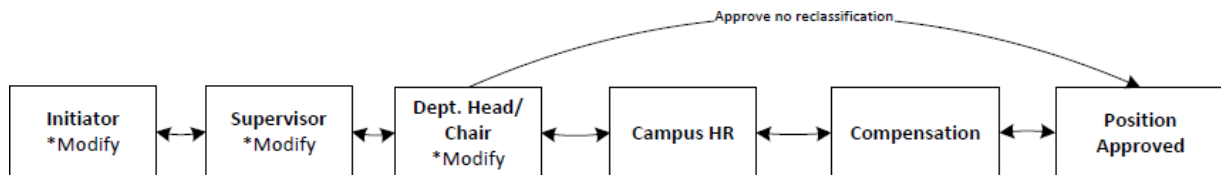


STAFF POSTING FROM A POSITION DESCRIPTION

Table of Contents

Staff Posting Workflow	2
Creating a Posting	3
Logging In	3
Module View and User Roles	3
Selecting the posting type.....	4
Finding a Position Description	6
Creating from a Position Description Posting	7
Posting Information	9
.....	10
.....	10
Position Details	11
Supplemental Questions.....	16
Adding a New Supplemental Question	19
.....	21
.....	21
Applicant Documents.....	22
Guest User.....	23
Search Committee Members	25
Posting Summary	26

Staff Posting Workflow



Staff Posting from a Position Description

Revision Date October 2019

HREmployment@untsystem.edu

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.

UNT | SYSTEM™

Login to PeopleAdmin, Inc.

EUID

> [Forgot your password?](#)

> [Need Help?](#)

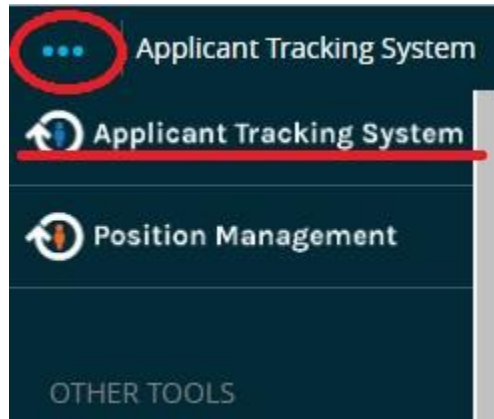
Password

Don't Remember Login



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.

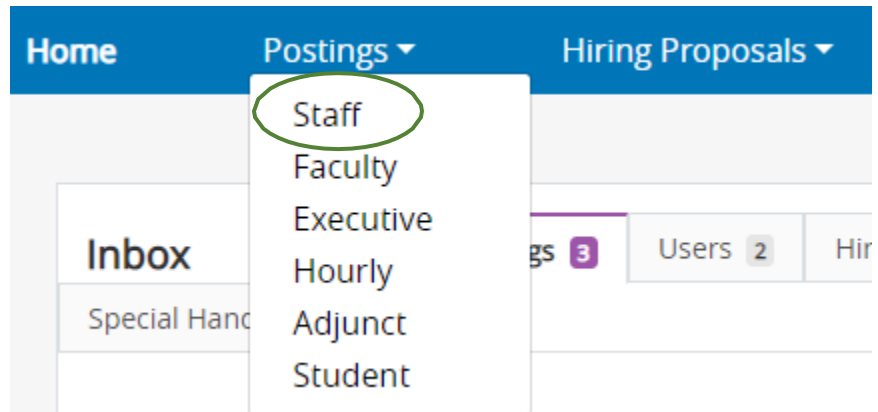


Only the following User Roles (User Groups) are able to create a posting request.

- 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.

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 Position Description

Copies in most of the information 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 ▾

Staff Posting from a Position Description

Revision Date October 2019

HREmployment@untsystem.edu

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 Position Description

Copies in most of the information from a position description.

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.

Classification Title	Working Title	(Actions)
Building Management	PD Test	
Test Classification	Assistant Strength and Conditioning Coach	Actions ▾
(None)	Faculty Test2	Actions ▾
Staff Test	Staff Test Position	Actions ▾
Test Classification	Staff Test Position 3	Actions ▾ View 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.

-  Print Preview
-  Print Preview (Employee View)
-  **Create Posting from this Position Description**
-  Modify Position Description

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

 New Posting

* Required Information

Working Title

Organizational Unit

Campus *

Division *

Department *

Staff Test Position

Univ of North Texas - Denton ▾

Enrollment Management ▾

UNT-Student Fin Aid & Schol-Gen-164800 ▾

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

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 sidebar menu titled "Editing Posting" with several options. The "Position Details" option is highlighted with a green arrow pointing to the right. To the right of the menu is a callout box titled "Position Details" containing text and two buttons: "Save" and "Next >>".

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

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	

All Required sections are denoted by a red asterisk

* 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 professional position that will provide comprehensive service to customers relative to institutional regulatory requirements. Performing detailed technical duties, conducting presentations, and maintaining professional knowledge.

Additional Posting Details

Minimum Qualifications

Preferred Qualifications

The preferred candidate will possess the following additional qualifications:

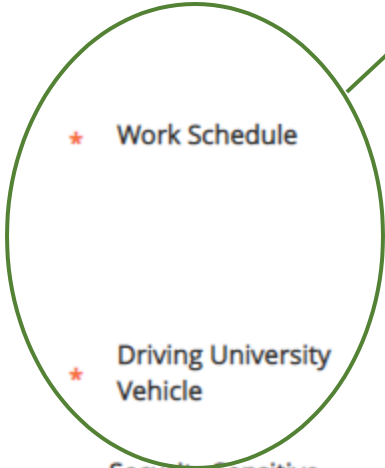
- A Bachelor's degree.
- 5 Year's experience.

Required License/Registration/Certification

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

* Driving University Vehicle

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

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?

Desired Start Date

Position End Date (if temporary)

Applicant Reviewer

* Job Open Date

Job Close Date

Open Until Filled

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.

Position Details



ABC [Check spelling](#)

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.

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.

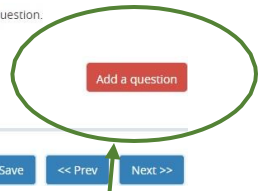
Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

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 weekends? (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 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](#)

Submit

Cancel

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

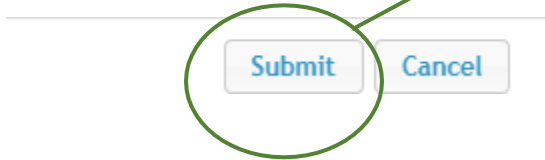
You can have applicants type in their answers with an open ended text box or you can set predefined answers for them to choose.

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****

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	✕

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

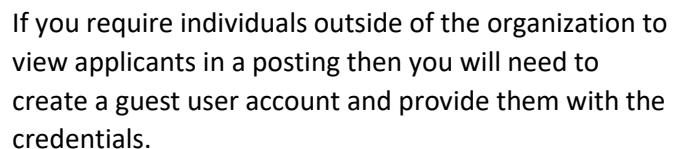
You can also notify the members of the review committee by adding thei
click on the **Update Guest User Recipient List** to notify the review commi

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

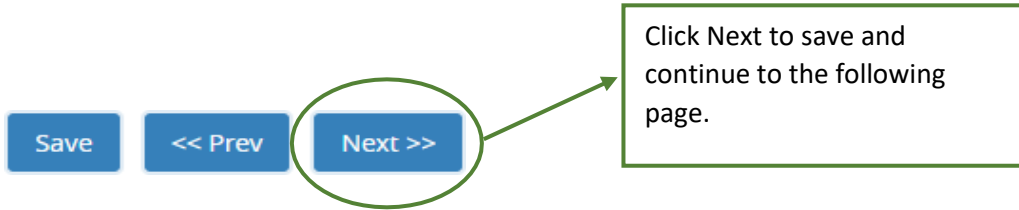
Email addresses (one per line)

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



Search Committee Members

Search Committee Members

Assigning Search Committee Members

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

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.

Add Existing User

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

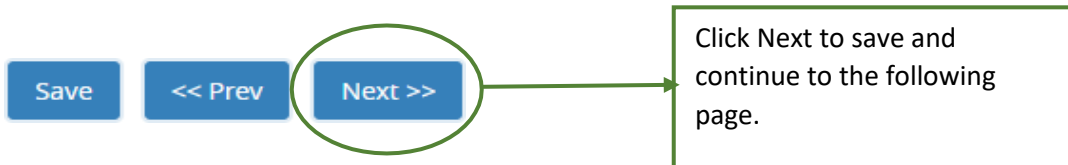
Search: <input type="text"/>		<input type="button" value="Search"/>			
Department: <input type="text"/>					
<input checked="" type="checkbox"/> Display search committee user group members only					
Last Name	First Name	Email	Department	Committee Chair	(Actions)
User	Test	emailaddress@zed.zed	SYS-Human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

Staff Posting from a Position Description

Revision Date October 2019

HREmployment@untsystem.edu



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
Department: UNT-Student Fin Aid & Schol-Gen-164800

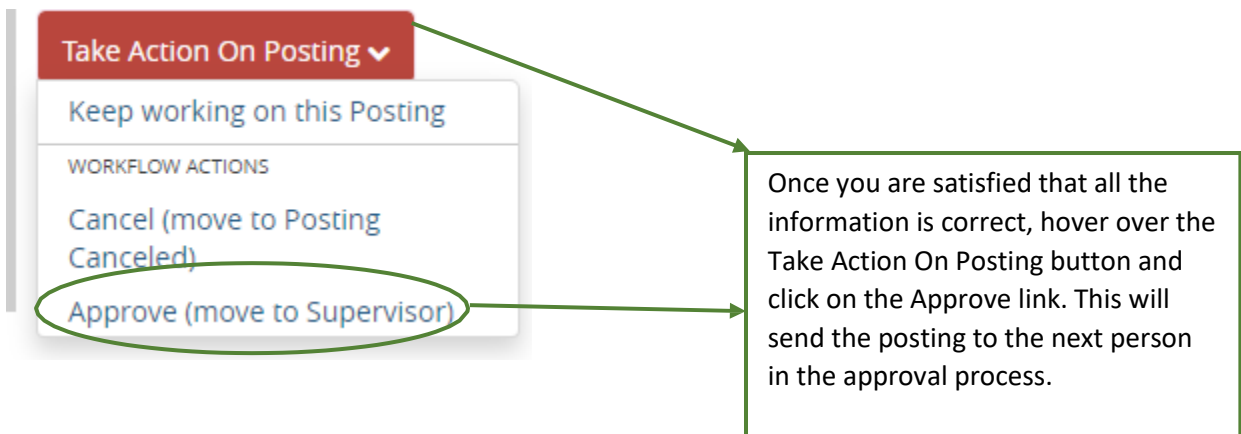
Created by: Test User
Owner: Test User

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