Quick Reference - ATS Applicant Pool Process for NTTs

NTT Applicant pools are posted for two years after which they are refreshed and the applicants need to reapply. The instructions below cover the process of posting, hiring and refreshing the pool.

Preparing the Vacancy Announcement – See attached Template Guide

A template has been set up in ATS with the standard language that is required to create the posting. More detailed instructions are in the ATS Manuals http://www.montana.edu/hr/ats/index.html or from the Manuals hyperlink on any Select Suite home page.

Process to Notify the Current Pool to Apply for the Position

For ease of applying the department contact can send the e-mail below to the current pool once the position is posted. HR will provide the link to the position to make it easier for the applicant to access the system.

E-mail example to send to current applicants re-applying to the pool. (HR will provide the link to insert in the e-mail.)

You are currently in the applicant pool for the [NTT Position Title] which has been refreshed. If you are still interested in remaining in the pool your application will need to be re-submitted following the instructions below. This position can be accessed in our system at: [http://jobs.montana.edu/postings/1798].

Key points when applying to a position:

- Access the system at https://jobs.montana.edu or the link provided above
- Log in using your personal UserID and password established when previously applying (not the NetID)
- Click on Faculty; search for position (or use the link to position provided above)
- Click “Apply for this job” button
- Complete the Personal Information of the application; if previously applied within the system most of this information will be pre-populated
- Applicant can opt in or out of the voluntary demographics in the application
- Education History must be completed for all completed degrees
- Click on “Add References Entry” to add the 3 Professional references
- Upload any required documents (i.e., Resume/CV, Cover Letter)
- Answer any Supplemental Questions if applicable
- Check for errors and Submit your application
  - If there is a red error, applicant will need to go back to correct what is missing by clicking on the red bar
  - In submitting, an electronic signature (applicant’s initials) is required to certify the application
- When applicant has completed the application an e-mail from the system acknowledging the submission (donotreply@montana.edu) will be sent to email address in the application
- Applicants can call our ATSHelpdesk (x4314) or e-mail at ATSHelpdesk@montana.edu for technical support.
Instructions Evaluating and Hiring from the NTT Applicant Pool

Create Internal Posting (see Internal/Semester Posting section)

- HR will connect the new posting with your Applicant Pool and move all active applicants
  - This posting will not be posted to the web; it only keeps record of semester hires for reporting
  - Downloading applications (optional)
    - Click on “Action” button (above applicants); download as PDF or individually to desktop or print
  - Evaluating applications (optional) – Ranking can be added; contact HR
    - Click on “Action” button (above applicants); click on “Evaluate Applicants”
- Candidates that have been reviewed and meet qualifications should be moved to Review Complete; Potential Candidate
- Candidates that do not meet minimums should be moved to Not Selected (system will generate email) or Not Selected – Manual Regrets if department would like to customize an email/letter.
- Move candidates to be appointed to Recommend for Hire
- Once all appointments are made move potential candidates to NTT – Not Selected to remain in the pool in order to close out the semester posting and hires; contact HR when you have completed this.
- Notify HR to initiate “Background Check”.
  - Send names to backgroundchecks@montana.edu
  - OR complete the link at: http://www.montana.edu/hr/Recruitment/professional/bground.html
  - Please note: Background (BG) checks and Education Verification will be initiated for anyone who has not had one in the last 2 years.
- References need to be checked for new employees prior to hire
- Final step; prepare the LOA to submit for approval signatures
- Log into Master Pool and move any that were Not Selected in semester posting to Not Selected- Manual Regrets
Creating or Refreshing NTT Pools

Step 1: Update Faculty Posting Templates

Step 2: Update New Posting

Step 3: Create New Posting

Step 4: Update Working Title, Organizational Unit, Location, Division, and Department.
Position Type: **Faculty**
Organizational Unit: **Montana State University**

**RAF Details**

**Position Information**

<table>
<thead>
<tr>
<th>Announcement Number</th>
<th>FAC - VA – 16XXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>For questions regarding this position, please contact:</td>
<td>Departmental Contact 406-994-XXXX [<a href="mailto:xxxxxx@montana.edu">mailto:xxxxxx@montana.edu</a>]<a href="mailto:xxxxxx@montana.edu">xxxxxx@montana.edu</a></td>
</tr>
</tbody>
</table>

**NBAJOBS Title**

Instructor

**Classification Title**

Instructor

**Working Title**

XXXXXX Non-Tenure Track Faculty (Applicant Pool)

**Brief Position Overview**

*This should be a couple of sentences (400 characters) to attract candidates to apply. Use this area to add Keywords that candidates may use to search for this type of position.*

**Faculty Tenure Track**

No

**Faculty Rank**

Non-Tenure Track

**Previous Employee**

Pooled Position

**Justification of Need**

Pooled Position or additional rationale if needed.

**Justification of Need Comments**

N/A

**Position Number**

Pooled

**Department**

*Department Name*

**Division**

*Division Name*

**Appointment Type**

Non-Tenure Track (Pooled)

**Contract Term**

Semester

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**Add the HTML to make the email address a hyperlink to easily email contact person**

**Use classification table for titles**

**Use this format for the Working Title; this is viewable to the applicant**

**Choose this menu pick since vacancy is posted for 2 years.**
<table>
<thead>
<tr>
<th><strong>Semester</strong></th>
<th>Fall or Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If other, specify From date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If other, specify End date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FLSA</strong></td>
<td>Contact HR for Determination</td>
</tr>
<tr>
<td><strong>Union Affiliation</strong></td>
<td>NTT</td>
</tr>
<tr>
<td><strong>FTE</strong></td>
<td><em>List “Varies” if unknown or list approximate FTE</em></td>
</tr>
<tr>
<td><strong>Benefits Eligible</strong></td>
<td>Depends on HR (please contact Human Resources - 406-994-3651)</td>
</tr>
</tbody>
</table>
| **Salary Range** | $xxx month / $xxxx semester per 3 credit class  
*(For approval purposes only – this box will not be viewable to applicant.)* |
| **Salary** | Salary commensurate with experience, education, and qualifications  
*(Viewable to applicant; other options available in drop down menu (as below).)* |
| **Salary Options** | *(Salary language options for “Salary” box.)*  
- Salary commensurate with academic rank, experience, and qualification  
- $___________ annually, commensurate with experience, education, and qualifications  
- Salary range of $_______ to $_______ annually, commensurate with experience, education, and qualifications |
| **Contract Type** | LOA |
| **If other, please specify** | |
| **Recruitment Type** | Open |
| **Pre-Employment Background Check charge to Index #** | XXXXXX  
*(List the correct Index to bill for the background check.)* |

Advertising Bozeman Chronicle Funding *(Complete for any position advertised in the local paper)*
Montana State University seeks qualified individuals to provide non-tenurable level instruction and/or related functions. Instructors are needed to teach classes depending upon need and available funding.

Applications are accepted on a continual basis (unless otherwise indicated) and will be maintained in pool for two years. After two years, candidates will be notified to re-submit materials for continued consideration.

The department or program search committees or hiring authority will review and evaluate the submitted application materials. Applicants will be notified if their application is being retained in the non-tenure track faculty hiring pool.

Appointments are on a part-time basis and vary in duration, a couple weeks, a semester or an academic year, depending on the specific needs of the department/program. Salary is dependent on number of courses taught and duration.

We seek individuals who work professionally and effectively with diverse individuals, possess effective interpersonal, written and verbal communication skills and have the ability to contribute positively to the academic success of the students and the mission of Montana State University.

And/Or

Montana State University values diverse perspectives and is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment. MSU recognizes the importance of work-life integration and strives to be responsive to the needs of dual career couples.
And/Or

Because increasing the diversity of the XXXXXXX profession is one of our strategic priorities, women and underrepresented minorities in XXXXXXX are particularly encouraged to apply.

Duties and Responsibilities

We hope to attract applicants who can teach in a diverse University community and have demonstrated ability in helping students from diverse backgrounds succeed.

- Teaching on-campus or online courses.
- Advising, evaluating and assisting students.
- Curriculum and/or course development.
- Participating in weekly faculty meetings.
- Meeting regularly with, collaborating with, and evaluating peer leader, if one is assigned to your section.

Required Qualifications – Experience, Education, Knowledge & Skills

1. Master’s Degree [or minimum degree required to teach] in a [relevant] field or a related field
2. Demonstrated experience working with and engaging diverse students and colleagues within and outside the department

Preferred Qualifications – Experience, Education, Knowledge & Skills

1. Academic/professional experience.
2. Demonstrated experience teaching interdisciplinary courses
3. Demonstrated knowledge of college student development
4. Promote the advancement of diversity. OR Demonstrated commitment to student, faculty, and staff diversity.

The Successful Candidate Will

- Have the ability to relate to freshmen and to develop classroom rapport with students
- The ability to mentor and inspire a diverse student body.
- Have effective interpersonal skills including the ability to collaborate successfully with faculty and staff
- Possess excellent written and oral communication skills
- Be skilled in utilizing engaging pedagogy that involves students in the learning process
- Take initiative and work well independently
- The potential to provide leadership and to assume responsibility for organizational and program activities.
- Have an appreciation of diverse constituencies and add intellectual diversity to the department.
- Dedication to supporting and enhancing Montana State University’s initiative for diversity, equity and inclusiveness
### Position Special Requirements/Additional Information

Appointments are on a part-time basis and vary in duration, a couple weeks a semester or an academic year, depending on the specific needs of the department or program. Salary is dependent on the number of courses taught and duration.

This position MAY BE a Union position. Union membership is determined by the amount of work being contracted. Individuals who are licensed as a PE/EI/EIT are union exempt.

Any position working 50% or more is represented by the Associated Faculty of Montana State University (AFMSU). Faculty covered by AFMSU must begin paying either membership dues or representation fees within (30) days of hire. This is a condition of employment. Additional information can be found at [afmsu4ntt.org](http://afmsu4ntt.org) or by emailing [afmsu4ntt@gmail.com](mailto:afmsu4ntt@gmail.com).

Any position working less than 50% is not represented by the Union, and is not required to pay dues. If the terms and conditions of the hire contracts change, the representational status of this position could be impacted.

This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts Montana State University’s rights to assign or reassign duties and responsibilities to this job at any time.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed above are representative of the knowledge, skill, and/or ability required.

### The Program

Optional

### The Department

The Department xxxxxxx invites applications for a non-tenure track position in xxxxxxxxx.

The xxxxxx Department offers ... Information about the department.

### The College

The College xxxxxxx ... Information about the department
<table>
<thead>
<tr>
<th><strong>Z-Org Position Reports To</strong></th>
<th>Zxxxx (This is the Timesheet Approver’s number)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time Entry</strong></td>
<td>Web Time Entry or Departmental</td>
</tr>
<tr>
<td><strong>This position has supervisory duties?</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>If Yes, please indicate the number of FTE and PTE supervised.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Posting Detail Information**

<table>
<thead>
<tr>
<th><strong>Number of Vacancies</strong></th>
<th>Multiple Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Desired Start Date</strong></td>
<td>Review of applications will be on a continual basis and will continue until the position(s) are filled. Applicants will be notified if their application is being retained in the hiring pool for up to two years.</td>
</tr>
<tr>
<td><strong>Is there a Start-Up package?</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>If yes, please specify Amount and Source (College/Department) of Start-Up Funding</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Office Space required?</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>If Yes, Bldg/Rm# Identified</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Lab Space Required</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>If Yes, Bldg/Rm# Identified</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Position End Date (if temporary)** | |
| **Originator** | Person creating position in ATS. |
| **Search Manager** | Search support can also be the Search Chair |
| **Hiring Authority** | Person approving hire for the department. Position will be sent on to the Provost for approval. |
| **Open Date** | Please do not indicate a date here – HR use only. |
| **Close Date** | Please do not indicate a date here – HR use only. |
| **Applications will be:** | Applications will be accepted and screened for the duration of this pool. |
Appointments are on a part-time basis and vary in duration, a couple weeks a semester or an academic year, depending on the specific needs of the department or program. Salary is dependent on the number of courses taught and duration.

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Review of applications will be on a continual basis and will continue until the position(s) are filled. Applicants will be notified if their application is being retained in the hiring pool for up to two years.

LABOR DISTRIBUTION

- All positions MUST have appropriate approvals prior to posting.
- Dist % totals must add up to 100%

<table>
<thead>
<tr>
<th>Index</th>
<th>XXXXXXXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct</td>
<td>61123N</td>
</tr>
<tr>
<td>Dist %</td>
<td>100</td>
</tr>
<tr>
<td>ORG</td>
<td>XXXXXX</td>
</tr>
</tbody>
</table>

**Required Documents**

Typically a CV/Resume is required. Other types of documents are available to be indicated for the applicant to upload.

Please note: Separate document of references not required as the ATS system requires applicant to provide number specified prior to submitting application.
Optional Documents

Posting Specific Questions (This section is optional)

Applicants can answer questions online instead of addressing them in a cover letter. If a department has several courses listed in the vacancy announcement, each one can be listed as a separate question. A report can then be pulled by the department of the applicants and listing their area of interest for teaching.

Posting Documents Any document pertinent to the search can be uploaded here.

1. Additional Documents 3 (PDF | 53.9 KB)

Guest User Use this section if someone needs to review the position outside the department.

There is no guest user set up for this posting.

Search Committee List search committee here if using a committee to review the applications.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Chair?</th>
<th>Status</th>
</tr>
</thead>
</table>

Scoring Criteria Edit

1. Tiered Ranking System – overall score of the application

State: Search Committee Review

Weight: 1

- Candidate exceeds the qualifications (3.0 points)
- Candidate meets the qualifications (2.0 points)
- Candidate somewhat meets the qualifications (1.0 points)
- Candidate does not meet the qualifications (0.0 points)

Letters of Recommendation

References (Indicate number of references applicant needs to provide. If Letters of Recommendation are required, indicate on the “Settings” page and here the last day a reference can upload a letter and any instructions to the reference provider.)

<table>
<thead>
<tr>
<th>Accept Recommendations</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Requests</td>
<td>3</td>
</tr>
</tbody>
</table>

| Maximum Requests       |      |

| Last Day a Recommendation Provider Can Submit Reference |       |

| Provider Special Instructions |       |
Internal/Semester Posting

Faculty Postings

What would you like to use to create this new posting?

- Create from Position Type
  Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

- Create from Classification
  Copies in general information from a classification. You will need to provide specific information inside the posting.

- Create from Posting
  Uses an existing posting as a template and automatically copies in most information.

- Create from Posting Template
  Copies in Information from a Posting Template

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Step 1

- Find your Pool in the list and click on Working Title

Step 2

- Step 5. Update Working Title to what semester the hire(s) are for
- Step 6. Select Direct Hire Application Queue or Search Committee Review
- Step 7. Click Create New Posting
Select what Semester hires are being appointed

- HR will connect the new posting with your Applicant Pool and move all active applicants
  - This posting will **not** be posted to the web, just to keep record of semester hires for reporting.
  - If **Scoring Criteria** question is needed for ranking your candidates let HR know.
  - Candidates that have been reviewed and meet qualifications should be moved to **Review Complete; Potential Candidate**
  - Candidates that **do not** meet minimums should be moved to **Not Selected** (system will generate email) or Not Selected – Manual regrets if department would like to customize an email/letter.
  - Move candidates to be appointed to **Recommend for Hire**
  - Once all appointments made move potential candidates to **NTT – Not Selected remain in pool** in order to close out semester posting and hires, contact HR.
  - Log into Master Pool and move any that were **Not Selected** in semester posting to **Not Selected-Manual Regrets**

Example: Please move active applicants from our pool for Fall and/or Spring appointments.