

MONTANA STATE UNIVERSITY – PEOPLEADMIN APPLICANT TRACKING SYSTEM (ATS)

POSTING STAFF POSITIONS IN APPLICANT TRACKING

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

- RAF (Recruitment Authorization Form) – approval queues are done through the system.
- Search Committee Members – when known (Email ATShelpdesk@montana.edu with the names of Search Committee Members that have not been added into the system.)
- Guest Search Committee Members – please notify ATShelpdesk@montana.edu if you have invited someone who is outside of MSU to participate on the search committee. We can provide the guest search committee member the ability to access the system to view the applications and score each applicant in the system.
- Advertising Sources – when known, create 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 and Temporary positions.

LOGIN

Login Page

- <https://jobs.montana.edu/hr>



User Name: NetID

Password: password associated with NetID

**Error message of "LDAP Credentials Failed" go to the UIT link and update you NetID password, for the network: <http://www.montana.edu/uit/ids-services/portal.html>*

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.

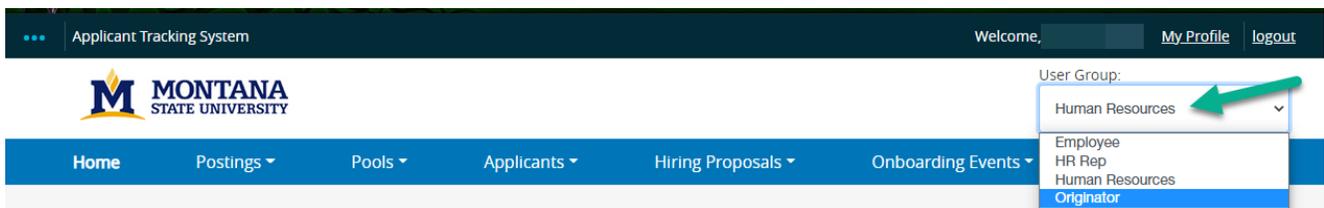
**Inactivity of 15 minutes will time you out of the system
you will lose any unsaved data.**

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.

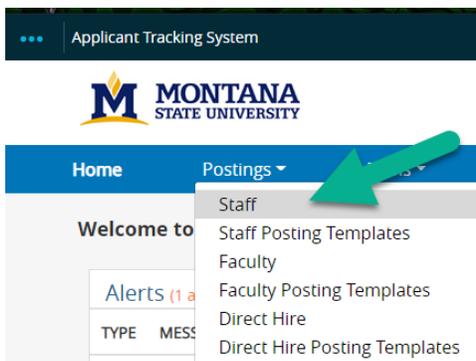
Role



- The recruitment module will say Applicant Tracking System in the upper left and will have a blue navigation bar
- If you see an orange navigation bar and Position Management in the upper left corner, click on the 3 dots and select Applicant Tracking System



- Roles that have the authority to start a posting vacancy to Post:
 - Originator
 - Hiring Authority
 - HR Rep
 - Human Resources
 - UHR
- 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”

POSTING A STAFF POSITION

Applicant Tracking System Welcome, My Profile [logout](#)

 User Group: Originator

Home **Postings** Hiring Proposals Shortcuts

Postings / Staff

Staff Postings

[+ Create New Posting](#) 

Saved Searches [Search](#) [More Search Options](#)

Ad hoc Search Reports

Ad hoc Search 69 Save this search? Selected records 0 [Clear selection?](#) [Actions](#)

← Previous 1 2 3 Next →

<input type="checkbox"/>	Division	Department	Classification Title	Working Title	Appointment Type	Contract Type	Announcement Number	Active Applications	Workflow State	Last Status Update	Posted Date
<input type="checkbox"/>	Auxiliary Services	Residence Life Administration (443001)	Student	Resident Advisor: AY2020-2021	Student	Student Worker	STAFF - VA - 20224	56	Filled	September 25, 2020 at 02:17 PM	12/11/2019 08:18 AM
<input type="checkbox"/>	To Be Determined	UIT Global Student Labs (435052)	Student	Student Labs - User Support Associate Pool	Student	Student Worker	STAFF - VA - 19320	7	Posted	June 01, 2020 at 11:47 AM	02/22/2021 03:39 PM

- The following actions can be taken:
 - If the **Posting** already exists, click on the title of the position, and edit
 - To start a new posting; Click on **“Create New Posting”**

Create New ✕

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 Position Description](#) 
Copies in most of the information from a position description.

[Create from Posting Template](#)
Copies in information from a Posting Template

- The posting can be created from these options.
- For new positions, select **“Create from Position Description”** (best practice)
- **“Create from Position Type”** is for **Temporary & Student Positions only**
- Positions previously posted; the new posting can be created from the previous posting*
**Not recommended, previous errors will be recreated and may not be editable*

Staff Position Descriptions

Saved Searches Search [More Search Options](#)

Heading Change 01-18-15 #2 ✕

"Heading Change 01-18-15 #2" ?

Working Title	Position Number	Department	Status	Supervisor	(Actions)
Project Manager	4C5377	Office of the Provost (419001)	Active		Actions
Program Manager, Career Pathways/ Dual Enrollment Manager	4M0344	Gallatin College (Gallatin College)	Active		Actions
Compensation Manager	4M1112	Human Resources Services (432300)	Active	Chief Human Resources Officer (Catherine Hasenflug)	Actions
Human Resource Generalist	4M1594	Human Resources Services (432300)	Active		Actions
Human Resource Generalist	4M1261	Human Resources Services (432300)	Active		View Create From
		Human Resources Services		Recruitment Services Manager (Sharon	

- In the **Working Title** column, locate the position that is to be posted
 - Click on working title to preview the position description before creating from it
- In the **Actions** column, click the **down arrow**
- Select **Create From** when position description is known to be up-to-date and ready for posting

Saved Searches Search [Hide Search Options](#)

Add Column:

Department:

Workflow State:

Position Number:

Classification Title:

Working Title:

- If the list is long, use the **More Search Options** to open the tool.

Position Description: Human Resource Technician (Staff)

Current Status: Active

Position Type: Staff

Department: Training (Training)

Print

Print (Employee View)

Create Posting from this Position Description

Modify Position Description

Summary Settings History Associated Classification

- Review Position Description to make sure information is accurate.
- Select **Create Posting from the Position Description**
- If errors found in position description use Modify Position Description to start corrections

Postings / Staff / New Posting ☆

New Posting Create New Posting Cancel

*** Required Information**

Working Title * ←

Organizational Unit

Location * ←

Division * ←

Department * ←

Online Applications

Accept online applications?

Special offline application instructions

Create New Posting Cancel

- Review the following and change if necessary:
 - Working Title
 - Location
 - Division
 - Department
- Applicant Workflow – Default is **Application Queue**. **Search Committee Review** gives Committee access to the applications. (Uncheck if search firm is being used.)
- **(OPTIONAL)** – Special Offline Application Instructions – Provide instructions for applicants who apply offline, usually for when a search firm is being used.
- Click **Create New Posting**

POSTING A STAFF POSITION – RAF DETAILS

Editing Posting

- RAF Details
- Funding
- Applicant Documents
- Supplemental Questions
- Posting Documents
- Guest User
- Search Committee
- Scoring Criteria
- References
- Summary

RAF Details Save Next >>

Check spelling

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

To format the position information, html code can be utilized for bold, bullets, hyperlinks, italicized, etc. html codes are located on the HR web site under **Additional Resources**.

Position Information

Announcement Number

Quick Link for Internal Postings: <http://jobs.montana.edu/postings/15888>

For questions regarding this position, please contact:

This field is required.
Please list departmental contact person, email address and phone.

NBAJOBS Title: Program Lead

Classification Title: Program/Project Lead

Brief Position Overview

The Project Manager manages all aspects of the Fall programs for the Leadership Institute/Office of Academics and execution of strategic events that support the development/fundraising goals of the event(s) as well as...

In 3 to 4 short sentences, create a brief summary of the position that will entice the applicant to apply for this position.

For an internal announcement or to post on external platform, the Quick Link can be copied and inserted into the email that is sent to internal staff or the external job board posting, to collect applications within our system.

- The  icon can be used to turn the email into a hyperlink
- Update/change/add to the Brief Position Overview should be limited 136 character.

- 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.**

Justification of Need

Recruitment for a position which was temporary - 4C5377

Please review the reason(s) listed and indicate any additional information regarding the reason(s) for requesting authorization to recruit for this position.

Justification of Need Comments

HR Use Only - Information appears in this area when a posting or job description has been modified.

- Update/change/add to the Justification of Need.

APPLICANT TRACKING SYSTEM (ATS) ORIGINATOR POSTING POSITIONS

Position Number

Department

* Division
This field is required.

Appointment Type

Contract Term

Semester

If other, specify From date

If other, specify End date

FLSA

Union Affiliation

FTE

- 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 Generalist 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 Generalist if this needs to be changed.)

* Benefits Eligible

* Salary Range

Please indicate the salary range for this position. This is for internal purposes only and is not viewed by the applicant.

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

This field is required.

Please copy and paste one of these options and enter the language in the box above. For options 2 - 6, please replace the \$ ____ with the salary figures

* Salary

- *Salary commensurate with experience, education, and qualifications.*
- *\$ ____ per hour*
- *\$ ____ per hour, commensurate with experience, education, and qualifications*
- *\$ ____ annually, commensurate with experience, education, and qualifications*
- *Salary range of \$ ____ to \$ ____ annually, commensurate with experience, education, and qualifications*
- *Salary range of \$ ____ to \$ ____ hourly, commensurate with experience, education, and qualifications*
- *Applicants that are current MUS employees, rate of pay for this position will be determined by the Staff Compensation Plan which may be different than the posted minimum entry rate.*

- 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).

APPLICANT TRACKING SYSTEM (ATS) ORIGINATOR POSTING POSITIONS

* Contract Type
If other, please specify
* Recruitment Type
Pre-Employment Background Check charge to Index #

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

If other, please specify
* Recruitment Type
Pre-Employment

- 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
Pre-Employment Background Check charge to Index #

- 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

Advertising
For advertising ideas and alternatives please contact your HR Generalist
Add Advertising Funding (Complete for ALL positions)

Index
Acct
Dist %

Remove Entry?

Add Add Advertising Funding (Complete for ALL positions) Entry

- MSU is no longer advertising in the Bozeman Chronicle. HR Generalist have advertising options.
- Click the Add Advertising Funding Entry button. This information is necessary for HR to bill the appropriate department for additional advertising.
- 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 Funding Entry button and enter the appropriate information.
- **NOTE: the system does not total the Distribution percentage. Distribution percentages must total 100%.**

APPLICANT TRACKING SYSTEM (ATS) ORIGINATOR POSTING POSITIONS

Additional Advertising Resources

Additional, discipline-specific advertising resources, click here.

Charges are the department's responsibility.

- American Association of Affirmative Action
- American Association of University Women
- American Indian Science and Engineering Society
- Association for Women in Science
- Bozeman Job Service (no cost)
- Chronicle of Higher Education
- Committee on Institutional Cooperation Doctoral Directory
- Diverse: Issues in Higher Education
- Diversity Employers
- Diversity.com
- DiversityLink.com
- Equal Opportunity Publications
- Faculty for the Future
- Ford Fellows Directory
- Future Faculty Database
- Graystone Group
- Higher Ed Jobs
- Higher Education Recruiting Consortium
- Hispanic Outlook in Higher Education
- Historically Black Colleges and Universities Career Center
- iMDiversity
- Indian Country Today Media Network
- Inside Higher Ed
- Insight Into Diversity
- Jobelephant.com
- Journal of Blacks in Higher Education
- Latinos in Higher Ed
- Minority Postdoc
- MIT Directory of Science & Engineering Faculty
- MT Group
- Native Sun News
- NativeAmericanJobs.com
- On-Ramps into Academia
- Saludos.com
- ScholarlyHires.com
- Society for Advancement of Chicanos and Native Americans in Science
- Southern Regional Education Board Doctoral Scholars Directory
- The National Registry of Diverse & Strategic Faculty
- Tribal College Journal of American Indian Higher Education
- Urban League JobsNetwork
- Women in Higher Education
- Other

Please indicate which publications will be used for this recruitment

If Other, please specify

- Indicate where this position will be advertised.
- If select "Other", indicate in the next box the additional advertising resources. Charges for other advertising are the department's responsibility.
- Please contact you HR Generalist for available HR available advertising options.

POSTING A STAFF POSITION – RAF DETAILS (continued)

Position Details

General Statement

Summarize the purpose of the position

Duties and Responsibilities

Required Qualifications
– Experience, Education,
Knowledge & Skills

Preferred Qualifications
– Experience, Education,
Knowledge & Skills

The Successful
Candidate Will

Position Special
Requirements/Additional
Information

Physical Demands

Timesheet Orgn

Z9904A

Time Entry

Web Time Entry ▾

This position has
supervisory duties?

No ▾

- The **Position Details** carry over from the **Position Description** that was created in **Position Management**. These fields ***should not be edited***.

POSTING A STAFF POSITION – RAF DETAILS (continued)

Posting Detail Information

Number of Vacancies	<input type="text"/>	<i>Please indicate the number of positions available for this posting. If this is a pooled position, please list "Pooled Position".</i>
Desired Start Date	<input type="text"/>	
Position End Date (if temporary)	<input type="text"/>	
Originator	<input type="text" value="Robinson, Ann X"/>	
* Search Manager	<input type="text" value="Select Some Options"/>	<i>This field is required.</i>
* Hiring Authority	<input type="text" value="Select Some Options"/>	
Open Date	<input type="text"/>	<i>HR USE ONLY</i>
Close Date	<input type="text"/>	<i>HR USE ONLY</i>
Applications will be:	<input type="text"/>	<ul style="list-style-type: none"> • Screening of applications will begin on July 1, 20XX and will continue until an adequate pool is established.
Special Instructions	<input type="text"/>	<ul style="list-style-type: none"> • Enter any special instructions for the applicant. Examples: <ul style="list-style-type: none"> ○ More than 3 references being required ○ Special Licenses being required <p><i>There is a build in editor here No HTML needed</i></p>

Please choose from one of the following and copy and paste into the box above, if applicable to this position:

- Screening of applications will begin on ; however, applications will continue to be accepted until an adequate applicant pool has been established.
- Screening of applications will begin on or before ; however, applications will continue to be accepted until the position is filled.
- All applications must be received on or before .
- Priority date for applications is . Screening of applications will continue until an adequate applicant pool is established or the position is filled.
- Review of applications will be on a continual basis and will continue until the position(s) are filled.
- Applications will be accepted and screened for the duration of this pool.
- 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.

- Number of Vacancies – enter the number of positions to be filled.
- Desired Start Date – 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: 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 Team or atshelpdesk@montana.edu to update the employee’s user groups in the system. **The system may take up to an hour to update before the employees show as an option in the Originator and/or Hiring Authority fields.****
- Open Date – Leave Blank
- Close Date – Leave Blank (use close date only if hard close date for the position; otherwise leave blank. If date is entered, the system will automatically remove the posting on the specified date.)

POSTING A STAFF POSITION – Funding

LABOR DISTRIBUTION

Save << Prev Next >>

Check spelling

* Required Information

LABOR DISTRIBUTION

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

Index

Acct

Dist %

ORG

Remove Entry?

Add LABOR DISTRIBUTION Entry

- This Information should carry over from your Position Description
- Enter the Labor Distribution to build the position in Banner. This should reflect how the employee’s paycheck will be charged and how the position should be budgeted in NBAPBUD.
- Add the Labor Distribution information by clicking on the **Add Labor Distribution Entry** button
- Enter the Index number
- Select the Account Number from dropdown.
 - **Staff Classified 61125**
 - **Contracted 61124**
 - **Faculty 61123 (position type not currently built in PM)**
 - **NTT 61123N (position type not currently built in PM)**
- Enter the % of distribution (all entries must equal 100%)
- If there is a split distribution, click on the **Add Labor Distribution Entry** to add as many entries as needed to equal 100% (**the system does not calculate the total labor distribution**)
- Enter the ORG
- **To remove** an additional entry, check **Remove Entry?**
- Click **Next**

WHAT IS THE FINANCIAL IMPACT OF THIS POSITION?

- Estimated Annual Salary This field is required.
*Hourly Salary * Hrs/Mo * # of pays*
- Estimated Benefits This field is required.
[Link to Calculator](#)
File name "FYxx Benefits Computation Template", use "Simple" tab. Inclusive of both health care and fringe taxes/benefits.
- Estimated Total Cost This field is required.
Est. Annual Salary plus Est. Benefits
- Number of Vacancies This field is required.
- Total Funding Required This field is required.
*Estimated Total Cost * Number of Vacancies*

- This section should reflect how much this position will/could cost MSU.
 - **Estimated Annual Salary** – Use targeted maximum salary (i.e. if department is looking to hire in the \$50-\$60k range, this should reflect \$60k)
 - Entering a number here does not mean that the salary is approved by HR. It indicates the maximum salary for which you’ve identified funding.

APPLICANT TRACKING SYSTEM (ATS) ORIGINATOR POSTING POSITIONS

- **Estimated Benefits** – Flat health care of \$12,648 (if eligible) plus associated taxes. Use linked calculator to determine the cost or contact your Budget Manager. If you have further questions, contact the University Budget Office for guidance.
- **Estimated Total Cost** - Sum of above two lines (salary + benefits)
- **Number of Vacancies** – Default should be “1”
- **Total Funding Required** – Estimated total cost * number of vacancies

WHERE IS THE FUNDING COMING FROM?
Please fill out one or a combination of sections A, B, C, D, or E.

Please fill out applicable sections in their entirety; incomplete forms will not be processed and will be returned. Total funding identified below should equal the "Total Funding Required" from previous section, exception being if benefits are already funded via an existing position.

A. Institutional Investment Funding
Funds approved as part of the annual reallocation and investment process for general fund dollars.

MSU Budget Request ID
or Investment Title Contact unit Finance Manager if don't know.

Salary Funding Approved \$

B. CURRENT UNRESTRICTED Labor Funding
Labor Funds (as many as needed)

Position #

Budgeted \$ Amount
Per NSAPBUD

Remove Entry?

Add B. CURRENT UNRESTRICTED Labor Funding Entry

C. CURRENT UNRESTRICTED Operations Funding
Operations Funds (as many as needed)

Index

Account

\$ Amount

Remove Entry?

Add C. CURRENT UNRESTRICTED Operations Funding Entry

- The "WHERE IS THE FUNDING COMING FROM" section should reflect how you have secured budget for the position. Total funds identified should be equal to the "Total Funding Required" field from the prior section; a possible exception to this is when funding via existing positions. In this situation, please contact your Budget Manager or the University Budget Office for guidance.
- You can select one or a combination of sections A through E
 - Please complete all fields in appropriate section(s). Otherwise, form will be returned to you.
- A. Institutional Investment – Complete if funding for this position was approved via the annual reallocation & strategic investment process
- B. Unrestricted Labor Funding – Complete if taking budget from a different position(s) to fund this position
- C. Unrestricted Operations Funding – Complete if taking budget from an operations account to fund this position

Other Funding

Grant Funds

IDC Funds

Restricted GR Funds

Designated Funds

Auxiliary Revenue Funds

Agency Funds (MAES, Extension, FSTS)

If have Position # from suite for re-use, enter here:

OTHER COMMENTS
Please enter any additional information you believe would be helpful in explaining the funding answers given above:

Other Comments

Save << Prev Next >>

- D. Other Funding – Select any other applicable funding types
- Any comments as needed

If the Departmental Budget authority has not been used previously by your department and would like it to be used, please contact ATShelpdesk to get the appropriate staff assigned to this role. The Departmental Budget Optional workflow state is new, and access will need to be added if your units are interested in using.

- If there are errors on funding section use * in any required funding fields so action can be moved forward. ***These will need to be resolved before position can be posted.***

POSTING A STAFF POSITION – APPLICANT DOCUMENTS

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

Posting was successfully updated.

Positions Welcome, Ann Robinson My Profile Help Logout

MONTANA STATE UNIVERSITY

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Postings / Staff / Project Manager (Draft) / Edit: Applicant Documents

Editing Posting

- RAF Details
- Funding
- Applicant Documents**
- Supplemental Questions
- Posting Documents
- Guest User
- Search Committee
- Scoring Criteria
- References
- Summary

Applicant Documents Save << Prev Next >>

Select the documents to be required with this item, and those that may optionally be attached.

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Transcript	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Teaching Statement (max 2 pages)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Letter of Reference 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Letter of Reference 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Note: DO NOT USE “List of References”. The applicant portal has a section that requires the applicant to list 3 references. This will be duplication for the applicant.

References

Name
Email
Phone Number
If you become a finalist may we contact this reference?
Email Link

POSTING A STAFF POSITION – SUPPLEMENTAL QUESTIONS

- Supplemental questions are **optional**, but an excellent tool for NTT pools where multiple locations or course interest can be used to sort candidates for screening.

Postings / Staff / Project Manager (Draft) / Edit: Supplemental Questions

Editing Posting

- RAF Details
- Funding
- Applicant Documents
- Supplemental Questions**
- Posting Documents
- Guest User
- Search Committee
- Scoring Criteria
- References
- Summary

Supplemental Questions [Save] << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions [Add a question]

Position	Required	Category	Question	Status

[Save] << Prev Next >>

- 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

Add a Question

Available Supplemental Questions

Category: [Any] Keyword: []

Add	Category	Question
<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?
<input type="checkbox"/>	Experience	Why do you want to work here ?
<input type="checkbox"/>	Education	Degree ?
<input type="checkbox"/>	Experience	do you have a car?
<input type="checkbox"/>	Education	Do you prefer Pepsi or Coke?
<input type="checkbox"/>	Experience	Certified Business Analysis Professional™ (CBAP®)
<input type="checkbox"/>	Experience	Certification of Competency in Business Analysis™ (CCBA®)
<input type="checkbox"/>	Experience	Are you authorized to work in the US ?
<input type="checkbox"/>	Experience	Please indicate your affiliation with MSU ? (probably can be worded better)
<input type="checkbox"/>	Experience	Have you ever been, or do you plan to ever be, equated with a superhero?
<input type="checkbox"/>	Education	Please describe in detail your education as it pertains to this position.
<input type="checkbox"/>	Education	Do you have an A+ Certification?
<input checked="" type="checkbox"/>	Experience	How many years of instructor experience do you have?

Possible Answers:
 1. 1
 2. 2
 3. 3
 4. 4
 5. 5

Displaying all 13

Can't find the one you want? [Add a new one](#)

[Submit] [Cancel]

- 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 19 and 20 for examples.

POSTING A STAFF POSITION – SUPPLEMENTAL QUESTIONS (continued)

Postings / Faculty / College of Nursing Non Tenure-Track Faculty - Undergraduate Program (Applicant Pool) (NTT Pool Expired) / Edit: Supplemental Questions

Editing Posting

- RAF Details
- LABOR DISTRIBUTION
- FLSA Details
- Applicant Documents
- Supplemental Questions
- Posting Documents
- Guest User
- Search Committee
- Scoring Criteria
- References
- Summary

Supplemental Questions

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Included Supplemental Questions

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Preferred Qualifications	Interested in Billings Campus	active <input type="button" value="x"/>
2	<input type="checkbox"/>	Uncategorized	Interested in Bozeman Campus	active <input type="button" value="x"/>

- 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 A STAFF POSITION – SUPPLEMENTAL QUESTIONS (continued)

Posting Specific Questions can be used to replace the “**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). Best practice is the multiple-choice question model.

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 can 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:

Please note that qualifications may need to be split into several Posting Specific Questions (#1).

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 – SUPPLEMENTAL 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 position 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.

POSTING A STAFF POSITION – POSTING DOCUMENTS (Internal)

Postings / Staff / Project Manager (Draft) / Edit: Posting Documents

Editing Posting

- RAF Details
- Funding
- Applicant Documents
- Supplemental Questions
- Posting Documents**
- Guest User
- Search Committee
- Scoring Criteria
- References
- Summary

Posting Documents Save << Prev Next >>

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rct, .txt, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security. PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Other			Actions
Additional Documents 1			Actions
Additional Documents 2			Actions

- The Posting Documents allows for the ability to attach any documents that are pertinent to this request (ie. – organizational chart, emails, any other documents). The applicant will **NOT** see these documents. Once posted this will need to be done by HR.
- To upload an organizational chart, hover on the down arrow by the word “Actions”, select:
 - Upload New
 - Create New
 - Choose Existing

Upload New:

Postings / Staff / Purchasing Agent

Upload a Additional Documents 1

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Choose File** button and select the file from your computer. When you are ready to submit your document, click the **Submit** button.

Name

Description

File to upload No file chosen

- Name – will pre-populate; you are able to edit
- Description – enter a brief description
- Click on Choose File to upload from your computer
- Click Submit

POSTING A STAFF POSITION – POSTING DOCUMENTS (Internal)

Create New:

Postings / Staff / Purchasing Agent

Create a New Additional Documents 2

Name

Description

Rich text editor toolbar with options for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Source, Undo, Redo, and various font styles and sizes.

- 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:

Postings / Staff / Purchasing Agent

Your Previously Uploaded Documents

Name	Description	Date Added
<input type="radio"/> Org Chart 02-15-14 18:52:16	President Org Chart	Saturday February 15, 2014 06:52:47 PM
<input type="radio"/> Org Chart 02-15-14 19:10:41	Grad School Org Chart	Saturday February 15, 2014 07:10:53 PM
<input type="radio"/> Org Chart 02-19-14 15:52:30	president org chart	Wednesday February 19, 2014 03:52:53 PM

- Select an existing document to upload by clicking the circle by the document
- Click Submit

Postings / Staff / Purchasing Agent (Draft) / Edit: Posting Documents

Editing Posting

- RAF Details
- LABOR DISTRIBUTION
- Applicant Documents
- Posting Specific Quest...
- Posting Documents**
- Guest User
- Search Committee
- Scoring Criteria
- References

Posting Documents

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Other	Other 07-27-14 13:16:33	PDF conversion in process	
Additional Documents 1	Additional Documents 1 07-27-14 13:07:04	PDF complete	Actions ▼
Additional Documents 2			Actions ▼
Additional Documents 3			Actions ▼

- 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 screenshot shows the 'Guest User' editing interface. On the left is a sidebar titled 'Editing Posting' with a list of options: RAF Details, LABOR DISTRIBUTION, Applicant Documents, Posting Specific Quest..., Posting Documents, Guest User (highlighted), Search Committee, Ranking Criteria, Reference Letters, and Summary. The main content area is titled 'Guest User' and contains the following text:

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

At the top right and bottom right of the main content area are navigation buttons: 'Save', '<< Prev', and 'Next >>'. A green arrow points to the 'Next >>' button at the bottom right.

- Guest User is the ability to give someone outside of a search view of the search. This is very helpful when there is a business partner that needs to preview the vacancy before posting or to have another office such as OIE or Legal to have a preview to a vacancy.
- Click Next

POSTING A STAFF POSITION – SEARCH COMMITTEE

Add Existing User

Search:

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Aamot	Kirk	kaamot@montana.edu	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Abbasi	Reha	reha_abbasi@hotmail.com	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Abbey	Kiah	kiah.abbey@gmail.com	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Abbott Stoltzfus	Jill	jabbott@montana.edu	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Ackerman	Kaylee	ackermankaylee@yahoo.com	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Ackerman	Rodney	rodney.ackerman@montana.edu	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Adams	Casey	33.caseylee@gmail.com	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Adams	Curtis	danieladams@montana.edu	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Adams	Dean	deanadams@montana.edu	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Adams	Edward	eda@montana.edu	Montana State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>

← Previous | Next →

Displaying User 1 - 10 of 4444 in total

- To select an existing committee member, enter the 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 under “Committee Chair”
- Click Add Member
- Continue enter names until finished building the search committee
- Committee needs minimum of 3 committee members and 1 must be female
- Per OCHE (May 26, 2016 directive) maximum size 7 members, except for Provost/VP/President which 9-12 members may be appropriate and Board of Regents approval.
- **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.**
- Click Next

POSTING A STAFF POSITION – RANKING CRITERIA

Postings / Staff / Admissions Rep II (Draft) / Edit: Ranking Criteria

Editing Posting

- RAF Details
- LABOR DISTRIBUTION
- Applicant Documents
- Posting Specific Quest...
- Posting Documents
- Guest User
- Search Committee
- Ranking Criteria**
- Reference Letters
- Summary

Ranking Criteria Save << Prev Next >>

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up section will appear where you can add an existing criterion or create a new one.

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin rating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Included Evaluative Criteria Add a Criterion

Category	Description	Weight	Workflow State	Status

Save << Prev Next >>

- 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

Add a Ranking Criterion

Available Evaluative Criteria

Category: Any Keyword:

Add	Category	Description
<input type="checkbox"/>	Uncategorized	do you meet criteria1 ?
<input type="checkbox"/>	Uncategorized	Ranking Criteria 1 test
<input type="checkbox"/>	Uncategorized	do you pass this criteria ? if no, you should be kicked out
<input type="checkbox"/>	Uncategorized	Please rank the pool highest to lowest (1-5) - with 5 being the highest. Based on qualifications for the position.
<input checked="" type="checkbox"/>	Uncategorized	Please rank the finalists for this position from 1 - 3.

Possible Answers:

1. 1
2. 2
3. 3

Applicant workflow state Search Committee Review

Displaying all 5

Can't find the one you want? [Add a new one](#)

Submit Cancel

- 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.

POSTING A STAFF POSITION – RANKING CRITERIA (continued)

Ranking Criteria is the new 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.

Tiered Ranking: New option of sorting into groups for Search Committee to discuss based on merits of documents submitted.

Uncategorized Overall, based on the application materials provided, please rate how the candidate meets the qualifications of this position.

Possible Answers:

1. Candidate exceeds this requirement
2. Candidate meets this qualification
3. Candidate does not meet this qualification

Applicant workflow state

Search Committee Review

Displaying 1

Can't find the one you want? [Add a new one](#)

To create a Ranking Criteria that takes the qualifications 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:

Please note that qualifications may need to be split into several Ranking Criteria (#1).

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

POSTING A STAFF POSITION – RANKING CRITERIA (continued)

1. **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
- Candidate strongly meets this qualification
- Candidate meets this qualification
- Candidate does not meet this qualification

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)
- Candidate strongly meets this qualification
- Candidate meets this qualification
- Candidate does not meet this qualification

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
- Candidate strongly meets this qualification
- Candidate meets this qualification
- Candidate does not meet this qualification

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
- Candidate strongly meets this qualification
- Candidate meets this qualification
- Candidate does not meet this qualification

POSTING A STAFF POSITION – RANKING CRITERIA (continued)

Category	Description	Weight	Workflow State	Status	
Uncategorized	Overall, based on the application materials provided, please rate how the candidate meets the qualifications of this position.	1	Search Committee Review	active	X
	Name Overall-3				
	Label Overall-3				
	Workflow State Search Committee Review				
	Weight 1				
	Possible Rankings				Points
	The candidate exceeds the qualifications for this position.				5.0
	The candidate meets the qualifications for this position.				3.0
	The candidate does not meet the qualifications for this position.				0.0

Note: Point values can be assigned at any value as deemed appropriate by the Search Committee.

Postings / Staff / Admissions Rep II (Draft) / Edit: Ranking Criteria

Editing Posting

- RAF Details
- LABOR DISTRIBUTION
- Applicant Documents
- Posting Specific Quest...
- Posting Documents
- Guest User
- Search Committee
- Ranking Criteria**
- Reference Letters
- Summary

Ranking Criteria Save << Prev Next >>

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up section will appear where you can add an existing criterion or create a new one.

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin rating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Included Evaluative Criteria Add a Criterion

Category	Description	Weight	Workflow State	Status
Uncategorized	Please rank the finalists for this position from 1 - 3.		Search Committee Review	active

Save << Prev Next >>

- Review the list of criteria
- When all the desired criteria are added or waiting to be approved by HR, Click **Next**

POSTING A STAFF POSITION – REFERENCE LETTERS

Postings / Faculty / College of Nursing Non Tenure-Track Faculty - Undergraduate Program (Applicant Pool) (NTT Pool Expired) / Edit: References

Editing Posting

- ✓ RAF Details
- ✓ LABOR DISTRIBUTION
- ✓ FLSA Details
- ✓ Applicant Documents
- ✓ Supplemental Questions
- ✓ Posting Documents
- ✓ Guest User
- ✓ Search Committee
- ✓ Scoring Criteria
- ✓ References
- Summary

References Save << Prev Next >>

[Check spelling](#)

This page allows you to set specifications on any letters of recommendations you want references to submit regarding the applicant. Once applicants reach a specified status (set upon posting creation in the **Settings** tab of the posting), the system will email the listed reference requesting a recommendation for the applicant. References will be asked to click a link and be guided to the applicant portal where they will fill out a standard form and/or upload a letter of recommendation. **CAUTION!!** – If this tool is used, the applicant must complete the reference information in the Professional Reference section. If this tool is **NOT** used, please indicate that the applicant must attach a list of references in the Applicant Documents section.

*** Required Information**

References

* Accept Recommendations

Minimum Requests

Maximum Requests

Last Day a Recommendation Provider Can Submit Reference

Provider Special Instructions

Save << Prev Next >>

This feature can enable the system to send an email to the applicant’s references and require references to be entered into the application. The 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** (Default is yes to require references to be entered into the applicant portal).
- Enter the minimum number of references the candidate is to submit (Default is 3)
- Enter the maximum number of references the candidate is to submit
- Enter the last date a reference provider can submit a **Letter of Recommendation (optional)**
- Enter any special instructions to the reference provider
- Click **Next**

Letters of Recommendation DO NOT replace the requirement of calling to verify references.

POSTING A STAFF POSITION – SUMMARY

Postings / Staff / Admissions Rep II (Draft) / Summary

Posting: Admissions Rep II (Staff) [Edit](#) [Delete](#)

Current Status: Draft

Position Type: **Staff** Created by: **Human Resources**
 Department: **Workforce Degree Programs** Owner: **Human Resources**

[Take Action On Posting](#)

- Activate Guest User
- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Summary | [History](#) | [Settings](#) | [Hiring Proposals](#) | [Associated Position Description](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

[RAF Details](#) [Edit](#)

Position Information

NBAJOBS Title	Admissions Rep II
NBAPOSN Title	Admissions Rep II

- 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.

Summary | [History](#) | [Settings](#)

[Position Selection](#) [Edit](#)

- The orange circle with an exclamation mark indicates additional information is required in that section.
- Click the Edit button to complete the section.

Position Details [Edit](#)

Position Details

POSTING A STAFF POSITION – SUMMARY (continued)

- If the Location, Division, and/or Department needs to be changed, click on the Settings tab

Posting: Admissions Rep II (Staff) Edit Delete

Current Status: Draft

Position Type: Staff
Department: WorkForce Degree Programs

Created by: Human Resources
Owner: Human Resources

Take Action On Posting

- Activate Guest User
- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Summary | History | **Settings** | Hiring Proposals | Associated Position Description

Summary | History | **Settings** | Applicants | Reports | Hiring Proposals

Organizational Unit

Location: Provost

Division: College of Business

Department: Jake Jabs College of Business & Entrepreneurship

Applicant Workflow

Workflow State: Search Committee Review

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification: Initial Interview Approved

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow: Initial Interview Approved

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type: Reference

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

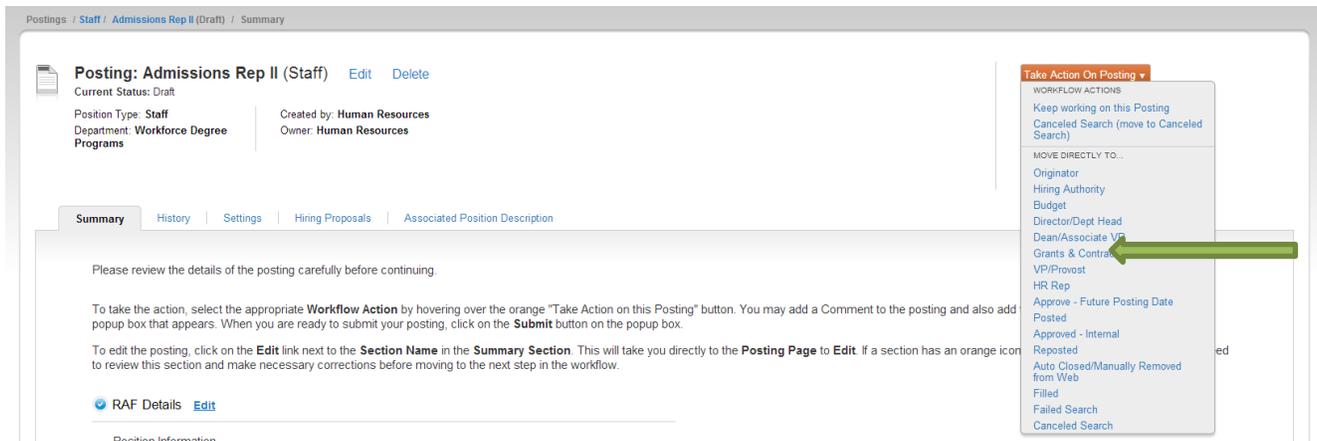
Accept online applications?

Special offline application instructions

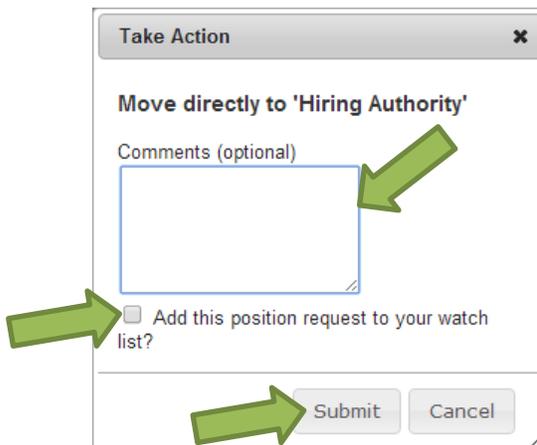
These 2 fields should be blank with the exception using **letters of recommendation** for certain faculty or executive searches, then **have Human Resources set, if needed.**

- 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**

POSTING A STAFF POSITION – SUMMARY (continued)



- 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**, click 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 Human Resources will post the position to make it live.**