

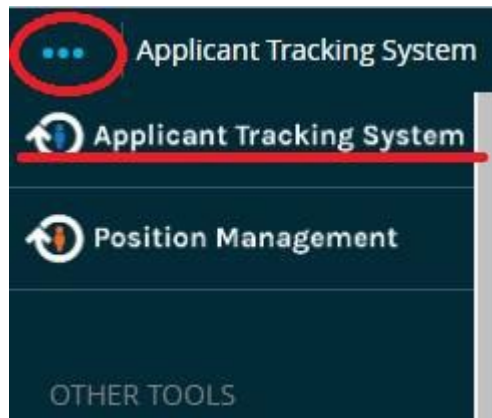
# POSTING FROM A POSITION DESCRIPTION

# Creating a Posting

Access via [my.untsystem.edu](https://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.

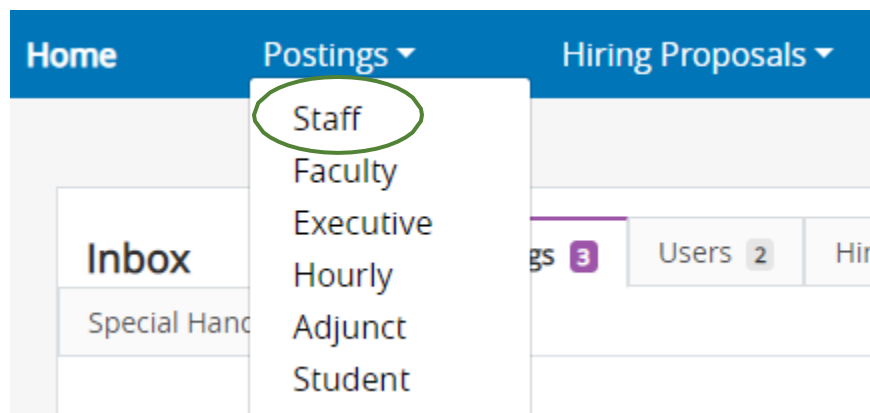


Only the following User Roles (User Groups) are able to create a posting request.

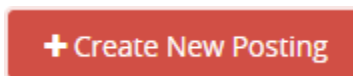
- a. Initiator
- b. Supervisor
- c. Department Head

### 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.

Working Title	Posting Number	Department	Active Applications	Workflow State	Job Close Date	(Actions)
PD Test	S001P	HSC-1115 Waiver Admin-365100	1	Filled	10/21/2019	Actions ▼
Accountant 1	S002P	HSC-1115 Waiver Admin-365100	5	Filled	09/27/2019	Actions ▼
Director of Publications	S004P	HSC-1115 Waiver Admin-365100	0	Closed/Remove from Web	08/31/2019	Actions ▼
Chief of Staff - MH	S009P	HSC-1115 Waiver Admin-365100	0	Closed/Remove from Web	08/29/2019	Actions ▼
Research Scientist	S005P	HSC-1115 Waiver Admin-365100	1	Republished		Actions ▼
Senior Assoc Dir Admission - MH	S006P	HSC-1115 Waiver Admin-365100	0	Closed/Remove from Web	09/10/2019	Actions ▼
Director of Student Services - MH	S007P	HSC-1115 Waiver Admin-365100	1	Filled	09/24/2019	Actions ▼

## Posting Information

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

 New Posting Create New Posting Cancel

\* Required Information

Posting Title \*

Organizational Unit

Campus \*

Division \*

Department \*

Do not make any changes to this section, only and approved ePAR can make these changes.

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## Interest Card

### Interest Card Categories

- ☒ Administrative
- ☒ Admissions
- ☐ Advancement
- ☐ Alumni Affairs/ Development

☐ Athletics

### Online Applications

☒ Accept online applications?

Special offline application instructions

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.

**+ Create New Posting**

## Position Details

The image shows a user interface for editing a posting. On the left is a sidebar titled 'Editing Posting' with a list of sections: 'Position Details' (highlighted with a green bar and a green checkmark), 'Supplemental Questions' (with a green checkmark), 'Applicant Documents' (with a green checkmark), 'Guest User' (with a green checkmark), 'Search Committee Members' (with a green checkmark), and 'Summary'. A green bracket on the right side of the sidebar groups the sections from 'Position Details' down to 'Search Committee Members'. To the right of the sidebar is the 'Position Details' section. It contains a text box explaining that users can toggle through sections and complete steps by clicking 'Save & Continue'. Below the text box are two blue buttons: 'Save' and 'Save & Continue'. At the bottom of the 'Position Details' section, a note states: 'Clicking next automatically saves your progress'.

**Editing Posting**

- ✓ Position Details
- ✓ Supplemental Questions
- ✓ Applicant Documents
- ✓ Guest User
- ✓ Search Committee Members
- Summary

**Position Details**

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.

**Save** **Save & Continue**

*Clicking next automatically saves your progress*

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

## Position Information

### UNT System Overview

Welcome to the University of North Texas System, or UNT World as we like to call ourselves. UNT World includes the University of North Texas in Denton, the University of North Texas at Dallas and the University of North Texas Health Science Center in Fort Worth. We are the only university system based exclusively in the robust Dallas-Fort Worth region and we are committed to transforming lives and creating economic opportunity through education. Over the past decade, combined UNTS enrollment has grown by more than 25 percent to nearly 44,000 students.

### Posting Title

HR Assistant II

### Position Number

00008720

### Department

SYS-Human Resources-910600

### Job Location

Denton

### FTE

1.000000

### Full Time/Part Time

Full-Time

### Budgeted Salary

\$32,499.960

### Salary Information

Viewable by Candidates

### \* Department Summary

This field is required.

All required fields are labeled in red and with an asterisk.

### Position Overview

The Talent Acquisition Assistant II position serves as the first point of contact support to incoming calls/emails/requests for the UNT System Human Resources Department. Work is performed independently within established office policies and procedures under the functional supervision of under the guidance of the Recruiting Support Manager. Responsibilities of the position include but are not limited to: \* Receives inbound calls and answers general inquiries using knowledge of current HR procedures and practices or knowledge gained through researching online resources during the call. \* Routes caller to appropriate contact for service if unable to answer customer's inquiry directly. \* Enters and updates information in resolution tracking system. \* Takes accurate messages and delivers messages to staff in a timely fashion. \* Applies judgment to troubleshoot and route calls appropriately for best customer service outcome. \* Initiates telephone calls to obtain or relay information. \* Displays high level of responsiveness to customer's needs, maintaining excellent customer service skills at all times. \* Maintains current knowledge of organizational structure of all UNT System institutions and policies and procedures relevant to assigned area of responsibility. \* Reviews and processes human resources forms and assists with completion. \* Composes routine correspondence and prepares correspondence. \* Compiles information and prepares reports as needed. \* Assists with HR system testing where appropriate. \* Scans paper documents into appropriate workflow (files), which may include sorting, researching, and preparing paper documents for scanning. \* Maintains electronic file integrity, which includes scanning for readability, checking for misfiled documents, and removing duplicate documents.

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## Additional Posting Details

- Minimum Qualifications** Graduation from High School or GED equivalent and three years of human resources administrative and technical assistance work. Substitution of education for experience allowed. The following knowledge, skills, and abilities are required:
- Knowledge of the principles and practices of human resources management.
  - Skill in conducting interviews, in using computers and human resources related software applications, and in handling multiple tasks and prioritizing.
- Knowledge, Skills and Abilities**
- Ability to evaluate applicant qualifications, to analyze job requirements, to prepare job descriptions, and to communicate effectively.
  - Skill in telephone etiquette and courteous communications with public.
  - Skill in basic office procedures.
  - Skill in the use of office computer/software.
  - Skill in the operation of a variety of office machines including, personal computers, telephones and copiers.
  - Skill in basic filing and recordkeeping.

Prefer previous experience in Human Resources.

Preferred Qualifications

**Required License/Registration/Certification**

**Work Environment**

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.

\* **Work Schedule**

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

\* **Driving University Vehicle**

No ▼

**Security Sensitive**

This is a security sensitive position.

**EEO Statement**

The University of North Texas System and its component institu  
North Texas System and its component institutions do not discr  
status in its application and admission processes, educational p

**Classification Title**

**Physical Requirements**

Cleaning, Lifting up to 10 pounds, Lifting up to 25 pounds, l

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## 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.

## Job Duties

### Posting Detail Information

Posting Number

Old Requisition Number

\* Is this posting internal to UNT System only?

☐

This field is required.

Would you like an HR Recruiter to assist with this position?

☐

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

Recruiter Assigned

Select Some Options

Recruiter Assistant

Select Some Options

Desired Start Date

Position End Date (if temporary)

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

\* Applicant Reviewer

Select Some Options

This field is required.

\* Supervisor

Select an Option

This field is required.

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

Supervisor's Title for offer letter

\* Job Open Date

This field is required.

Job Close Date

Open Until Filled

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\*\***

Special Instructions to Applicants

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

Venues Requested for External Advertising

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>

Executive Search Firm Used

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.

### 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

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Add a question

Save << Prev Next >>

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.

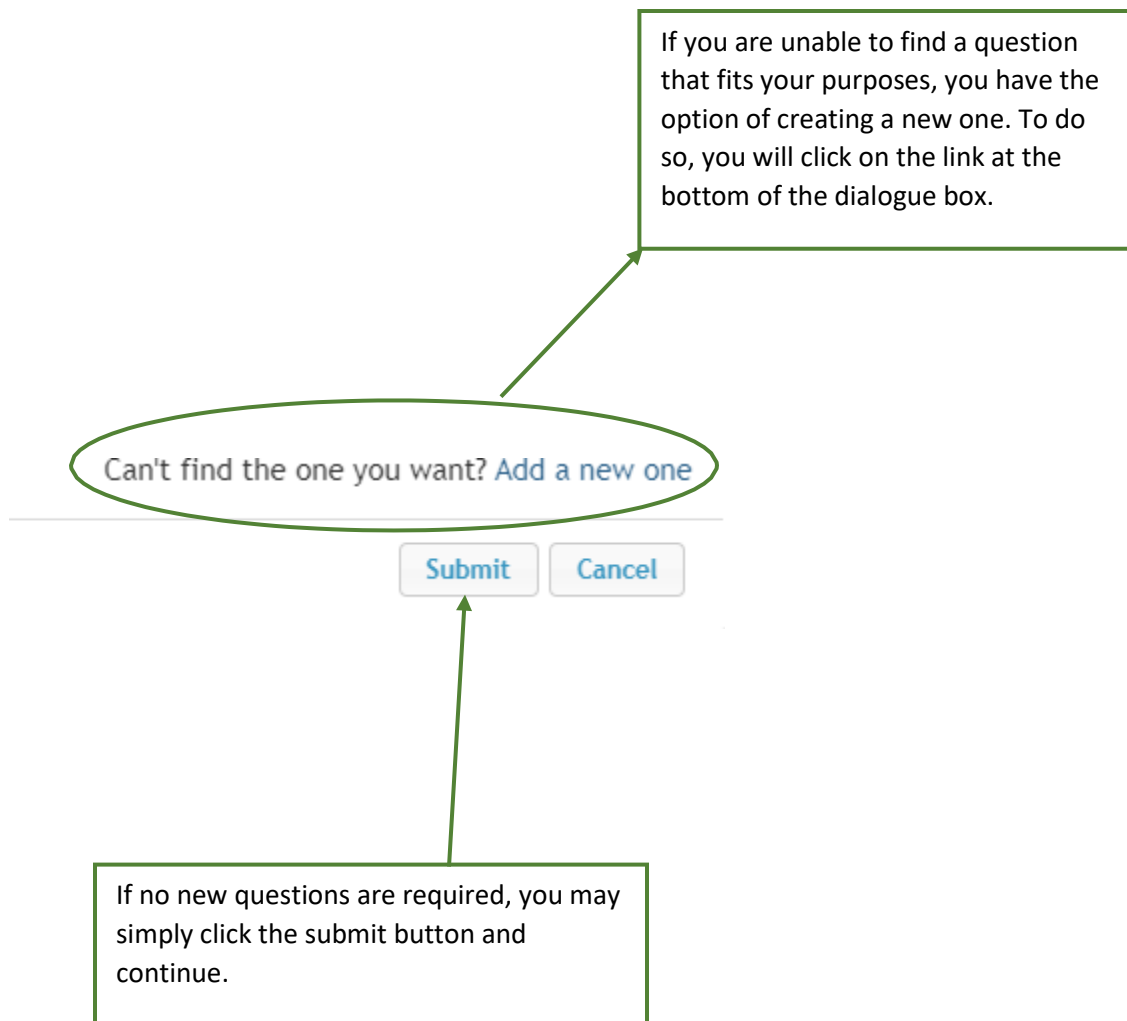
If you need to go to the next page to find additional questions, you must first submit your current selection(s) and then click the Add a Question button again.

Displaying 1 - 15 of 41 in total  
 ← Previous | Next →

Can't find the one you want? Add a new one

Submit Cancel

The screenshot shows a web interface titled 'Add a Question'. At the top, there's an orange header bar with the title and a close button. Below it, the section 'Available Supplemental Questions' contains a category dropdown menu (currently set to 'Any') and a keyword search bar. A list of questions follows, each with a checkbox and a category label (e.g., 'Uncategorized', 'Education', 'Experience'). The questions include prompts like 'Did you hear about this employment opportunity?', 'Do you have a bachelor's degree?', and 'How many years of experience do you have in this type of position?'. At the bottom, there are pagination controls showing 'Displaying 1 - 15 of 41 in total' and 'Previous | Next' buttons, along with a link to 'Add a new one' and 'Submit' and 'Cancel' buttons.



## 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.

The form contains the following fields and elements:

- Name \***: A text input field.
- Category**: A dropdown menu with the following options: "Please select a category", "Please select a category", "Education", and "Experience".
- Question \***: A large text area for the question.

Annotations include green circles around the "Name", "Category", and "Question" labels, and a green arrow pointing from the "Question" label to a text box.

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.

The section is titled **Possible Answers** and contains two radio buttons:

- ☐ Open Ended Answers
- ☒ Predefined Answers

Annotations include a green circle around the "Possible Answers" title and a green arrow pointing from the "Predefined Answers" radio button to a text box.

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

Empty answers will be excluded.  
Click and drag possible answers to reorder them.

Possible Answer 1:

Possible Answer 2:

Annotations include a green circle around the "Possible Answer 1" and "Possible Answer 2" labels, and a green arrow pointing from the "Possible Answer 1" label to a text box.

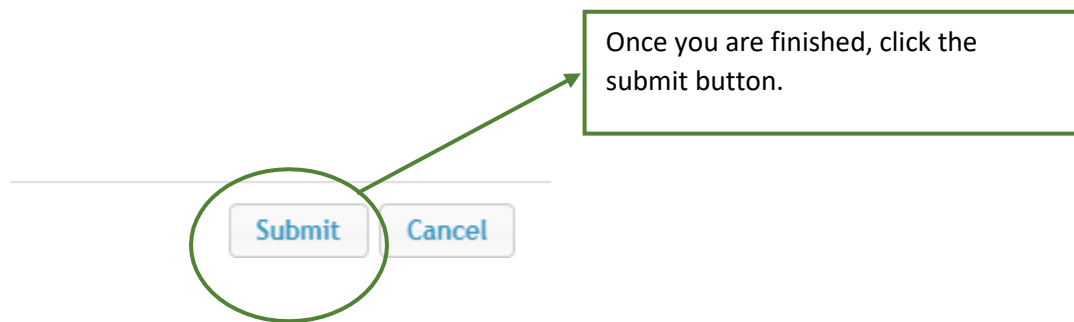
Submit

Cancel

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

**\*\*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\*\***

Included Supplemental Questions						
Position	Required	Category	Question	Status		
1	<input type="checkbox"/>	Education	What is the highest level of education attained?	active	<input type="checkbox"/>	
3	<input type="checkbox"/>	Experience	When would you like to work	pending	<input type="checkbox"/>	

[Add a question](#)

[Save](#) [<< Prey](#) [Next >>](#)

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.

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Education	Do you have a bachelor's degree?	active X

Possible Answers: Predefined Options				
	Answer	Points	Disqualifying	
1.	Yes	<input type="text"/>	<input type="checkbox"/>	
2.	No	<input type="text"/>	<input type="checkbox"/>	

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.

Status
active X
active X

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.

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

or

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](mailto: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 thei  
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](mailto: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

gu15972

Password

TMs3M1

Update 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.

- 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.

Update Guest User Recipient List



Click Next to save and continue to the following page.

## Search Committee Members

### Search Committee Members

#### Assigning Search Committee Members

Using the top section labeled "Search" allows you to find existing users in t

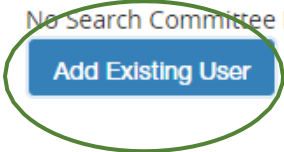
For job postings that have an associated search committee, this is where you would designate a chair and or grant access to the members

#### ► 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.



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

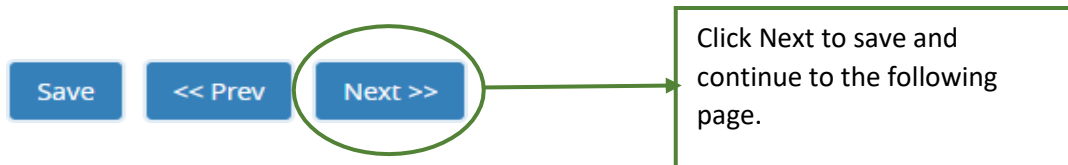
Search: <input type="text"/>						Search
Department: <input type="text"/>						
<input checked="" type="checkbox"/> Display search committee user group members only						
Last Name	First Name	Email	Department	Committee Chair	(Actions)	
User	Test	emailaddress@zed.zed	SYS-Human Resources-910600	<input type="checkbox"/>	<input type="button" value="Add Member"/>	

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.

**Posting: Staff Test Position (Staff)** [Edit](#)

Current Status: Draft

Position Type: **Staff** Created by: **Test User**

Department: **UNT-Student Fin Aid & Schol-Gen-164800** Owner: **Test User**

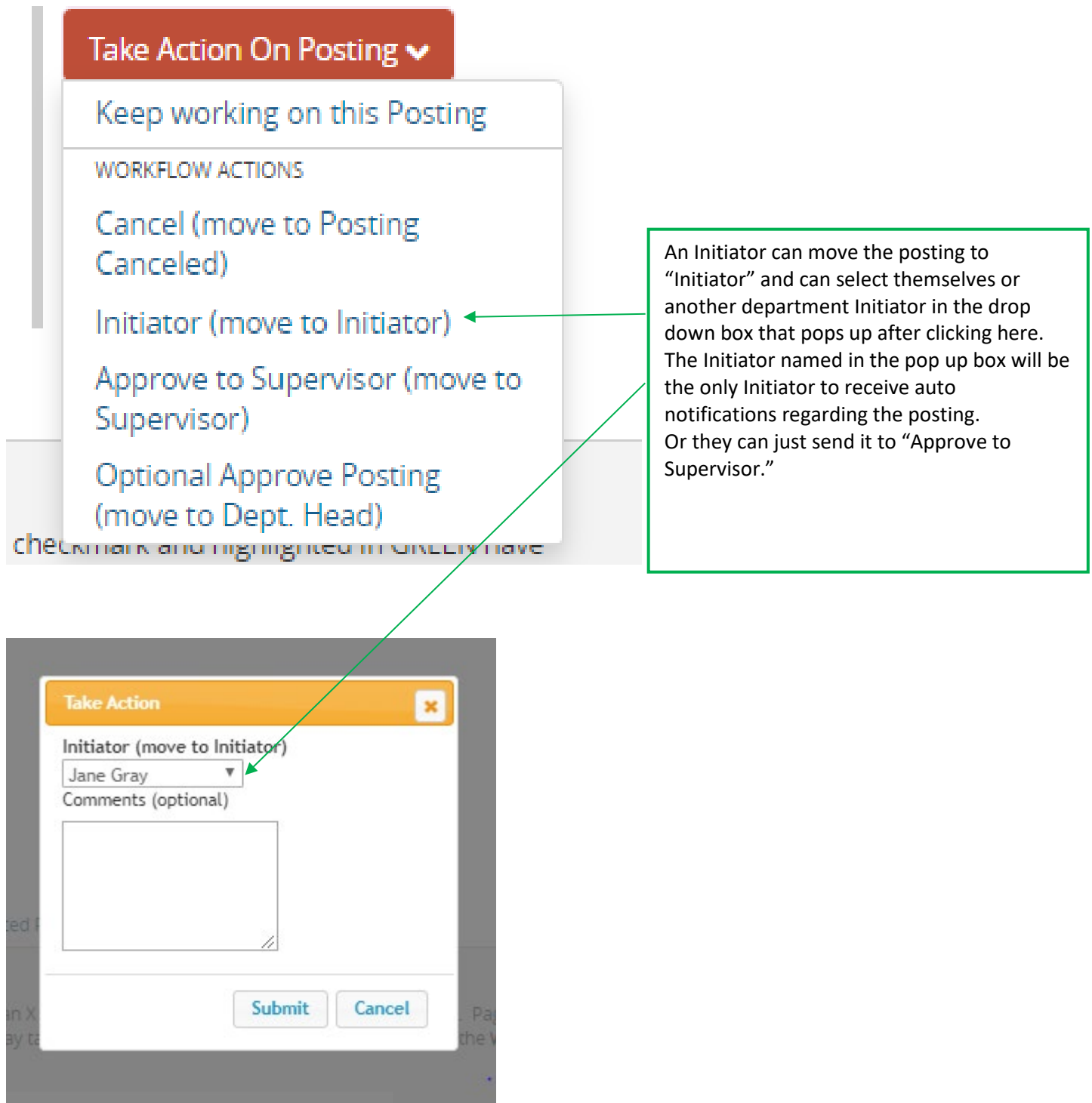
Summary | History | Settings | Hiring Proposals | Associated Position Description

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

✓ Position Details [Edit](#)

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.



The image shows two screenshots from a web application. The top screenshot displays a red button labeled "Take Action On Posting" with a downward arrow. Below the button is a dropdown menu with the following options: "Keep working on this Posting", "WORKFLOW ACTIONS", "Cancel (move to Posting Canceled)", "Initiator (move to Initiator)", "Approve to Supervisor (move to Supervisor)", and "Optional Approve Posting (move to Dept. Head)". A green arrow points from the "Initiator (move to Initiator)" option to a text box on the right. The text box contains the following text: "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 bottom screenshot shows a "Take Action" dialog box. It has a title bar with "Take Action" and a close button. Inside the dialog, there is a label "Initiator (move to Initiator)" above a dropdown menu showing "Jane Gray". Below the dropdown is a label "Comments (optional)" above a text area. At the bottom of the dialog are "Submit" and "Cancel" buttons. A green arrow points from the "Initiator (move to Initiator)" option in the top screenshot to the "Initiator (move to Initiator)" label in the bottom screenshot.

Take Action On Posting ▼

Keep working on this Posting

WORKFLOW ACTIONS

Cancel (move to Posting Canceled)

Initiator (move to Initiator)

Approve to Supervisor (move to Supervisor)

Optional Approve Posting (move to Dept. Head)

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.”

Take Action

Initiator (move to Initiator)

Jane Gray

Comments (optional)

Submit Cancel

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.

### Take Action On Posting ▼

Keep working on this Posting

#### WORKFLOW ACTIONS

Approve to Supervisor (move to Supervisor)

Optional Approve Posting (move to Dept. Head)

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