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 to establish a **Guest User** account by completing fields (if applicable).

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

☐ 14. Click 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 **“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 **“Start Reference Request”** 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".