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
• Preemployment 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 a 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.
☐ 8. Click Next >> to select 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 officially apply for posting
☐ 9. Click Next >> to establish a Guest User account by completing the 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 wand 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 Preemployment 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 the list of applicants.
☐ 6. Once you have selected a person you would like to hire, order the required preemployment 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 the 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.