AppState Careers

Faculty Posting User Guide: Steps to Getting Started!

Start with creating an effective posting.

1. Start with the **Faculty Search Committee Checklist** and reference the **Faculty Recruitment and Selection Policies and Procedures Manual**.

2. Search Chair or Department Head or Dean Director creates posting in **AppState Careers**
(Applicant Tracking Module – Blue Ribbon Bar) > submit to next level for approval > HR posts position once approved > Search Chair receives system email once position is posted.
   a. View **Step-by-Step Guide** listed below for posting (pages 4-10)
   b. **Addendum C** (< fillable form) can be used as a working document to transfer into AppState Career system.
   c. Newly formed faculty search committees are requested to register for Faculty Diversity Recruitment Training through the **workshop scheduler** and may also contact searchsupport@appstate.edu to obtain ad hoc training and support in the search process.
   d. Search Committee Guidance and Strategies Training is offered but _not_ required to start a posting. Access the workshop scheduler for training **here**.
   e. One-on-one search committee strategy sessions or system training can also be scheduled with appropriate HR contact.

3. All postings are posted to the Chronicle/Vitae, HigherEd Jobs, Local Job Network, and HERC
(HigherEducation Recruitment Consortium), and Indeed. Find more recruiting resources **here**.

4. Refer to the **Faculty User Guide** for next steps after position is posted.
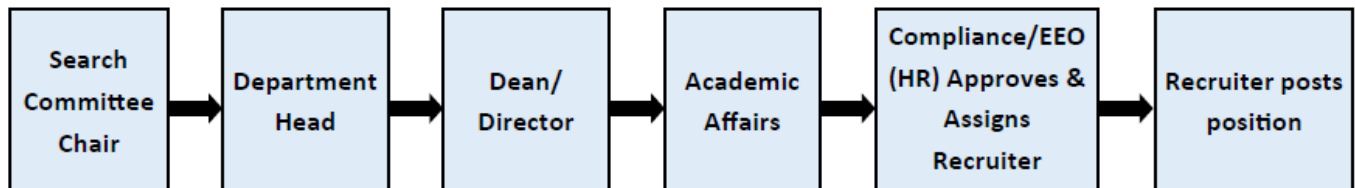
AppState Careers

Faculty Postings – User Guide

The purpose of this guide is to provide instruction and orientation to the AppState Careers system (PeopleAdmin) for the department to post a Faculty position using the Applicant Tracking Module.

Faculty Posting Workflow

Beginning August 1, 2019, Faculty Postings will be created in the AppState Careers online system.

Search Committee Chair → Department Head → Dean/ Director → Academic Affairs → Compliance/EEO (HR) Approves & Assigns Recruiter → Recruiter posts position

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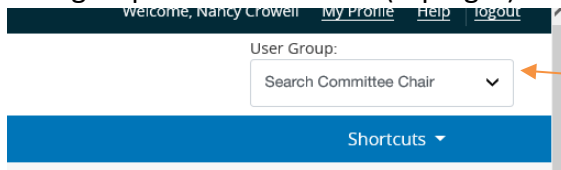| Topic	Page

1 Applicant Tracking Module

1.1 Select Applicant Tracking Module & User Group:

- Log into the PeopleAdmin System using your AppState username and password
  www.jobs.appstate.edu/hr
- Click ••• (top left) and choose Applicant Tracking

Applicant Tracking System

- User group must be selected (top right).

Welcome, Nancy Crowell   My Profile   Help   logout
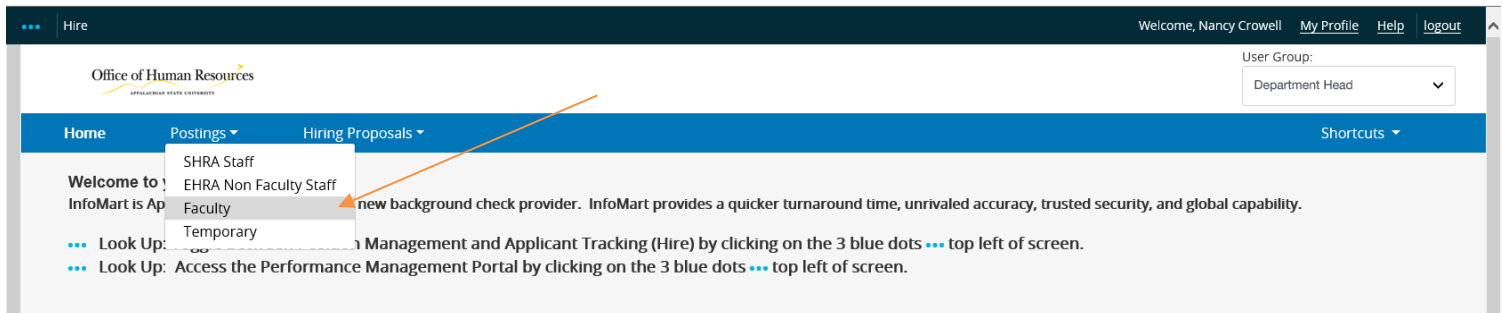User Group:
Search Committee Chair ⌄
Shortcuts ▾

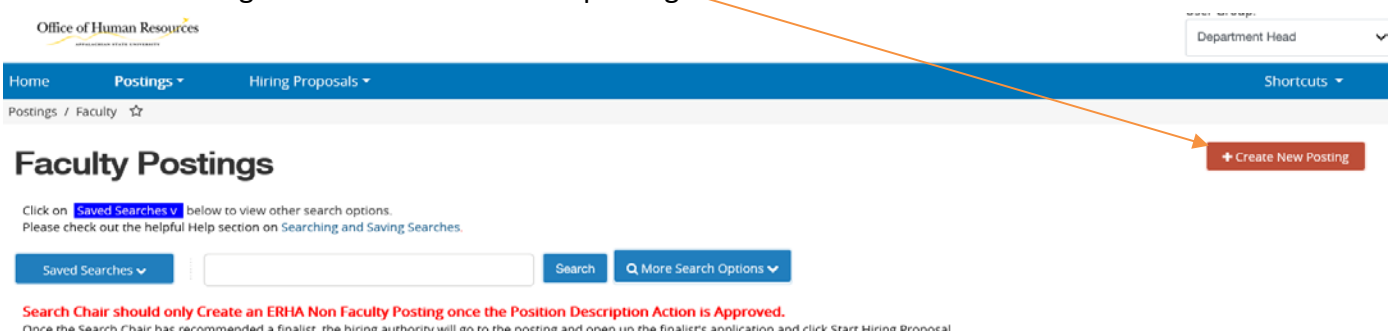Users that can create postings are Search Chair, Department Head, Dean/Director, and Vice Chancellor.

If you receive a message at the top of the screen "Sorry, you don't have permission to access this object." Contact HR in order to obtain proper access to this posting.

1.2 Create Posting

1. Navigate to the blue menu bar, choose Postings dropdown, and choose Faculty

••• | Hire   Welcome, Nancy Crowell   My Profile   Help   logout
                                                                              User Group:
Office of Human Resources   Department Head ⌄
APPALACHIAN STATE UNIVERSITY

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾
        SHRA Staff
Welcome to y EHRA Non Faculty Staff
InfoMart is Ap Faculty   new background check provider. InfoMart provides a quicker turnaround time, unrivaled accuracy, trusted security, and global capability.
        Temporary
••• Look Up: n Management and Applicant Tracking (Hire) by clicking on the 3 blue dots ••• top left of screen.
••• Look Up: Access the Performance Management Portal by clicking on the 3 blue dots ••• top left of screen.

2. Click the orange button to create a new posting

Office of Human Resources   Department Head ⌄
APPALACHIAN STATE UNIVERSITY

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾
Postings / Faculty ☆

Faculty Postings   + Create New Posting

Click on Saved Searches ✔ below to view other search options.
Please check out the helpful Help section on Searching and Saving Searches.

Saved Searches ✔ | | Search | 🔍 More Search Options ✔

Search Chair should only Create an ERHA Non Faculty Posting once the Position Description Action is Approved.
Once the Search Chair has recommended a finalist, the hiring authority will go to the posting and open up the finalist's application and click Start Hiring Proposal

3. On the pop-up screen, choose Create from Position Type

Create New

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

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

4. On the next screen, complete:
    - Position Title
    - Division
    - Department

You will also be required to select a Job Alerts Category. Job Alerts allow prospective employees to receive automatic emails when a position is posted in a specific category. We have created several Faculty Job Alerts, based on the college.

5. Select the orange button Create New Posting. This will initiate an edit mode outlined in the next step.

6. Let's review each tab on left hand side:

Editing Posting

- **Posting Details**
- ✓ Supplemental Questions
- ✓ Applicant Documents
- ✓ Search Committee Members
- ✓ Evaluative Criteria
- ✓ Guest User
- ✓ Posting Documents
- Summary

> Once in a section, you may click Next, Prev, or Save to navigate between sections.

- **Posting Details**: Complete all the information (similar to Addendum C template)

Welcome, Nancy Crowell   My Profile   Help   logout

User Group:
Department Head ⌄

Hiring Proposals ▾   Shortcuts ▾

ng if SC (Draft) / Edit: Posting Details

Posting Details   [Save] [Next >>]

ABC Check spelling
To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.
* Required Information

Request to Recruit

Position Title   Test to Create Posting if SC

Click Next to navigate to the next section.

- **Supplemental Questions (Optional)**: Add or Create Open-Ended or Close-Ended questions for each applicant and the responses will be included in the application profile.

Department Head ⌄

Hiring Proposals ▾   Shortcuts ▾

ng if SC (Draft) / Edit: Supplemental Questions

Supplemental Questions   [Save] [<< Prev] [Next >>]

Create/Select Supplemental Questions most applicable to the Posting to assist in identifying qualified applicants. Applicants will be asked the approved Supplemental Questions and their responses will be included in their application. Note: Supplemental Questions can be assigned weights and points.

Included Supplemental Questions   [Add a question]

Position	Required	Category	Question	Status

[Save] [<< Prev] [Next >>]

6

Enter keyword to locate questions in library or create a new action.

Click Submit to add question

- **Applicant Documents:** Select Optional or Required Documents for applicants to attach when applying.

- **Search Committee Members:** Add each Search Committee Member which will give each member access to view the posting and the application materials. All AppState employees have the Search Committee User Group so they can be added by clicking on Add Existing User. Search Committee Members can also be added later if you do not know at the time of posting who will be on the Search Committee.

Once the employee is located, click Add Member. Continue adding other members in the same way. When all members are added, click 'Close' to view your complete Search Committee list.

- **Evaluative Criteria (Optional):** The matrix/rubric can be built in the system by adding criterion (similar to adding or creating Supplemental Questions). Evaluative Criteria can also be added at a later time if you are not ready to add at the time of posting.

For more information on how to add Evaluative Criteria to your posting, please visit section 1.6 of our Search Committee Guide on Evaluative Criteria or view our Video Tutorial.

- **Guest User (Optional):** Non-AppState Employees who need access to view the posting and applications will need a Guest User Account.

Click Create Guest User Account:

Enter guest user(s) email address(es). HR will approve and guest user will receive email with instructions.

- **Posting Documents:** If placing a print advertisement in a publication or in other areas, attach print ad in Additional Advertisement (EHRA and Faculty Postings Only). [Sample Ad for Faculty Positions](#)
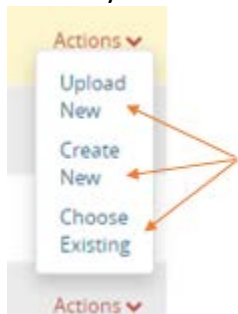
Posting Documents

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Marketing Plan			Actions ⌄
Print Ad Text			Actions ⌄
Additional Advertisement (EHRA and Faculty Postings Only)			Actions ⌄
Interview Questions			Actions ⌄
Job Posting Listservs			Actions ⌄

You may choose to Upload a document, Create a New document or Choose and Existing document

- Upload New: Will allow you to upload an existing document from your computer. PDF conversion process will occur.
- Create New: Will allow you to create the document using the Rich Text Editor on the next page.
- Choose Existing: Will allow you to choose an item from your library. *Please note, the item would need to

- **Summary:** Postings remain in Draft status and can continue to be edited/reviewed prior to submitting for approval. Take Action on Posting and submit to Academic Affairs. Once Academic Affairs approves the posting, it will be submitted to Compliance/EEO for review and HR will post the position. The Assigned Search Chair will receive an email that the position is posted with Search Chair instructions.

Take Action On Posting ⌄

★ See how Posting looks to Applicant

🖶 Print Preview (Applicant View)

🖶 Print Preview

🔖 Add to Watch List