University of Kentucky

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 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.