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
- 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

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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