Temporary Posting Requests

College of Charleston

Office of Human Resources
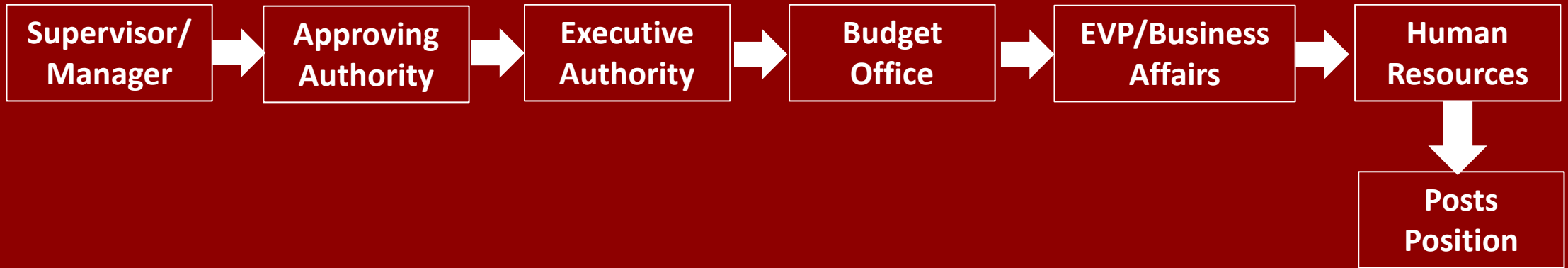
Contents

Note: The College <u>does not require</u> temporary positions to be recruited. You may hire a candidate directly by submitting a Temporary Appointment Request (found on HR website, see forms) for review and approval.

Workflow

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┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│ Supervisor/  │ → │  Approving   │ → │  Executive   │ → │   Budget     │ → │ EVP/Business │ → │    Human     │
│  Manager     │   │  Authority   │   │  Authority   │   │   Office     │   │   Affairs    │   │  Resources   │
└──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘   └──────────────┘
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                                                                                               ┌──────────────┐
                                                                                               │    Posts     │
                                                                                               │   Position   │
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Logging In

- **Go to https://jobs.cofc.edu/hr/**

- **Select SSO Authentication and login with your College username and password.**

Select Module

- **In top left corner of screen, select button with three dots.**

- **Select "Applicant Tracking System" option. A blue menu banner should be visible.**
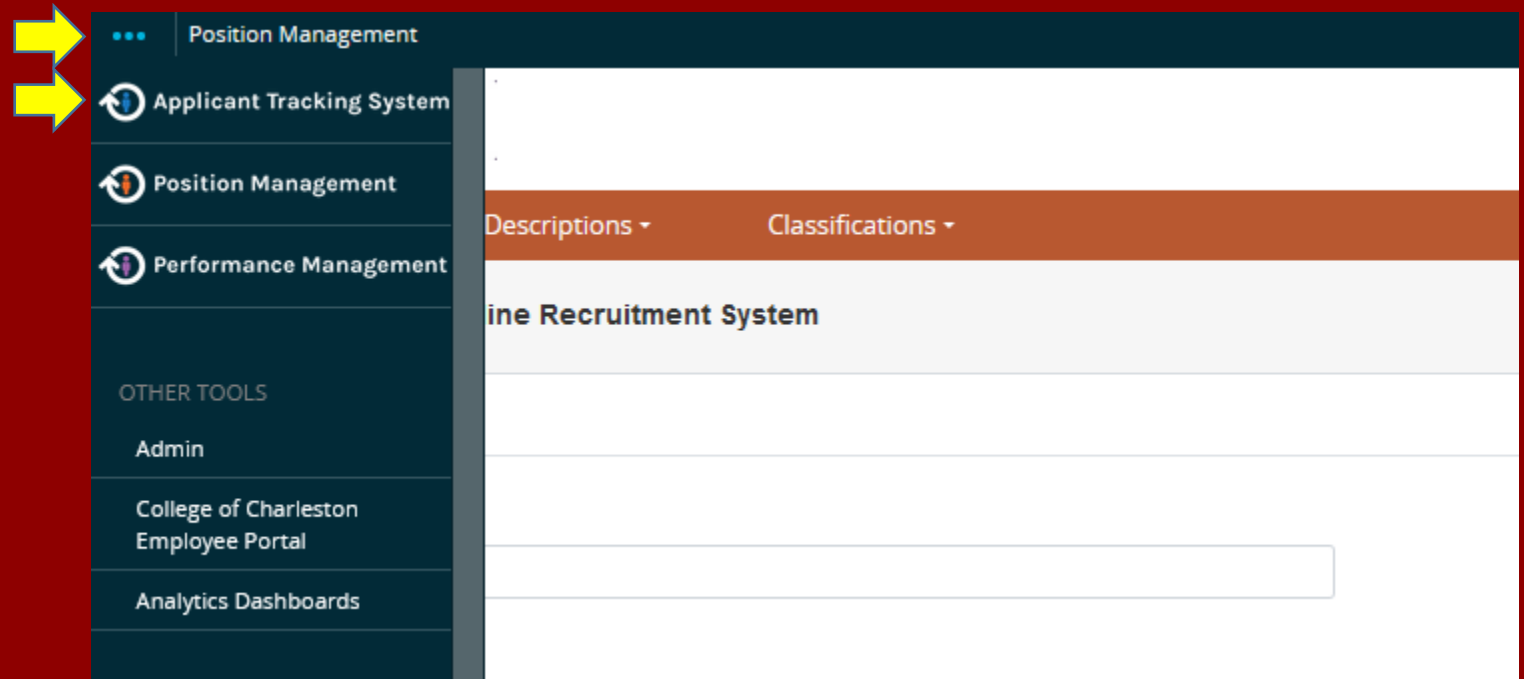
Select User Group

- **Click drop-down menu beneath the "User Group" heading to change your user group.**

- **Select "Supervisor/Manager." Contact HR if this option is not available.**

Initiate Posting Request (1)
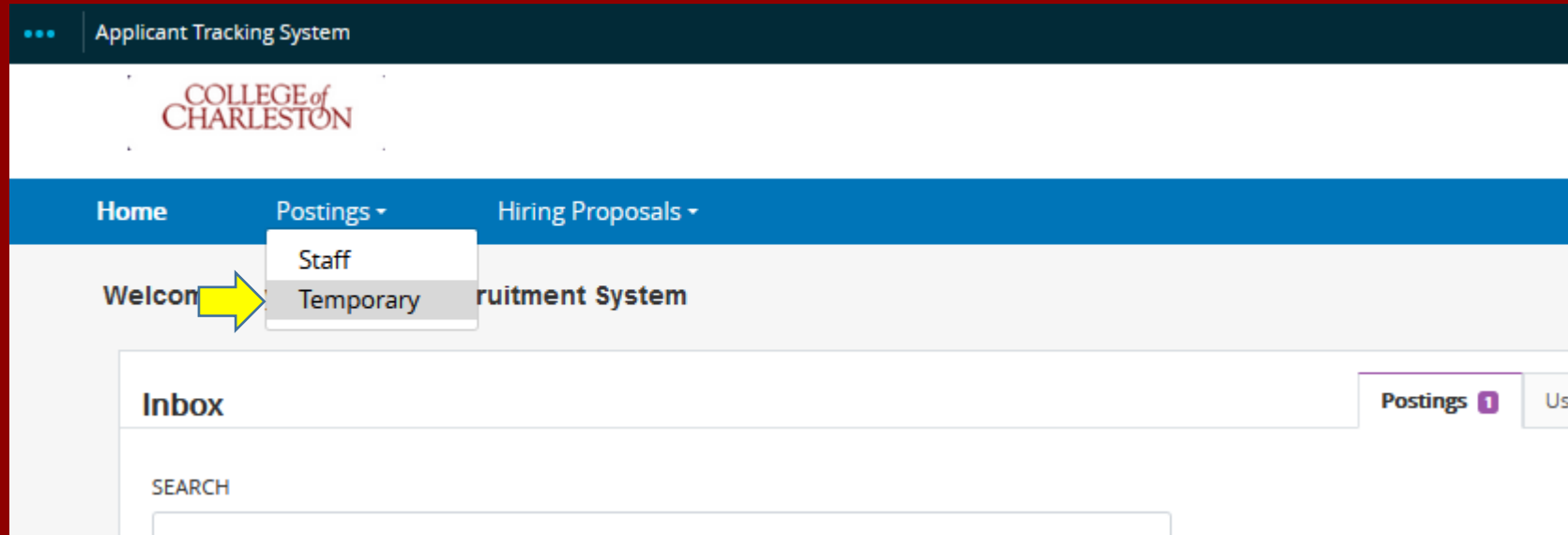
- **On the blue banner with drop-down options, select "Postings."**
- **Select "Temporary" to leave the home page and go to the Temporary Postings screen.**

Initiate Posting Request (2)

- **Select "Create New Posting"**

Initiate Posting Request (3)
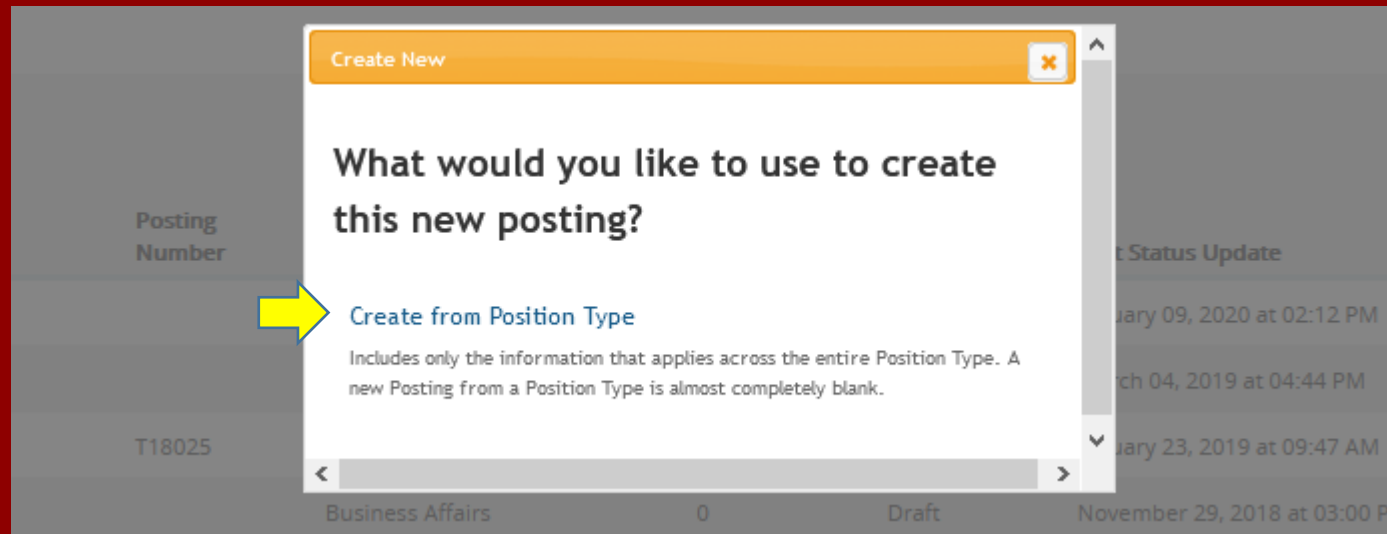
- **On the pop-up screen, select "Create from Position Type."**
- **If this option does not come up, please make sure that you have disabled any browser pop-up blockers for this site.**

Initiate Posting Request (4)

- **Type in the Position Title. All temporary position titles are <u>required</u> to start with "Temporary."**
- **Ensure that School/Division is Correct. Select Department from dropdown menu.**
- **Click "Create New Posting" to confirm this information.**

Posting Details (1)

- **Select the drop-down to confirm if the position is funded by grant dollars.**
- **Enter the position's minimum pay rate (hourly rate).**
- **Enter the BANNER index number from which the position will be funded.**
- **Click on the "Supervisor/Manager" field and select your name. Enter your extension and e-mail address.**
- **Click on the "Applicant Manager" field and select your name, or a designee to review and status applicants.**
- **Enter minimum qualifications for this position.**

Posting Details (2)

- **Enter any skills, knowledge, and abilities that must be required of this position.**

- **You may enter any additional comments or instructions in the two subsequent text fields.**

- **Enter in the intended hours per week, keeping in mind that 30 hrs/week is required for benefit eligibility.**

- **Enter the intended employment start date. The intended end date must be no more than one year after this.**

- **Enter the intended pay rate or range. This is subject to review from all approvers, including Human Resources and the Budget office.**

Posting Details (3)

- **Scroll up to the top of the page, and select "Save."**

- **Under the menu, select "Job Duties."**

Job Duties (1)

- **Select "Add Job Duties entry."**

Job Duties (2)

- **Enter the content of each job duty. Select "Essential" or "Marginal," and indicate the percent effort for the duty. Duties should total 100%.**

- **To add additional duties, select "Add Job Duties Entry." Duties will save automatically, as entered.**

- **When complete, select "Next."**

Hiring Authorization (1)

- **Confirm that the position being requested is fully funded, and indicate the source of funds from the options provided. If additional information is needed, provide in text field.**

- **Select reasons for position criticality, and provide additional information in text field, if needed.**

Hiring Authorization (2)

- **Select "New" or "Existing" option, as appropriate.**

- **Provide name and rate of pay of last individual to perform the duties of this position.**

- **Provide justification in designated text fields.**

- **Select "Next."**

Applicant Documents

Editing Posting
- Posting Details
- Job Duties
- Hiring Authorization
- Applicant Documents
- Posting Documents
- Guest User
- Interview Panel
- Summary

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
1	Resume	○	●	○
2	Cover Letter / Letter of Application	○	●	○
3	Curriculum Vitae	○	●	○
4	Other Document	○	●	○
5	Other Document 2	○	●	○
6	Other Document 3	○	●	○
7	Teaching Philosophy	●	○	○
8	Research and Professional Devel...	●	○	○
9	Unofficial Undergraduate Transc...	●	○	○
10	Unofficial Graduate Transcripts	●	○	○
11	Sample Publication 1	●	○	○

- **Select the "optional" tab for Resume, Cover Letter, and Other Document 1, 2, and 3.**

- **If you wish to designate a document as "required," a candidate cannot submit an application without it.**

- **Select any other applicable documents.**

- **Select "Save."**

- **On the menu, select "Interview Panel." You may skip "Posting Documents" and "Guest User." These can be set up by Human Resources prior to posting.**

Interview Panel

Postings / Temporary / Test Position (Draft) / Edit: Interview Panel

Editing Posting

Posting Details

Job Duties

Hiring Authorization

✓ Applicant Documents

✓ Posting Documents

✓ Guest User

✓ Interview Panel

Summary

Interview Panel

Assigning Search Panel Members
Using the "Search" section allows you to find existing PeopleAdmin users that have been previously approved as Search Panel M
Member or Chair user group in their account, you will need to find or create their account in the "New Search Panel Member" s

New Search Panel Member
Using the "New Search Panel Member" section allows you to find an existing user in the system to request an account or to add

If you enter either the username or email address for an existing PeopleAdmin User, the system will return their account in the
Search Committee member user group by clicking "Add Member" button. Academic Affairs will need to approve this user as a p
can begin logging in as the user group.

If you search for an existing account under the "New Search Panel Member" section and do not find the user you are seeking, y
account be created for them. When you press Submit, the requested user account will be pending review and approval by Acad
approved.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Add Existing User   Create New User Account

- **Interview panels are not required for temporary positions. They may be helpful in certain circumstances.**

- **If you would like to set one up, select "Add Existing User."**

- **If you would like to skip this step, select "Summary" under the menu.**

Interview Panel (2)

- **Enter in the panel member's last and first name. The system will search for active users automatically.**
- **If the member will serve as the Committee's chairperson, select the check box. Otherwise, click on "Add Member."**
- **Repeat for as many panel members as needed. Select "Close."**
- **Under the menu, select "Summary."**

Posting Summary

- **Review all entered content of posting for accuracy.**
- **Note that any sections with an orange exclamation point have incomplete fields. If needing to edit a specific field, select the blue pencil link next to the section header.**
- **When ready, select the "Take Action on Posting" option and "Submit to Approving Authority." This will begin the approvals process.**

Best Practices

- **Supervisors must initiate all Temporary Posting Requests.**
- **After posting a Temporary position, you must utilize the Hiring Proposal option to hire a candidate in PeopleAdmin.**
- **Contact Human Resources with any questions.**