Creating a Posting

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

Module View and User Roles

To 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.

User Group:
Initiator
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, presenting the option of creating 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. Select the job you wish to post.

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

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.

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 Save & Continue button.

Clicking next automatically saves your progress.
All required fields are labeled in red and with an asterisk.
It is important that applicants know what is expected of them before hand, 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.
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.
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(s) to process applicants through the workflow.

The supervisor is the person who this job will be reporting directly to.
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**

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

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.

This will be charged to your department.

Quicklink for Posting

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 sections 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.

<table>
<thead>
<tr>
<th>Position</th>
<th>Required</th>
<th>Category</th>
<th>Question</th>
<th>Status</th>
</tr>
</thead>
</table>

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.

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

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

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 no new questions are required, you may simply click the submit button and continue.

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.
Adding a New Supplemental Question

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.
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.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Not Used</th>
<th>Optional</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resume</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cover Letter</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Transcripts</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Letter of Recommendation</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>5</td>
<td>Curriculum Vitae</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Media File</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Portfolio</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 guest user access is for someone who is not an employee of the UNT System, or its institutions.

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 by reaching out to HRemployment@untsystem.edu.
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**

![Username field with 'gu15972' entered]

**Password**

![Password field with 'TM83M1' entered]

**Update Password**

- 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.

**Email Addresses of Guest User Recipients**

Email addresses (one per line)

- 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.

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

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.
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 with everything, click the “Take Action on Posting” button.

An Initiator can move the posting to “Initiator” and can select themselves or another department Initiator in the drop down box that pops up after clicking here. The Initiator named in the pop up box will be the only Initiator to receive auto notifications regarding the posting. Or they can just send it to “Approve to Supervisor.”
The next step is to forward the posting to the Supervisor to approve. Depending on your specific department’s preference – sometimes the Dept. Head also approves. After all approvals, it is sent to Talent Acquisition to post.

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