STAFF POSTING FROM A POSITION DESCRIPTION

HREmployment@untsystem.edu

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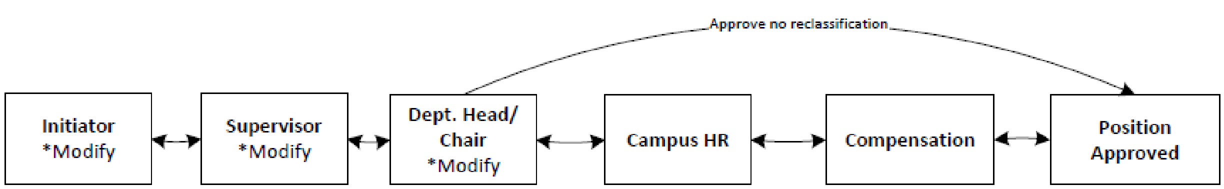
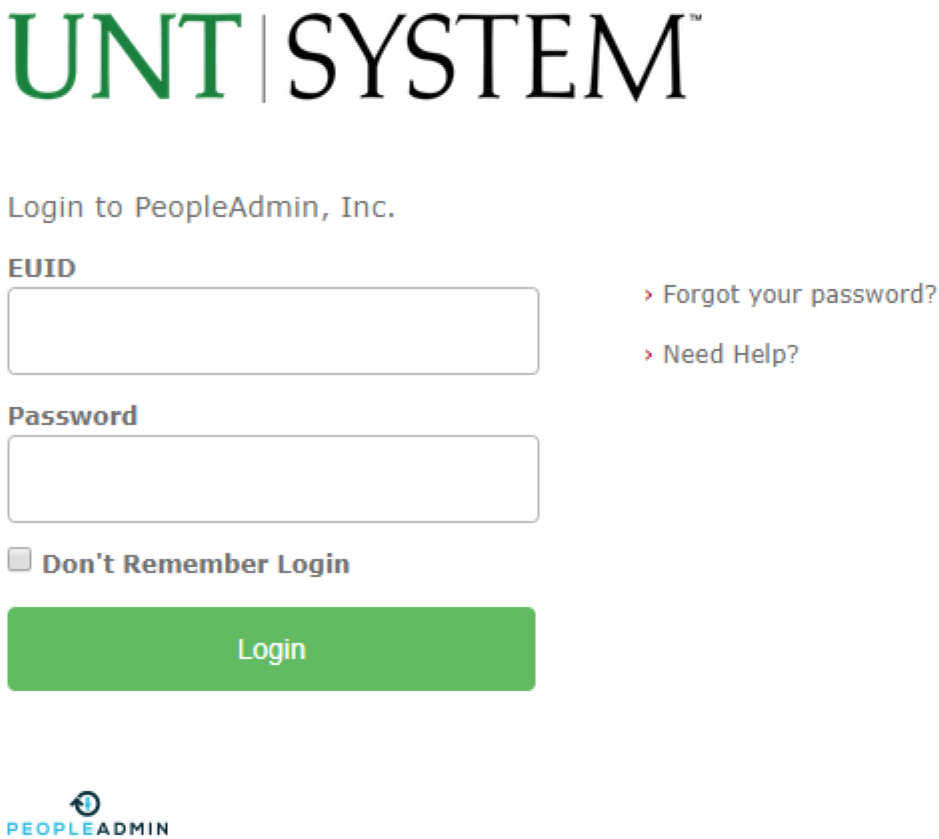
Staff Posting Workflow



Creating a Posting

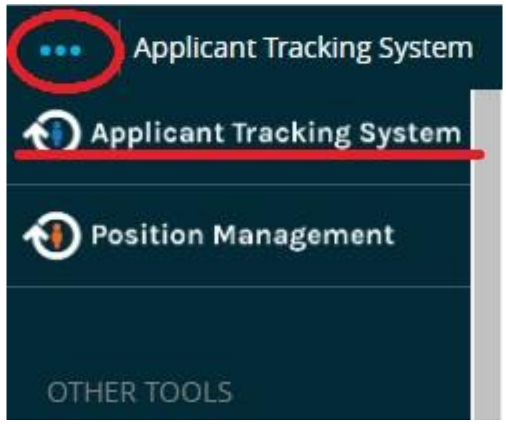
Logging In

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



Module View and User Roles

Please 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.



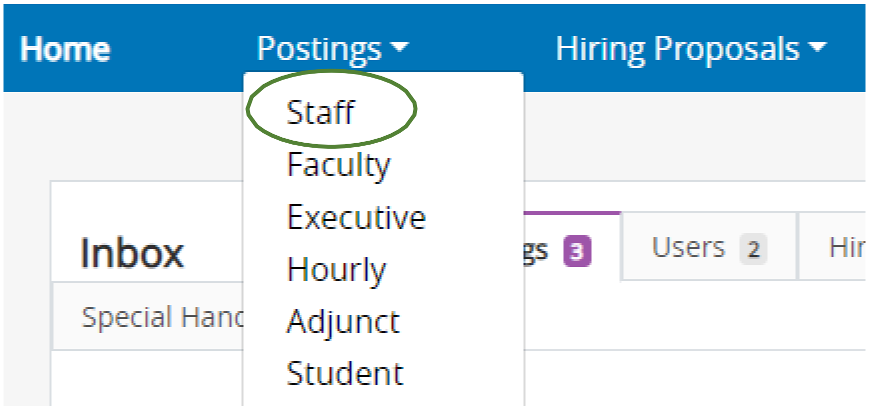
Also, please to ensure that you are logged in under the correct user group. To check your user group, look at the top right hand corner of the screen and you will see the user group drop down menu.

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

a. Initiator
b. Supervisor
c. Department Head

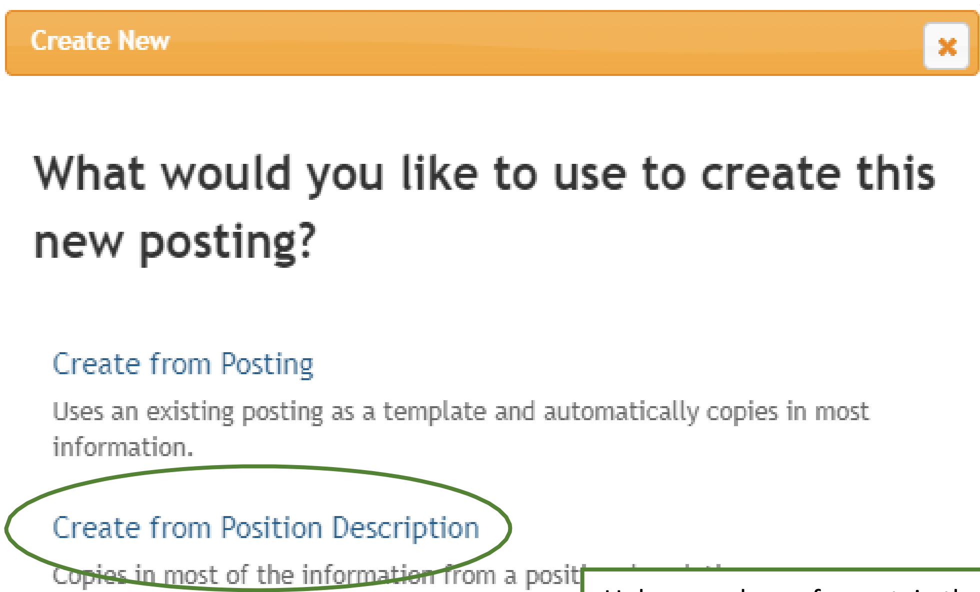
Selecting the posting type

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, giving you the option of creating from a previously created post or from a position description.

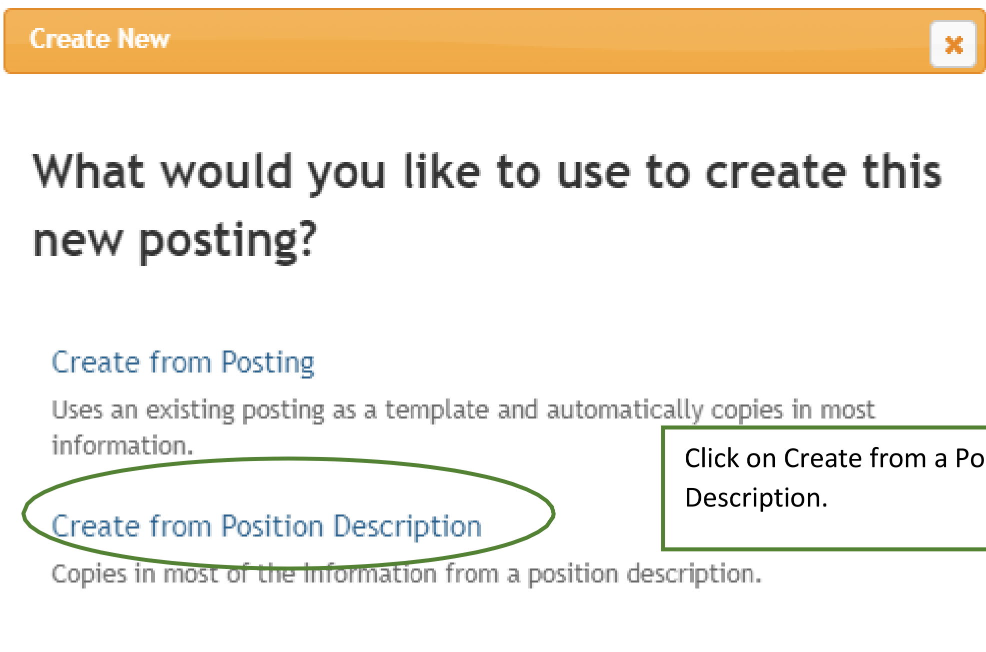


Unless you know for certain that you will not need to make any updates whatsoever to the post, you should always choose to post from a Position Description.

Finding a Position Description

Once you click on Create from Position Description, you will see a list of all the accessible job descriptions, depending on how long your list is, you can click on one that shows up immediately.

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



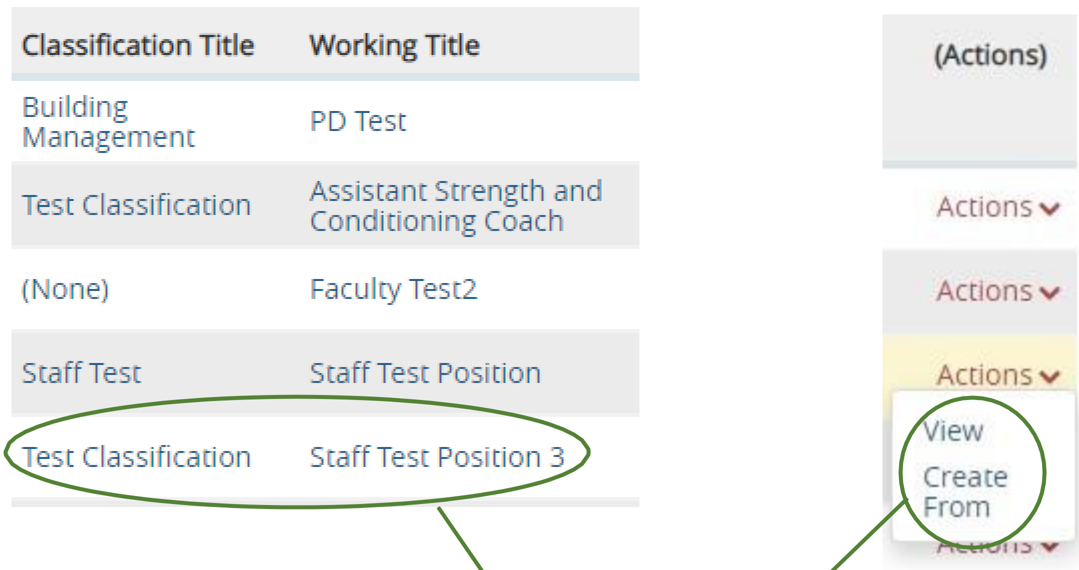
Click on Create from a Position Description.

Creating from a Position Description Posting

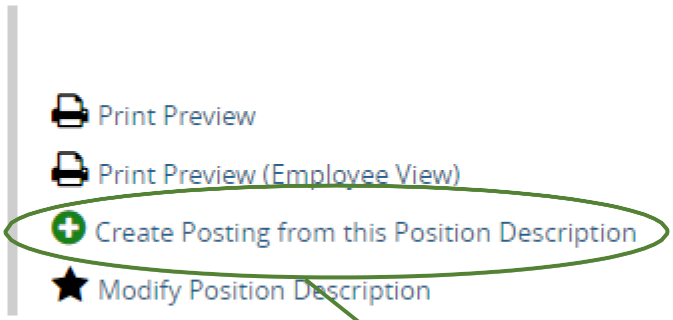
Once you click on Create from Position Description, you will see a list of all the accessible job descriptions.

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

Or you can type in either a portion of or the entire title of the description you wish to create from.



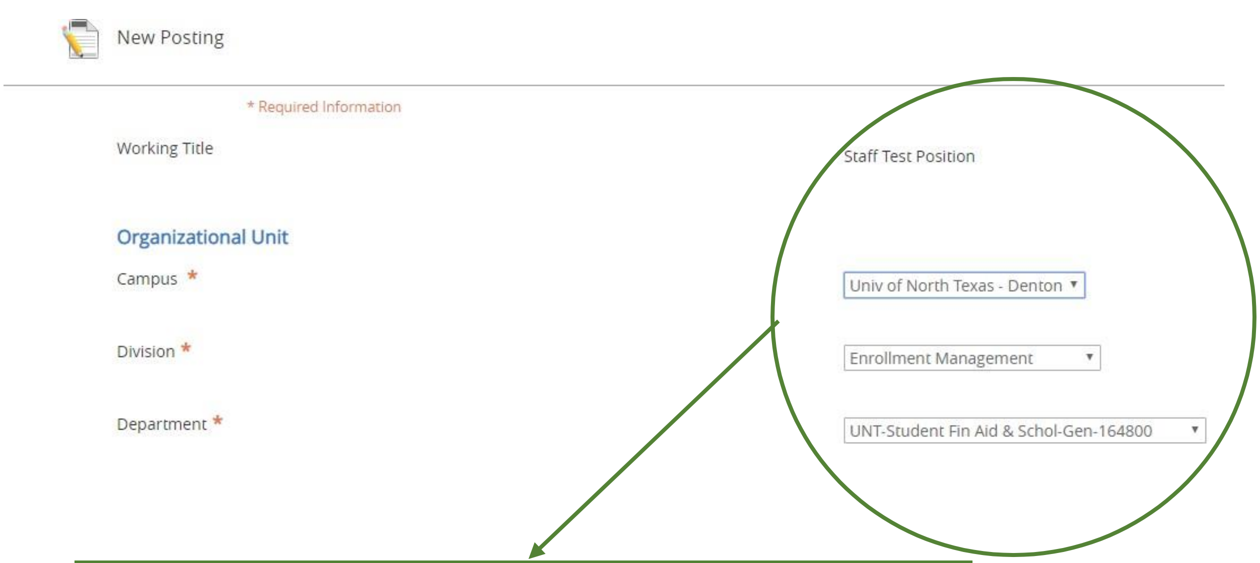
From the populated list you can view the posting by clicking on the title or hovering over the Actions link to expand the drop menu and selecting view.



Once you have viewed the description and are certain that it has been updated with the requested changes, you will click the Create Posting from this Posting Description link.

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.

Interest Card

Interest Card Categories

- [x] Administrative
- [x] 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

- [x] Accept online applications?

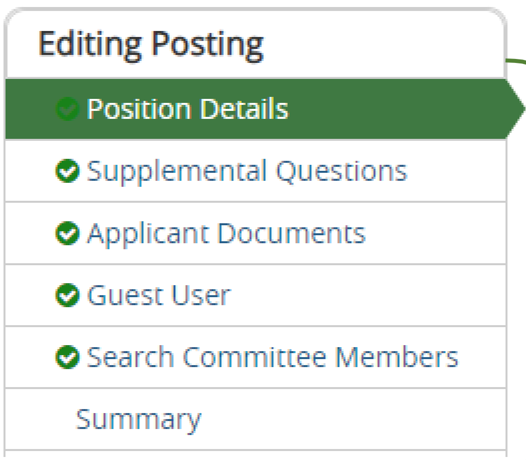
Check the box to ensure that candidates will be able to view and apply for the position.

Special offline application instructions

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



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.

Clicking next automatically saves your progress

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

Position Information

Working Title	Staff Test Position
Position Number	
Department	UNT-Student Fin Aid & Schol-Gen-164800
Job Location	Denton
FTE	
Full Time/Part Time	
Budgeted Salary	
* Department Summary	The Department is seeking to hire a someone to join our team. This is a professional position that will provide comprehensive service to customers relative to institutional regulatory requirements. Performing detailed technical duties, conducting presentations, and maintaining professional knowledge.
Position Overview	The Department is seeking to hire a someone to join our team. This is a professi conducting presentations, and maintaining professional knowledge.

All Required sections are denoted by a red asterisk

Additional Posting Details

Minimum Qualifications

Preferred Qualifications

The preferred candidate will possess the following additional qualifications:

- A Bachelor's degree.
- 5 Year's experience.

Required License/Registration/Certification

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.

Required License/Registration/Certification	
Work Environment	
* 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

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.

Posting Detail Information

Posting Number	
Old Requisition Number	
* Is this posting internal to UNT System only?	No
Desired Start Date	
Position End Date (if temporary)	
Applicant Reviewer	Select Some Options
* Job Open Date	11/01/2019
Job Close Date	
Open Until Filled	No

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 to process applicants through the workflow.

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

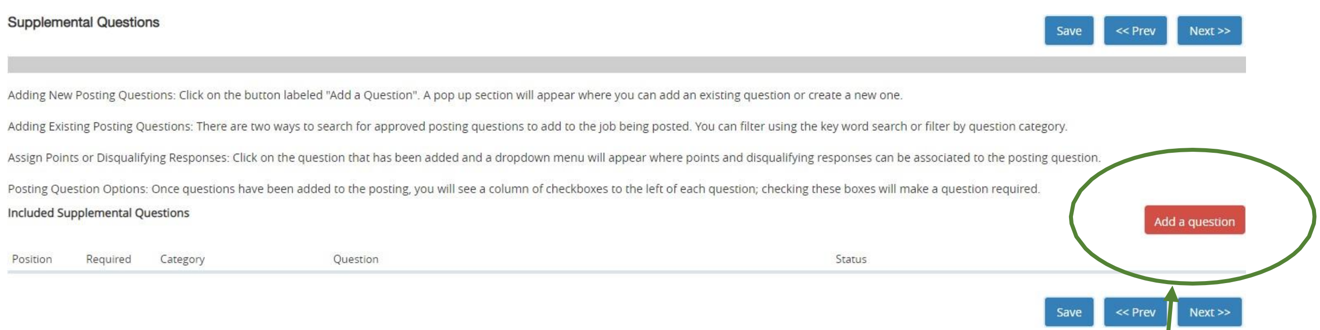
The quick link takes individuals directly to the posting and can be sent to potential applicants, allowing them to apply without having to search for the posting.

The system is also equipped with a built spell checker to help identify spelling errors.

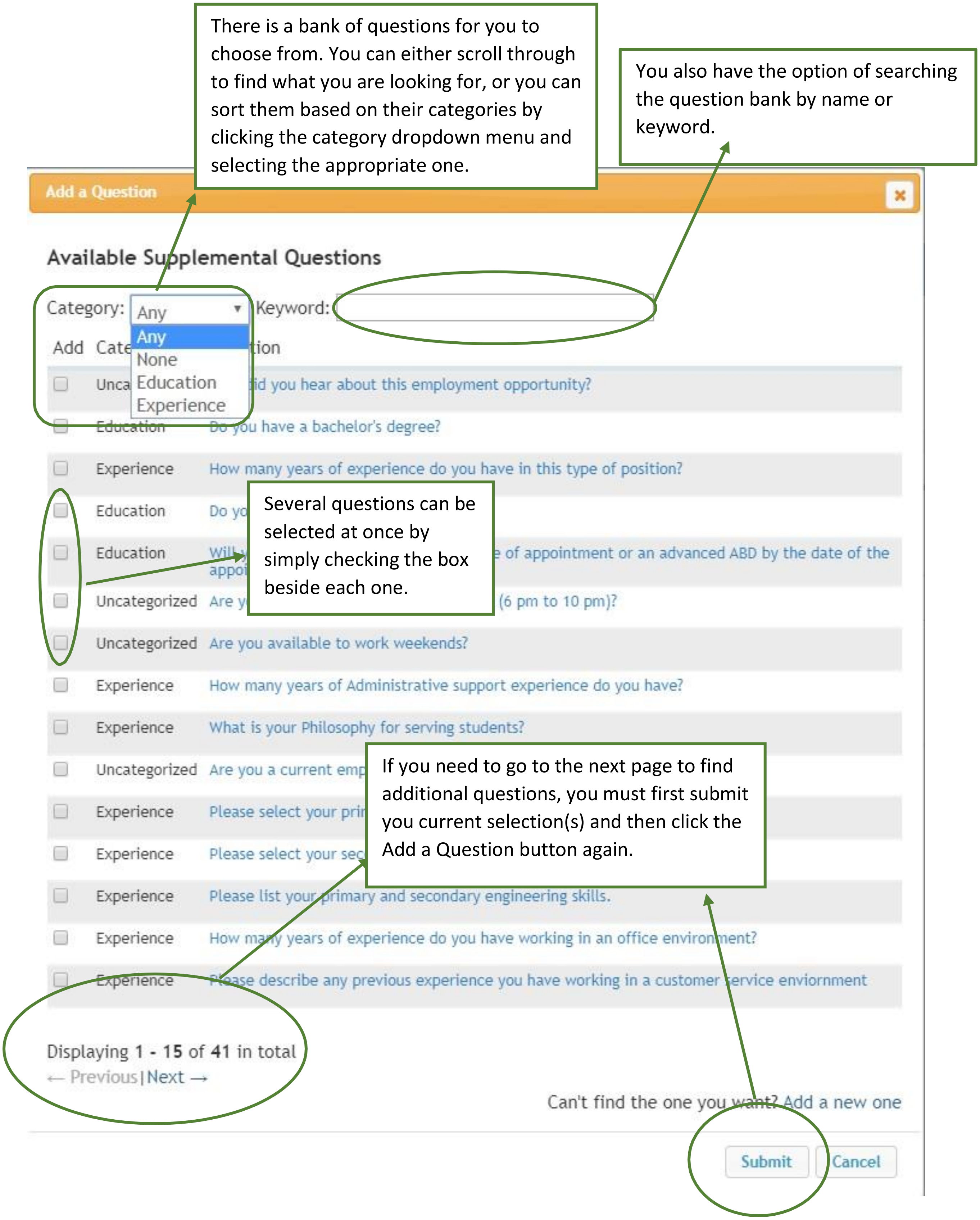
This is found at the top left middle portion of the screen under the Position Details section.

Supplemental Questions

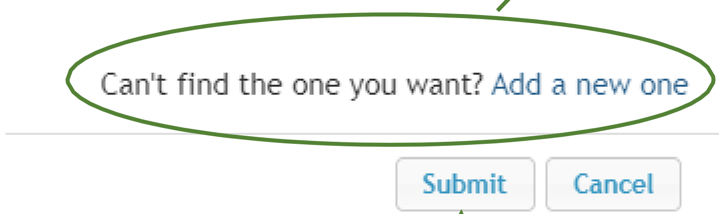
This sections allows you to ask candidates specific questions that will help to narrow down the applicant pool and help to ensure that only those candidates that meet certain criteria will make it through.



To add a question, click on the add question button.

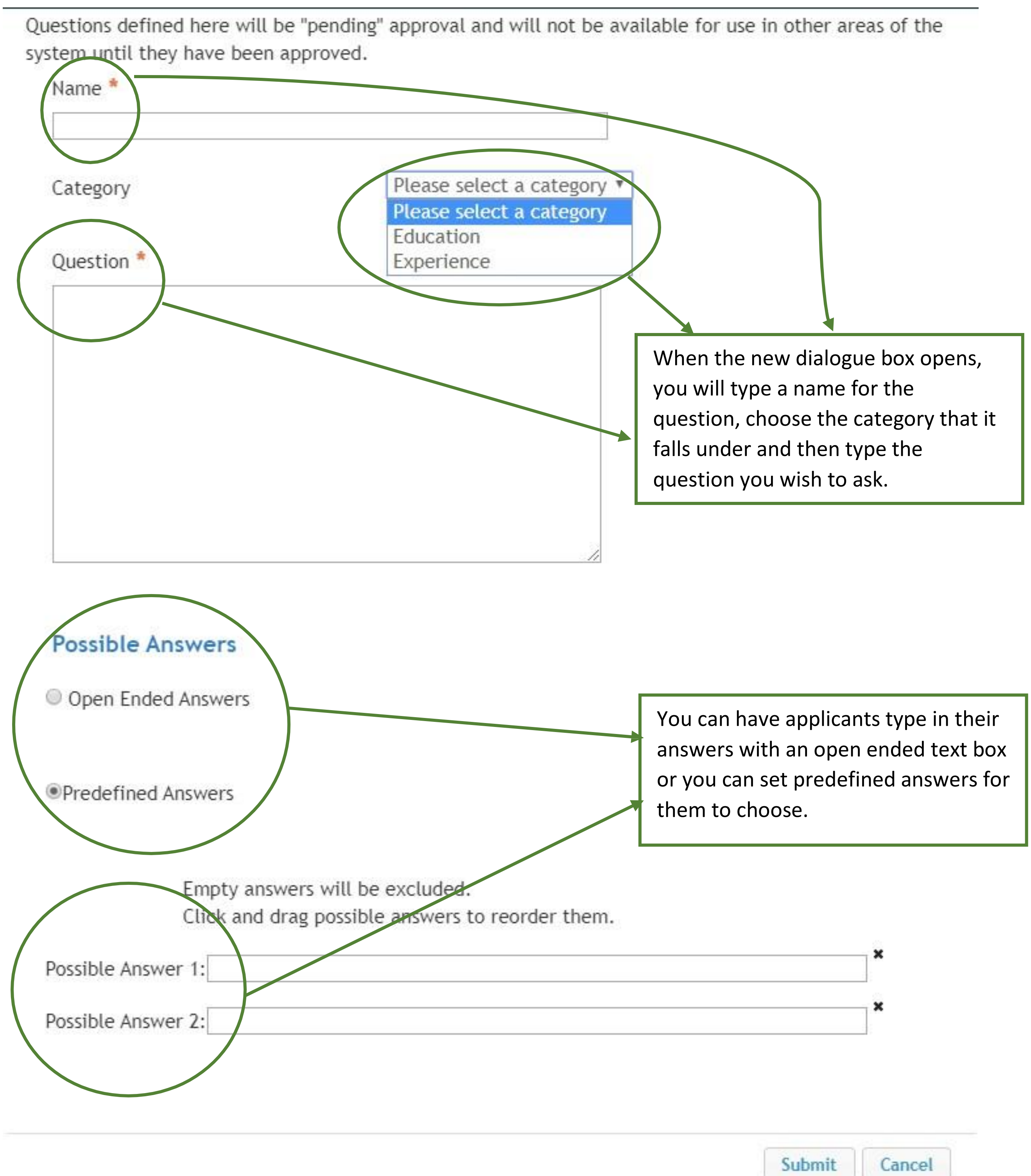

There is a bank of questions for you to choose from. You can either scroll through to find what you are looking for, or you can sort them based on their categories by clicking the category dropdown menu and selecting the appropriate one.
You also have the option of searching the question bank by name or keyword.
Add a Question
Available Supplemental Questions
Category: Any
Any
None
Education
Experience
Keyword:
Add
Education Do you have a bachelor's degree?
Experience How many years of experience do you have in this type of position?
Education
Education
Several questions can be selected at once by simply checking the box beside each one.
of appointment or an advanced ABD by the date of the
Uncategorized
(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 emp
If you need to go to the next page to find additional questions, you must first submit you current selection(s) and then click the Add a Question button again.
Experience Please select your pri
Experience Please select your sec
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 enviornment
Displaying 1 - 15 of 41 in total
← Previous | Next →
Can't find the one you want? Add a new one
Submit
Cancel

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.

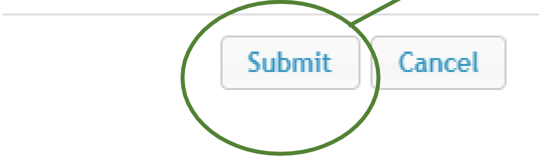


If no new questions are required, you may simply click the submit button and continue.

Adding a New Supplemental Question



Once you are finished, click the submit button.

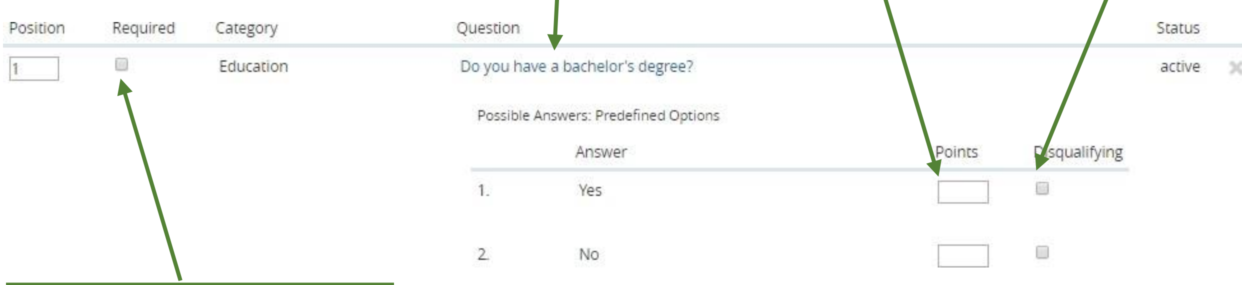


You will then be able to see all supplemental questions that you have added, including any new ones.

****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****

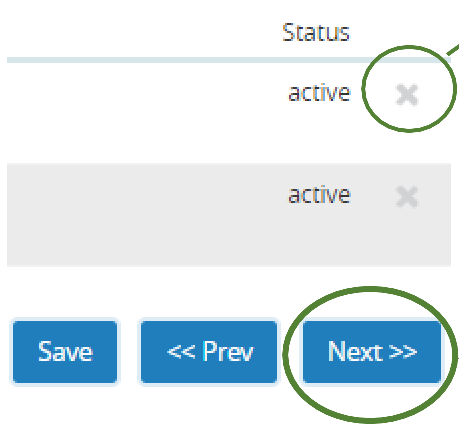
You can also choose the order in which the questions appear by adjusting the numbering.

- 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.

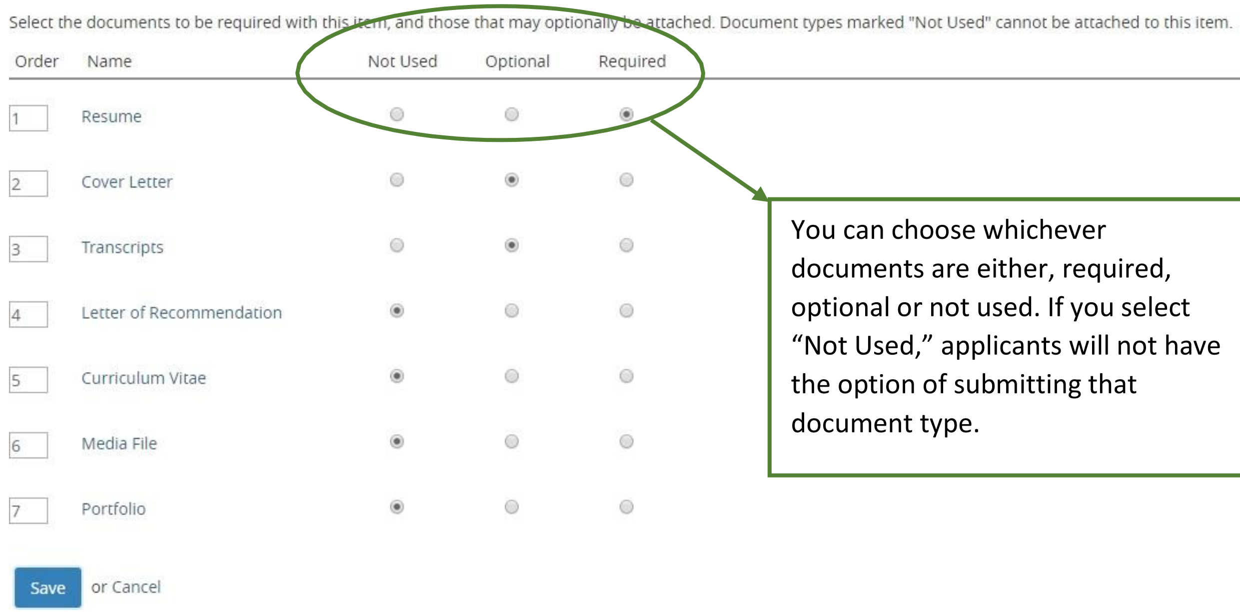
If you wish to remove a question you may click the X found at the far right side of each question.



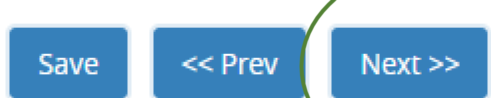
When you have finished adding questions, you will click the Next button to save and move on to the following section.

Applicant Documents

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



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.

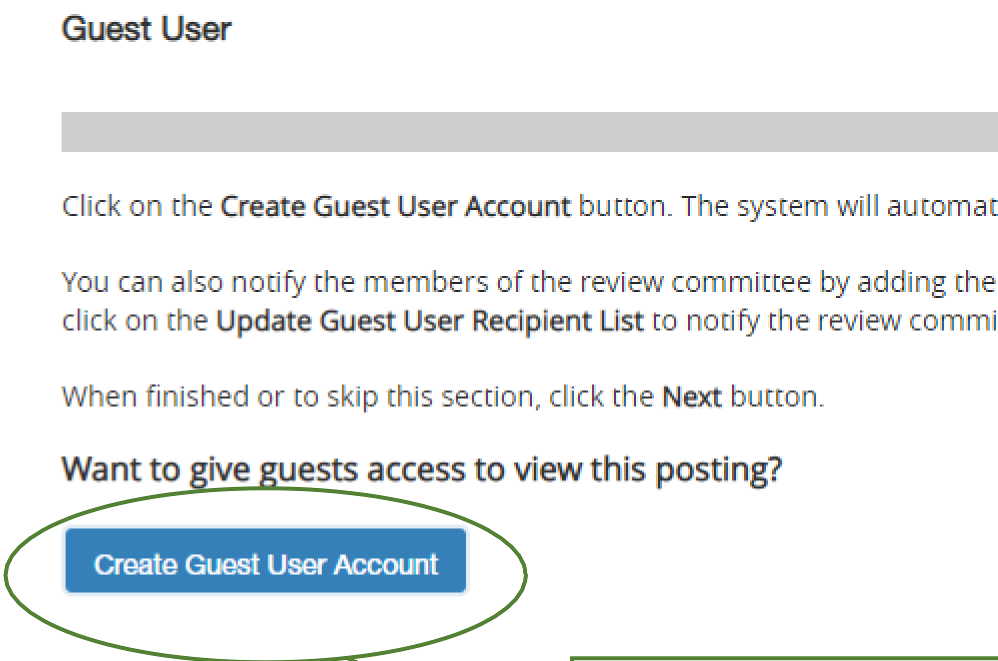


When you are finished, click the Next button to save and move to the following section.

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



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

- 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)

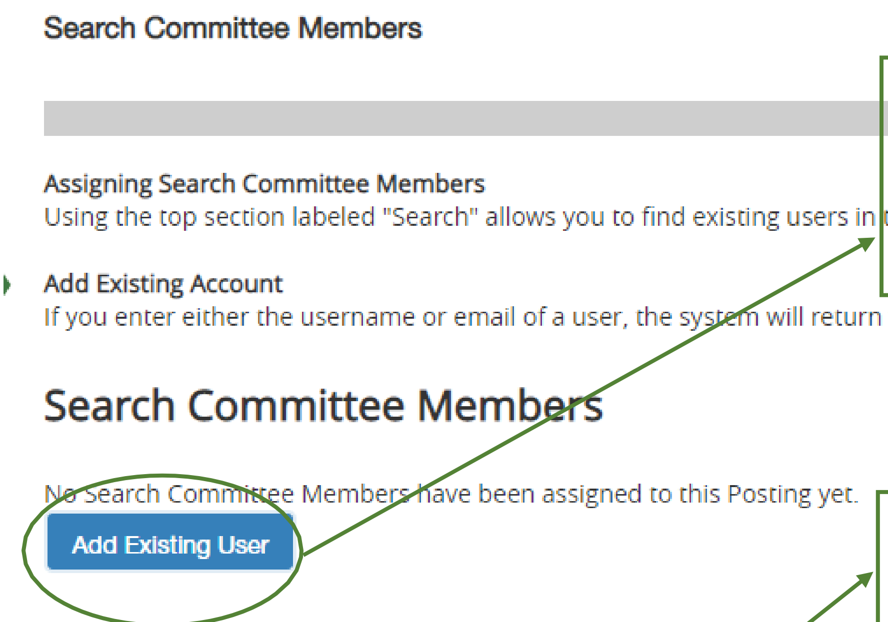
Listing the email addresses of all recipients of the Guest User credentials one per line allows the system to automatically send the information to each one.

When you are finished, click the Update Guest User Recipient List button.

Update Guest User Recipient List

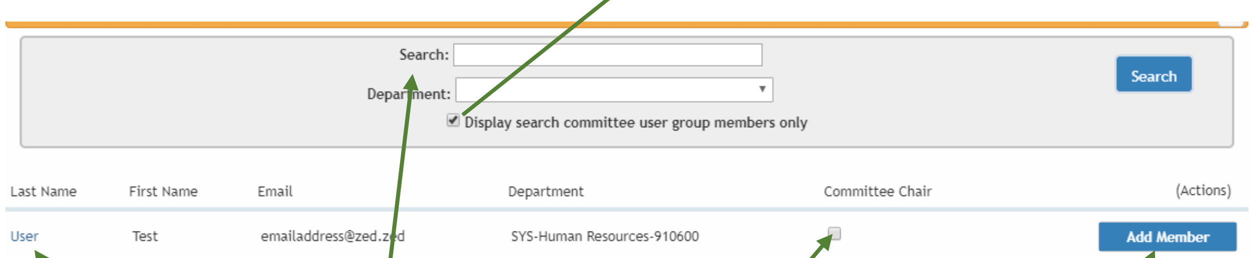
Click Next to save and continue to the following page.

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.

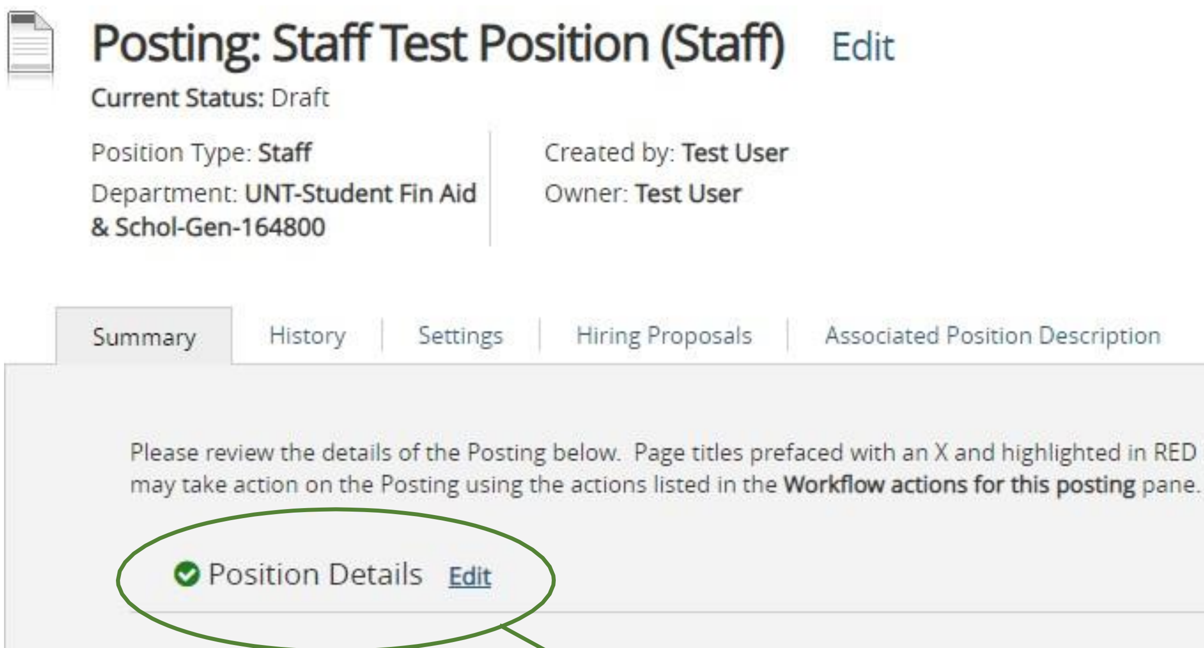


From here, you can view and search for users, select the committee chair and add all members.

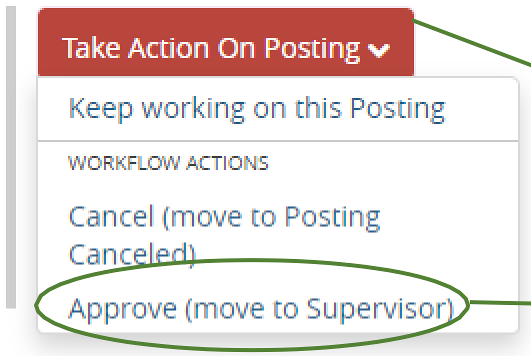
Click Next to save and continue to the following page.

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.



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



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.

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