

# 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](mailto: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.

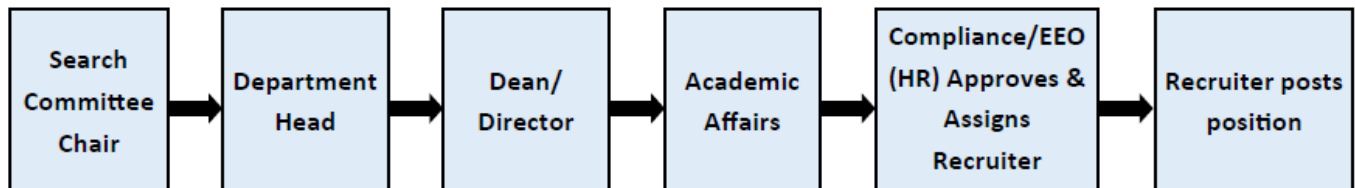
# AppState Careers

## 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.




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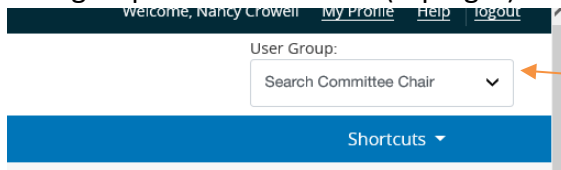
# 1 Applicant Tracking Module

## 1.1 Select Applicant Tracking Module & User Group:

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



- User group must be selected (top right).

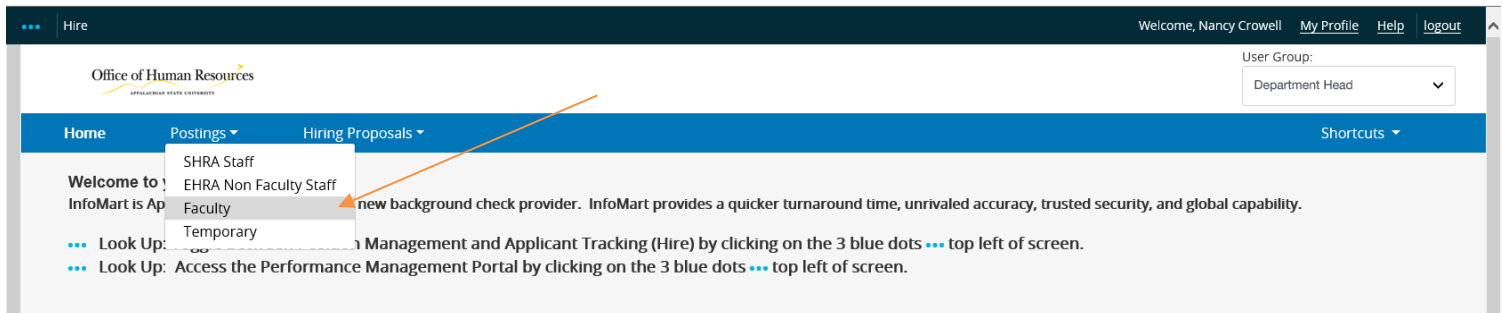


Users that can create postings are Search Chair, Department Head, Dean/Director, and Vice Chancellor.

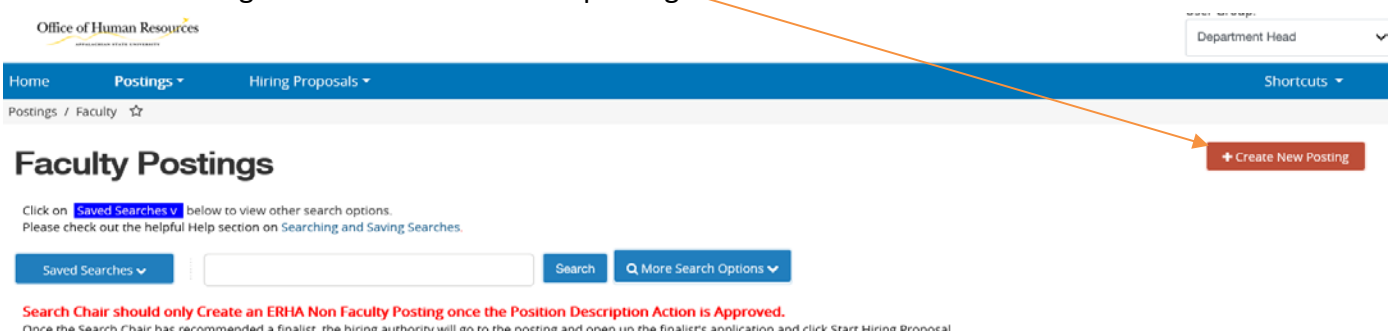
*\*If you receive a message at the top of the screen "Sorry, you don't have permission to access this object." Contact HR in order to obtain proper access to this posting.*

## 1.2 Create Posting

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



- Click the orange button to create a new posting



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.

Hire

Welcome, Nancy Crowell [My Profile](#) [Help](#) [Logout](#)

Office of Human Resources  
APPALACHIAN STATE UNIVERSITY

User Group: Department Head

Home Postings Hiring Proposals Shortcuts

Postings / Faculty / New Posting

New Posting

Create New Posting Cancel

\* Required Information

Position Title

**Organizational Unit**

Location \* Location

Division \*

Department \*

**Interest Card**

[Interest Card Categories](#)

☐ Administrative Support

☐ Academic/Faculty Affairs

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 CrowellMy ProfileHelpLogout

User Group:  
Department Head

Hiring ProposalsShortcuts

ig if SC (Draft) / Edit: Posting Details

Posting Details

SaveNext >>

[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

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 ProposalsShortcuts

ig if SC (Draft) / Edit: Supplemental Questions

Supplemental Questions

Save<< PrevNext >>

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
<div>Save&lt;&lt; PrevNext &gt;&gt;</div>				

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

**Available Supplemental Questions**

Category:  Keyword:

Add	Category	Question
<input type="checkbox"/>	Education	Did you graduate from a four-year college or university with a major in Birth-Kindergarten Education, Early Childhood Education, or Early Childhood Special Education with practicum/internship experience and related Teacher Certification (e.g., Birth-Kindergarten Certification)? If not, do you have a degree in a related field (Child Development, education) and two years of experience teaching young children?
<input type="checkbox"/>	Experience	Please describe the qualities you possess that would particularly qualify you to be an effective resource for a group whose primary responsibility is to create effective teaching and learning environments for faculty and students.
<input type="checkbox"/>	Experience	Do you have teaching experience?
<input type="checkbox"/>	Experience	List any activities (sports, health/fitness, arts & crafts, fine arts, etc.) that you could teach or assist with teaching as a short course or workshop.
<input type="checkbox"/>	Experience	Please describe any honors and awards you have received; volunteer or community organizations you have participated with; and/or any special qualifications that you wish to be considered (e.g., former SV participant, teaching experience, science fair participant, etc.)
<input type="checkbox"/>	Experience	Do you have a thorough knowledge of developmentally appropriate practices and educational techniques used in teaching preschool children 0 to 5 years of age?
<input type="checkbox"/>	Experience	Please describe your teaching philosophy, your image of the young child and how you view children, and your guidance and discipline philosophy.
<input type="checkbox"/>	Experience	Do you have a current NC teaching license?
<input type="checkbox"/>	Experience	How many years of instructional teaching experience do you have?  Possible Answers: 1. 0-1 year 2. 2-3 years 3. 4-6 years 4. Over 6 years
<input type="checkbox"/>	Uncategorized	Do you have experience teaching a business career class?
<input type="checkbox"/>	Experience	Do you have experience teaching & leading students in programming & management in a collegiate recreation program? (undergraduate experience counts)
<input type="checkbox"/>	Experience	Do you have experience teaching & leading students in programming & management in a collegiate recreation program? (undergraduate experience counts)

Click Submit to add question

☐ Experience **How many years of instructional teaching experience do you have?**  
  
Possible Answers:  
1. 0-1 year  
2. 2-3 years  
3. 4-6 years  
4. Over 6 years

☐ Uncategorized **Do you have experience teaching a business career class?**

☐ Experience **Do you have experience teaching & leading students in programming & management in a collegiate recreation program? (undergraduate experience counts)**

☐ Experience **Do you have experience teaching & leading students in programming & management in a collegiate recreation program? (undergraduate experience counts)**

☐ Experience **Do you have experience teaching, developing & leading students in a programming & management in collegiate recreation program? (Undergraduate does count)**

☐ Experience **Please indicate your related experience and knowledge of developmentally appropriate practices and educational techniques used in teaching elementary children from grades K-5?**

Displaying all 14

Can't find the one you want? Add a new one

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

**Hiring Proposals** Shortcuts

View if SC (Draft) / Edit: Applicant Documents

**Applicant Documents** Save << Prev Next >>

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="2"/>	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="3"/>	Transcripts 1 (Unofficial)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- **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.

The screenshot shows a web application interface for configuring a 'Guest User'. At the top, a dark blue header contains the text 'Welcome, Nancy Crowell' and links for 'My Profile', 'Help', and 'logout'. Below the header, a 'User Group' dropdown menu is set to 'Department Head'. A blue navigation bar shows 'Hiring Proposals' and 'Shortcuts'. The main content area is titled 'Guest User' and includes a breadcrumb 'g If SC (Draft) / Edit: Guest User'. On the right, there are 'Save', '<< Prev', and 'Next >>' buttons. The text explains that clicking 'Create Guest User Account' will generate a username and password, and that guest users must contact the Hiring Manager or HR. It also mentions that email addresses for review committee members can be added to notify them. A 'Next' button is provided for completion. At the bottom, a question 'Want to give guests access to view this posting?' is followed by a 'Create Guest User Account' button. Another set of 'Save', '<< Prev', and 'Next >>' buttons is at the bottom right.

Click Create Guest User Account:

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

This screenshot shows the 'Guest User Credentials' section. It begins with the instruction: 'When finished or to skip this section, click the Next button.' Below this, the text reads 'Guest User Credentials' and 'Guest users may view this posting by using these credentials.' The 'Username' field is pre-filled with 'gu76607'. The 'Password' field is pre-filled with '0b29DG', and an 'Update Password' button is located to its right. Below the password field, the text 'Email Addresses of Guest User Recipients' is followed by 'Email addresses (one per line)'. A large, empty text area is provided for entering these email addresses.

- **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

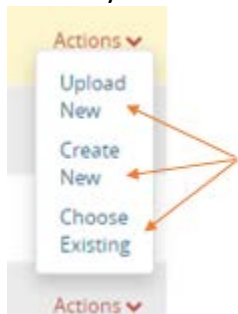
Save << Prev Next >>

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 ▾

Save << Prev Next >>

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.

