STEPHEN F. AUSTIN STATE UNIVERSITY

Human Resources
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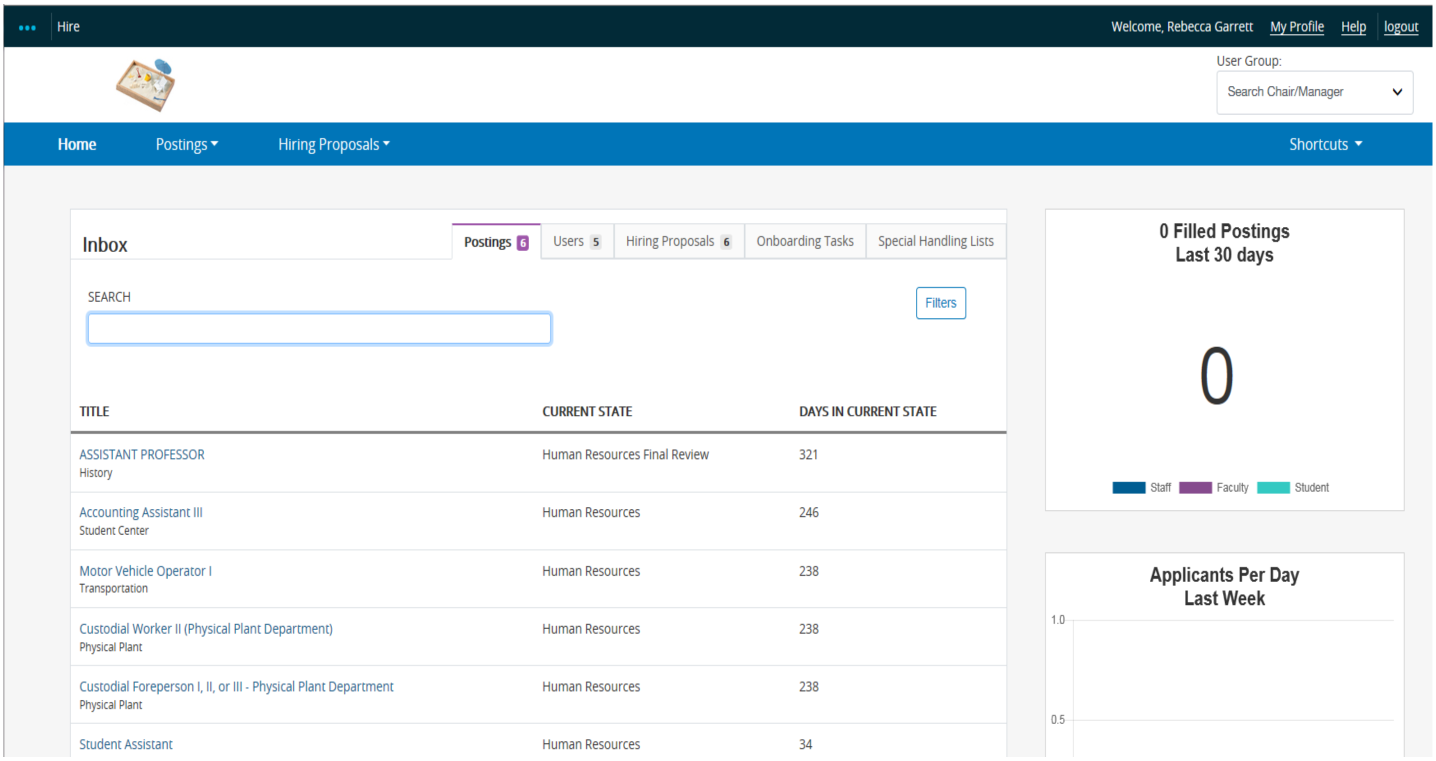
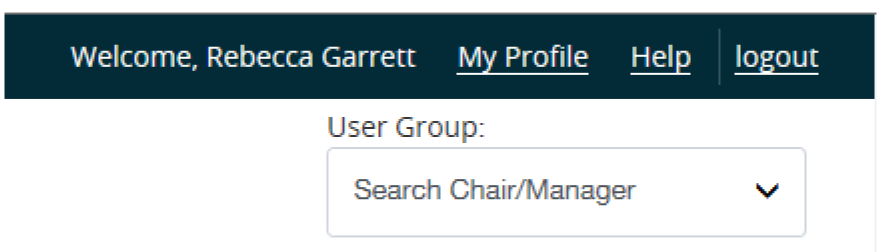
For electronic use only

Quick Guide: Creating a Posting (Faculty or Staff)

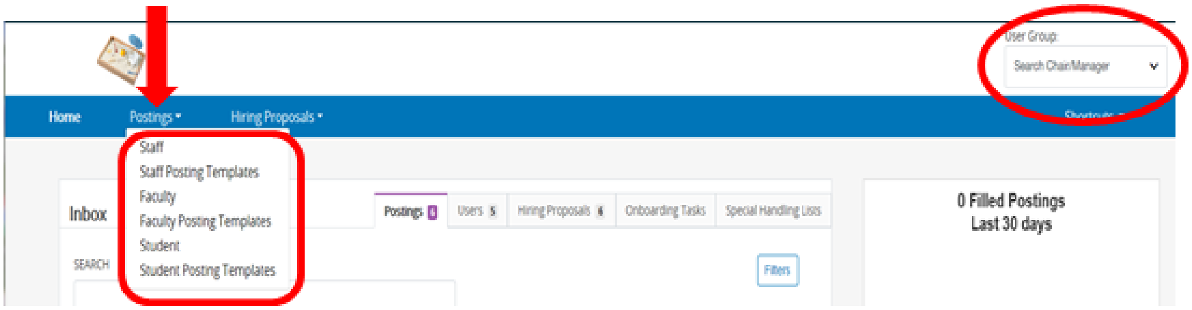
Home Screen:



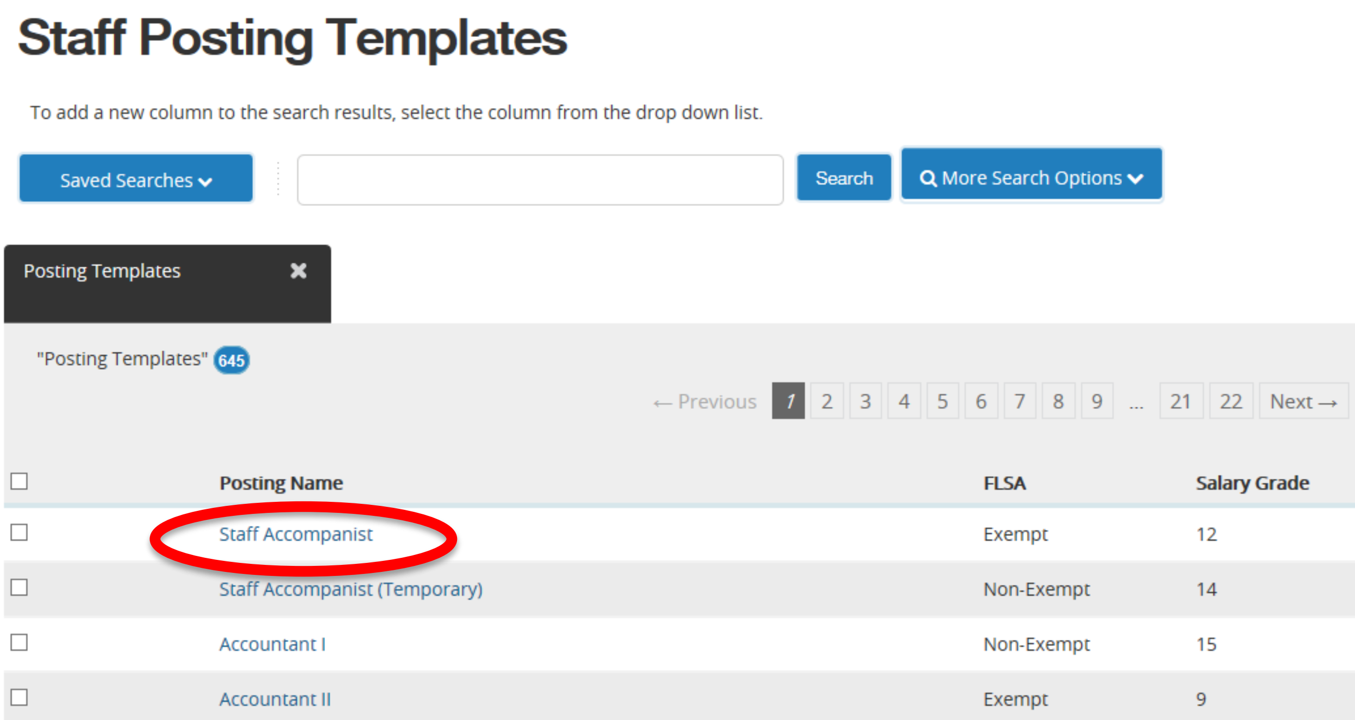
1. Make sure your user type is set to the correct type of user. The user type is found on the top right of the screen. (Search Chair/Manager or Chair/Dept Head, etc.)



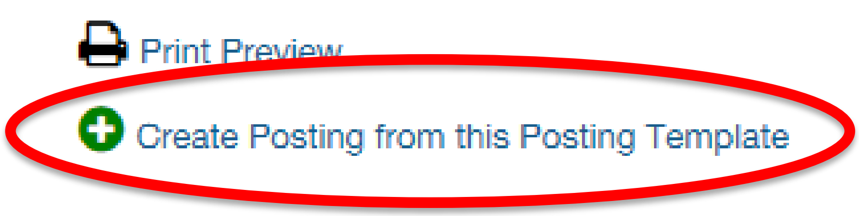
2. Click on the word 'Postings' to reveal the drop-down menu. Select the type of posting template you would like to create.



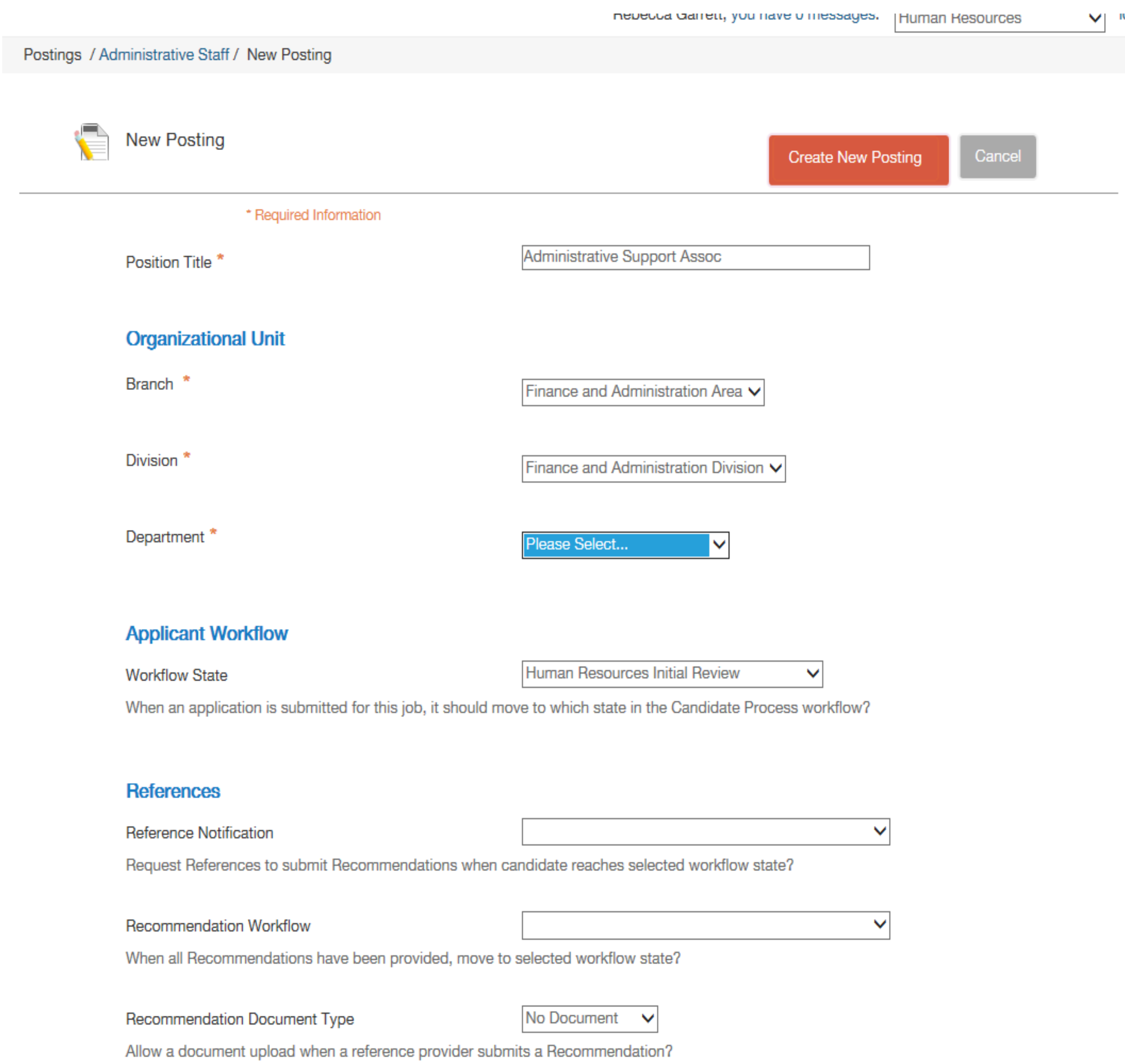
3. Select the posting. You may search for a posting using the search function or search the list of previously created postings.



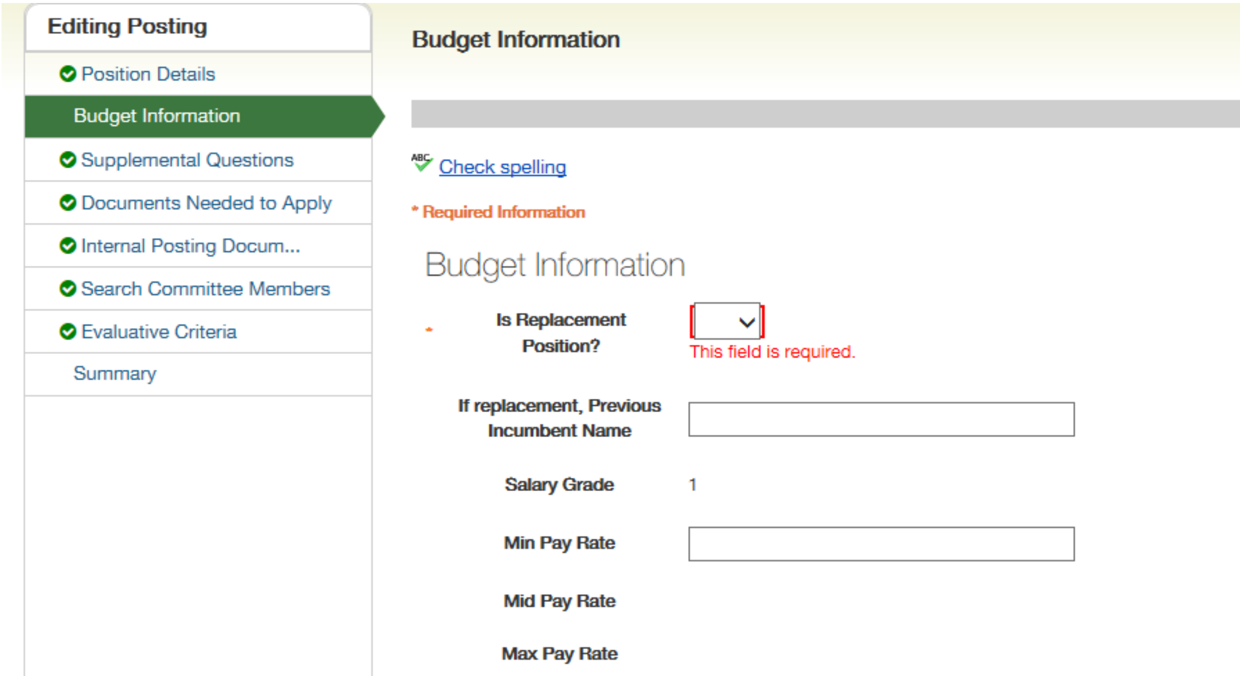
4. Review the job posting. Be sure it is the correct position that you would like to post, and click on "Create Posting from this Posting Template."



6. Fill in the correct information and click "Create New Posting."

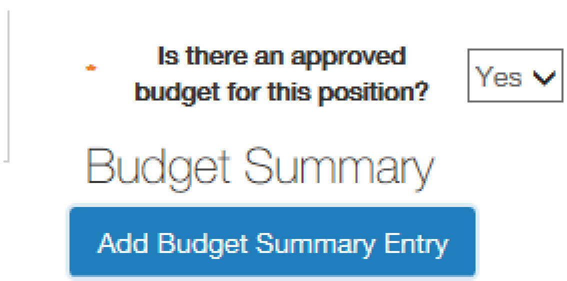


7. Complete the fields. Red stars will indicate required fields. As you complete the forms, use the "summary checkbox" on the left side of the screen to make sure you have completed all of the necessary items. Click "Next" to save and move on to the next screen.

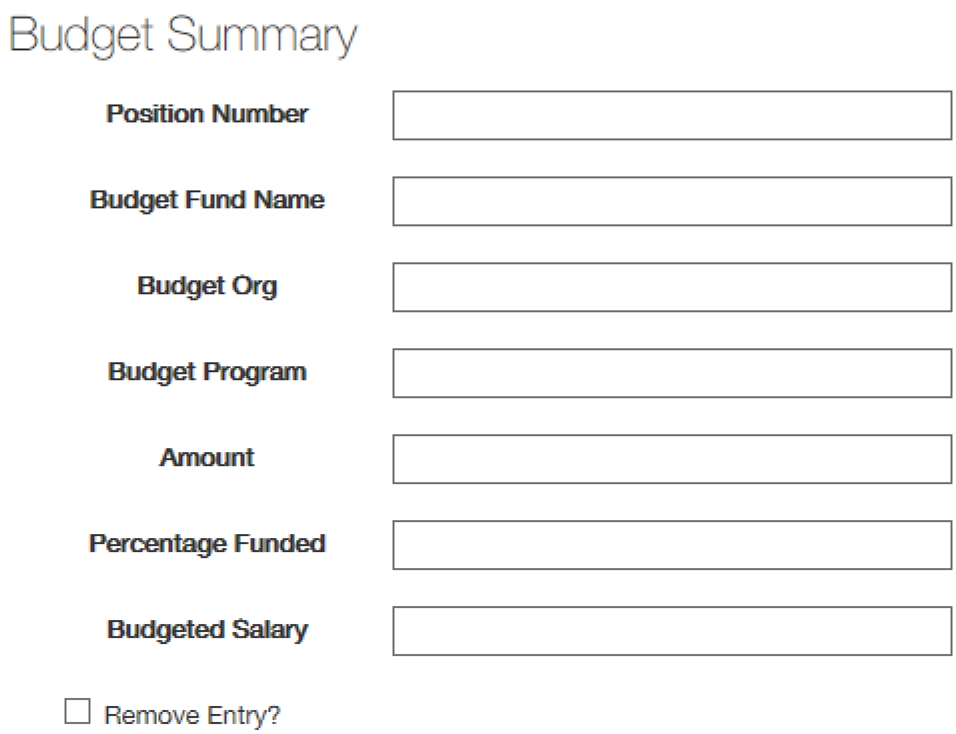


8. On the Budget Information screen, be sure there is a budget summary box completed at the bottom of the page. If not, this will need to be completed. If you are filling more than one position, then multiple budget summary entries will need to be completed at this stage of the posting.

a. Click "Add Budget Summary Entry"

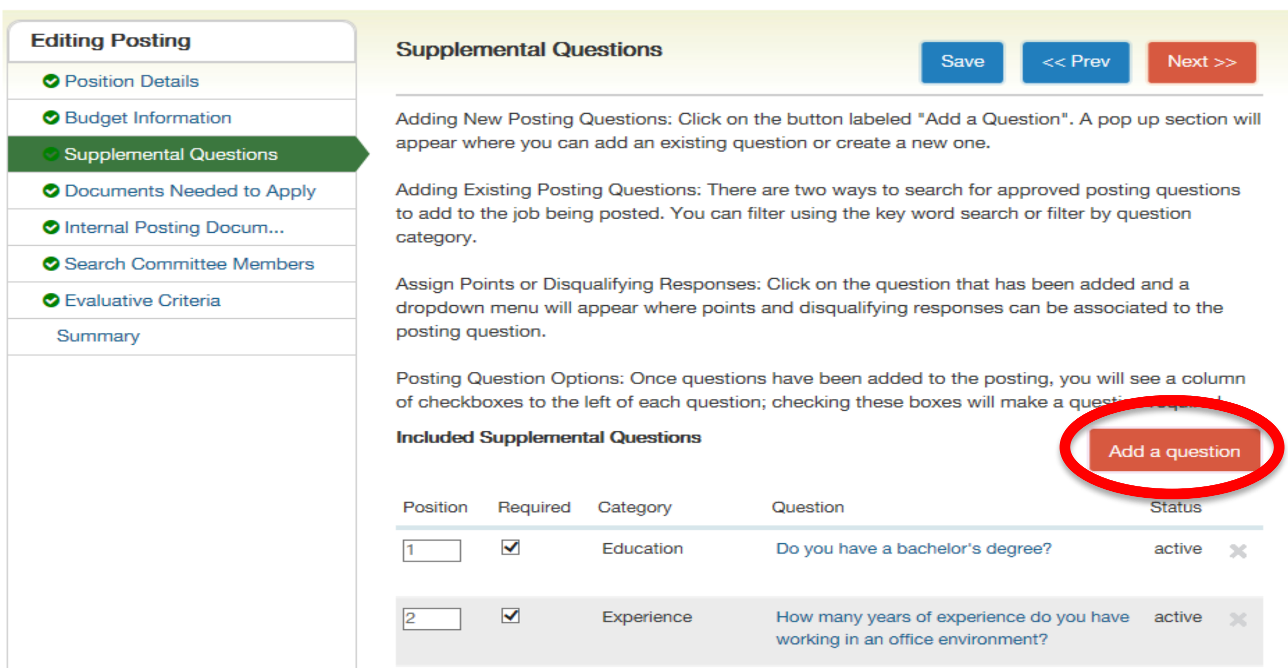


b. Enter in the position number and budget org numbers.



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.

Available Supplemental Questions

Category: Any Keyword:

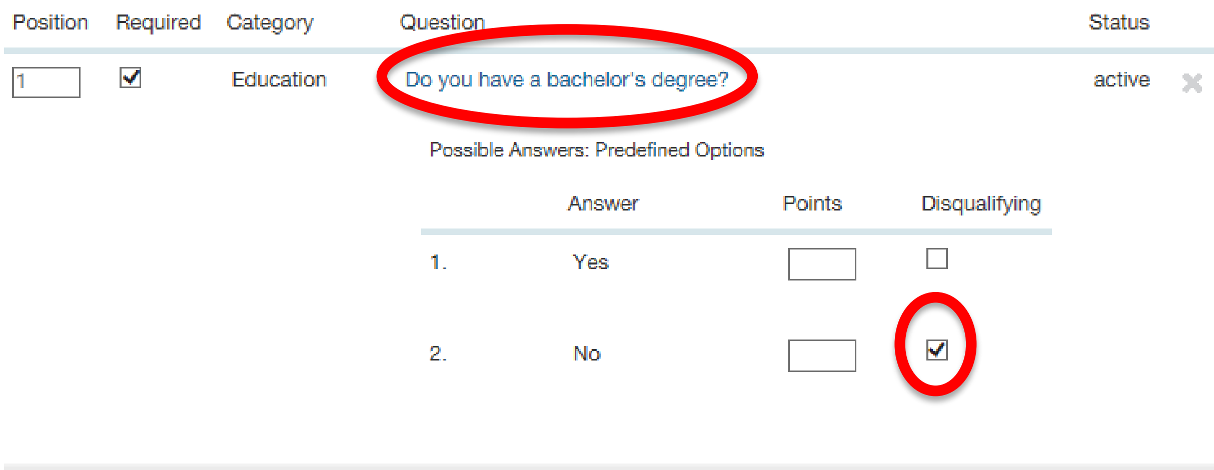
Add	Category	Question
☐	Uncategorized	How did you hear about this employment opportunity?
☐	Education	What is the highest level of education attained?
☐	Experience	How many years of experience do you have in this type of position?
☐	Education	Do you have a masters degree?
☐	Education	Will you have a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

Displaying **1** - **15** of **33** in total

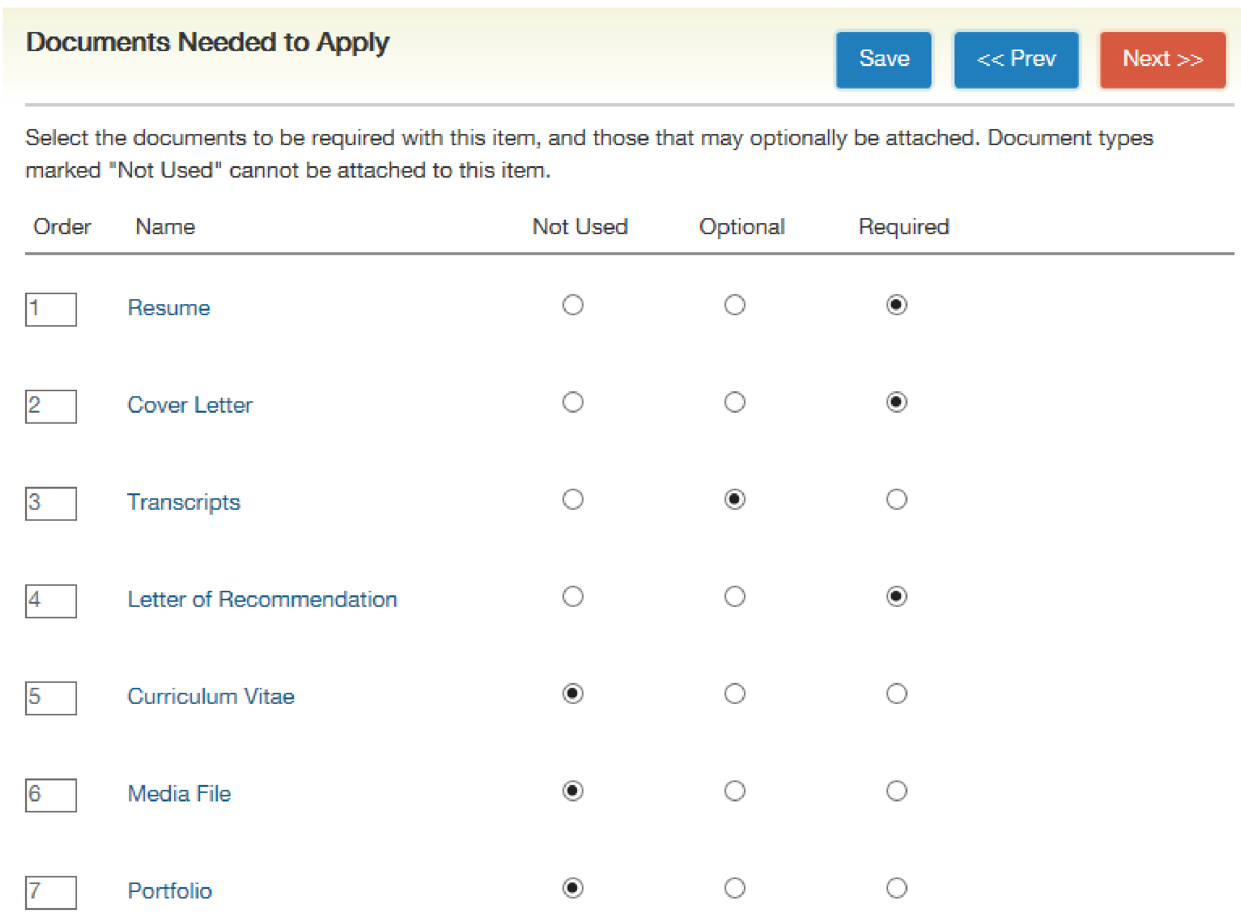
← Previous | Next →

Can't find the one you want? Add a new one

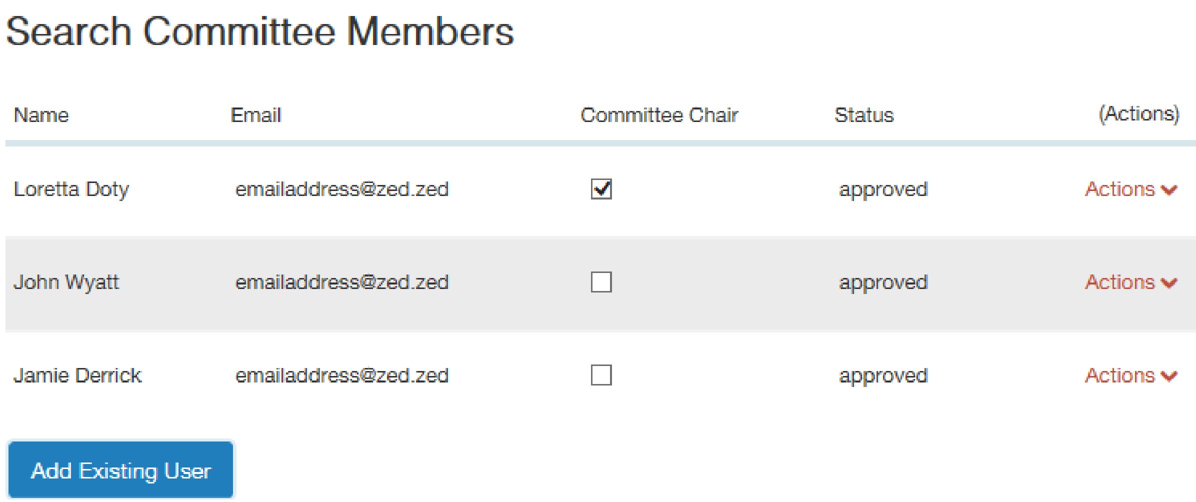
10. To create disqualifiers, Click on the question itself and click the box next to "Disqualifying." If a candidate answers a disqualifying answer, it will reject them from the job posting.



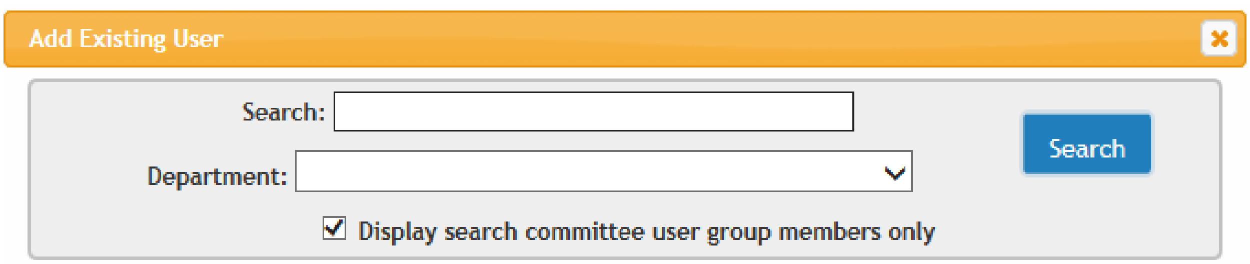
11. On the "Documents Needed to Apply" tab, click the appropriate circles for the items you would like for the applicants to upload. Note the three options are "Not Used, "Optional", or "Required."



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



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.



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	☑	approved	Actions
John Wyatt	emailaddress@zed.zed	☐	approved	Actions
Jamie Derrick	emailaddress@zed.zed	☐	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: Any Keyword:

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

Displaying **all 12**

Can't find the one you want? Add a new one

Submit Cancel

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

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."