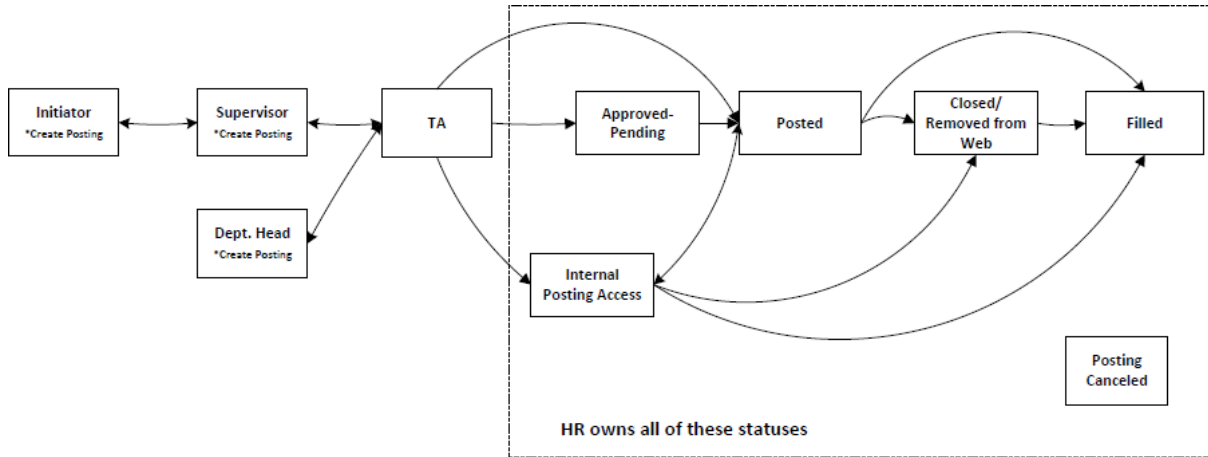


# Hourly Postings - Posting from a Template

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## Hourly Posting Workflow



## Creating a Posting

### Logging In

Access the PeopleAdmin system via [my.untsystem.edu](https://my.untsystem.edu), click the link to the PeopleAdmin system and log in using your EUID and password.

# UNT | SYSTEM™

Login to PeopleAdmin, Inc.

EUID

> [Forgot your password?](#)

> [Need Help?](#)

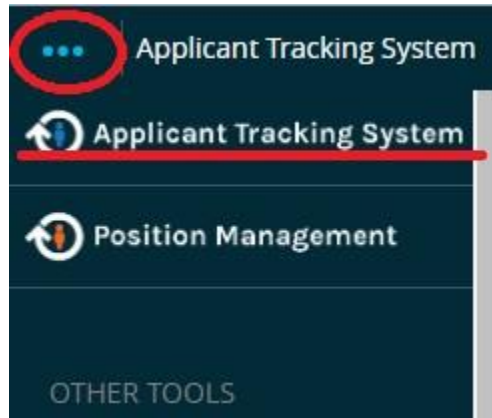
Password

Don't Remember Login



## Module View and User Roles

You will need 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.



You will also need 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.

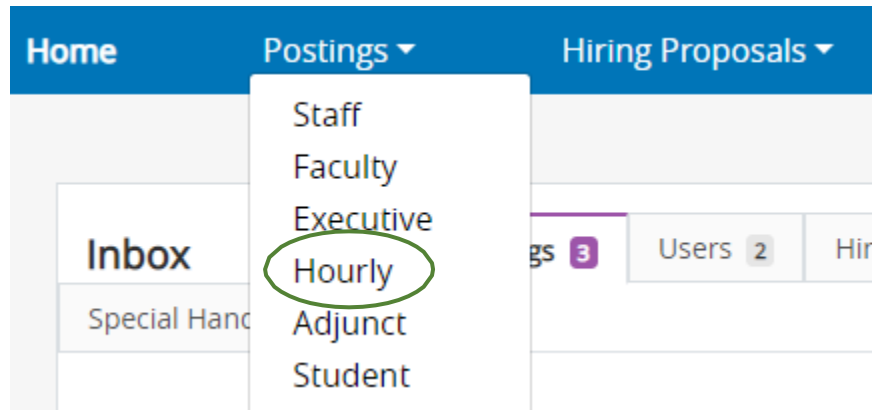


Only the following User Roles (User Groups) are able to create a posting request.

- 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 posting template.

Create New ✕

## What would you like to use to create this new posting?

[Create from Posting](#)  
Uses an existing posting as a template and automatically copies in most information.

[Create from Posting Template](#)  
Copies in information from a Posting Template

Select the Create from a Posting Template link.

### Creating from a Posting Template

Once you click on Create from a Posting Template, you will see a list of all the accessible hourly templates.

Working Title	Department	Status	Created Date	
Dining Associate Hourly	UNT-Dining-Residential-163720	approved	September 30, 2019 at 10:37 AM	Actions ▼
Custodian - Temporary Hourly	HSC-Facilities Mgmt-356500	approved	October 22, 2019 at 03:29 PM	Actions ▼

Depending on how long your list is, you can click on one that shows up immediately, or you can type in a key word or the entire title of description you wish to create from.

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▼

dining

Search

Working Title	Department
---------------	------------

Dining Associate Hourly

UNT-Dining-Residential-163720

From that list you can view the posting by clicking on the title or by hovering over the Actions link to expand the drop down menu and selecting View Posting Template.

(Actions)

Actions ▾

GENERAL

View Posting Template

Create From

At this point you will see the summary of the Posting Template.

Be sure to view it and verify that the details directly coincide with the job that you will be posting.



## Posting Template: Dining Associate Hourly (Hourly)

Current Status: Approved

Position Type: Hourly

Organizational Unit: UNT-Dining-Residential-163720

Summary

### Creating from the Template

Once you have reviewed the template and are satisfied with the information it contains, you will click the Create Posting from this Posting Template link at the top right side of the screen.



Print Preview



Create Posting from this Posting Template



The working title for the position would go here, it is always good to use a title that closely relates to the specific position (example, dishwasher, note taker, test proctor etc.). However, a working title does not have to be different from the official tile.

Working Title \*

Dining Associate Hourly

**Organizational Unit**

Campus \*

Univ of North Texas - Denton

Division \*

Student Affairs

Department \*

UNT-Dining-Residential-163720

**Do not make any changes to this section. These fields are changed by approved ePAR only.**

## Interest Card

### Interest Card Categories

- Administrative
- Admissions
- Advancement
- Alumni Affairs/ Development
- Athletics

- 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.

## Online Applications

- Accept online applications?

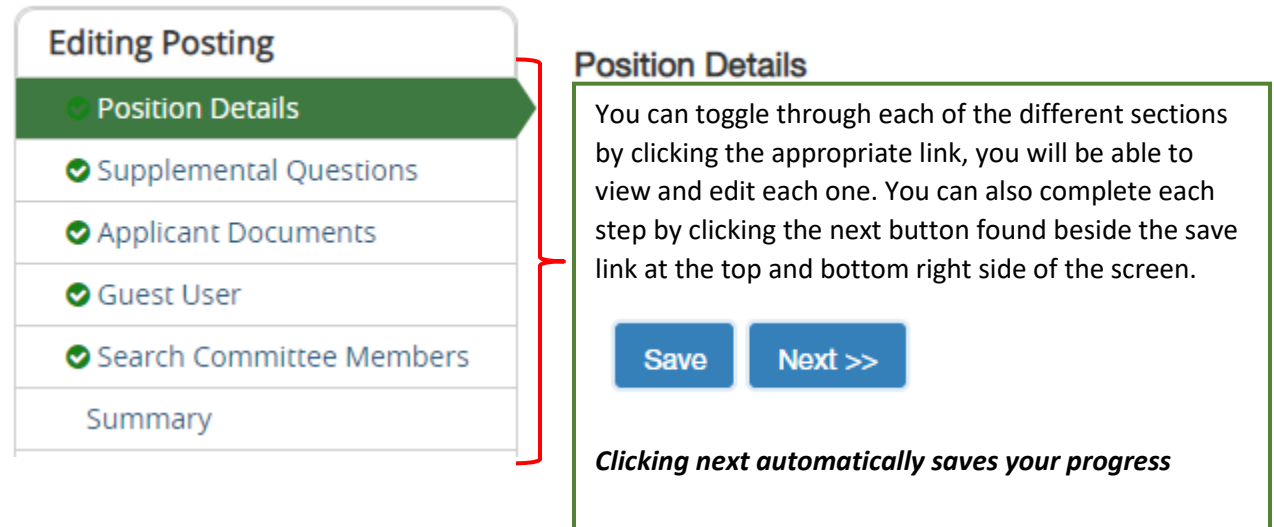
You also need to ensure that the Online Applications box is checked, otherwise candidates will not be able to submit applications.

Create New Posting

After you have entered all the relevant information you will click the Create New Posting button, there is one at the top as well as the bottom right side of the screen

## Position Details

The next set of screens walks you through the process of editing the position details.



**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 next button found beside the save link at the top and bottom right side of the screen.

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

*Clicking next automatically saves your progress*

## Position Information

* Working Title	<input type="text" value="Dining Associate Hourly"/>
Position Number	<input type="text"/>
Department	UNT-Dining-Residential-163720
Job Location	<input type="text" value="Denton"/>
FTE	<input type="text"/>
* Full Time/Part Time	<input type="text" value="Part-Time"/>
Budgeted Salary	<input type="text" value="8.50/hr"/>
Pay Rate	<input type="text"/>
* Department Summary	<div style="border: 1px solid gray; padding: 5px;"><p>Join the University of North Texas Dining Services department where fresh is "in"! All of our food is prepared fresh in our kitchens using local vendors and farms - no convenience foods. To learn more about working in Dining, watch this 93 second video: <a href="http://www.dining.unt.edu/ourstory">http://www.dining.unt.edu/ourstory</a></p></div>

- All mandatory fields have a red asterisk beside them.
- You should also include all information that you have available into the additional fields.

**Position Summary**

The Dining Retail Department at the University of North Texas is seeking to hire a Retail Dining Associate to join our team. Responsibilities of the position include, but are not limited to:

\* Serving food to students and University staff.

## Additional Posting Details

**Minimum Qualifications**

There are no minimum education or experience requirements. The following knowledge, skills, and abilities are required:

\* Ability to follow oral and written instructions and maintain records and complete forms accurately.

\* Ability to apply mathematical concepts to

**Preferred Qualifications**

\* Experience in food service.  
\* Experience in cash handling.

- There are many fields containing information that is not mandatory, you should review all sections and ensure that the information contained in the fields are relevant.
- You should also add as many details as you can so that applicant know exactly what the job requires.

Required  
License/Registration/Certification

If the position requires any specific licensure or certification, you will add that information here.

Work Environment

Applicants need to know what to expect so let them know if they will be working outdoors, in any extreme temperatures or environments that may be considered outside of normal.

Rotating

\* Work Schedule

Be sure to make all necessary edits, if the fields auto-populate with information, you need to ensure that the information is pertinent to your posting.

\* Driving University Vehicle

No ▾

Security Sensitive

This is a security sensitive position.

All positions within the University system are security sensitive, please do not modify this field.

**Physical Requirements**

- None of these Listed
- Carrying
- Attendance
- Cleaning
- Climbing
- Crawling
- Driving
- Kneeling
- Lifting up to 10 pounds
- Lifting up to 25 pounds
- Lifting up to 50 pounds
- Pulling
- Pushing
- Reaching
- Sitting
- Speaking
- Squatting, Stooping, Bending
- Standing
- Twisting
- Walking
- Writing
- Grasp
- Talk or Hear

This box should not be checked.

Check all boxes that apply to the position.

## Posting Detail Information

Posting Number

Old Requisition Number

\* Is this posting internal to  
UNT System only?

No ▾

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

Desired Start Date

Position End Date (if  
temporary)

Applicant Reviewer

Select Some Options

You must select one or more Applicant Reviewers to process applicants through the workflow. This is the person responsible for dispositioning candidates.

\* Job Open Date

11/01/2019

Job Close Date

Open Until Filled

No ▾

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\*\***



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.

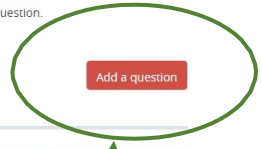
Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

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
----------	----------	----------	----------	--------



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.

**Add a Question**

**Available Supplemental Questions**

Category: Any

- Any
- None
- Education
- Experience

- Unca Education Did you hear about this employment opportunity?
- Education Do you have a bachelor's degree?
- Experience How many years of experience do you have in this type of position?
- Education Do you...
- Education Will you accept an appointment or an advanced ABD by the date of the appointment?
- Uncategorized Are you available to work weekdays (6 pm to 10 pm)?
- Uncategorized Are you available to work weekends?
- Experience How many years of Administrative support experience do you have?
- Experience What is your Philosophy for serving students?
- Uncategorized Are you a current employee?
- Experience Please select your primary and secondary engineering skills.
- Experience Please list your primary and secondary engineering skills.
- Experience How many years of experience do you have working in an office environment?
- Experience Please describe any previous experience you have working in a customer service environment?

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

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.

Can't find the one you want? [Add a new one](#)

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.

**Name \***

**Category**

- Please select a category
- Please select a category
- Education
- Experience

**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.

**Possible Answers**

Open Ended Answers

Predefined Answers

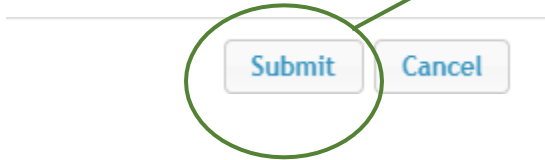
You can have applicants type in their answers with an open ended text box or you can set predefined answers for them to choose.

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

Possible Answer 1:

Possible Answer 2:

Once you are finished, click the submit button.



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	×
3	<input type="checkbox"/>	Experience	When would you like to work	pending	×

Buttons: Add a question, Save, << Prev, 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 <input type="checkbox"/>

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

active

Save << Prev **Next >>**

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

## Applicant Documents

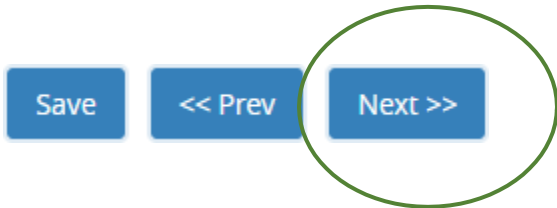
Here you will determine which documents must be submitted by all applicants in order for them to have a completed application.

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
<input type="checkbox"/> 1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> 2	Cover Letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 3	Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 4	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 6	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 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

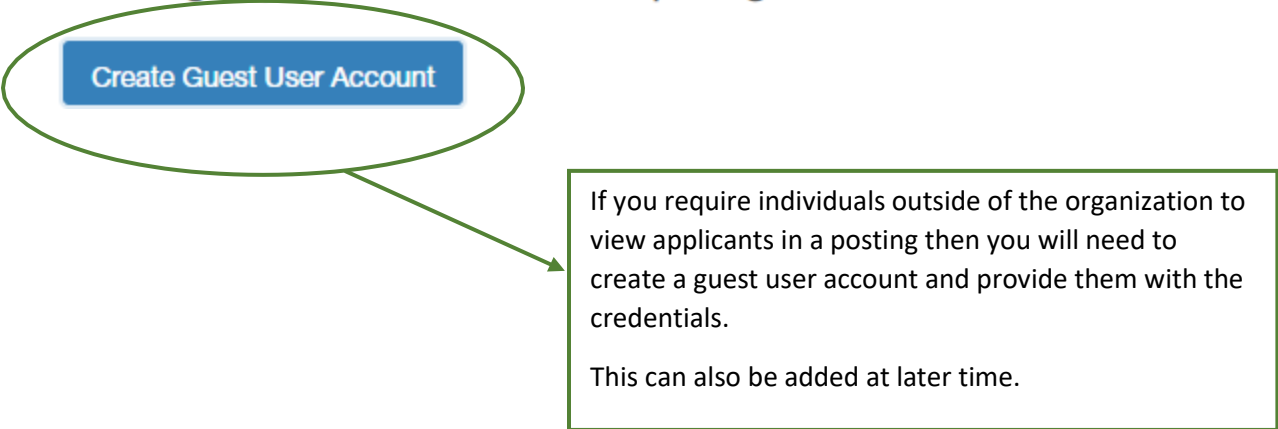
You can also notify the members of the review committee by adding thei  
click on the **Update Guest User Recipient List** to notify the review commi

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.

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)

[Empty text area for listing email addresses]

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**

Save

<< Prev

**Next >>**

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

#### ▶ Add Existing Account

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

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

### Search Committee Members

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

Add Existing User

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

Search: <input type="text"/>						<input type="button" value="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.

Save

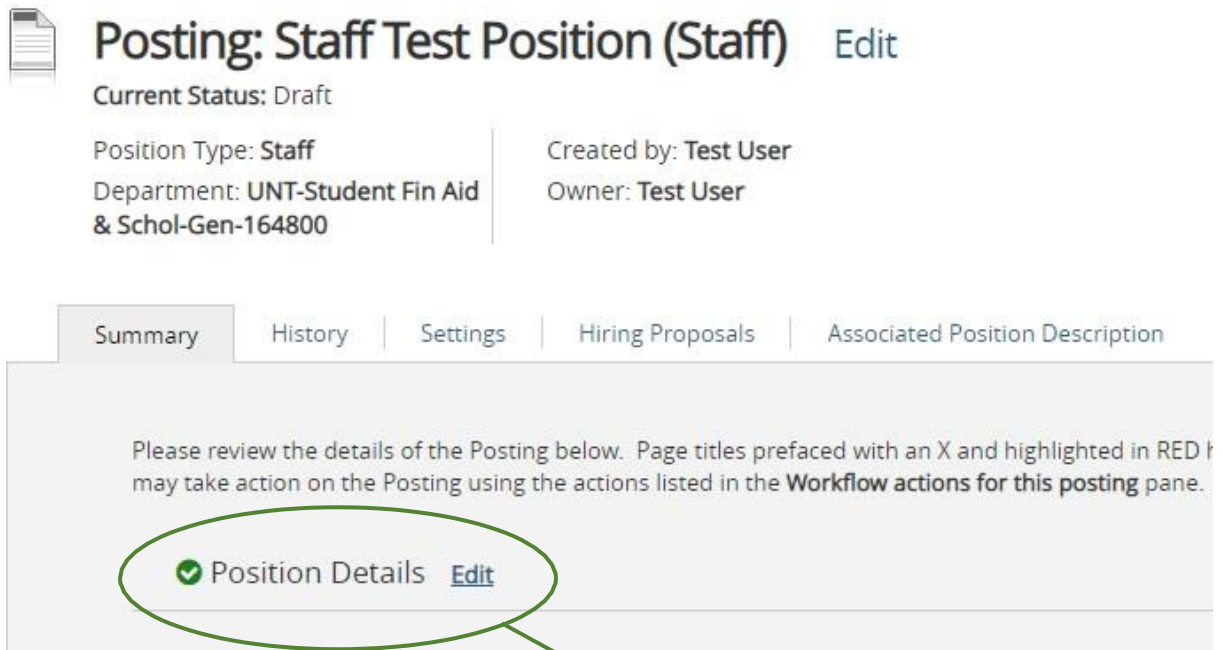
<< Prev

Next >>

Click Next to save and continue to the following page.

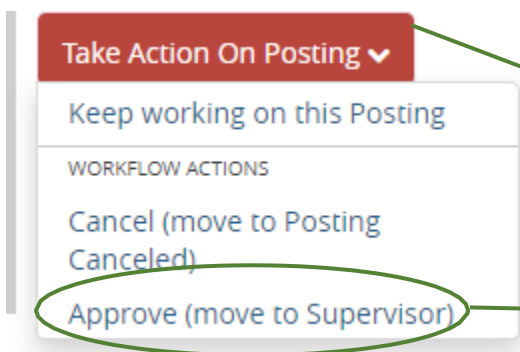
## Posting Summary

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.



The screenshot shows the 'Posting: Staff Test Position (Staff)' page. The current status is 'Draft'. The position type is 'Staff', the department is 'UNT-Student Fin Aid & Schol-Gen-164800', and it was created by 'Test User' with 'Test User' as the owner. The page has tabs for 'Summary', 'History', 'Settings', 'Hiring Proposals', and 'Associated Position Description'. A message asks the user to review details and notes that red titles have actions. A 'Position Details' link with a green checkmark and an 'Edit' link are circled in green.

If you wish to make changes, click the edit link and you will be able to do so.



The screenshot shows the 'Take Action On Posting' dropdown menu. The options are 'Keep working on this Posting' and 'WORKFLOW ACTIONS'. Under 'WORKFLOW ACTIONS', there are two options: 'Cancel (move to Posting Canceled)' and 'Approve (move to Supervisor)'. The 'Approve (move to Supervisor)' option is circled in green.

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.