Human Resources

Quick Guide for Posting Faculty Positions

*The **Faculty position type** is used for vacant, becoming vacant or new faculty positions. This position type can also be used for part-time instructors, voluntary faculty, and locum tenens.*

Checklist for Creating a Posting:

☐1. Log into the system and select Search Coordinator role (on the **Applicant Tracking** side of the system).

☐2. Select "Faculty" category listed under the Postings menu/tab.

☐3. Select Create New Posting in the upper right-hand corner. You will be given two options:

- **a. Create from Position Type –** will be a brand new blank posting.
- **b. Create from Posting –** will allow you to create from previous posting. Once the posting list appears, determine which posting to use, then select "Create From" under the Action link dropdown.

☐4. Enter the Job Title, Area, Division, and Department.

**Please note: The Workflow State field will always be "Faculty Nomination Complete"*

☐5. If using the reference check functionality, complete the following under "References" section:

- **a. References Notification -** Choose between one of two options:
  1) Select **"Faculty Nomination Complete"** if the Search Committee wishes to review reference letters on all applicants for the position.
  2) Select **"START Reference Request"** if the Search Committee wishes to review reference letters only on selected applicants for the position, later in the process. Request must be manually initiated (see **Checklist for Initiating Reference Checks** section below).
- **b. Recommendation Workflow -** Select **"References Provided"** under this section.
- **c. Recommendation Document Type -** Select **"Reference Letter"** under this section.

☐6. Select Create New Posting in the upper or lower right-hand corner.

☐7. Complete all information in the Position Request Summary section, including entering the proposed salary range as well as a brief budget justification.

☐8. Enter all additional information on the **Posting Details** section, including a position number.

☐9. Click Next >> to enter **Posting Specific Questions** you would like to use to assist in screening applicants.

☐10. Click Next >> to enter details under the **Reference Requests** section (if applicable).

**Please note: If accepting references, be sure to use the drop-down box to select "Yes" as well as enter the minimum and maximum number of reference letters that the Search Committee will review. In addition, you may enter a deadline date that reference letters should be received by.*

☐11. Click Next >> to select the **Applicant Documents** you would like to include in addition to the application and CV (Faculty postings will always include both).

- ** Selecting Optional – Provides functionality for attaching document, but does not require attachment for application purposes.*
- ** Selecting Required – Provides functionality for attaching document and requires attachment in order to officially apply for posting.*

☐12. Click Next >> to establish a **Guest User** account by completing fields (if applicable).

☐13. Click Next >> to upload **Posting Documents** for internal reference e.g. advertisement verbiage, internal communication, etc. (if applicable).

☐14. Click Next >> to review **Summary** to ensure all posting information is included.

☐15. Select Take Action On Posting ▾ and click **"Send to Employment"**.

☐16. Enter applicable comments and select Submit on the **Take Action** dialogue box.

☐17. A green heading will appear if your posting was successfully submitted.

Checklist for Initiating Reference Checks (if using this functionality for selected applicants only):

☐1. Log into the system and select Search Coordinator role (on the **Applicant Tracking** side of the system).

☐2. Select **"Faculty"** category listed under the Posting menu/tab.

☐3. Locate the posting you would like to view and click on the Job Title.

☐4. Click **"Applicants"** to obtain the list of individuals who have applied.

☐5. Click on the selected applicant's name to open application/academic profile.

☐6. Click Take Action On Job Application ▾ and select **"START Reference Request"** and then click **"Submit"**.

☐7. Repeat steps 1-6 for all selected applicants you would like to initiate reference checks.

Checklist for Reviewing Applications and Ordering Pre-Employment Screening:

☐1. Log into the system and select Search Coordinator role (on the **Applicant Tracking** side of the system).

☐2. Select **"Faculty"** category listed under the Posting menu/tab.

☐3. Locate the posting you would like to view and click on the Job Title.

☐4. Click **"Applicants"** to obtain the list of individuals who have applied.

☐5. Click on the applicant's name in order to view their application form.

☐6. Once you have selected the person you would like to hire, click on applicant's name and order the pre-employment screening by clicking Take Action On Job Application ▾ and select the applicant status of **"Accepted Offer – Initiate PES"** and then click **"Submit".**

Checklist for Entering Dispositions and Closing a Posting:

**Please note: Prior to entering dispositions, it is important to contact the Search Committee to determine which applicants were interviewed, and which applicants were not interviewed.*

☐1. Log into the system and select Search Coordinator role (on the **Applicant Tracking** side of the system).

☐2. Select **"Faculty"** category listed under the Posting menu/tab.

☐3. Locate the posting you would like to view and click on the Job Title.

☐4. Click **"Applicants"** to review the list of individuals who have applied.

☐5. Click on More Search Options and go to the "Workflow State" box. Highlight the **"Faculty Nomination Complete"** status, and click Search.

☐6. Under the list of applicants, click the box next to each applicant that was not interviewed.

☐7. Select the orange "Actions" button on the right, and, in the dropdown box, click on "Move in Workflow".

☐8. Select **"Faculty Not Interviewed Not Hired"** and then click **"Submit"** to finalize the status change.

☐9. Repeat steps 1-8 (if needed) for all applicants who were interviewed, choosing the **"Faculty Interviewed Not Hired"** status instead.

☐10. Once all disposition reasons have been entered, contact Employment to mark the selected candidate as "Hired" and the posting as "Filled".