Hiring Manager/Designee Job Posting Flowchart

1. Search by Working Title or Payroll Title
2. Select the position you would like to create a posting and click on the Create link.
3. Type City and State position is located
4. Enter Work Hours, Days and Hours
5. Enter Work Address
6. Select any additional personnel you would like to have access to the Job Posting
7. Check if you would like to reference department website and provide URL
8. Select Job Categories for Applicant Search
9. Enter any Special Instructions or Additional Information about the Job Posting
10. Enter any Required Applicant Documents (if you select other or supplemental documents, please specify what they are under additional posting information)
11. Select any additional advertising sites that are listed that you would like the job posted or use the free text box to put advertising sites that are not listed. Include a Fund account number if you would like Recruitment to place these ads for you.
12. Review Job Duties that have pre-populated from Position Description. If changes are needed, contact Classification Department and have them correct.
13. Review Job Requirements that have pre-populated from Position Description. If changes are needed, contact Classification Department and have them correct.
14. Posting Specific Questions
   We always have one question included which gives applicants the opportunity to identify how they heard about the position. We ask that you make this question not required. You can also add job specific questions here that would allow you to better evaluate your applicants.
15. Activate Guest User
   On this page you will be able to activate guest user for search teams. You may only do this at the time of creating posting. After that you would have to ask Employment activate for you.
16. Hiring Manager/Designee Comments
   1. In this section you can place any special comments to Employment about the job posting.
   2. Select if you are requesting a Limited or Open Recruitment. (If this a limited recruitment, please obtain prior approval from Employment Manager)
   3. Select if you are requesting a Waiver of Recruitment (if so please submit supporting documentation and upload on the Recruitment Documents tab).
17. Recruitment Documents
   - Interview Questions (Required)
   - Search/Selection Committee (Required)
   - Advertising placed by HR/Employment
   - Advertising placed by Department
   - Outreach letters
   - Departmental Approvals (if your department has one, can be emails)
   - Selected Candidate’s Offer Letter (Required)
   - Justification for above Midpoint/Mid Step Salary (Required if above midpoint)
   - Request for Waiver (Required if you are requesting a waiver for recruitment)