Module V

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Creating an SPA, EPA (Faculty and Non-Faculty), Graduate Assistant, and Temporary Posting

To begin, login to the site at https://jobs.nccu.edu/hr. On the Home Page, from the Shortcuts box, select Create New SPA, EPA, (Faculty and Non-Faculty), Graduate Assistant/Temporary posting.

This box will appear for you to choose **Create from Position Description**

Choose the Position Description you want to use to create this new posting and hover over Actions to View the position description. If you do not see the position you wish to create the
posting from, you can utilize the search box. First click “More search options” to expand your search. Enter the position number in the search box and click “search”.

Choose “Create From” by hovering over the “Actions” button.

**New Posting Settings**

The Position Title will default from the approved Position Description. The Department field may be a drop-down depending on the user’s permissions. If you have more than one department, as part of your user assignments, a drop-down box will allow you to choose from
those departments. If you have one department assigned, that department will default to the field.

You have the option to decide if the posting will accept references. If you check the box next to “Accept References”, a notification email, generated by the system, will be sent to the applicant’s references requesting them to upload their letter of recommendation.
If References are accepted, a drop-down box appears providing the option to choose at what point during the applicant workflow the references are notified.

While this is optional, if you choose to accept references, then this field is required. If you make no selection, a notification email will not be generated.

You may also indicate what workflow state an applicant should be moved to once references have been provided. Our recommendation is to leave this field blank to allow letters of recommendation to be provided at any time.

You can also identify what type of recommendation will be allowed.
The above screen shot is our recommendation of how best to complete these fields if you are accepting references through the secure portal of the system.

**Accepted Application Forms**

The system will always default to accepting Online Applications and this should not be changed. Special Offline application instructions can be provided if necessary.
Posting Details Tab

The Posting Details contains information about the position, most of which will default or automatically be filled in from the approved position description. As the Initiator, you can edit the applicable optional or required fields.
Position Funding Information

In the Justification field, please enter the justification for the requirement to post and recruit for the position. Please be sure to address what mission specific, essential, and/or key objectives will not be met if the position is not filled.

Complete if any special instructions apply.
In the **Applicant Documents** tab, the applicant’s documents can be included in the application process by selecting **Optional** to make document upload of a specific document optional and **Required** to make upload of a specific document mandatory to complete the application process. Documents attached by the applicant during the application process will be accessible for viewing during applicant review.

Supplemental Questions will assist in screening and ranking your applicant pool. **You are required to include a minimum of three supplemental questions.** These questions can help the system to qualify or disqualify applicants based on their knowledge, skills, and abilities.
To add a question, select

Click on the Category to search for available questions or search by Keyword.

If you can’t find a question select “Add a new one”.

To Create a Supplemental Question

Enter a Name for the item. This is the label that is presented when any user selects this type of question. The Name should be the same as the Question text.
Select the appropriate Category if available.

Create the question and select the type of Possible Answers.

Open-ended Answers give applicants a free-text field for answering the question

Predefined answers give applicants a yes/no OR multiple choice question for answering.
The question you just created will appear as “pending”. You need to indicate if this question will be required to be answered by the applicants by checking the box under “Required.”
To Assign Points or Disqualifying Responses: Click on the question for a dropdown menu to appear.

Assign the appropriate points and disqualifying responses before clicking on

**Note:** Questions will remain in a pending status until reviewed and approved by HR. This question will be added to the Library that is available for all Hiring Managers.

**Guest User Tab**

To create a Guest User, select Guest User button.
On this screen, the username is created by the system as well as the password.

Password
df2c90
Update Password

You are able to change the password.

You can also notify the members of the review committee by adding their email address.

The Update Guest User must be selected for this to be activated.

When finished select the button to continue.

**Search Committee Member Tab**

The Search Committee feature works with the Ranking Criteria tab. To provide a member of your search committee access to this posting to complete the ranking criterion for candidates, they must have a “Search Committee” user status and be linked to your posting.

Use the "Search" feature to see if your Committee member may already have this user status because they previously served as search committee member on another search.

If no name is found, enter the user information in the New Search Committee Member section. This will be repeated for multiple committee members if necessary.
Note: Search Committee Members are assigned per posting. If an employee is selected as a Search Committee Member to three separate postings, the employee must be linked or assigned to each of the three postings individually by the creator of the posting.

After searching, to determine if your Committee Member has this user status, you find that Panel Member 1 and Panel Member 2 have the user status of the Committee Member, simply click on “Add Member.”
To select a member as the Committee Chair, click on the box. A Committee Chair is able to view each Committee Member’s evaluations and you can choose multiple members as the Chair.

Select to continue.

Evaluate Criteria

Ranking Criteria is a feature used in combination with the Search Committee Tab. Ranking Criteria allow interviewers to provide subjective assessments of applicants on specific items at specific points in the workflow or recruitment process.

To access the list of ranking criteria click on “Add a Criterion”.

You can click on the Category to search for available criteria or search by Keyword.
If you can’t find the one you want, select “Add a new one.”

Enter a Name for the item. This is the label that is presented when any user selects criteria. The Name should be the same as the Label.

Select the appropriate Category if available and Possible Answer type of either Open Ended or Predefined.

To Assign Points or a Weight: Click on the question for a dropdown menu to appear.
Assign the appropriate points and weight before clicking on

**Note:** Criteria will remain in a pending status until reviewed and approved by Employment. This criterion will be added to the Library available to all Hiring Officials.
If an internal document listed is appropriate for your search, please hover over the **Actions ▼** button next to the document type.

If you select to Upload New, this will allow you to upload a document by browsing for that file to be uploaded and then select submit then confirm.
Summary Tab

The Summary Tab provides the opportunity to review the posting request and make any changes before submitting the action to the next step in the workflow.
After selecting “To Move to Employment”, a Comment Box appears allowing you to provide comments. Please keep in mind these comments will appear in the email sent to Employment and will become a permanent part of the recruitment file and cannot be removed. You also have the option of adding the action to your Watch List by checking the box below the Comments box.

Information regarding the posting will appear at the top such as:

All Postings must be posted for a minimum of five (5) calendar days.