MONTANA STATE UNIVERSITY – PEOPLEADMIN
APPLICANT TRACKING SYSTEM (ATS)

POSTING POSITIONS IN APPLICANT TRACKING

Getting Started – items to have prior to logging into the system:

- RAF (Recruitment Authorization Form) – approval queues can now be done through the system, if any of the approvers do not have system access approval can be done through email and uploaded to vacancy.
- Search Committee Members – if known, please email your HR Officer with the names of Search Committee Members that have not been added into the system. HR is in the process of assigning the Search Committee Member Role to all employees; once an employee is assigned this role, their name will always appear as an option in the Search Committee Member menu.
- Guest Search Committee Members – please notify your HR Officer if you have invited someone who is outside of MSU to participate on the search committee. We now have the ability to provide the guest search committee member the ability to access the system so they are able to view the applications as well as score each applicant in the system.
- Advertising Sources – if known, begin creating a list of where the position will be advertised.

The following instructions will walk you through how to post a position. There are instructions for posting a Staff position (Classified, Professional, Administrative, and Executive positions) and for posting Faculty positions.
LOGIN

Login Page

- [https://jobs.montana.edu/hr](https://jobs.montana.edu/hr)

**User Name:** NetID  
**Password:** password associated with NetID

*Error message of “LDAP Credentials Failed” go to the ITC link and update your NetID password, for the network: [https://www3.montana.edu/myprofile/](https://www3.montana.edu/myprofile/)

**NOTE:** The online Applicant Tracking system (ATS) works best with Chrome, Firefox, or Safari (5 or higher). It is recommended that you utilize one of these Internet Options.

**Inactivity of 60 minutes will time you out of the system and you will lose any unsaved data.**

Clicking “Next” on any page will automatically save the page and move you to the next page. “Save” saves the current page without advancing to the next step.
Role

- When you first log on, the Applicant Tracking System (ATS) (blue) first appears.
- If you see an orange background and Position Management in the upper right corner, click on the drop down arrow and select Applicant Tracking.

Roles that have the authority to post a position:
  - Originator
  - Hiring Authority
  - HR Rep
  - Human Resources
- Ensure you are logged in as the appropriate role
- Click the drop down arrow to select the appropriate role
- In the Postings tab, select “Staff” or from Home page select Create New Staff Posting
POSTING A STAFF POSITION

The following actions can be taken:

- If the position exists, you can click on the title of the position and take an action
- If the position is new, click on “Create New Posting”

The posting can be created from these four options.

- If the position has been posted previously, the posting can be created from the previous posting
- For new positions, select “Create from Position Description” (best practice)
- “Create from Position Type” is for Student Positions only
In the **Working Title** column, locate the position that is to be posted

In the **Actions** column, click the **down arrow**

Select Create From
Review the following and change if necessary:

- Working Title
- Location
- Division
- Department
APPLICANT TRACKING SYSTM (ATS) ORIGINATOR POSTING POSITIONS

- Applicant Workflow – Default is Application Queue. Search Committee Review grants Committee access to the applications.
- (OPTIONAL) – Reference Notification is for when confidential Letters of Recommendation are being requested. Indicates at which state the invitations will be emailed to references and which state the application will be moved to once the references are received. Select “Approved Final Interview”
- (OPTIONAL) – Special Offline Application Instructions – Provide instructions for applicants who want to apply offline
- Click Create New Posting

POSTING A STAFF POSITION – RAF DETAILS

- You have the ability to update/change/add to the Brief Position Overview.
- The green bar indicates that the Posting was successfully created
- In the RAF Details, enter any additional information desired for the posting. Many details will carry over from the Position Description.
- Note: the system indicates at all times what step you are at in these two areas.
• You have the ability to update/change/add to the Justification of Need.

• Division – click the drop down arrow and select the appropriate Division for this position.

• Appointment Type – pulls in from Position Management (please contact your HR Officer if this needs to be changed.)

• Contract Term – pulls in from Position Management (please contact your HR Officer if this needs to be changed.)

• FLSA, Union Affiliation and FTE – pulls in from Position Management (please contact your HR Officer if this needs to be changed.)

➢ Benefits Eligible – please select one of the options (applicant sees this information in the posting):
  o Yes – if the position is eligible for benefits (confirm with HR Officer if unknown)
  o No – if the position is not eligible for benefits
  o Depends – select this option if the benefits eligibility depends on a number of factors that are determined once the employee begins his/her employment.

* Compensation

➢ Select from the drop down menu the manner in which the rate of pay for the position will be posted
APPLICANT TRACKING SYSTM (ATS) ORIGINATOR POSTING POSITIONS

Salary

This field is required.

Salary Options

- Salary commensurate with experience, education, and qualifications.
- $____ per hour
- $_____ annually, commensurate with experience, education, and qualifications
- Salary range of $____ to $____ annually, commensurate with experience, education, and qualifications
- Total package of $____ to $____ annually, commensurate with experience, education, and qualifications

- Highlight the salary option desired for this position
- Either right click and copy or press control + C to copy the text
- Paste into the Salary box, replacing the $________ with the rate of pay (include the $ sign). See next page.
POSTING A STAFF POSITION – RAF DETAILS (continued)

- Contract Type – from the drop down menu, select the type of contract for this position

- If this position has a contract type not listed under Contract Type, select “Other”
- In the “If Other, Please Specify” field, click the drop down arrow and select the appropriate “other” contract type.

- Recruitment Type – from the drop down menu, select the type of recruitment

- Pre-Employment Background Check charge to Index #

- Enter the Index number that the background check will be charged to
POSTING A STAFF POSITION – RAF DETAILS (continued)

- Classified positions will automatically be included in the Bozeman Chronicle.
- Click the Add Advertising Bozeman Chronicle Funding Entry button. This information is necessary for HR to bill the appropriate department for their Bozeman Chronicle ad.

- Enter the appropriate index.
- Enter the appropriate account.
- Enter the appropriate distribution percentage. The cost of the ad can be split between several indexes.
- To add additional indexes, click the Add Advertising Bozeman Chronicle Funding Entry button and enter the appropriate information.

**NOTE:** the system does not total the Distribution percentage. Distribution percentages must total 100%.
POSTING A STAFF POSITION – RAF DETAILS (continued)

- Indicate where this position will be advertised.
- If select “Other”, indicate in the next box the additional advertising resources. Charges for other than the Bozeman Chronicle are the department’s responsibility.
<table>
<thead>
<tr>
<th>Position Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Statement</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Core Duties</strong></td>
</tr>
<tr>
<td><strong>Duties and Responsibilities</strong></td>
</tr>
<tr>
<td><strong>Required Qualifications – Experience, Education, Knowledge &amp; Skills</strong></td>
</tr>
<tr>
<td><strong>Preferred Qualifications – Experience, Education, Knowledge &amp; Skills</strong></td>
</tr>
<tr>
<td><strong>Required Abilities</strong></td>
</tr>
<tr>
<td><strong>Special Requirements</strong></td>
</tr>
<tr>
<td><strong>Physical Demands</strong></td>
</tr>
<tr>
<td><strong>Position Reports to</strong></td>
</tr>
<tr>
<td><strong>Time Entry</strong></td>
</tr>
<tr>
<td><strong>This position has supervisory duties?</strong></td>
</tr>
</tbody>
</table>

- The Position Details carry over from the Position Description that was created in Position Management. These fields cannot be edited.
Number of Vacancies – (not required) – enter the number of positions to be filled.

Desired Start Date – (not required) – enter the date you would like/anticipate the candidate to start employment with MSU.

Position End Date – (not required) – if this position has a firm end date, enter the date

Originator, Search Manager & Hiring Authority – click in the box and select the appropriate employee that will serve these roles for this recruitment.

Note: the Originator, Search Manager, and Hiring Authority fields will list names of people in your department with those roles in the system.

- Note: if the employee who will serve in the roles of Originator or Hiring Authority are not in the drop down list, please contact your HR Officer. Your HR Officer will update these employee’s user roles in the system. The system may take up to ten minutes to update before the employees show as an option in the Originator and/or Hiring Authority fields.

Enter the open date (date in which the position will post). If left blank, the position will post upon approval. A future date can be entered in the open date. If future date is used, the position must be approved. Once approved the system will post the announcement based on the future date.

- Note: position will not post until approved

Enter the close date if there is a hard close date for the position; otherwise leave blank. If date is entered, the system will automatically remove the posting on the specified date.

Indicate if the position is open until an adequate pool is established

Enter any special instructions for the applicant. Examples:

- Questions? Please contact xxxx at 406-994-xxx or at email@montana.edu.
- Screening of applications will begin on July 1, 2014 and will continue until an adequate pool is established.
- Please submit a cover letter addressing all of the required and preferred qualifications.
o Please submit the names, addresses, phone numbers and emails of three current professional references.
If this an internal announcement, the Quick Link can be copied and inserted into the email that is sent to internal staff.

The existing language in the Pass and Fail Message boxes are to be left as they appear. However, these messages can be added to for customization for the position. These are the messages the applicant will see upon submission of their application.

Click Next
POSTING A STAFF POSITION – LABOR DISTRIBUTION

- The green message bar at the top indicates that the posting was successfully updated (saved).

- The Labor Distribution carries over from the Position Description in Position Management module. These fields cannot be edited.

- **Note: if this labor distribution needs to be changed, please contact your HR Officer.**

- Click Next.
POSTING A STAFF POSITION – APPLICANT DOCUMENTS

- The green message bar at the top indicates that the posting was successfully updated (saved).

- Indicate what documents the applicant is to include with their application
- Click Not Used, Optional or Required for each document on the list
- Indicate what order the list should appear to the applicant by changing the number in the box by each document
- Click Save; the documents selected will move to the top and appear in the order you indicated
- Click Next

Note: Use caution when selecting “List of References”. The applicant portal has a section in which the applicant is asked to list references. This may be duplication for the applicant.
## References

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

If you become a finalist may we contact this reference?

Email Link
The green message bar at the top indicates that the posting was successfully updated (saved).

To add questions from the bank of existing questions, click on the Add a question button.

To search for a specific question, type in a Keyword and click Enter.

The list of questions will be narrowed down to questions that contain the keyword you have searched.

Select the desired question(s) by clicking on the box beside the question (possible answers appear).

Select as many questions as wanted.

Click Submit.
Note: if the question desired is not listed, select “Add a new one”. This will submit a request to HR for approval of your question. Please see pages 20 and 21 for examples.
- Indicate what order the questions are to appear to the candidate by changing the numbers in the boxes under the Position column.
- Click Next
Posting Specific Questions replace the requirement of MSU applicants to “a letter of application addressing all of the above required and preferred qualifications”. This section allows the applicant to address the required and preferred qualification by simply answering the created questions addressing how they meet each qualification. Posting Specific Questions can be multiple choice (as shown in #1 and #2) or open ended questions (as shown in #3 and #4).

To create a Posting Specific Question, take the qualification and reword it into a question to the applicant. This creates a user-friendly method for the applicant to address the qualifications while making it easy for the Search Committee Member to evaluate how the applicant meets the qualifications. The applicant is able to address the qualifications in the system instead of writing a separate letter and having to attach the letter to their application.

Please contact your HR Officer for assistance in building Posting Specific Questions.

Examples of Qualifications and corresponding Posting Specific Questions:

**Required Qualifications:**

1. Bachelor’s degree in education, the behavioral or social sciences counseling, business administration or in a related field and minimum of three (3) years of progressively responsible experience and relevant management expertise in administration and human resources or an equivalent combination of relevant education and experience.
   **Posting Specific Question:** Please indicate your level of education in any of the following - Education, Behavior or Social Sciences Counseling, Business Administration, or a related field.
   - Bachelor’s Degree
   - Master’s Degree
   - PhD

   **Posting Specific Question:** Please indicate your level progressively responsible experience and relevant management expertise in administration and human resources or an equivalent combination of relevant education and experience. Note: MSU defines equivalency as two years’ experience equates to one year of education.
   - Three to five years’ experience
   - Six or more years’ experience

2. Demonstrated success in supervising staff utilizing strong leadership, management skills and ability to navigate human resource policies and procedures.
   **Posting Specific Question:** Please indicate your years of experience with supervising staff utilizing strong leadership, management skills and ability to navigate human resource policies and procedures. Note: MSU defines equivalency as two years’ experience equates to one year of education.
   - One to two years’ experience
   - Three to five years’ experience
   - Six or more years’ experience

3. Demonstrated competence in oversight of budgeting/accounting processes as well as interpreting financial information.
   **Posting Specific Question:** Please demonstrate your competence in the oversight of budgeting/accounting processes as well as interpreting financial information.
   - (Open Ended Question)
POSTING A STAFF POSITION – POSTING SPECIFIC QUESTIONS (continued)

4. Demonstrated experience coordinating and implementing projects, goals, and initiatives.
   **Posting Specific Question:** Please demonstrate your success with supervising staff utilizing strong leadership, management skills and ability to navigate human resource policies and procedures.
   - (Open Ended Question)

Preferred Qualifications:

1. Master’s degree.
2. Successful record of serving students and engaging a diverse population and promoting academic success.
3. Expertise in best-practices and emerging trends in the associated student and student organization arena.
4. Experience with professional organizations like NACA, ACU-I, APAP, NASPA, or ACPA.
5. Possess very good understanding and knowledge of:
   a. MSU organizational structure, policies and procedures.
   b. OCHE and BOR policies and procedures.
   c. Knowledge of a diverse range of business activities, such as budgeting, accounting, staffing and resource management.
   **Posting Specific Question:** Please address the Preferred Qualifications for this positions as it pertains to your experience, education, knowledge and skills.
   - (Open Ended Question)

OR

**Posting Specific Question:** Create a Posting Specific Question with either multiple choice or open ended questions for each Preferred Qualification.
The green message bar at the top indicates that the posting was successfully updated (saved).

The Posting Documents allows for the ability to attach any documents that are pertinent to this request (i.e., organizational chart, emails, any other documents). The applicant will NOT see these documents.

To upload an organizational chart, hover on the down arrow by the word “Actions”, select:
- Upload New
- Create New
- Choose Existing

Upload New:

Name – will pre-populate; you are able to edit
Description – enter a brief description
Click on Choose File to upload from your computer
APPLICANT TRACKING SYSTM (ATS) ORIGINATOR POSTING POSITIONS

- Click Submit
POSTING A STAFF POSITION – POSTING DOCUMENTS (Internal)

Create New:

- **Name** – will pre-populate; you are able to edit
- **Description** – enter a brief description
- Enter the desired information in the text area
- Click Submit

Choose Existing:

- Select an existing document to upload by clicking the circle by the document
- Click Submit
The green bar indicates that the documents submitted were successfully created.

The document(s) will appear under Name.

The Status column indicates if the PDF conversion was completed.

- Note: if it appears to be taking a while for the conversion, click the “Save” button; the status should then change to PDF complete.

Once all documents have been added, Click Next.
POSTING A STAFF POSITION – GUEST USER

- The green message bar at the top indicates that the posting was successfully updated (saved).

- Guest Search Committee Members – please notify your HR Officer if you have invited someone who is outside of MSU to participate on the search committee. We now have the ability to provide the guest search committee member the ability to access the system so they are able to view the applications as well as score each applicant in the system.

- Click Next
POSTING A STAFF POSITION – SEARCH COMMITTEE

- The green message bar at the top indicates that the posting was successfully updated (saved).

- To select an existing committee member, enter either the person’s first name, last name or email address.
- Click Search.
- Unsure how to spell someone's name? Leave the fields blank and click Search. A list of search committee members will appear. Click Add Member to select the appropriate committee member.

- If this person is the Search Committee Chair, click the box next to “Make Member the Committee Chair”.
- Click Add Member.
- Continue enter names until finished building the search committee.
If not already done, indicate which person will serve as the Committee Chair by clicking on “Actions” for the chair and select “Make committee chair”

**NOTE: If the employee has not been assigned to the Search Committee Member role, please do NOT utilize the “New Search Committee Member”. We have discovered this causes a duplication in the User’s if the employee’s name does not match the spelling in Banner.**

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Required fields are indicated with an asterisk (*).

Please enter the following information to create an account for a new Search Committee Member.

- **First Name**
- **Last Name**
- **Email**
- **Username**

Click Next
The green message bar at the top indicates that the posting was successfully updated (saved).

- To add a criterion from the bank of existing for ranking the applicants, click on Add a Criterion
- To search for a specific question, type in a Keyword and click Enter
- The list of questions will be narrowed down to questions that contain the keyword you have searched

Select the desired criterion(s) by clicking the box next to the criteria (possible answers will appear). Select as many questions as wanted.

- Indicate at what workflow state the committee will rank the criteria. Note this will always be “Search Committee Review”.
- Click Submit
Note: if the question desired is not listed, select “Add a new one”. This will submit a request to HR for approval of your question.
Ranking Criteria is our Scoring Matrix that was used by Search Committees to score applicants. This section allows the Search Committee Members to score each applicant in the system.

To create a Ranking Criteria, take the qualification and reword it into a statement that the Search Committee Member answers about the applicant after reviewing the applicant’s application materials.

Please contact your HR Officer for assistance in building the Ranking Criteria.

**Examples of Qualifications, Posting Specific Questions, and Ranking Criteria:**

**Required Qualifications:**

1. Bachelor’s degree in education, the behavioral or social sciences counseling, business administration or in a related field and minimum of three (3) years of progressively responsible experience and relevant management expertise in administration and human resources or an equivalent combination of relevant education and experience.

**Posting Specific Question:** Please indicate your level of education in any of the following - Education, Behavior or Social Sciences Counseling, Business Administration, or a related field.
   - Bachelor’s Degree
   - Master’s Degree
   - PhD

**Posting Specific Question:** Please indicate your level progressively responsible experience and relevant management expertise in administration and human resources or an equivalent combination of relevant education and experience. Note: MSU defines equivalency as two years’ experience equates to one year of education.
   - Three to five years’ experience
   - Six or more years’ experience

**Ranking Criteria:** Please indicate how well the candidate meets the qualification of a Bachelor’s degree in education, the behavioral or social sciences counseling, business administration or in a related field and minimum of three (3) years of progressively responsible experience and relevant management expertise in administration and human resources or an equivalent combination of relevant education and experience.
   - Candidate exceeds this qualification – 4 points. (4.0 points)
   - Candidate strongly meets this qualification – 3 points. (3.0 points)
   - Candidate meets this qualification – 2 points. (2.0 points)
   - Candidate minimally meets this qualification – 1 point. (1.0 points)
   - Candidate does not meet this qualification – 0 points. (0.0 points)

**Ranking Criteria:** Please indicate how well the candidate meets the qualification of a minimum of three (3) years of progressively responsible experience and relevant management expertise in administration and human resources or an equivalent combination of relevant education and experience.
   - Candidate exceeds this qualification – 4 points. (4.0 points)
   - Candidate strongly meets this qualification – 3 points. (3.0 points)
   - Candidate meets this qualification – 2 points. (2.0 points)
   - Candidate minimally meets this qualification – 1 point. (1.0 points)
   - Candidate does not meet this qualification – 0 points. (0.0 points)
2. Demonstrated success in supervising staff utilizing strong leadership, management skills and ability to navigate human resource policies and procedures.

**Posting Specific Question:** Please indicate your years of experience with supervising staff utilizing strong leadership, management skills and ability to navigate human resource policies and procedures. Note: MSU defines equivalency as two years’ experience equates to one year of education.

- One to two years’ experience
- Three to five years’ experience
- Six or more years’ experience

**Ranking Criteria:** Please indicate how well the candidate meets the qualification of supervising staff utilizing strong leadership, management skills and ability to navigate human resource policies and procedures.

- Candidate exceeds this qualification – 4 points. (4.0 points)
- Candidate strongly meets this qualification – 3 points. (3.0 points)
- Candidate meets this qualification – 2 points. (2.0 points)
- Candidate minimally meets this qualification – 1 point. (1.0 points)
- Candidate does not meet this qualification – 0 points. (0.0 points)

3. Demonstrated competence in oversight of budgeting/accounting processes as well as interpreting financial information.

**Posting Specific Question:** Please demonstrate your competence in the oversight of budgeting/accounting processes as well as interpreting financial information.

- (Open Ended Question)

**Ranking Criteria:** Please indicate how well the candidate meets the qualification of competence in oversight of budgeting/accounting processes as well as interpreting financial information.

- Candidate exceeds this qualification – 4 points. (4.0 points)
- Candidate strongly meets this qualification – 3 points. (3.0 points)
- Candidate meets this qualification – 2 points. (2.0 points)
- Candidate minimally meets this qualification – 1 point. (1.0 points)
- Candidate does not meet this qualification – 0 points. (0.0 points)

*Note: the system does not show the point value of the possible choices. To simplify the process for the Search Committee Member, please indicate the point value at the end (highlighted above in red). The points shown in parentheses are what is seen in the summary that the Search Committee has access to.*

Additional options for multiple choice answers for scoring applicants:

- Candidate greatly exceeds this qualification (exceptional qualification) - 5 points (5.0 points)
- Candidate exceeds this qualification - 4 points (4.0 points)
- Candidate strongly meets this qualification - 3 points (3.0 points)
- Candidate meets this qualification - 2 points (2.0 points)
- Candidate minimally meets this qualification - 1 point (1.0 points)
- Candidate does not meet this qualification - 0 points (0.0 points)

- Yes - 5 points (5.0 points)
- No – 0 points (0.0 points)

- Yes, has Master’s Degree – 2 points. (2.0 points)
- Currently working to obtain Master’s Degree – 1 point. (1.0 points)
- Does not have a Master’s Degree – 0 points. (0.0 points)

- Candidate strongly meets this preferred qualification – 2 points. (2.0 points)
- Candidate meets this preferred qualification – 1 point. (1.0 points)
- Candidate does not meet this preferred qualification – 0 points. (0.0 points)
Note: Point values can be assigned at any value as deemed appropriate by the Search Committee.
The green message bar at the top indicates that the posting was successfully updated (saved).

- Review the list of criteria
- When all of the desired criteria are added or waiting to be approved by HR, Click Next
The green message bar at the top indicates that the posting was successfully updated (saved).

This feature enables the system to send an email to the applicant’s references. This email states that the person has been identified as a reference for the applicant and requests the reference to answer the reference questions. This tool can be utilized to assist the Search Committee in narrowing down their applicant pool.

Note: Please contact your HR Officer for assistance with the References features.

- Indicate if references are accepted by selecting Yes or No
- Enter the minimum number of references the candidate is to submit
- Enter the maximum number of references the candidate is to submit
- Enter the last date a reference provider can submit the reference
- Enter the number of days from the last date a reference can be submitted that a notice will be sent to the reference provider
- Enter any special instructions to the reference provider
- Click Next
POSTING A STAFF POSITION – SUMMARY

- The green message bar at the top indicates that the posting was successfully updated (saved).

- The Summary allows you to review all of the entered information; you have the ability to edit any section by clicking on the Edit link to any of the sections.
- The blue circle with a check mark indicates the section contains all of the required information.

- The orange circle with an exclamation mark indicates additional information is required in that section.
- Click the Edit button to complete the section.
If the Location, Division, and/or Department needs to be changed, click on the Settings tab.
- Make any necessary changes to the Location, Division, and/or Department
- This tab also allows for changes to be made to Applicant Workflow, References, Online Applications
- Once the changes are made, click Update Settings
The green message bar at the top indicates that the posting was successfully updated (saved).

To move to the next step, click on Take Action on Posting. Select Move Directly to “Hiring Authority” – the request will be moved in the system to the Hiring Authority for review.

Enter any comments for the Hiring Authority.
If you want this item to remain in the watch list, check the box.
Click Submit.

Once the request has been moved to the Hiring Authority, the person who created the request only has the ability to watch the status (creator cannot edit any longer). Once all of the approvals have been completed, the departmental HR Rep or Human Resources will post the position to make it live.