

How to Post a Position

Select the Applicant Tracking Module.

Hover over Postings.

Click Staff.

Click the **Create New Posting** button.

Options in the Create New pop-up box are:

- Create from Position Type
- Create from Classification
- Create from Posting
- Create from Job Description

For staff postings Create from Job Description is the appropriate selection.

Create Posting from Job Description

In the search box, type the position number or the title of the job description. The job description will appear in the Ad hoc Search section of the page. Click the title of the job description to view the description then click Create Posting from this Job Description

New Posting: Information from the job description is displayed on this page. Ensure all information is correct and edited as needed.

Applicant Workflow: Default is Under Review by HR

References: The selections in this section refer to letters of recommendation. Selecting a Reference Notification Workflow State, indicates that the department will accept or require letters of recommendation.

Recommendation Workflow: This item should remain blank.

Recommendation Document Type: If the department will accept recommendation letters then select Reference Letter, otherwise this item should remain No Document.

Online Applications: The accept online applications box must always remain checked.

Special Offline Application Instructions: This field should remain blank.

Click the **Create New Posting** button.

Position Details

This information is pulled over from the job description but is editable if there are typos, etc. If significant editing is required then a job description update is necessary.

Save/Next.

Posting Details

Enter information as necessary. Please note that a close or preferred response date is needed even if the posting is open until filled.

Save/Next.

Supplemental Questions

Over time there will be a bank of questions from which to choose.

The minimum qualification(s) question(s) will be entered by HR.

Create a question by selecting the **Add a question** button. Search for existing questions by typing a few words in the Keyword search box. To add a new question, click [Add a new one](#). Please use the actual question as the name of the question. The status of the question will be pending. Human Resources will approve the question before the position is posted. Select the category for the question, either Education or Experience. Type the question in the Question box and select if the question is Open Ended or has Predefined Answers. If the question has predefined answers enter the answers in provided boxes.

Click [Submit](#).

Save/Next.

Applicant Documents

Select documents that applicants are expected to provide for the position. Documents can be required or optional.

Save/Next.

Guest User

Guest User access is used to invite a non-UWF community member, student, or non-PeopleAdmin user to be a member of your search committee. You will need the email address for the guest user in order to send an invitation.

Click the Create Guest User Account button to generate the log in information, enter the email addresses for guest users, click the Update Guest User Recipient List button, Save/Next.

Search Committee

Search for search committee members by first name, last name, or email address. Click Add Member to make a user a member of the search committee. If the user is to serve as Search Committee Chair then check the box on the line with their name to make the designation.

If a user is not found while searching, please contact HR.

Save/Next.

Evaluative Criteria

NOT USED AT THIS TIME.

Next.

Letters of Recommendation

If the department will accept or require letters of recommendation then select Yes. Designate the minimum and maximum number of letters allowed. HR will select a date to end acceptance of the letters.

Save/Next.

Posting Documents

External advertisements are uploaded on this page. Please load documents in Word format. They will not be converted to pdf.

Save/Next.

Summary

Review job posting summary and make edits as needed.

Select **Take Action on Posting** and send through the appropriate approval process. A pop-up box will appear after clicking to move the job posting to the next approver. The pop-up box allows for comments that will be seen by the next approval authority and the comment will be a part of the job posting history. Also, the pop-up box allows for the job posting to be added to your watch list. The watch list provides the ability for the submitter to view the job posting as it moves through the approval process.

Human Resources will review/approve the job posting before it goes live on the applicant site.

Contact April Sargent, 2606, asargent@uwf.edu or Jamie Sprague, 2156, jsprague@uwf.edu for assistance.