HOW TO CREATE A JOB POSTING FROM TEMPLATE IN THE ONLINE EMPLOYMENT SYSTEM (OES)

PURPOSE: This guide describes the process for creating a new job posting from a template.

1. Type https://employment.angelo.edu/hr in your web browser, or click on the link.

2. In the User Login page, enter your user name and password and click on the Login button.
3. Once you are logged in, click on “From Template” under the “Create Posting” heading on the left hand side menu.

4. From the drop down menu, select the appropriate job title, and click the “Search” button.
5. Next, click on “Create” located under your job title.
6. Fill in the job details. Fields denoted by an asterisk (*) are required.

   a. Job Category: select “Faculty” or “Staff” from the drop down menu.
   b. Select a Reason for Vacancy from the options listed in the drop down menu.
   c. The Job Code and Job Title will automatically pre-populate based on the job title entered. (HR will complete Job Code for New Positions)
   d. Enter the Job Title
   e. 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).
f. **FTE:** type in “1” for a full-time, 40 hr/week position, or “.5” for a part-time, 20 hr/week position.

g. **Fair Labor Standards Act & Pay Grade Level** will automatically pre-populate based in the job title entered. (consult HR for New Position)

h. **Funding Source 1:** type in the name and account number for the funding source that the position is funded by.

i. **Percentage of Salary:** type in the percentage of salary that is coming from the corresponding funding source listed above. (ex. 100%, 50%, etc.)

j. **Funding Source 2 & 3:** Please include all funding sources listed, if more than 1.

k. **Department Information:** From the drop down menu, select your department name.

l. **Department Users With Access:** select a name from the “Not Selected” box and click on the right arrow to move your name into the “Selected” box.

m. **Contact(s)/Committee Chair:** List out the person in charge of hiring or interviewing for this position.

n. **Committee Members and Contact Information:** List all persons that will be interviewing or will be part of a selection committee and their contact information (phone number and email address).
Contact Phone/Extension: Phone number and extension for the person in charge of the hire.
Contact Email: Email address of the person in charge of the hire.
Salary: Type in the exact dollar amount of the yearly salary that you want to pay.
Expected Date of Appointment (Faculty Only): Job start date for new faculty.
Job Summary/Description: Description of the job
Typical Duties/Job Duties: List the typical duties of the job
Knowledge, Skills and Abilities: necessary for the successful performance of the position (i.e. ability to type 55 wpm)
Physical Requirements: the physical working conditions (occasional lifting up to 15 lbs.)
x. Minimum Qualifications: list the minimum qualifications required to perform the job (i.e. Bachelor's Degree)
y. Preferred Qualifications: qualifications preferred to be considered for hire
z. Other Information: any extra information about the job not listed above

aa. Requested Posting Date: date you would like the posting to be “live” on the website
bb. Closing Date: date you would like the posting to be removed from the website
cc. Required Applicant Documents: check appropriate boxes next to the documents you are requesting
dd. Optional Applicant Documents: check appropriate boxes next to the documents that applicants may include, but are not required
ee. Special Instructions to Applicants: list any special instructions you would like the applicant to know
ff. Pass Message: message that will appear to the applicant when their application is successfully submitted
gg. Fail Message: message that will appear to the applicant if their responses to the questions in the employment application do not meet the minimum qualifications for the position.
hh. Application Types Accepted: staff or faculty application, depending on the type of position
ii. Advertising sources: list any advertising sources you wish for HR to post your job (to be paid for by the requesting department).
jj. Comments about recruiting sources: anything you wish HR to know about the recruiting sources.
kk. Quicklink for Posting: the web address of your unique job posting.

7. Click on "Continue to Next Page" when you have completed filling out the required information and are ready to proceed.
8. Next you will be prompted to enter any **optional** posting specific questions to ask the applicants. Click "Add A Question" to create a question that every applicant will be asked, or "Continue To Next Page" to skip this section and proceed to the next page.

9. Next, on the Disqualifying/Points tab, you may assign points to answers (from the Posting Specific Questions tab) that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of **did not meet minimum qualifications**. Click "Continue To Next Page" to skip this section, or when finished, to proceed to the next page.
10. Next, on the Comments tab, you have the ability to enter **optional** comments on the job posting, without the applicants being able to view it. Click “Continue To Next Page” to skip this section, or when finished, to proceed to the next page.
11. From here you will see a Posting Preview where you can proofread the posting. If you are satisfied with your posting, you can select one of the following options:
   a. Edit – enables you to make changes to your job posting
   b. Save Without Submitting – saves your job posting but does not submit it to the next approver
   c. Send to Dept Head/Dean – saves your job posting and sends to the next level approver

   Click Continue after you have made your selection.

12. The system will ask you to verify the posting action.
   a. Click Confirm to affirm your selection
   b. Click Go Back if you need to go back to the previous screen to make changes
13. The final screen will tell you that your posting has been successfully submitted on to the appropriate next level approver.

14. Once all level approvers in the queue, approve the posting, Human Resources will then post the job in the live Online Employment System.