CREATE ADMINISTRATIVE & CLASSIFIED JOB POSTINGS

Updated August 2020

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Create a Job Posting (Administrative & Classified Positions Only)

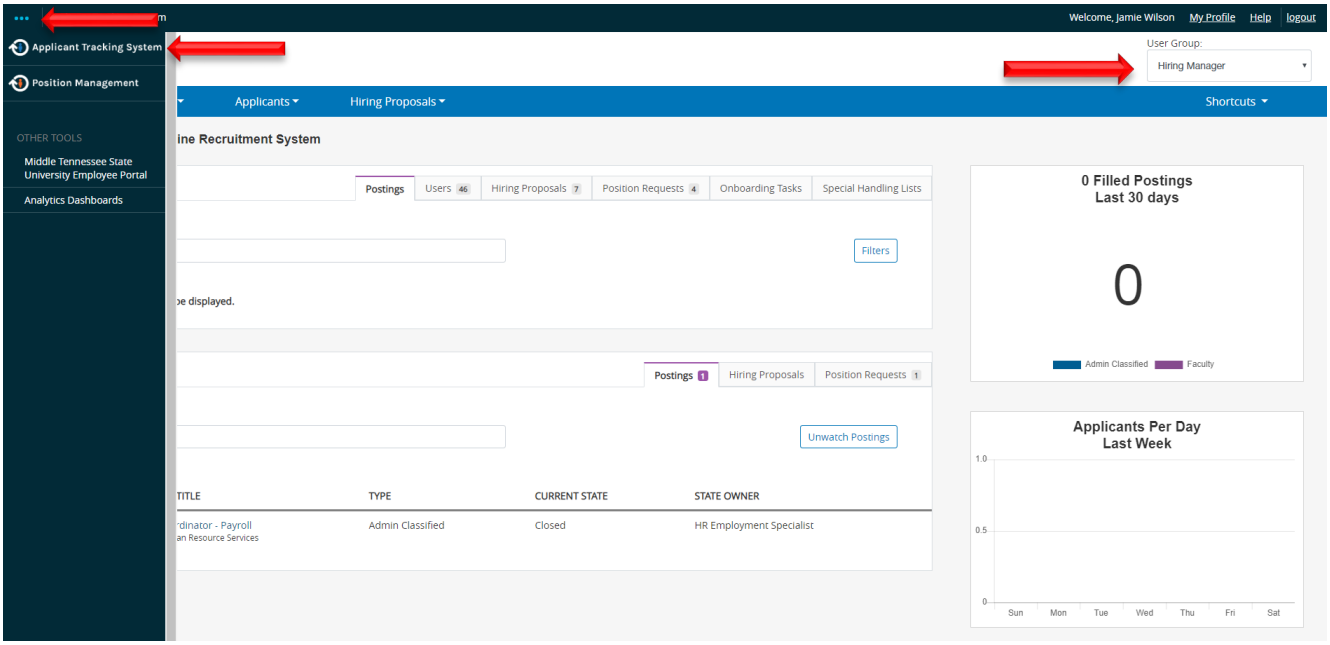
Approval Process for Postings

Hiring Manager will create the posting and submit for approval to the next higher level supervisor (Department Head, Dean, AVP, or Executive User). The higher level supervisor reviews and forwards to Human Resources for review and posting approval.

Login Information

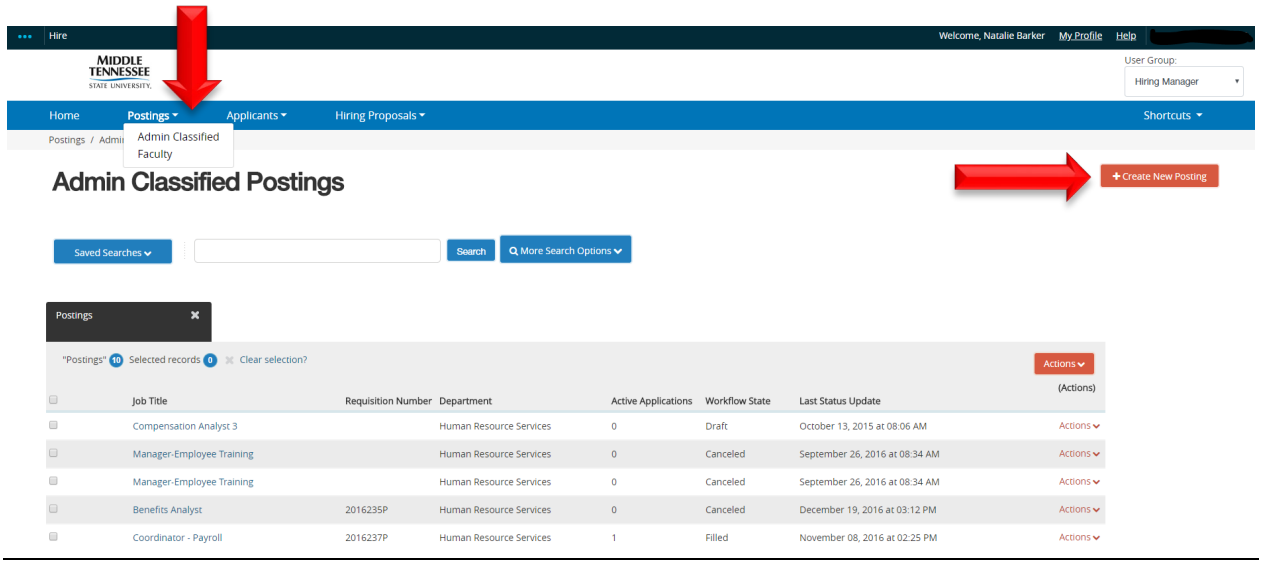
Login to MTSU Jobs Online (PeopleAdmin) at https://mtsujobs.mtsu.edu/hr/shibboleth using your FSA credentials. Change the user group to **Hiring Manager**. Select the Hiring module by clicking on the three dots (**…**) in the top, left corner and clicking on **Applicant Tracking System**.

Note: The color of the navigation bar should be blue.

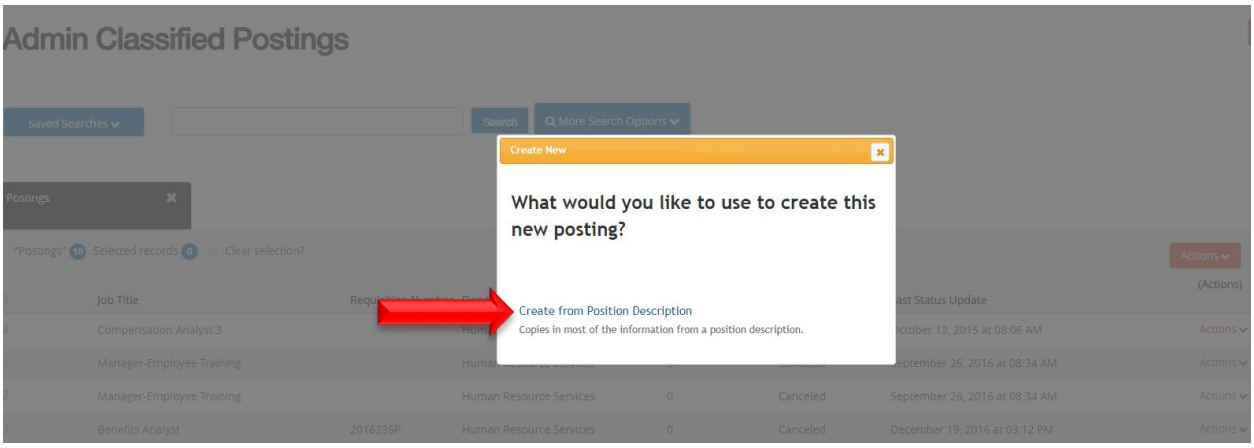


Create New Admin Classified Posting

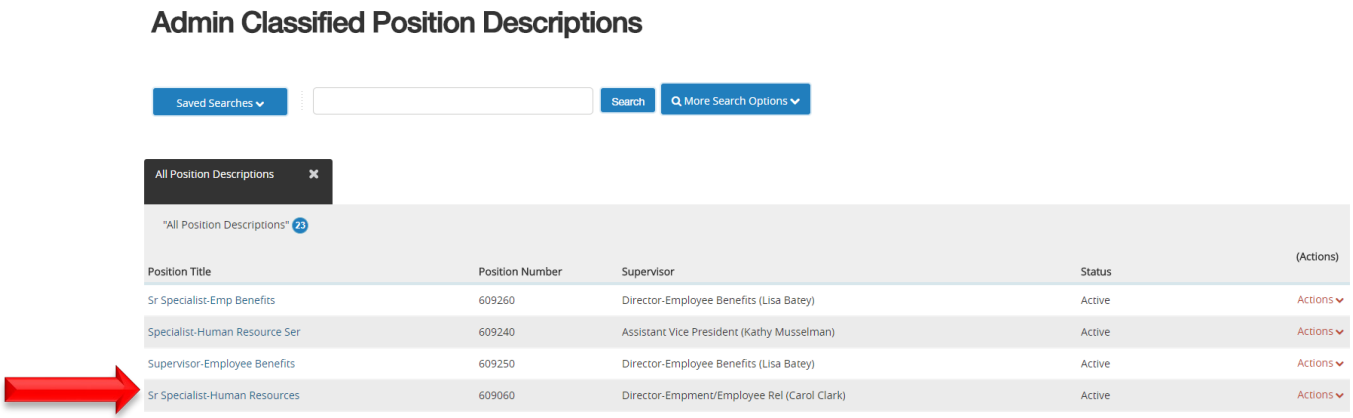
Click on the **Postings** tab from the top menu bar and select the **Admin Classified** option. This screen will show you all initiated postings that you have access to in the system. Click on the **Create New Posting** button located in the top, right corner of the page.



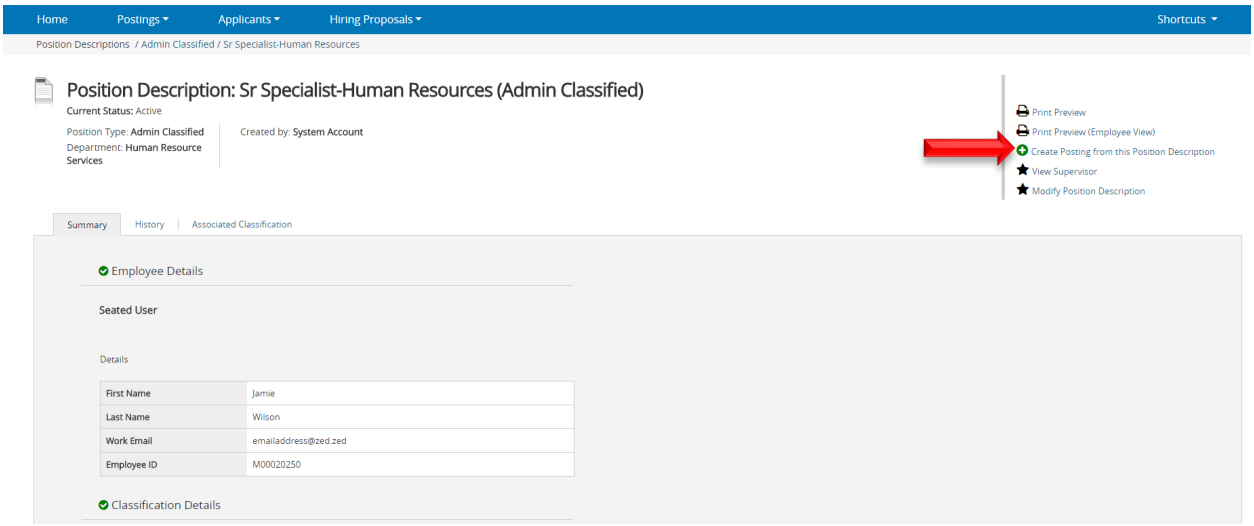
A pop-up box will appear for you to choose to **Create from Position Description**.



Choose the Position Description you want to use to create the new posting from by clicking on the Position Title.



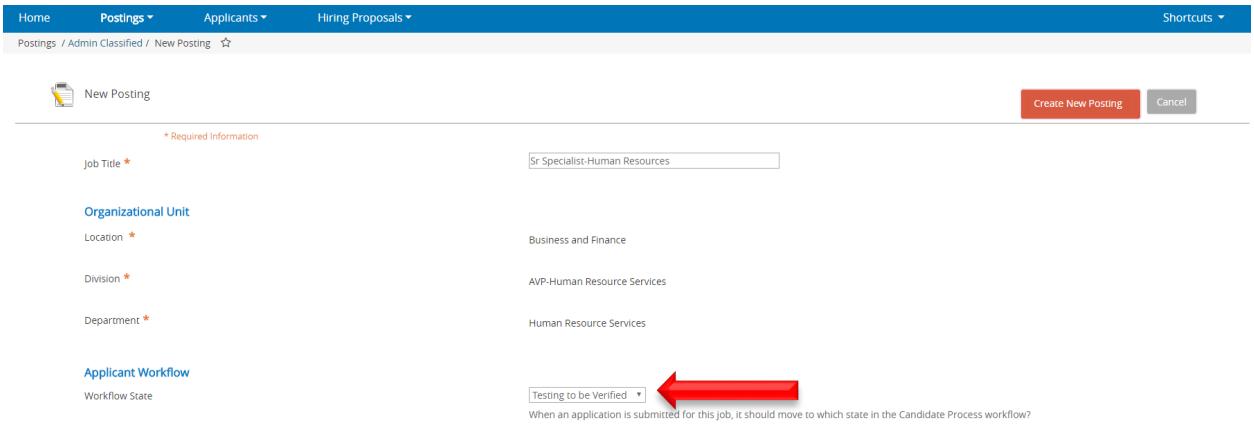
The position description summary will appear. Click on the **Create Posting from this Position Description** link in the top, right corner.



New Posting

Organizational Unit & Applicant Workflow

The Position Title will default from the approved Position Description as well as the Department and Division. For classified positions requiring testing, leave the Applicant Workflow – Workflow State as **Testing to be Verified**. For all other administrative/classified positions, click on the dropdown box and select Workflow State of **Under Review by Department**.



References & Online Applications

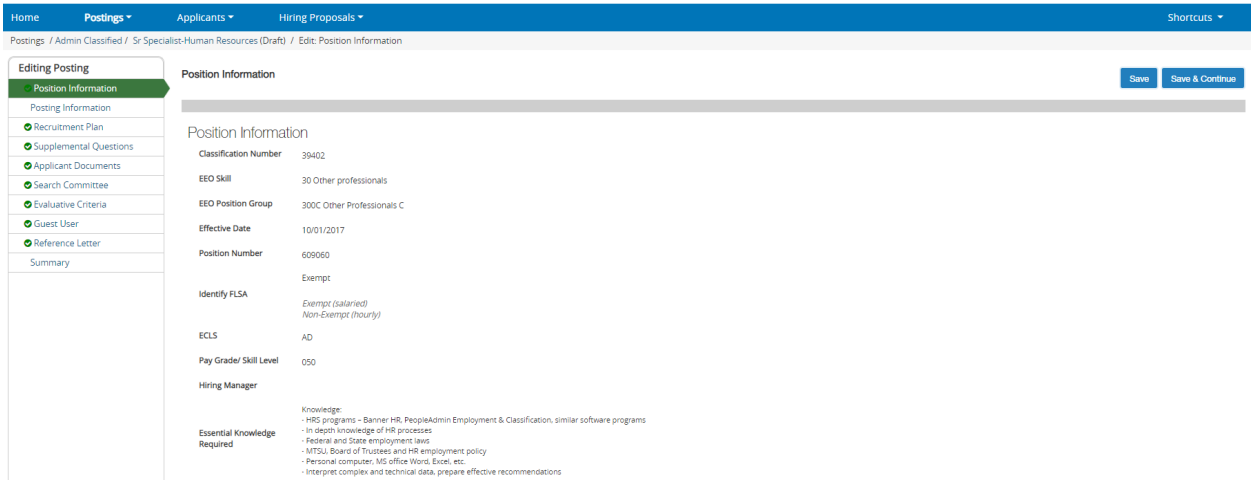
Departments may request that reference information be provided electronically. Email notifications will be sent to the references provided by the applicant. For the Reference Notification field, change the status to **Applicant Approved for Interview**. Recommendation Workflow should remain blank. For Recommendation Document Type, select **Recommendation Letter** from the drop down box.

If you do not wish to accept electronic references, change the Reference Notification and Recommendation Workflow fields to be blank. The Recommendation Document Type should remain as ***No Document****.*

The check mark in **Accept online applications?** should remain. Add information in the Special offline application instructions field if you would like to add instructions, i.e., testing requirements, transcripts, etc. Click the **Create New Posting** button.

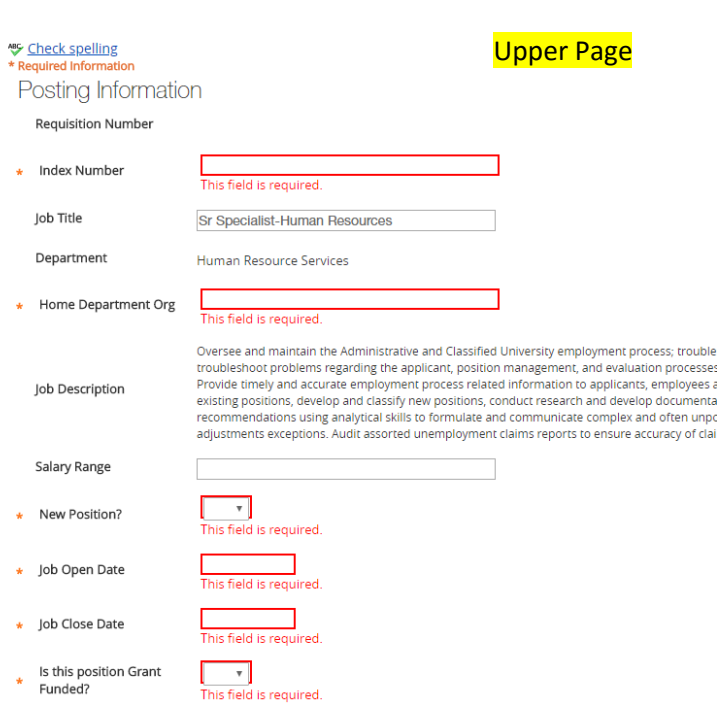
Position Information

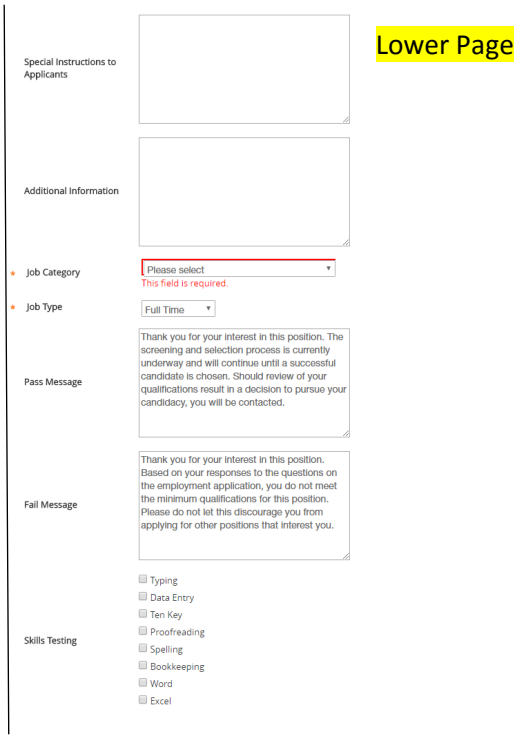
The requirements for the position will default from the Position Description; no edits can be made. Click **Save & Continue** to proceed to Posting Information.



Posting Information

The Posting Information tab contains information about the position, some of which will default or automatically be filled in from the approved position description. Complete the required fields as noted in red. Indicate the requested Job Open and Close dates (may be altered by HR); Administrative positions are posted for 30 days and classified positions are posted for 14 days. Using the drop down box, indicate if the position is grant funded, job category, and job type. For Classified positions, place a check mark in the box beside each skill test that you wish for the applicant to take in order to be eligible for the posting. Click **Save & Continue** (not pictured) to continue to the next page.

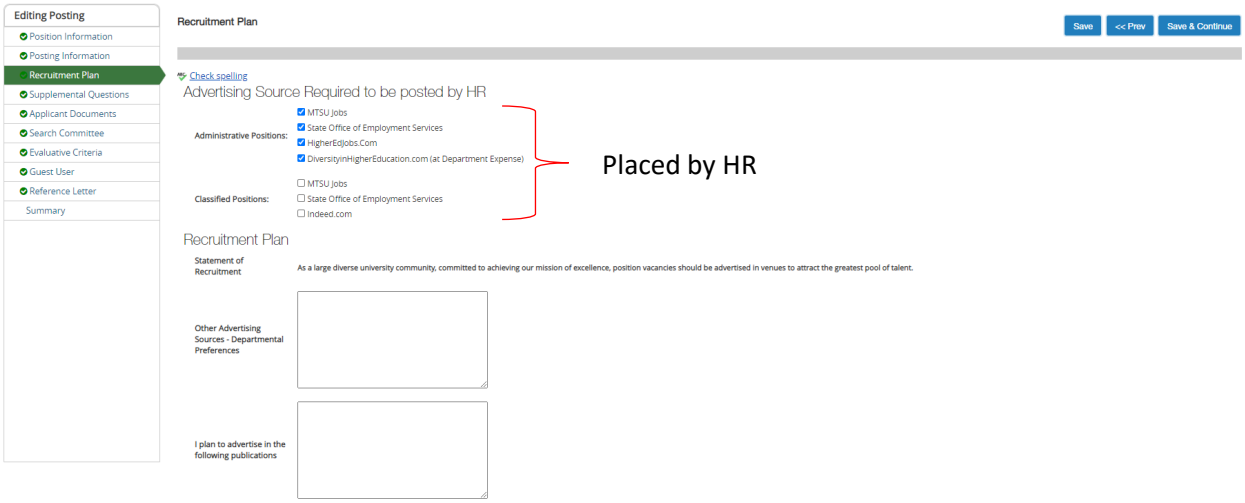




Recruitment Plan

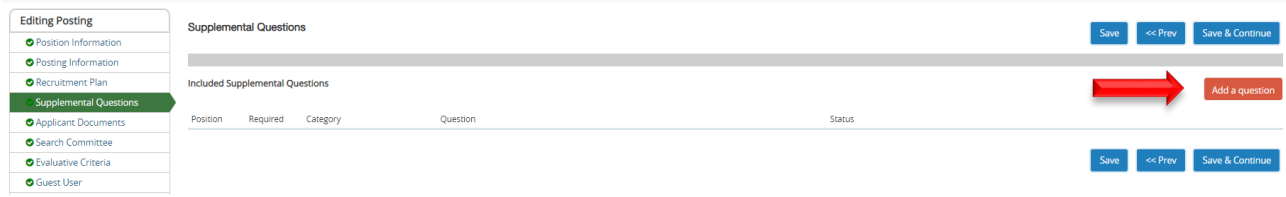
Human Resources will post the advertisement in all the sources noted under Advertising Source Required to be posted by HR.

Complete the additional requested information under the Recruitment Plan section regarding preferred departmental advertising sources. **Note**: HR only places ads listed under Advertising Source Required to be posted by HR. Any other ads should be placed directly by the hiring department. Click **Save & Continue** to continue to next page.



Supplemental Questions

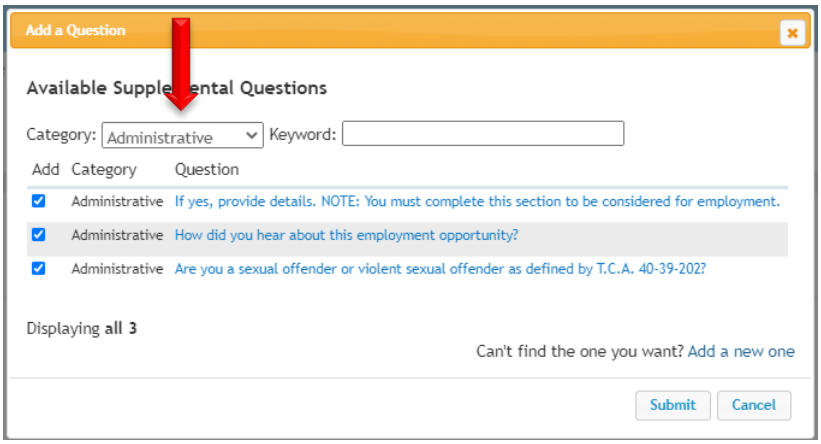
Supplemental Questions will be used to capture information on how an applicant heard of the job posting and ask the required sexual offender question. **Note**: Supplemental Questions are not used to screen applicants based on education or experience. Click the **Add a Question** button.



On the Available Supplemental Questions page, select the type of position (Administrative, Classified, Faculty) being posted from the Category drop down box. Next, place a check in the Add boxes next to the following supplemental questions:

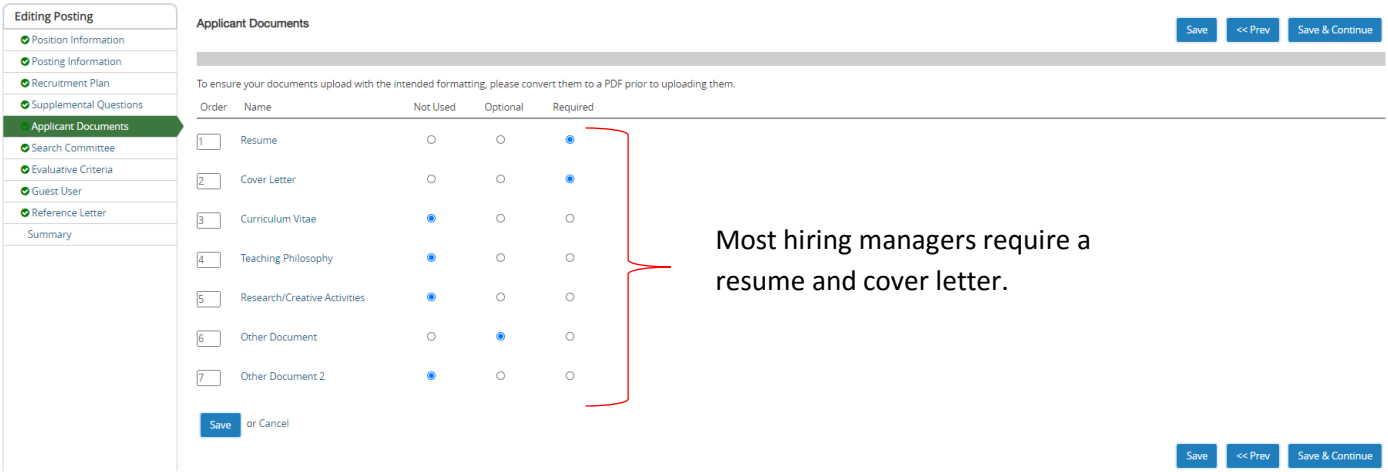
- How did you hear about this employment opportunity?
- Are you a sexual offender or violent sexual offender as defined by T.C.A. 40-39-202?
    - Note: Tennessee Law states that all registered sex offenders are ineligible for employment with MTSU due to our campus location. The system will automatically disqualify an applicant from the pool if they answer "Yes."
- If yes, provide details. NOTE: You must complete this section to be considered for employment.

Click **Submit** and then click **Save & Continue** on the next page to proceed to the Applicant Documents tab.



Applicant Documents

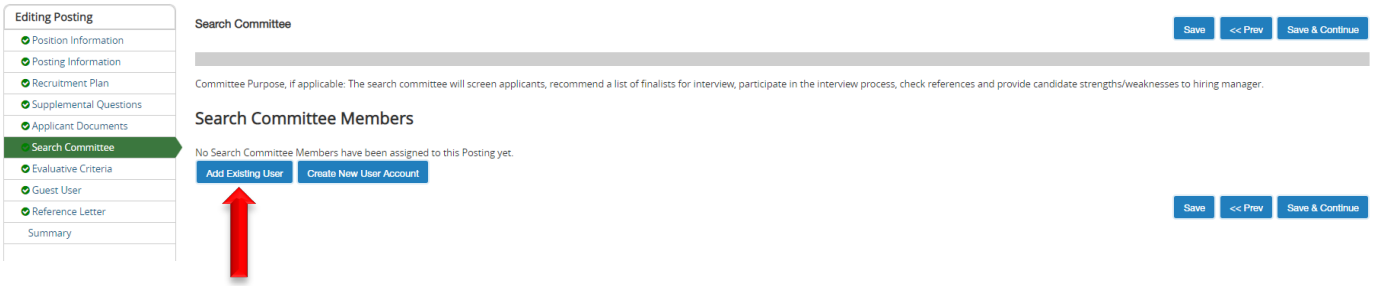
On the applicant documents tab, select the documents the applicant will attach to the application. Choose if the document should not be used, optional or required. Once selections are made, click **Save & Continue** to continue to the Search Committee tab.



Search Committee

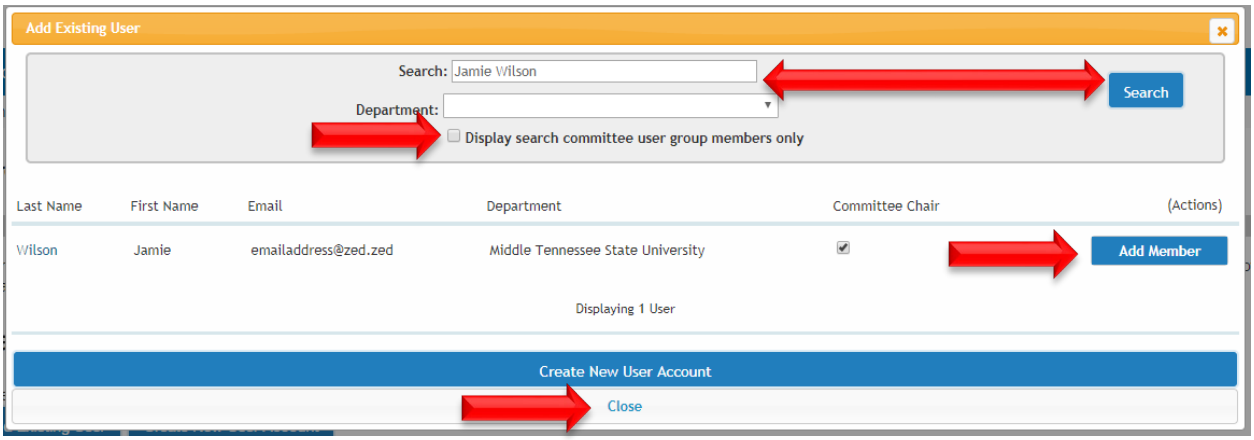
Entering users as a Search Committee Member allows the member to screen applicants and recommend a list of finalists for interview. *Search committee members must be employees of the university.* Non-employees will be assigned a guest user account. Click on **Add Existing User**.

Note: Please include females and minorities in the search committee to meet diversity requirements. Human Resources will approve Search Committee Members for Administrative/Classified Postings.



Enter the name of the employee and/or department in the appropriate fields and click **Search**. (If the name does not appear, uncheck the box next to Display Search Committee User Group Members Only). Indicate with a check mark if the member will serve as Committee Chair. Click **Add Member**. Repeat for each member. Click **Close** when all members have been added. Click **Save & Continue** (not pictured) to continue to the next page.

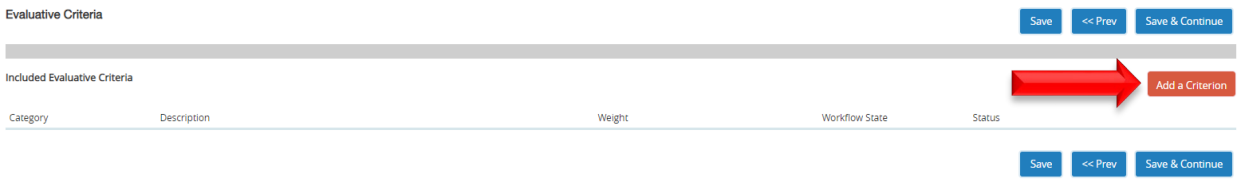
Note: Search Committee Members are assigned per posting. If an employee is selected as a Search Committee Member to three separate postings, the employee must be linked or assigned to each of the three postings individually by the creator of the posting.



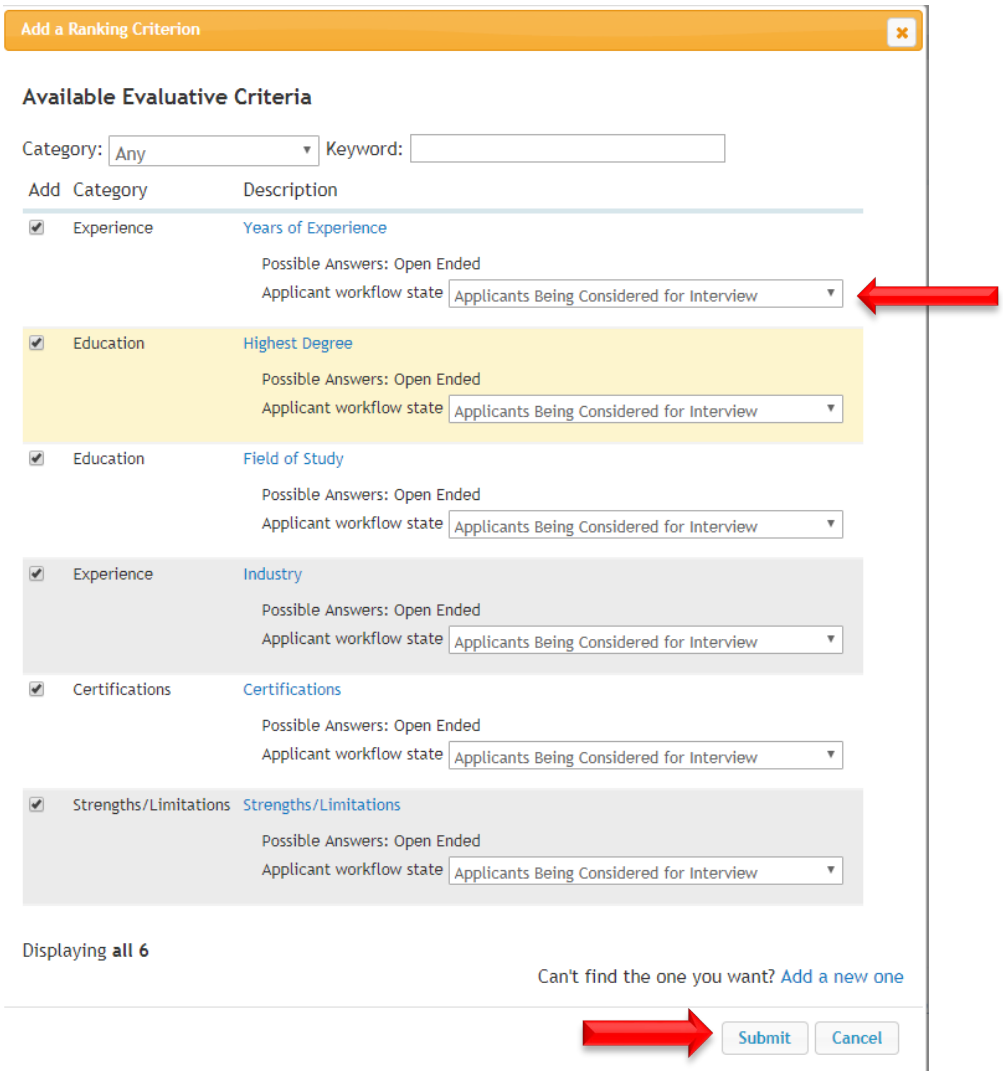
Evaluative Criteria – Administrative Positions with Search Committees Only

The Evaluative Criteria tab will be used as a tool to evaluate the candidates that you are considering to interview and is required only for Administrative positions with search committees. *If you do not have a search committee or if the posting is classified, please continue to Guest User on page 6.*

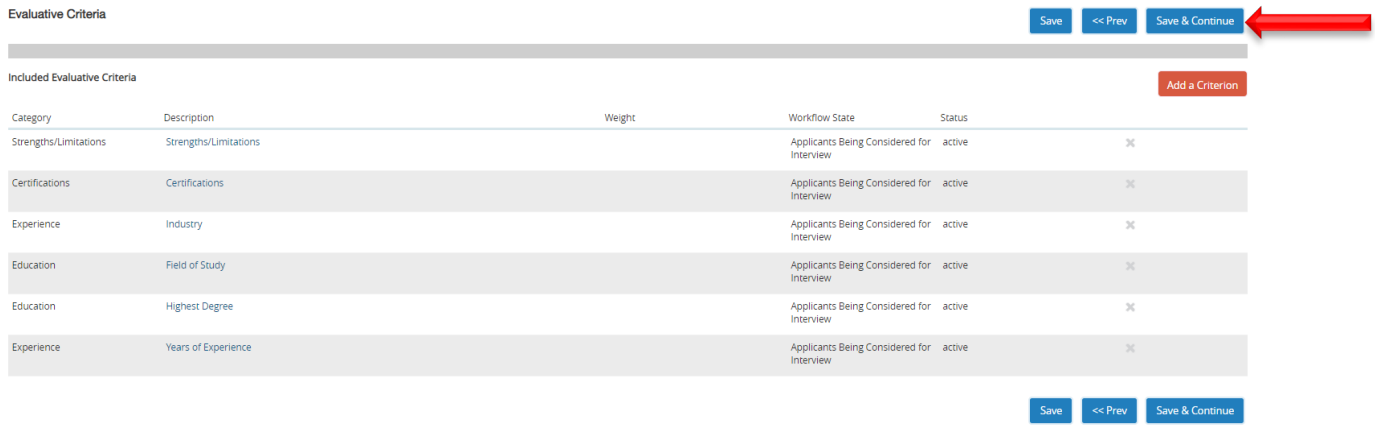
Click on **Add a Criterion**.



A pop-up box will appear that lists the criterion to be used. Click on each criteria to add to the posting and change the Applicant Workflow state to **Applicants Being Considered for Interview**. Click **Submit**.



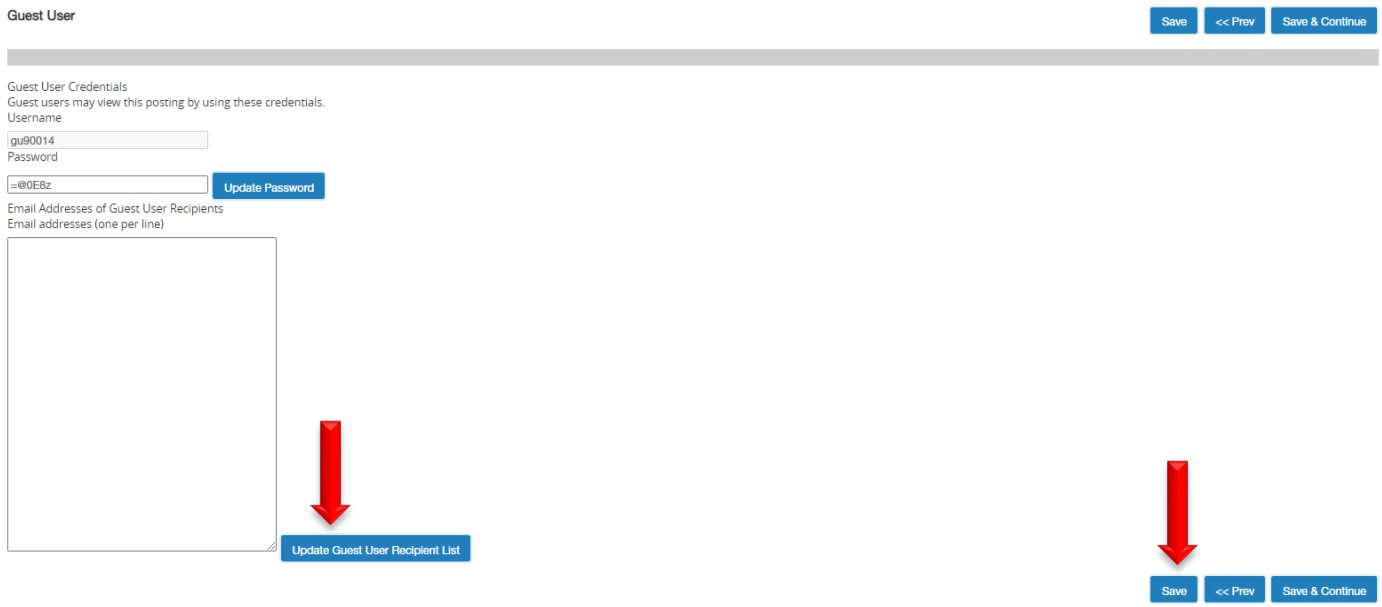
Once all criterion is added, click **Save & Continue** to proceed to the Guest User tab.



Guest User

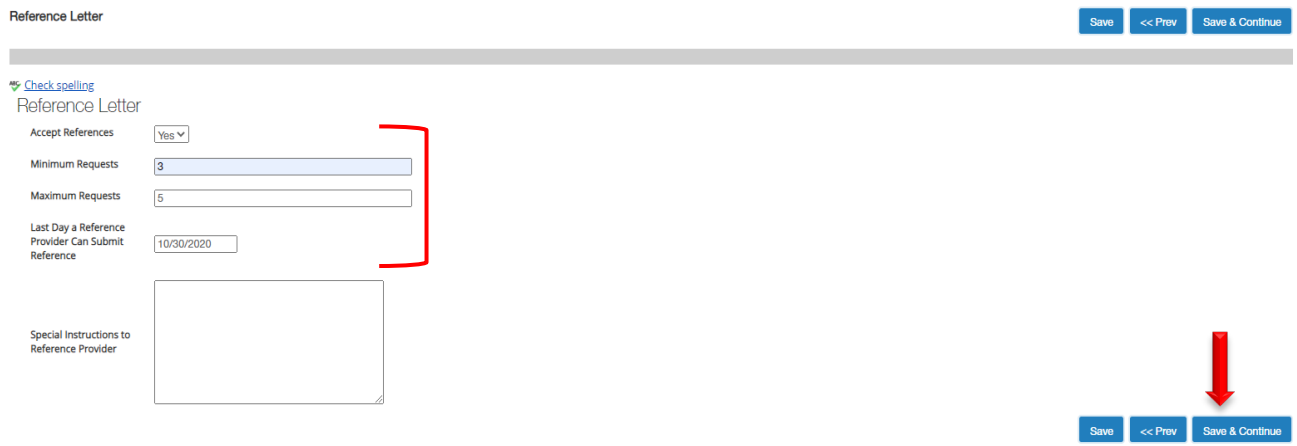
To create a Guest User, click on the **Create Guest User Account** button (not pictured). Guest user accounts should only be created for individuals that are not employees of MTSU.

The Guest User will be assigned a username and password by the system. Provide the email address for each guest user. An automated message will be sent to the guest user informing them of their account. When finished adding the user email addresses, click **Update Guest User Recipient List** and then click **Save & Continue**.



Reference Letter

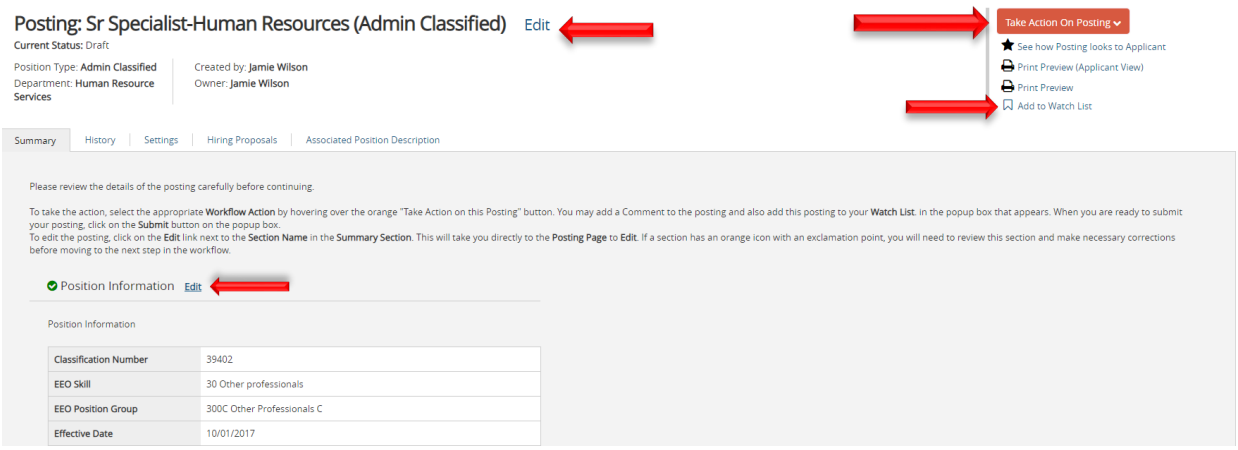
The reference letter portion of the posting is used for both electronic and non-electronic references. A "Yes" should always be listed in the Accept References field; a minimum of three references is required; there is no limit on the maximum number of references, however there are usually no more than five. The Last Day a Reference Provider Can Submit Reference box is used only for electronic references *(see References & Online Applications on page 6)*. The date entered should allow for time to review the applications and conduct interviews prior to recommending a candidate. If no date is entered, the reference will have access to the system permanently. After reference information is entered, click **Save & Continue**.



Summary

The summary tab allows the user to view all of the items entered on the posting. If edits are needed, click on one of the **Edit** links provided throughout the summary. If you want to monitor the progress and easily access the posting later from the home screen, click the **Add to Watch List** link.

When ready to submit for approval, click **Take Action on Posting** and select the appropriate level for routing the posting for approval (*see Approval Process on page 3*).



Once the action is selected, a comment box will appear and a comment may be added that will be incorporated into the email notification sent to the approver. *Please keep in mind these comments will become part of the position record and cannot be removed.* Click **Submit** to move the action to the next stage of processing.