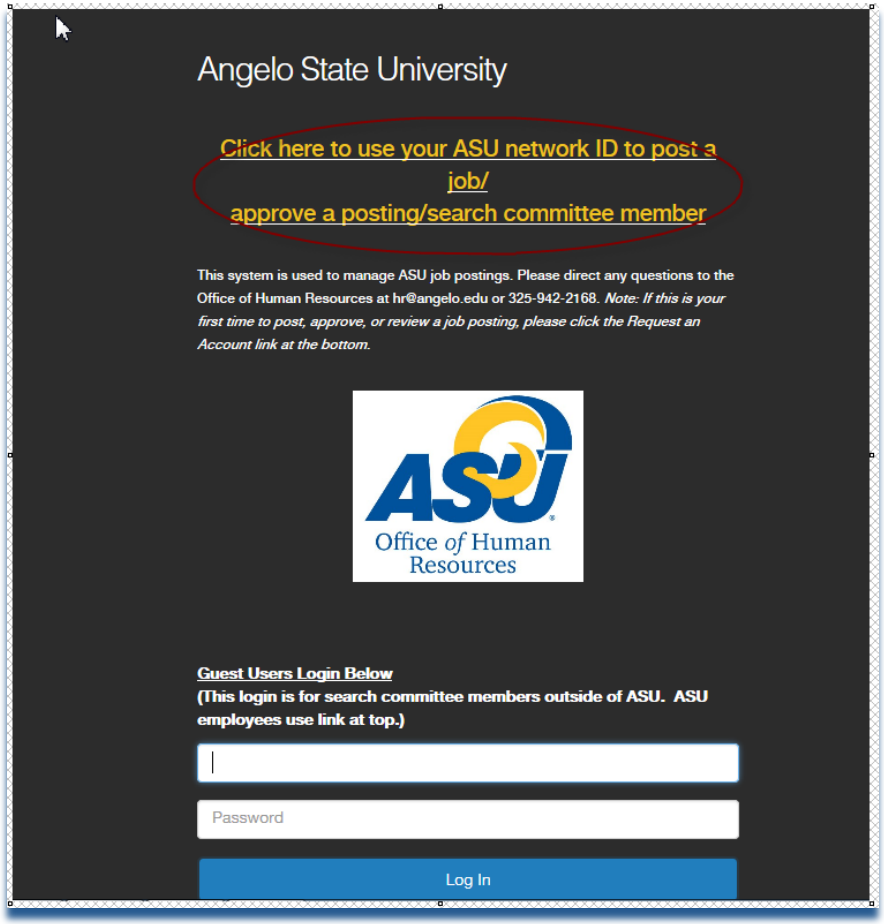
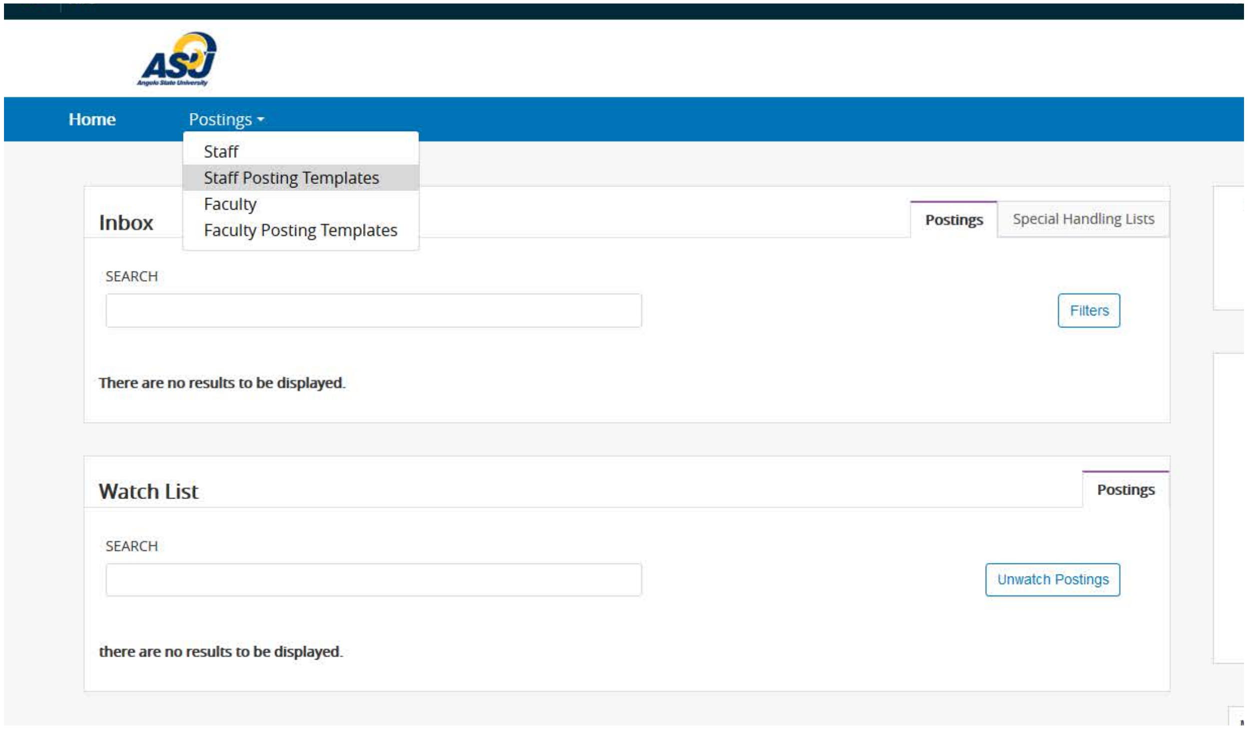
# How-To Create a Job Posting in the Online Employment System

1. Type **https://employment.angelo.edu/hr** in your web browser, or click on the link. You may also go through Ramport – Employee Tab – Hiring Info to get to the employment system.

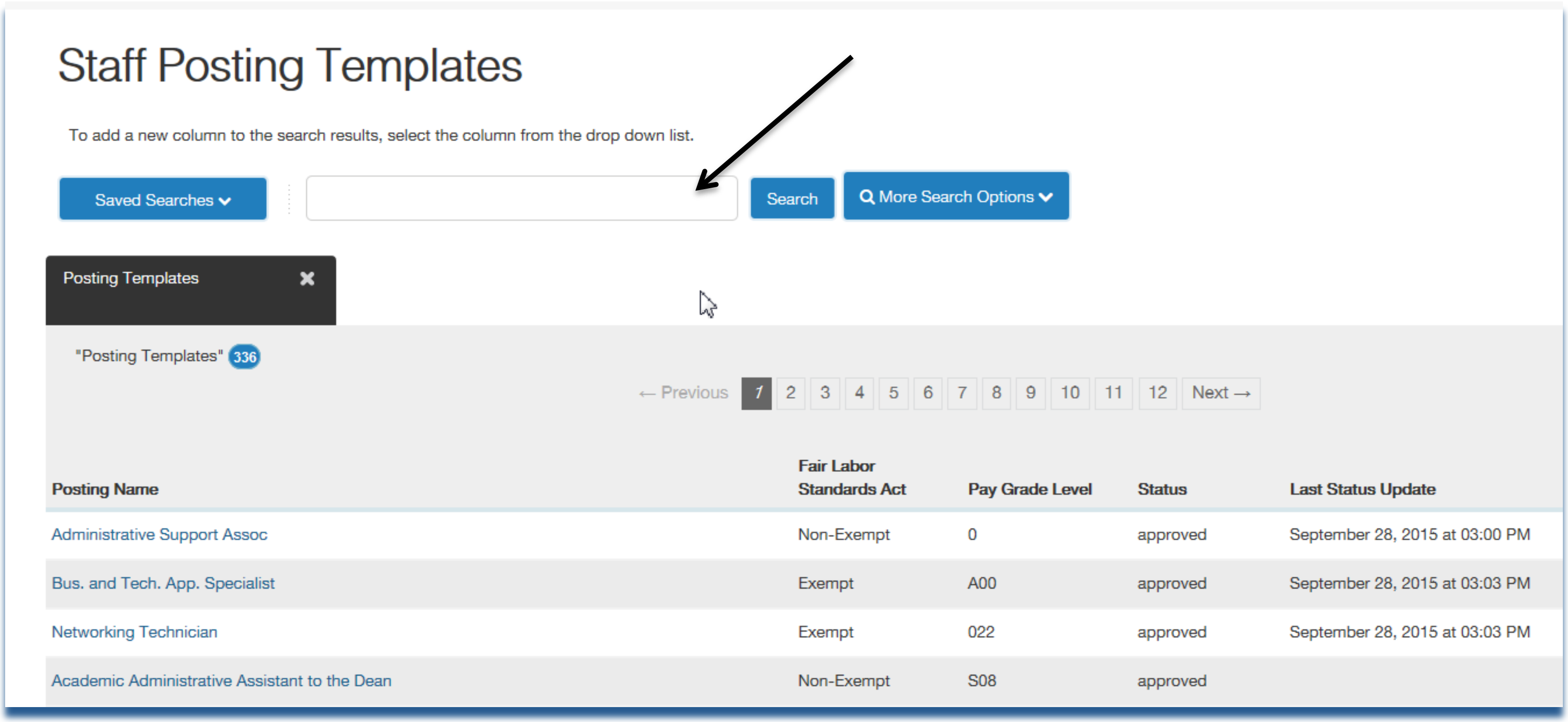
2. Click on the gold-colored text to log in to the employment system using your ASU network username and password.



3. Once you are logged in, look for the Postings menu and select the type of posting template you need.

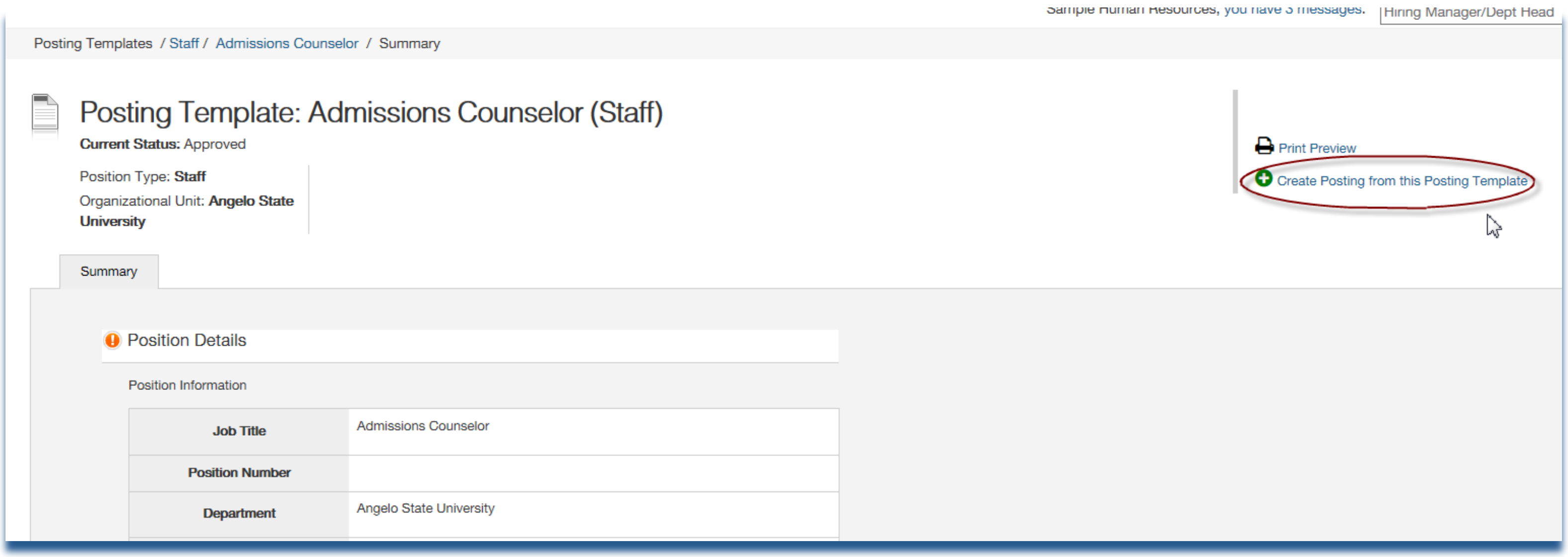


5. Search for the title of the position you wish to create, or type in a search for the position. If you cannot find the title of the position you are looking for, simply type in and select “New Position” from the menu, or, you may call HR and can ask them to add a template for you.




6. Once you find the position, click on the title.

7. Select **Create Posting from this Posting Template** in the upper right-hand corner.




8. **New Posting Details**

Fill in the required fields, denoted by an asterisk (*) on the page.

a) Choose the **Division** and **Department** of the posting. In some instances, this information will auto-populate.

b) The **Workflow State** is already populated. (This shows what applicants will see as soon as their completed applications are submitted.)

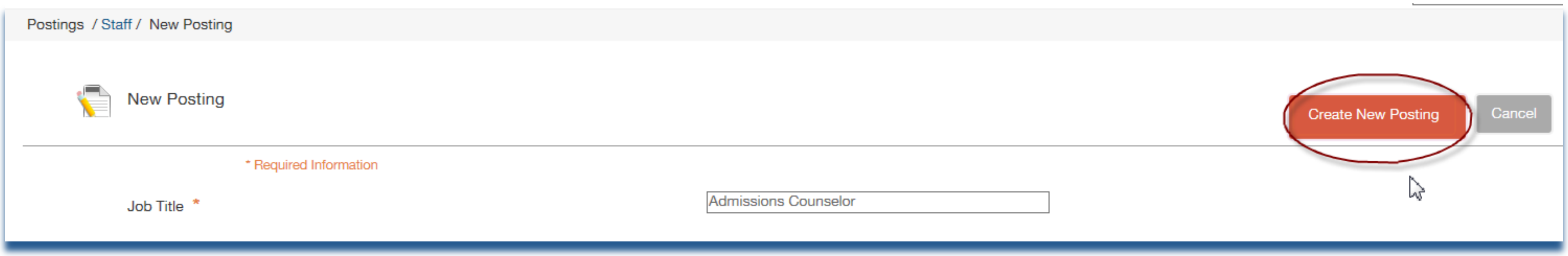
c) You only need to fill out the **References** section if you require applicants to submit letters of reference. If required, applicants will be mandated to name a specified number of references during the application process and then automated notifications will go out to the named references for letter uploads. If you do not require that reference letters be submitted, skip to the next section by clicking the orange **Create New Posting** button. If you choose to receive reference letters,

   I. Select the workflow state where you would like references to submit letters.

   II. Next, select the workflow state where you would like applicants to be once all letters of recommendation have been provided. Select the document type – reference letter – that you require.

d) Keep the box checked to accept online applications.

9. Once all required fields are completed, click on the orange **Create New Posting** button.

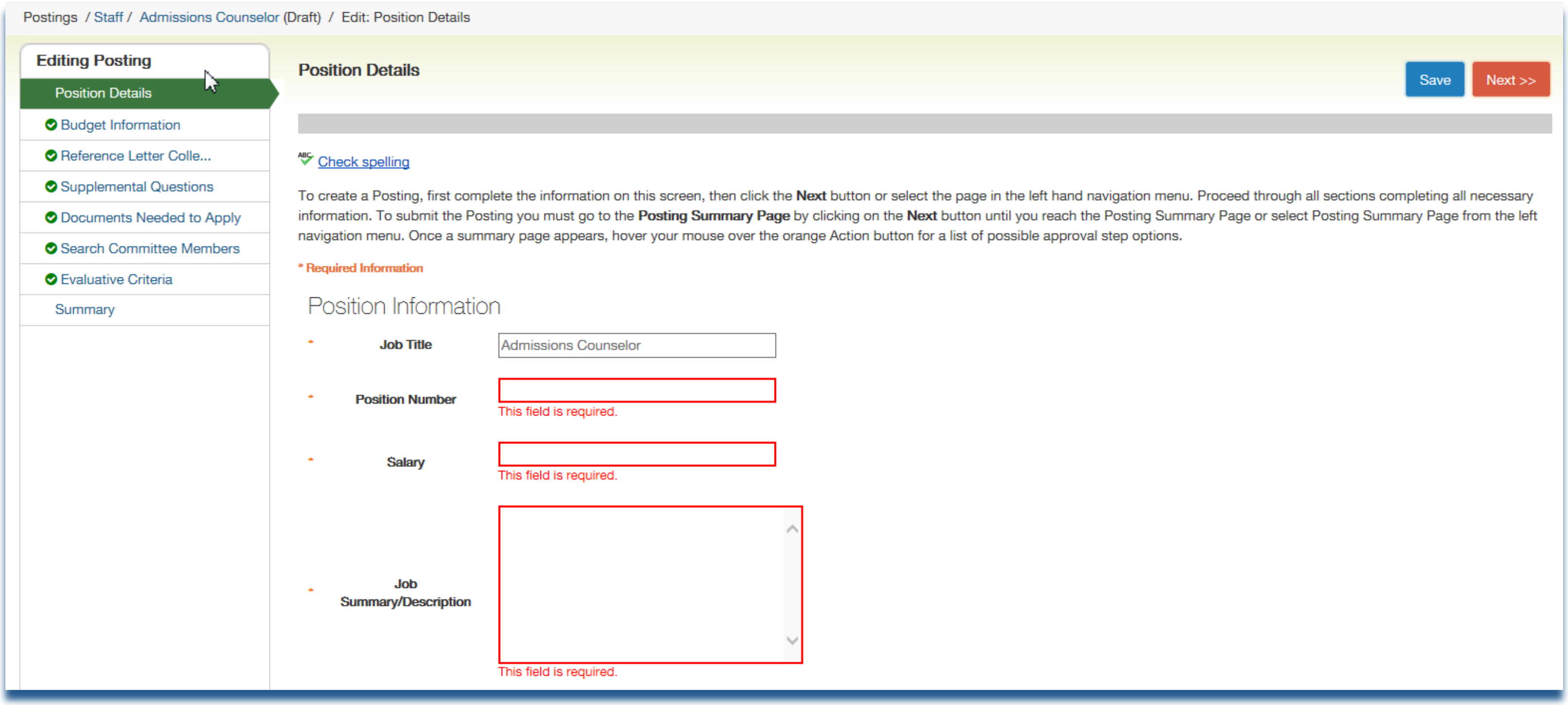



10. **Position Information**

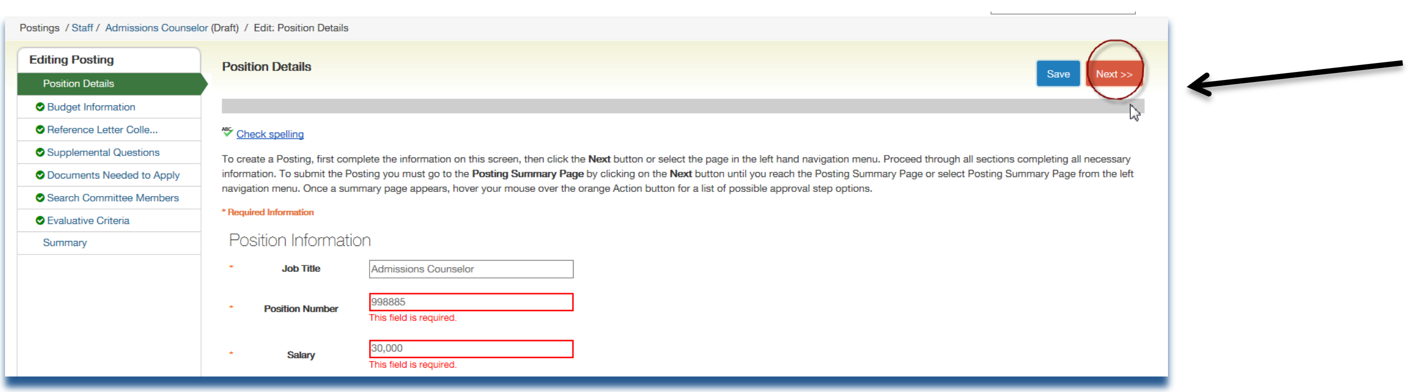
    Fill in the position details. Fields with a red asterisk (*) are required.

    a) **Position Number**: Enter the 5-digit Position Number (aka: POSN). Enter “00000” if New Position, and HR will assign a new POSN, if one has not already been provided to you.
    b) **Salary**: Type in the exact dollar amount of the yearly salary that you want to pay. For many faculty positions, you may type in Commensurate.
    c) **Job Summary/Description**: Description of the job.
    d) **Typical Duties/Job Duties**: List the typical duties of the job.
    e) **Knowledge, Skills and Abilities**: Indicates the successful performance of the position.
    f) **Minimum Qualifications**: List the minimum qualifications required to perform the job.
    g) **Preferred Qualifications**: Qualifications desired beyond the minimum requirement.
    h) **Physical Requirements**: The physical working conditions, if any.
    i) **Fair Labor Standards Act**: Choose exempt for a salaried position and non-exempt for an hourly position.
    j) **Pay Grade Level**: This will automatically populate in most cases.
    k) **Reason for Vacancy**: Select from the options listed in the drop down menu.
    l) **Job Code**: This will automatically populate in most cases.
    m) **Appointment Term**: Choose from menu (most staff are 12-month; faculty vary).
    n) **Number of Vacancies**: Typically will be 1.
    o) **Desired Start Date**: Optional field.
    p) **Position End Date**: Optional field.
    q) **Open Date**: Choose date that you would like posting to go live (keep in mind that postings are routed through an approval queue).
    r) **Review Start Date**: Optional field.
    s) **Close Date**: Optional Field.
    t) **Open Until Filled**: Response is based on closing date, if there is one.
    u) **Special Instructions to Applicant**: Optional Field.

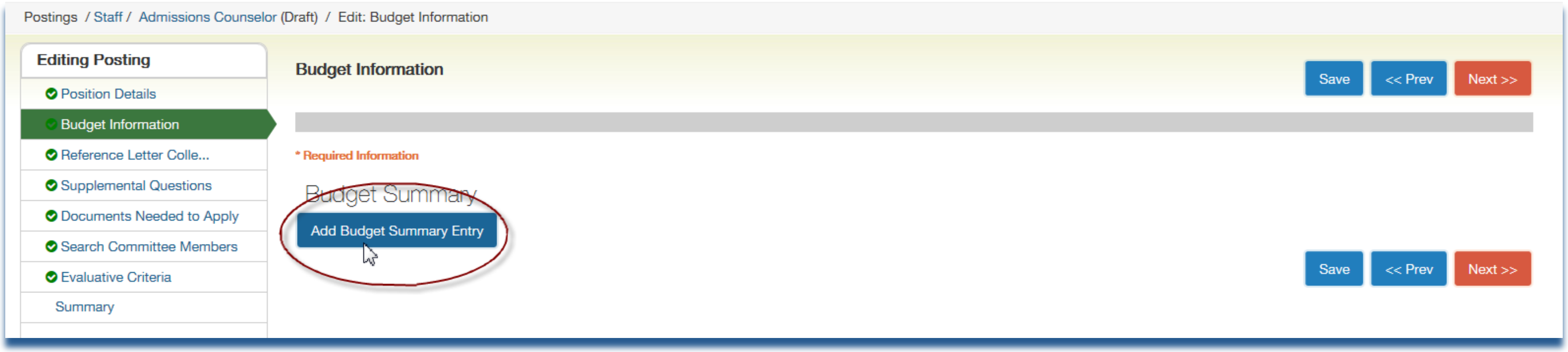
v) **Advertising**: Optional Fields.



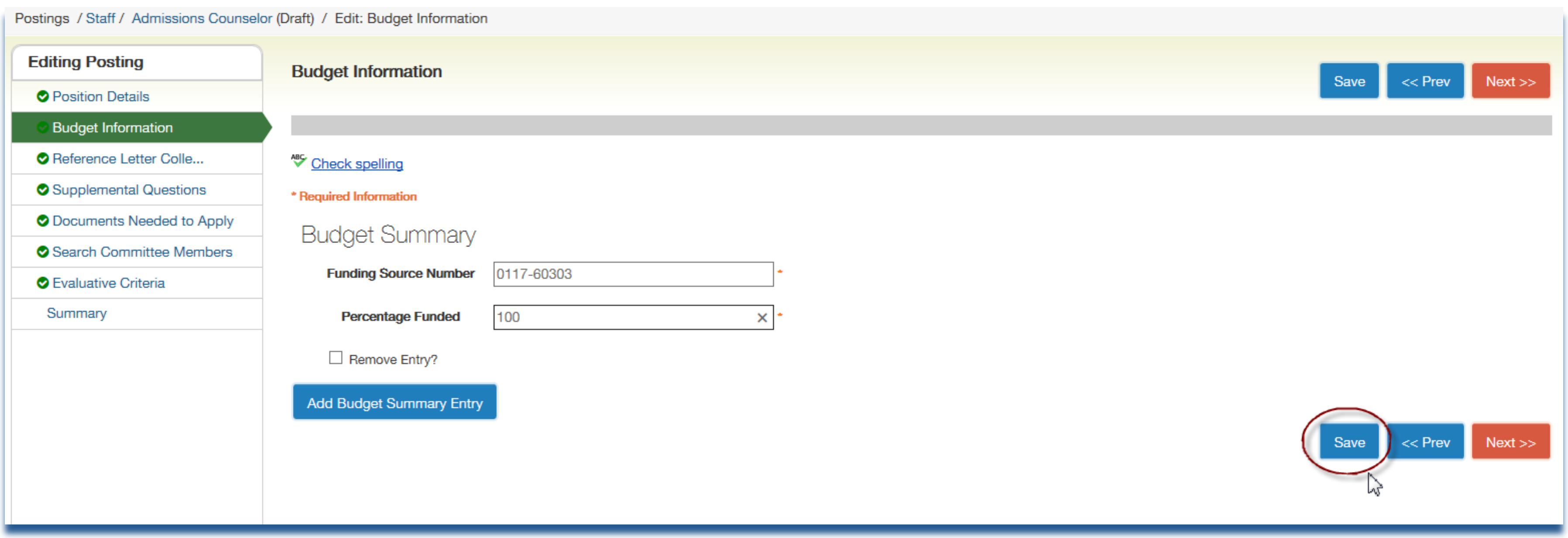

11. After completing the required information, press either orange **Next** button.



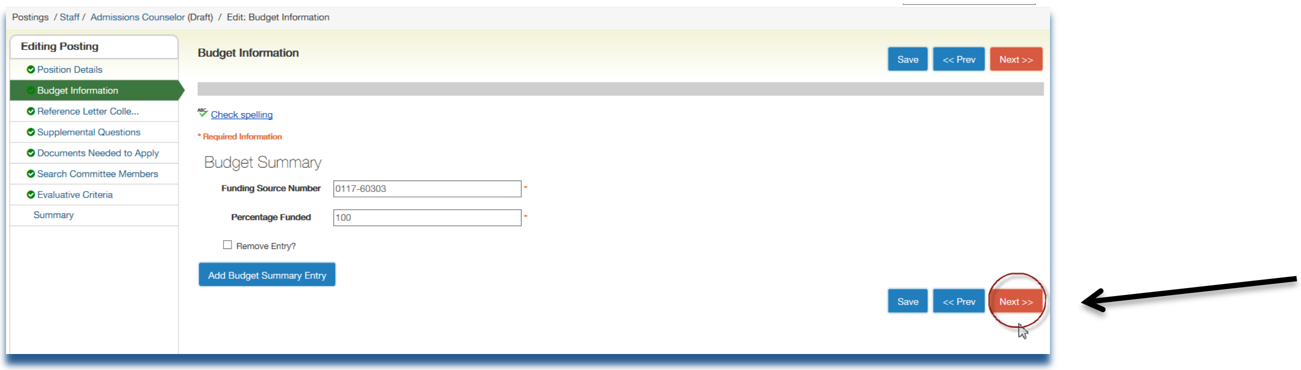
12. **Budget Information**
    Click on the blue **Add Budget Summary Entry.**




13. Type in the account number of the source from which the position is funded, as well as the percentage (100% for single source). If position is funded from more than one account, click the blue **Add Budget Summary Entry** button again to enter additional information.



14. Once all budget information is entered, press the orange **Next** button.



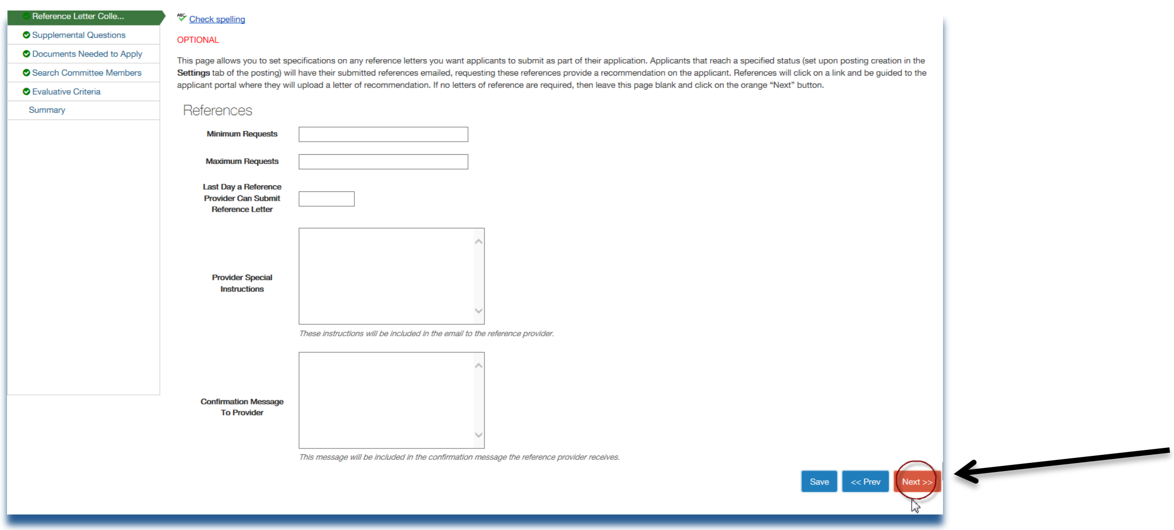

15. **OPTIONAL: References**

This section is where you identify the specifics about receiving reference letters. If you are not soliciting letters for this position, leave it blank. If letters are required, complete the fields. Then, click the orange **Next** button.

a. **Minimum Requests**: The minimum number of references /letters that an applicant will need.

b. **Maximum Requests**: The maximum number of references /letters than an applicant can have.

c. **Last Day a Reference Provider Can Submit Reference Letter**: The last day that a reference (who has been notified by the system) can upload a reference letter.



16. **OPTIONAL**: **Supplemental Questions**

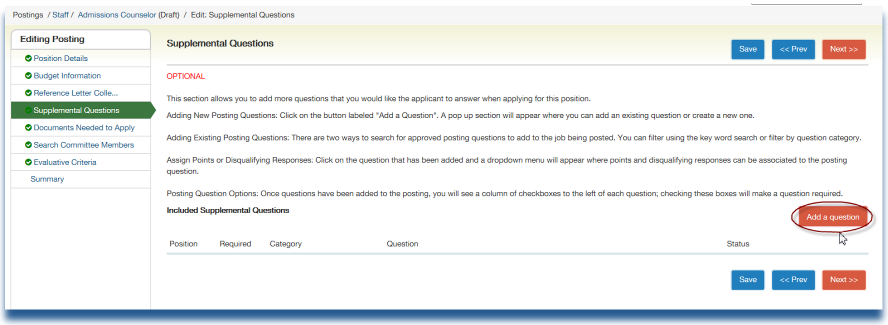
This section allows you to add more questions that you would like the applicant to answer. To skip over this section, click on the orange **Next** button.

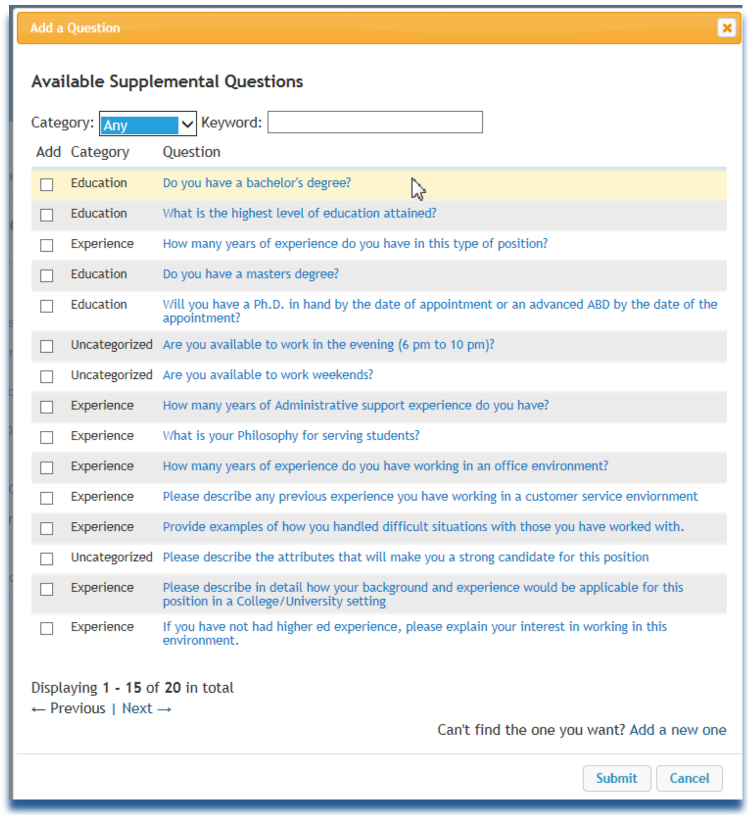
To add a question, click the orange **Add a Question** button and a box will appear (see below).

You can either choose from questions that populate from previous postings by clicking the **Add** check box, or add a new question by clicking the **Add a new one** link. To add a new question, provide a name and the question.

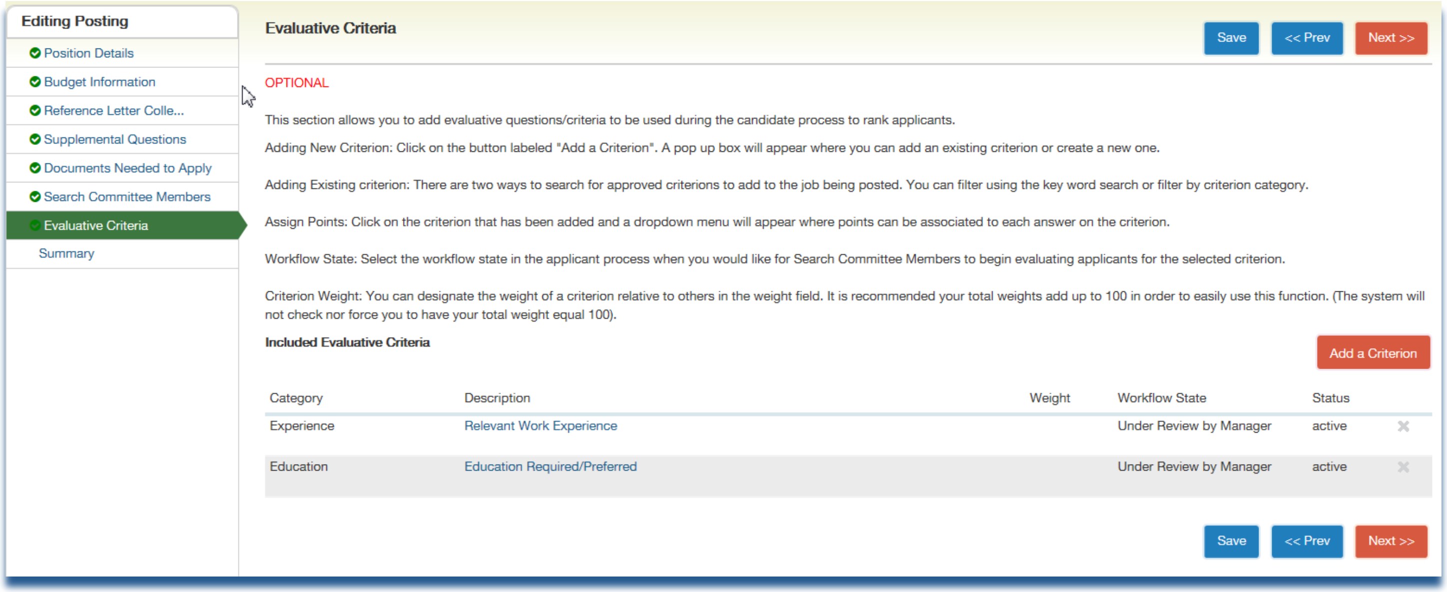
- Open Ended Answers: Will appear as a text box.
- Predefined Answers: You can predefine answers for the applicant to choose. More boxes will appear as you tab through.

Once you add the question to the posting by clicking **Submit**, you can click on the blue question link and specify if you want an answer choice to be disqualifying, or you can assign points for assessment.



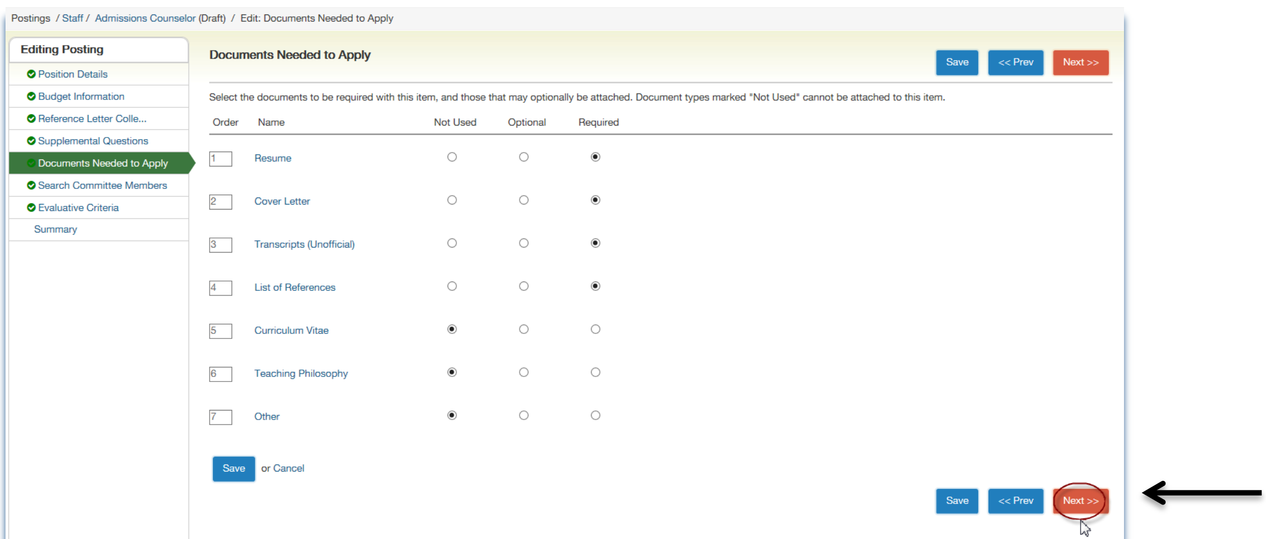



17. Any added questions will be listed for review after submission. If everything is correct, click on the orange **Next** button.



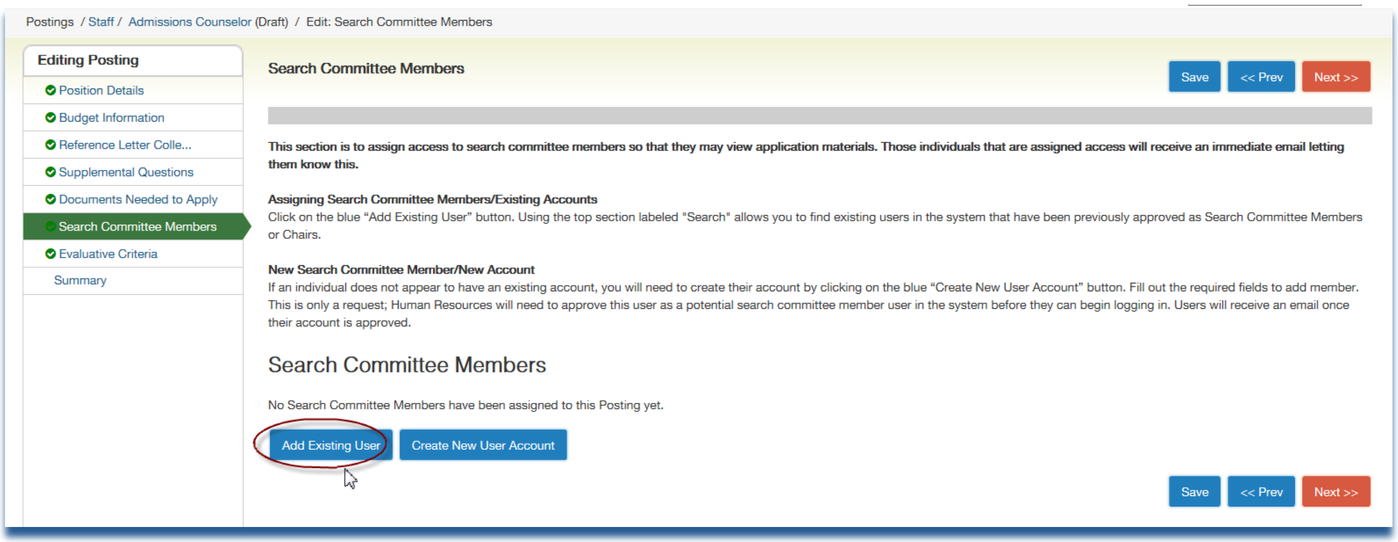

18. **Documents Required of Applicant**

Here you can choose which documents you want to require for the applicant to upload. When finished, click the orange **Next** button.

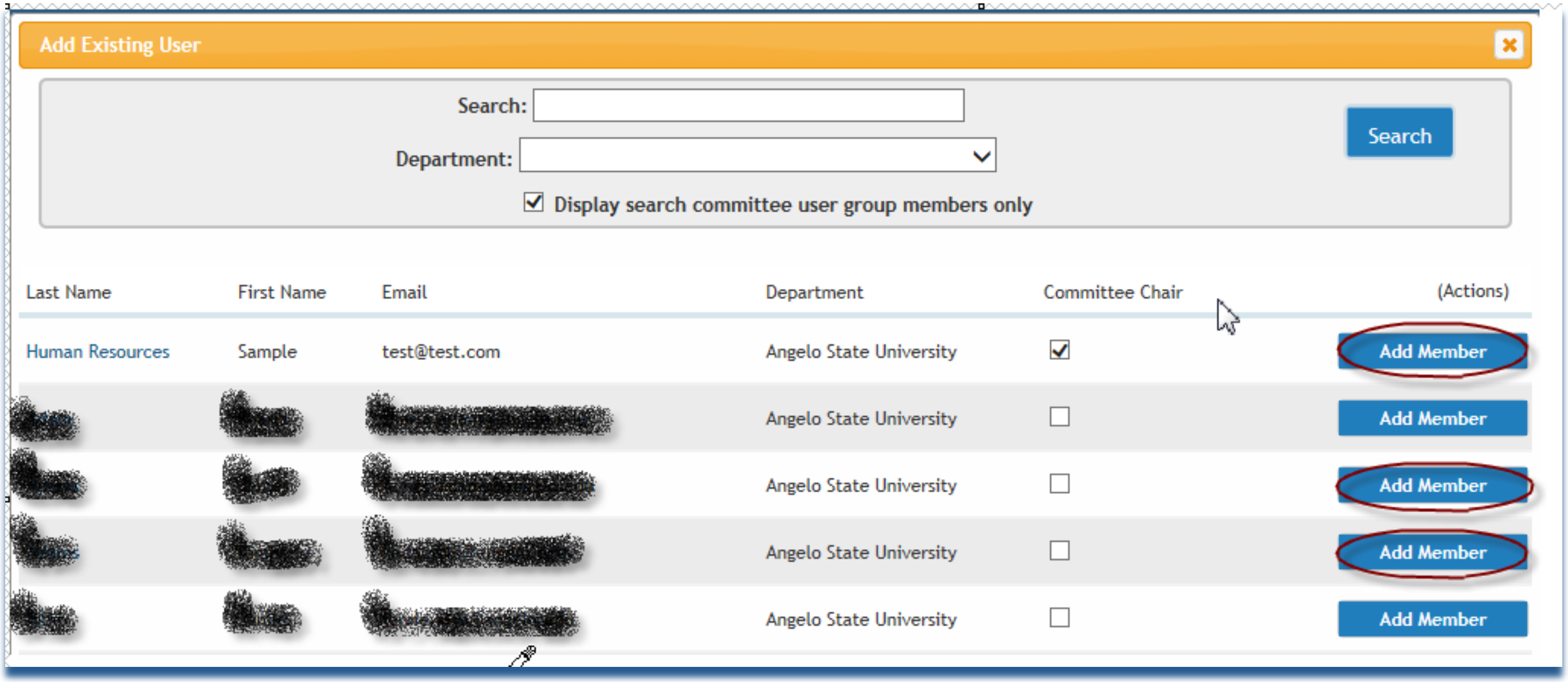


19. **Search Committee Members**

This section is to assign access to search committee members so that they can view application materials. Those individuals who are assigned access will receive an immediate email letting them know. To add/check for an existing user, click on the blue **Add Existing User** button.



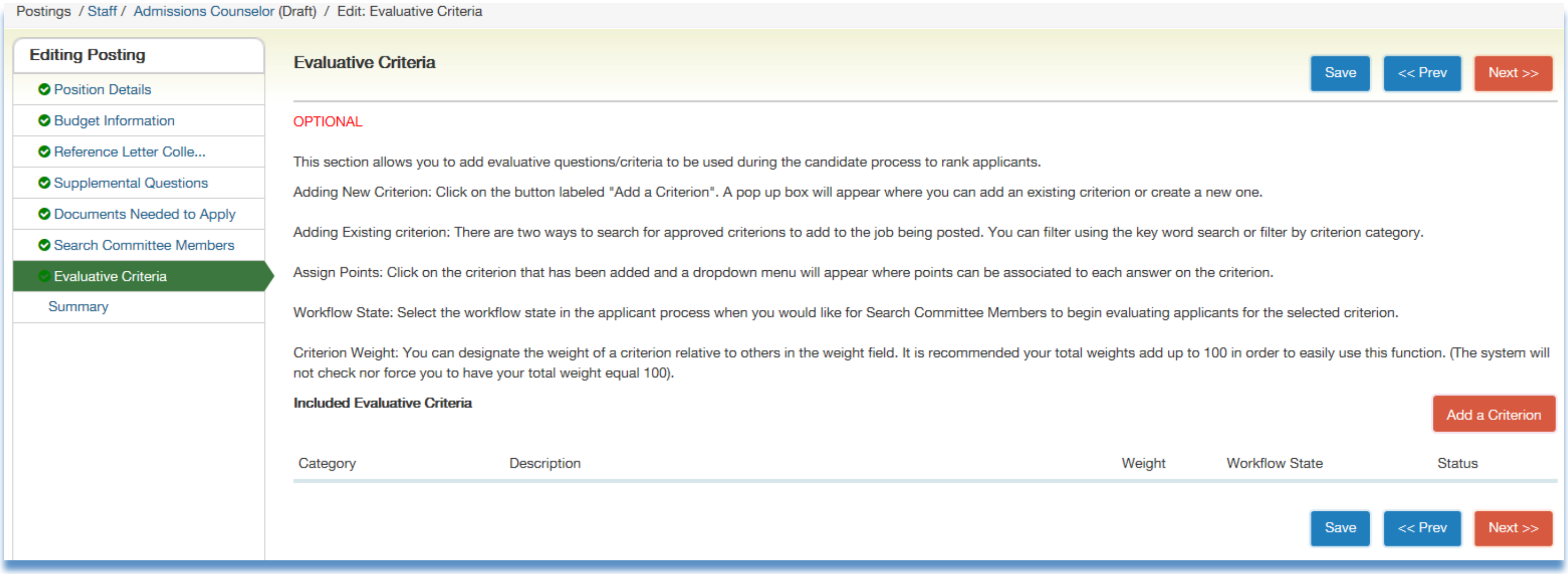
20. Using the top section labeled **Search** allows you to find existing users in the system who have been previously approved as Search Committee Members or Chairs. Click on the blue **Add Member** button to select/add a member. You can also designate a Committee Chair by clicking on the appropriate check box. Once members are selected, you can close out of the pop-up screen .



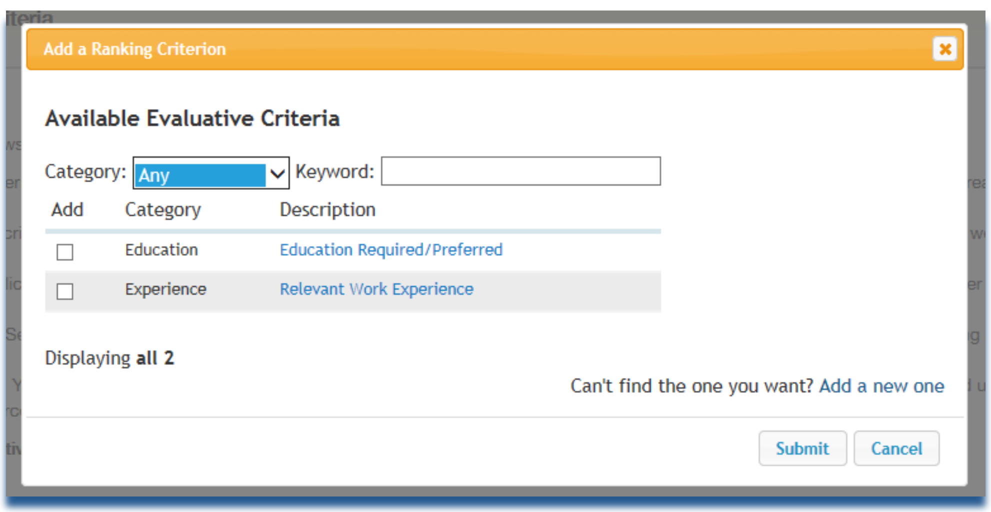

21. Selected committee members will now be displayed on the screen. You may remove members by hovering over the orange **Action** icon and then by selecting the prompt. If an individual does not appear to have an existing account, you will need to create one for him/her by clicking on the blue **Create New User Account** button. Fill out the required fields and submit. HR will need to approve the request before access is granted. Select the orange **Next** button to continue.

22. **OPTIONAL**: **Evaluative Criteria**

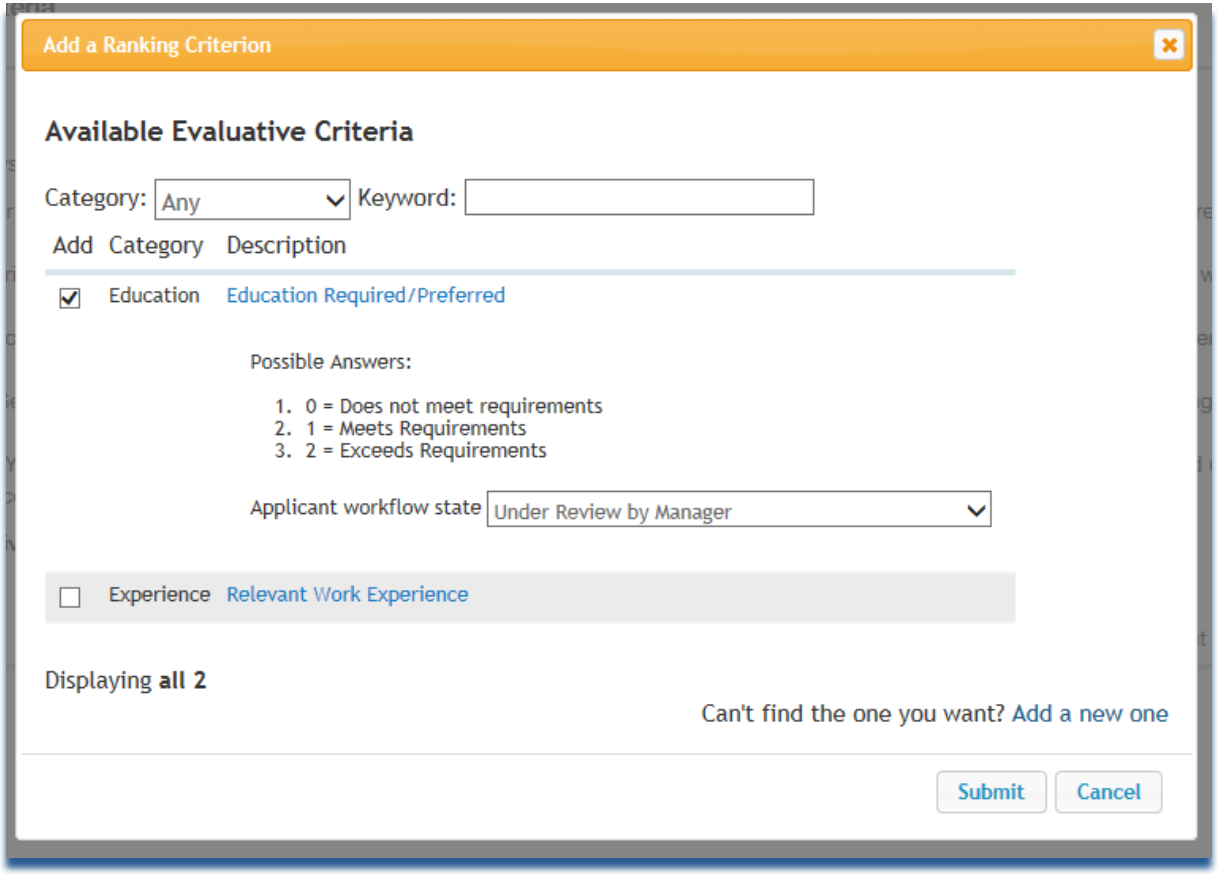
This section allows you to add evaluative questions/criteria to be used during the candidate process to rank applicants. To skip over this section, click on the orange **Next** button. To add a criterion, select the orange button labeled **Add a Criterion**.




23. A pop up box will appear where you can add an existing criterion or create a new one.

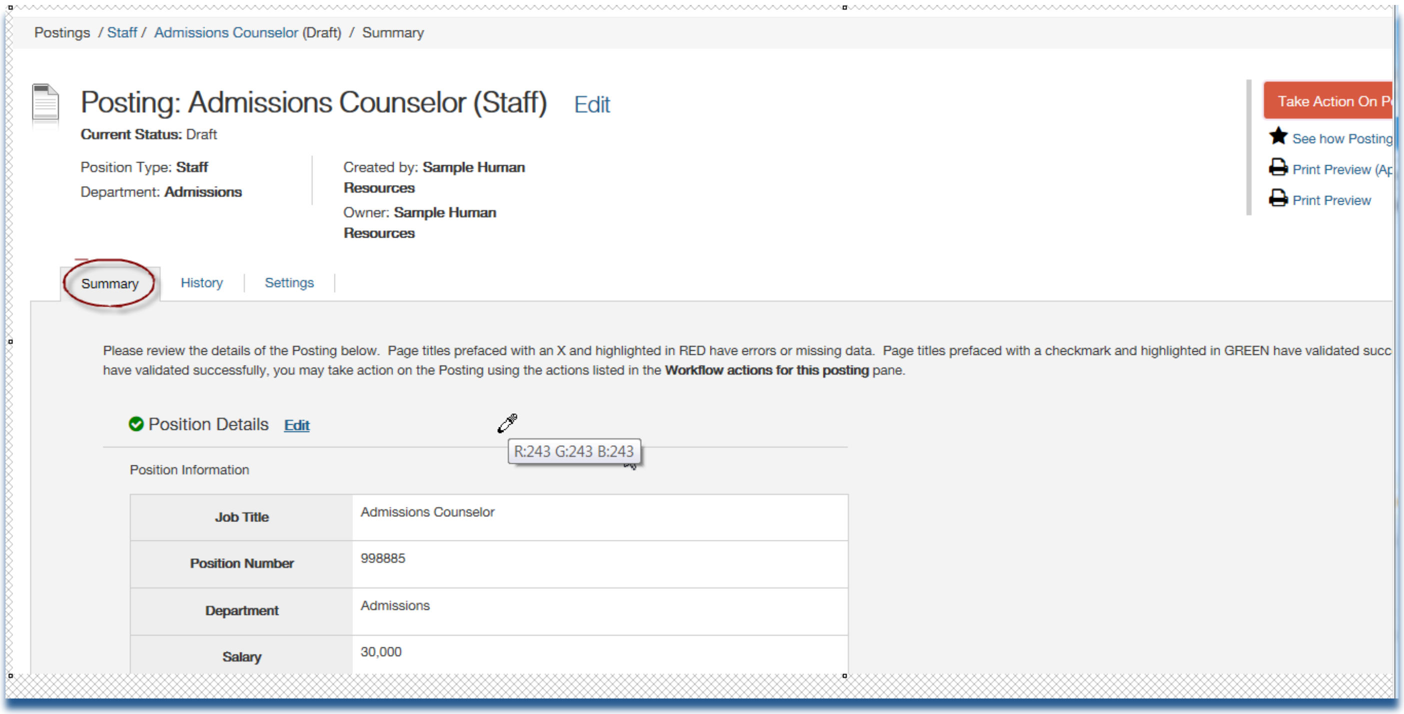


24. You can assign points and weight to each answer for the criteria (if new criteria is made). Also, you can select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants on the designated criteria. Press **Submit** to complete. The selected evaluative criterion will then be listed for final review. Once complete, click the orange **Next** button.



25. **Summary Page**

On the summary page, you can review the posting details, see how the posting looks to applicants, and see a print preview of both the internal and applicant view of the posting.




26. Once the posting is complete, the next step is to submit it through the electronic approval queues. First, hover over the orange **Take Action on Posting** icon.

27. Next, submit the posting to the next line approver by choosing the workflow action option in the drop-down menu. (Or, you can save the posting to keep working.)


28. You may add optional comments. You can also flag the posting to appear on your watch list, and this will display the posting on the Watch List on your home screen. Click on the yellow **Submit** button to finalize your action choice. Once all level approvers in the queue approve the posting, Human Resources will then post the job live in the online employment system.