

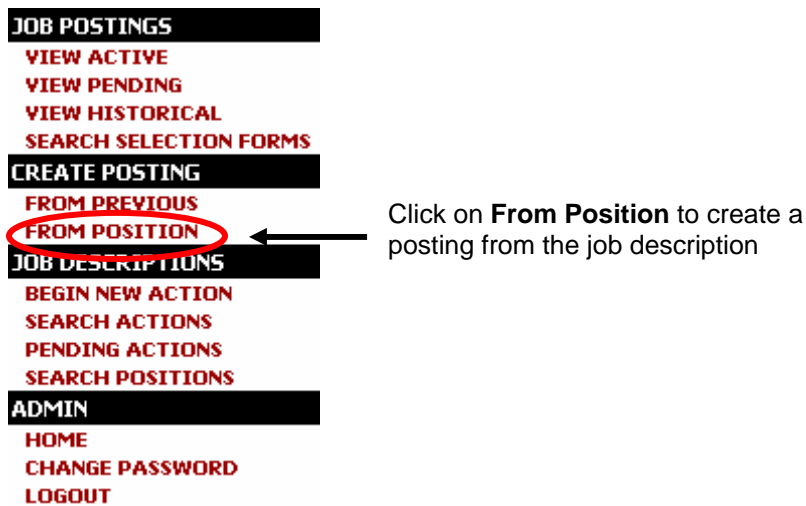
Create a Posting

Two options are available when creating a posting. Those options are to create posting from position or from previous. You will create a posting from position if this is the first posting you are creating or if the posting varies significantly from a prior posting. You will create a posting from previous if you posted a similar job in the past.

Create Posting “From Position”

Create a posting from position if this is the first posting you have created or if your posting varies significantly from a prior posting. This will create a posting based upon the job description you have created.

1. Under ‘Create Posting’ click on ‘From Position’



The image shows a vertical navigation menu with several sections. The sections are: JOB POSTINGS, CREATE POSTING, JOB DESCRIPTIONS, and ADMIN. Under 'JOB POSTINGS' are: VIEW ACTIVE, VIEW PENDING, VIEW HISTORICAL, and SEARCH SELECTION FORMS. Under 'CREATE POSTING' are: FROM PREVIOUS and FROM POSITION. Under 'JOB DESCRIPTIONS' are: BEGIN NEW ACTION, SEARCH ACTIONS, PENDING ACTIONS, and SEARCH POSITIONS. Under 'ADMIN' are: HOME, CHANGE PASSWORD, and LOGOUT. The 'FROM POSITION' option is circled in red, and an arrow points to it from the text 'Click on From Position to create a posting from the job description'.

2. Select ‘Classification Title’
 - On the Create from a Position page, select the appropriate job class from the ‘Classification’ drop down and click the Search button.



NOTE: You can only create postings for job descriptions you have created/updated.

- Once the job class information is displayed, click 'Create' under the job class you need to create a posting for.

From Position					
1 Record					
Classification Title	Class Code	ISU Position #	Employee Last Name	Last Action	Date Approved
Unclassified Position	099800	12345		New Position Description Approved	11-20-2006
Create	View Summary				

Click on **Create** to begin creating your posting

- Enter the Position Information.
 - Working Title:** Descriptive title for the job.
 - Percent Appointment:** FTE
- Enter the Department Information.
 - Department:** Department where the job will be located. Choose the appropriate department from the drop down list.
 - Departmental users with permission:** Your name should already appear in the 'Selected' box. If there are any other users who should have Hiring Manager access (ability to change posting, update candidate statuses, complete selection form), you should highlight their name in the 'Not Selected' box and click the right facing arrow.



NOTE: To have access to complete the selection form, the individual must also be included as a departmental user on the job description.

Find the name to be added as a departmental user

Click the right facing arrow to add the user to the Selected list

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Not Selected		Selected
Aremka, Jennifer	>	Eades, Stefanie
Bohm, Michelle	<	
Brauer, Nicole	>>	
Carlson, Tammy	<<	
Craig, Shirley		
hiringmanager, Sample		
Jenson, Julie		
Johnson, Kaye		

- Website Address:** Departmental web address. This will automatically populate if you included it on the job description.

6. Enter the Posting Information.

- **General Summary:** Overview of the job.
- **Required Qualifications:** Same as the Job Description.
- **Desired Qualifications:** Any qualifications not included in the required section that you would like should be on Job Description.
- **Required Licenses/Certifications/Degrees:** Degrees or certifications that the applicant must have.
- **Work Hours:** Indicate specific hours needed or need to be flexible.
- **Proposed Starting Date:** Begin date.
- **Supplemental Questions:** Screening questions that will be used to narrow your pool of applicants, open ended questions to gather information, yes/no questions regarding specific skills, etc. Limit to 5 questions.
 - Indicate whether or not the question should disqualify an applicant.
 - Short answer questions allow for entry of 50 characters.
 - Long answer questions allow for entry of 1200 characters.
 - Academic Units: Include a yes/no question to determine if the student would like to be considered for a departmental tuition waiver if they do not receive an assistantship.
- **Posting date:** Date the job should be posted to the web. This field allows you to create the posting in advance and have it appear on the web on the specified date.
- **Closing date:** Date the job should be removed from the website. Generally 4 weeks – please check with HR for specifics
- **Application Type Accepted:** Always select Administrative Professional Application
- **On line application:** Always select YES.
- **Special Instructions:** Use if needed to provide any special considerations for the job. (For example, final candidates will be asked to give a presentation, present portfolios etc. at time of interview.)
- **Contact Information:** Name of the individual the applicant should contact for further information. Include name along with e-mail or telephone number.
- **Required Documents:** Indicate any documents the applicant should submit with their application. By indicating documents for the applicant to submit, they cannot complete their application until they attach the appropriate documents.



NOTE: If you select Other, you will need to indicate what that document is under Special Instructions.

- **Civil Service Test:** Field will default to Not Applicable

7. Complete the Underutilization questions

- Answers to all three questions will be Not Applicable

Search Committee

1. Click on the Search Committee tab.
2. Click on Add New Entry.

Click on the 'Search Committee' Tab

Posting Details	Documents	Search Committee
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Please list all members of the search committee for this position.

- To Add A New Entry: Click the **Add New Entry** button.
- To Edit An Entry: Click the [<Edit>](#) link for the specific entry.
- To View An Entry: Click the [<View>](#) link for the specific entry.
- To Delete An Entry: Click the [<Delete>](#) link for the specific entry.

Existing Entries

No Records Found

ADD NEW ENTRY

Click on **Add New Entry** to begin adding your committee members

[<< RETURN TO PREVIOUS](#) [CONTINUE TO NEXT PAGE >>](#)

[SAVE AND STAY ON THIS PAGE](#)

3. Enter all information, Click 'Add Entry'

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Gender:	<input type="radio"/> Female <input type="radio"/> Male <input checked="" type="radio"/> I do not wish to disclose
Racial/Ethnic Class:	<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian or Pacific Islander <input type="radio"/> Black/African American, non-Hispanic <input type="radio"/> Hispanic <input type="radio"/> White, non-Hispanic <input checked="" type="radio"/> I do not wish to provide this information
E-Mail Address:	<input type="text"/>
Phone:	<input type="text"/>
Search Chair?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No

ADD ENTRY

Click 'Add Entry'

4. The member will be added and you will have the option to add other committee members.
 - Click 'Add New Entry' to add other committee members.
 - Click 'Continue to Next Page' when complete.
5. For search committee training contact HR

Submit the Posting for Approval

1. Once all required information has been entered, click on 'Preview Posting'.
2. Review the information you have submitted.
 - If you notice an error in the information you have entered, click 'Edit' to return to the posting to make the necessary updates.
3. Select 'Submit for Approval' and click 'Continue' to submit your posting to Human Resources for approval and posting.

Posting Status

Save w/o submit

Submit for Approval ← Check **Submit for Approval**

← Click **Continue** to submit the posting

4. Confirm the change posting status by clicking 'Confirm' in the Posting Status box.
 - A message will display indicating you have changed the status of your posting to 'Submitted for Approval'.



NOTE: Allow up to five business days for the posting to be approved.