Quick Guide for Posting Faculty Positions

The Faculty position type is used for the following positions:

- Full Recruitment - Post position and all applicants must apply online to be considered
- Pre-Employment Screening ONLY - Posting will not be public, internal invitation ONLY

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
☐ 4. Enter the Job Title and Department once you have selected one of the above options:
   * Please note: The Workflow State field will always be “Faculty Nomination Complete”
☐ 5. Select Create New Posting in the upper or lower right-hand corner
☐ 6. Complete all information on the Posting Details section
☐ 7. Click Next to add Posting Specific Questions you would like to use to assist in screening applicants
   * For instructions on adding questions, use the Quick Guide for Posting Specific Questions
☐ 8. Click Next to select the Applicant Documents you would like to include in addition to the application (Faculty postings will always include an Academic Profile)
   * Optional – Provides functionality for attaching document, but does not require attachment for applying purposes
   * Required – Provides functionality for attaching document and requires attachment in order to official apply for posting
☐ 9. Click Next to establish a Guest User account by completing fields if applicable
☐ 10. Click Next to upload Posting Documents for internal reference (e.g. advertisement verbiage, internal communication, etc.)
☐ 11. Click Next to review Summary to ensure necessary posting information is included
☐ 12. Select Take Action On Posting and click “Send to Employment”
☐ 13. Enter applicable comments and select Submit on the Take Action dialogue box
☐ 14. A green heading will appear if your posting was successfully submitted
**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 each applicant’s name in order to view their application form. Use your browser’s back button to return to list of applicants
☐ 6. Once you have selected a person you would like to hire, order the required pre-employment screening by viewing the application and clicking “Take Action On Job Application”
☐ 7. Select the applicant status of “Accepted Offer – Initiate PES” and then click “Submit” to finalize the status change

**Checklist for Closing 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 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 each applicant’s name in order to view their application form. Use your browser’s back button to return to list of applicants
☐ 6. Once you have selected the person you would like to hire, you will need to enter disposition reasons for all other applicants by clicking “Take Action On Job Application”
☐ 7. Select one of the following disposition reasons for those individuals you are not hiring:
   a. “Faculty Not Interviewed Not Hired” and then click “Submit” to finalize the status change
   b. “Faculty Interviewed Not Hired” and then click “Submit” to finalize the status change
☐ 8. Repeat the above steps for each applicant within your applicant pool
☐ 9. Once all disposition reasons have been entered, contact your employment consultant/specialist to close out the posting