STAFF POSTING FROM A POSITION DESCRIPTION

Staff Posting from a Position Description
Revision Date October 2019
HREmployment@untsystem.edu
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Staff Posting Workflow

![Staff Posting Workflow Diagram]

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Creating a Posting

Logging In

Access the PeopleAdmin system via my.untsystem.edu, click the link to the PeopleAdmin system and log in using your EUID and password.

Module View and User Roles

Please ensure that you are in the correct module, check your system view in the top left hand corner, it should say Applicant Tracking System. If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.
Also, please to ensure that you are logged in under the correct user group. To check your user group, look at the top right hand corner of the screen and you will see the user group drop down menu.

Only the following User Roles (User Groups) are able to create a posting request.

a. Initiator
b. Supervisor
c. Department Head

Selecting the posting type

Click on postings to expand the dropdown menu and select the type of posting that you are working on.
You will then click on the Create New Posting button found on the top right-hand side of the screen.

A dialogue box will then appear, giving you the option of creating from a previously created post or from a position description.
Finding a Position Description

Once you click on Create from Position Description, you will see a list of all the accessible job descriptions, depending on how long your list is, you can click on one that shows up immediately.

Unless you know for certain that you will not need to make any updates whatsoever to the post, you should always choose to post from a Position Description.
Once you click on Create from Position Description, you will see a list of all the accessible job descriptions.

Or you can type in either a portion of or the entire title of the description you wish to create from.
From the populated list you can view the posting by clicking on the title or hovering over the Actions link to expand the drop menu and selecting view.
Once you have viewed the description and are certain that it has been updated with the requested changes, you will click the Create Posting from this Posting Description link.

Posting Information

To get started you will need to select some basic information related to the post

Do not make any changes to this section, only and approved ePAR can make these changes.
The system requires you to complete an interest card for all postings. You will check all the areas that may be associated with either the job post or the department. This triggers a notification to potential applicants of postings that match their interests and drives bigger applicant pools.

Check the box to ensure that candidates will be able to view and apply for the position.

When you have entered the necessary information, click the Create New Posting button found on both the top and the bottom right side of the screen.
Position Details

Scroll through the Position Details and enter all the required information.

You can toggle through each of the different sections by clicking the appropriate link, you will be able to view and edit each one. You can also complete each step by clicking the next button found beside the save link at the top and bottom right side of the screen.

*Clicking next automatically saves your progress*
Position Information

Working Title  Staff Test Position

Position Number  

Department  UNT-Student Fin Aid & Schol-Gen-164800

Job Location  Denton

FTE  

Full Time/Part Time  

Budgeted Salary  

Department Summary

All Required sections are denoted by a red asterisk

The Department is seeking to hire a someone to join our team. This is a professional position that will provide comprehensive service to customers relative to institutional regulatory requirements. Performing detailed technical duties, conducting presentations, and maintaining professional knowledge.

Position Overview  

Additional Posting Details

Minimum Qualifications  

Preferred Qualifications

Required License/Registration/Certification  

The preferred candidate will possess the following additional qualifications:

- A Bachelor’s degree.
- 5 Year’s experience.
It is important that applicants know what is expected of them beforehand, so specific work schedule information is important and it must be indicated as to whether or not they will be required to drive a university vehicle.

Monday to Friday 8:00AM to 5:00PM and Occasional Weekends

Driving University Vehicle

No

This is a security sensitive position.

The University of North Texas System and its component institutions do not discriminate on the basis of race, color, national origin, sex, age, disability, tenure status, or status as a Vietnam era veteran in its educational programs, services, or activities, and admits students, hires employees, and offers appointments for persons without regard to race, color, national origin, sex, age, disability, tenure status, or status as a Vietnam era veteran.
Job Duties

Description of Job Duty
Assess and adjust departmental needs.

Description of Job Duty
Review and provide detailed explanation if necessary regarding research finding.

Description of Job Duty
Counsel and/or route incoming inquiries regarding the department.

Posting Detail Information

Posting Number

Old Requisition Number

* Is this posting internal to UNT System only? No

Desired Start Date

Position End Date (If temporary)

Applicant Reviewer
Select Some Options

* Job Open Date
11/01/2019

Job Close Date

Open Until Filled No

UNT system refers to all business units within the UNT world, UNT, UNTHSC, UNT Dallas and UNT System Administration.

You must select an Applicant Reviewer to process applicants through the workflow.

The job open date is mandatory. This is the date the position will post. You have the option of creating the posting and entering a future posting date.

If you require the posting to only be up for a specific period of time, then you may enter a closed date and the post will automatically be taken off the web.

**The 5 business day mandatory posting period must be satisfied**
A list of those sites which we post to automatically will be provided, allowing hiring departments to make more informed decisions as to whether or not they wish to make additional external posts.

Any specific information or actions that applicants need to be aware of should be entered here.

This will be charged to your department.

http://untsystem.peopleadmin.com/postings/9549

The quick link takes individuals directly to the posting and can be sent to potential applicants, allowing them to apply without having to search for the posting.
Supplemental Questions

This section allows you to ask candidates specific questions that will help to narrow down the applicant pool and help to ensure that only those candidates that meet certain criteria will make it through.

The system is also equipped with a built spell checker to help identify spelling errors. This is found at the top left middle portion of the screen under the Position Details section.

To add a question, click on the add question button.
There is a bank of questions for you to choose from. You can either scroll through to find what you are looking for, or you can sort them based on their categories by clicking the category dropdown menu and selecting the appropriate one.

Several questions can be selected at once by simply checking the box beside each one.

You also have the option of searching the question bank by name or keyword.

If you need to go to the next page to find additional questions, you must first submit your current selection(s) and then click the Add a Question button again.
If you are unable to find a question that fits your purposes, you have the option of creating a new one. To do so, you will click on the link at the bottom of the dialogue box.

If no new questions are required, you may simply click the submit button and continue.
Adding a New Supplemental Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

When the new dialogue box opens, you will type a name for the question, choose the category that it falls under and then type the question you wish to ask.

You can have applicants type in their answers with an open ended text box or you can set predefined answers for them to choose.

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Once you are finished, click the submit button.

**It is important to note that all new questions will show as pending and will be reviewed by Talent Acquisition (TA) before it will be visible on the posting**

You will then be able to see all supplemental questions that you have added, including any new ones.

You can also choose the order in which the questions appear by adjusting the numbering.
- To designate a question as a disqualifier, click on the question in the list and then check the box.
- You may also assign points to the different responses based on what is being asked.

To make the question mandatory for all applicants to answer, simply check the required box.

If you wish to remove a question you may click the X found at the far right side of each question.

When you have finished adding questions, you will click the Next button to save and move on to the following section.
Applicant Documents

Here you will determine which documents must be submitted by all applicants in order for them to have a completed application.

You can choose whichever documents are either, required, optional or not used. If you select “Not Used,” applicants will not have the option of submitting that document type.

When you are finished, click the Next button to save and move to the following section.

**If you need to request documents that are not listed, you can reach out to hremployment@untsystem.edu and make a request**
Guest User

Please note that guess user access is for someone who is not an employee of the UNT System, or its institutions.

Guest User

Click on the Create Guest User Account button. The system will automat

You can also notify the members of the review committee by adding the click on the Update Guest User Recipient List to notify the review commi

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

Want to give guests access to view this posting?

Create Guest User Account

If you require individuals outside of the organization to view applicants in a posting then you will need to create a guest user account and provide them with the credentials.

This can also be added at later time.
When finished or to skip this section, click the **Next** button.

**Guest User Credentials**

Guest users may view this posting by using these credentials.

**Username**

```
gu15972
```

**Password**

```
TM83M1
```

**Email Addresses of Guest User Recipients**

Email addresses (one per line)

- The system automatically generates a username and a password.
- You are not able to change the username but you have the option of changing the password.

When you are finished, click the **Update Guest User Recipient List** button.

Listing the email addresses of all recipients of the Guest User credentials one per line allows the system to automatically send the information to each one.
Search Committee Members

Assigning Search Committee Members
Using the top section labeled "Search" allows you to find existing users in the system.

Add Existing Account
If you enter either the username or email of a user, the system will return

Search Committee Members
No Search Committee Members have been assigned to this Posting yet.

Add Existing User

For job postings that have an associated search committee, this is where you would designate a chair and or grant access to the members.

Uncheck this box in order to view employees outside of your department.

From here, you can view and search for users, select the committee chair and add all members.

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Posting Summary

The next screen gives you a summary of all the information that you have entered, it also gives you an opportunity to review and make any necessary corrections.

If you wish to make changes, click the edit link and you will be able to do so.
Once you are satisfied that all the information is correct, hover over the Take Action On Posting button and click on the Approve link. This will send the posting to the next person in the approval process.

Once final approval has been granted, an email notification will be sent alerting you that the position has been posted.