant	Human Resources	34

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.)

This image is a close-up of the user group selection area. It shows the dark blue navigation bar with 'Welcome, Rebecca Garrett', 'My Profile', 'Help', and 'logout'. Below it, the 'User Group:' dropdown menu is open, showing 'Search Chair/Manager' as the selected option.

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.

Saved Searches ▾ Search [More Search Options ▾](#)

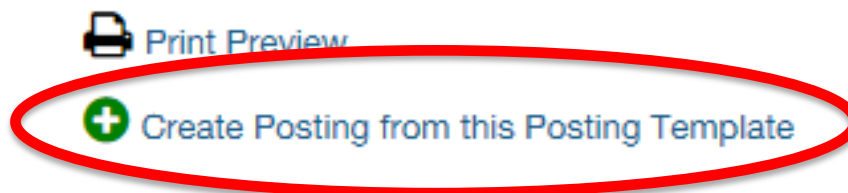
Posting Templates ✕

"Posting Templates" 645

← Previous **1** 2 3 4 5 6 7 8 9 ... 21 22 Next →

<input type="checkbox"/>	Posting Name	FLSA	Salary Grade
<input type="checkbox"/>	Staff Accompanist	Exempt	12
<input type="checkbox"/>	Staff Accompanist (Temporary)	Non-Exempt	14
<input type="checkbox"/>	Accountant I	Non-Exempt	15
<input type="checkbox"/>	Accountant II	Exempt	9

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."



New Posting

Create New Posting

Cancel

* Required Information

Position Title *

Administrative Support Assoc

Organizational Unit

Branch *

Finance and Administration Area

Division *

Finance and Administration Division

Department *

Please Select...

Applicant Workflow

Workflow State

Human Resources Initial Review

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

No Document

Allow a document upload when a reference provider submits a Recommendation?

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.

Editing Posting

- ✓ Position Details
- Budget Information
- ✓ Supplemental Questions
- ✓ Documents Needed to Apply
- ✓ Internal Posting Docum...
- ✓ Search Committee Members
- ✓ Evaluative Criteria
- Summary

Budget Information

ABC ✓ [Check spelling](#)

*** Required Information**

Budget Information

Is Replacement Position? ▼
This field is required.

If replacement, Previous Incumbent Name

Salary Grade 1

Min Pay Rate

Mid Pay Rate

Max Pay Rate

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"

Is there an approved budget for this position? Yes ▼

Budget Summary

Add Budget Summary Entry

b. Enter in the position number and budget org numbers.

Budget Summary

Position Number	<input type="text"/>
Budget Fund Name	<input type="text"/>
Budget Org	<input type="text"/>
Budget Program	<input type="text"/>
Amount	<input type="text"/>
Percentage Funded	<input type="text"/>
Budgeted Salary	<input type="text"/>

Remove Entry?

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.**

Editing Posting

- Position Details
- Budget Information
- Supplemental Questions**
- Documents Needed to Apply
- Internal Posting Docum...
- Search Committee Members
- Evaluative Criteria
- Summary

Supplemental Questions

[Save](#) [<< Prev](#) [Next >>](#)

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Position	Required	Category	Question	Status
<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Education	Do you have a bachelor's degree?	active <input type="button" value="x"/>
<input type="text" value="2"/>	<input checked="" type="checkbox"/>	Experience	How many years of experience do you have working in an office environment?	active <input type="button" value="x"/>

[Add a question](#)

9. Select a question from the list or click “Add a new one” to create a new question.

Available Supplemental Questions

Category: Any Keyword:

Add Category Question

- | Add | Category | Question |
|--------------------------|---------------|---|
| <input type="checkbox"/> | Uncategorized | How did you hear about this employment opportunity? |
| <input type="checkbox"/> | Education | What is the highest level of education attained? |
| <input type="checkbox"/> | Experience | How many years of experience do you have in this type of position? |
| <input type="checkbox"/> | Education | Do you have a masters degree? |
| <input type="checkbox"/> | Education | Will you have a Ph.D. in hand by the date of appointment or an advanced ABD by the date of the appointment? |
| <input type="checkbox"/> | Uncategorized | Are you available to work in the evening (6 pm to 10 pm)? |
| <input type="checkbox"/> | Uncategorized | Are you available to work weekends? |
| <input type="checkbox"/> | Experience | How many years of Administrative support experience do you have? |
| <input type="checkbox"/> | Experience | What is your Philosophy for serving students? |
| <input type="checkbox"/> | Uncategorized | Are you a current employee of the university? |
| <input type="checkbox"/> | Experience | Please select your primary discipline of research and instruction. |
| <input type="checkbox"/> | Experience | Please select your secondary discipline of research and instruction. |
| <input type="checkbox"/> | Experience | Please list your primary and secondary engineering skills. |
| <input type="checkbox"/> | Experience | Please describe any previous experience you have working in a customer service environment |
| <input type="checkbox"/> | Experience | How many staff/interns/students have you supervised in past positions you have held? |

Displaying 1 - 15 of 33 in total

← Previous | Next →

Can't find the one you want? [Add a new one](#)

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.

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Education	Do you have a bachelor's degree?	active ✕

Possible Answers: Predefined Options

	Answer	Points	Disqualifying
1.	Yes	<input type="text"/>	<input type="checkbox"/>
2.	No	<input type="text"/>	<input checked="" type="checkbox"/>

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.”

Documents Needed to Apply

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="2"/>	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="3"/>	Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="4"/>	Letter of Recommendation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="5"/>	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="6"/>	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="7"/>	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. To add search committee members, click “Add Existing Users” while on the Search Committee Members tab.

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Loretta Doty	emailaddress@zed.zed	<input checked="" type="checkbox"/>	approved	Actions ▾
John Wyatt	emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾
Jamie Derrick	emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾

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 ✕

Search:

Department:

Display search committee user group members only

Search

14. To assign a chair of the committee, click the checkbox beside their name under the “Committee Chair” column.

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Loretta Doty	emailaddress@zed.zed	<input checked="" type="checkbox"/>	approved	Actions ▾
John Wyatt	emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾
Jamie Derrick	emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾

Add Existing User

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.

Available Evaluative Criteria

Category: Keyword:

Add	Category	Description
<input type="checkbox"/>	Work History	Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.
<input type="checkbox"/>	General	How well did this candidate perform in the interview?
<input type="checkbox"/>	General	How do you rank this candidate's written communication?
<input type="checkbox"/>	General	Please rate the candidate's quality of references.
<input type="checkbox"/>	General	Describe a typical day...a typical week
<input checked="" type="checkbox"/>	Work Standard	What are your standards of success in your job? What have you done to meet these standards?
<input type="checkbox"/>	Experience	What leadership skills and experience do you have that would qualify you as an effective leader? Be specific.
<input type="checkbox"/>	Education	How well does this candidate's education fit with this position?
<input type="checkbox"/>	General	Please rate the level of awesome this candidate exudes.
<input type="checkbox"/>	Experience	How well did the candidate describe their human resources experience as it relates to the job duties of the position -- employment, personnel records, maintaining personnel records
<input type="checkbox"/>	Education	Does the candidate have a human resources certification -- SHRM-SCP, SHRM-CP, SPHR or PHR?
<input type="checkbox"/>	Experience	Years Experience

Displaying all 12

Can't find the one you want? [Add a new one](#)



17. To add a question, click on the checkbox next to it. To see the possible answers, click on the question itself.



The screenshot shows a configuration interface for a question. At the top left, there is a checked checkbox followed by the text 'Experience' and 'Years Experience'. Below this, the text 'Possible Answers:' is followed by a numbered list: '1. 1 Year', '2. 2 Years', '3. 3 Years', and '4. 4+ Years'. At the bottom, there is a label 'Applicant workflow state' followed by a dropdown menu that currently displays 'Human Resources Initial Review' with a downward arrow.

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.”

