Temporary Posting Requests

College of Charleston

Office of Human Resources

Revised 8.1.23 - SS, MS

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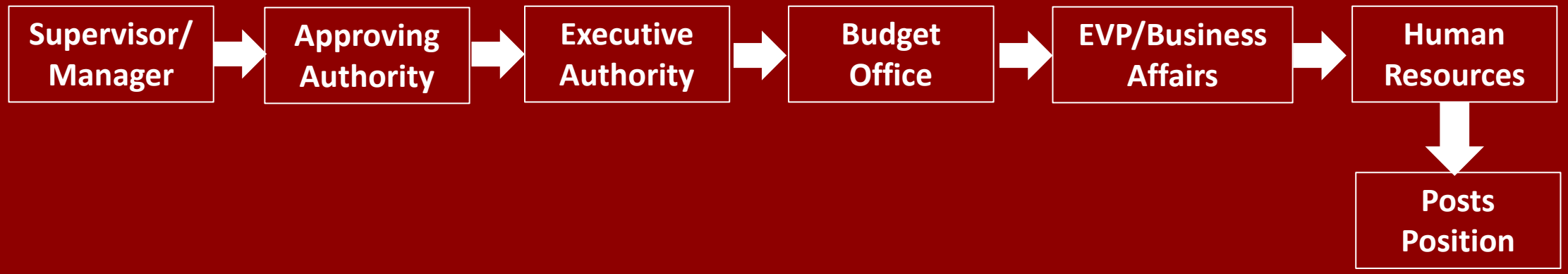
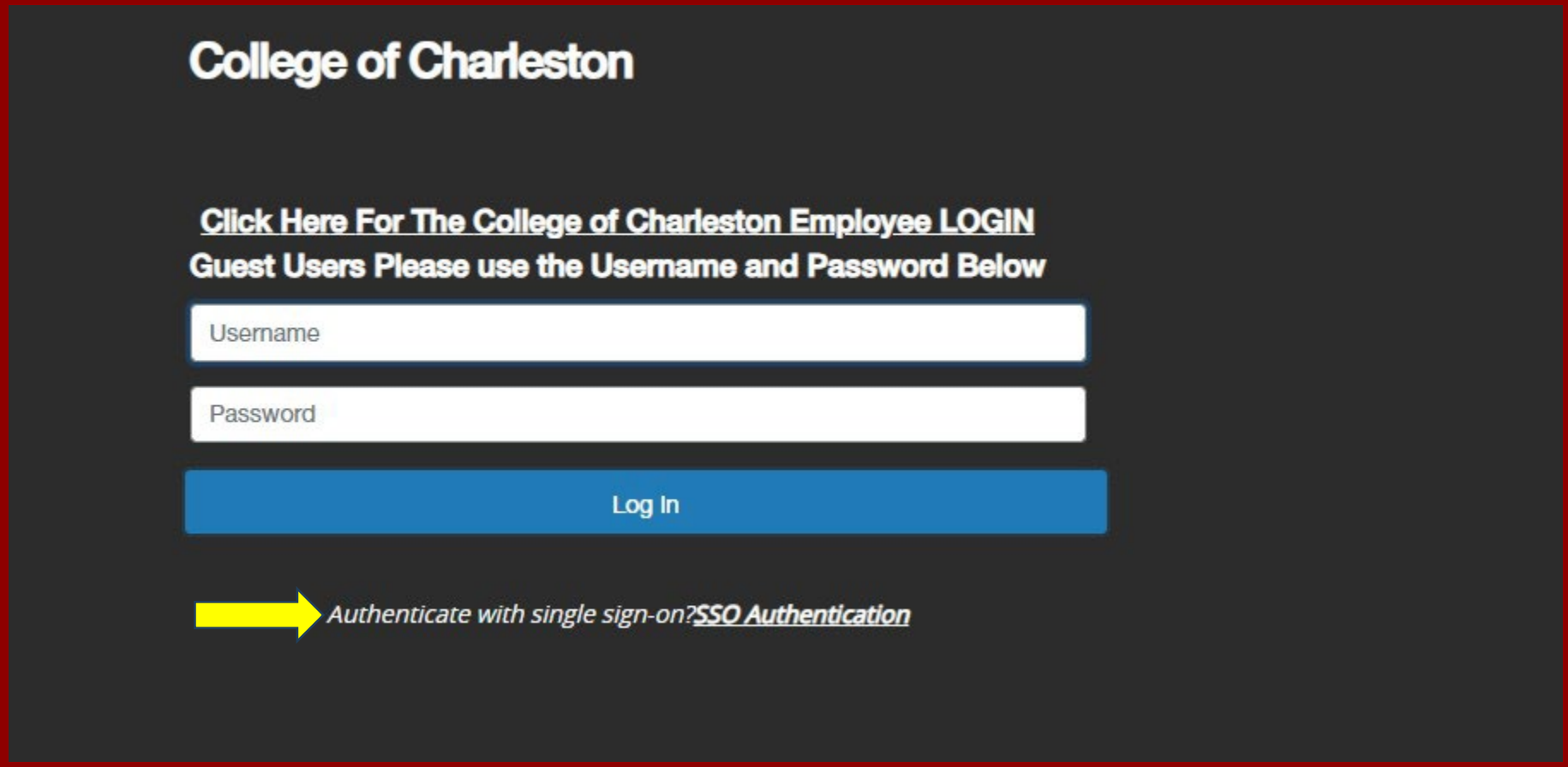
Note: The College does not require temporary positions to be recruited. You may hire a candidate directly by submitting a Temporary Appointment Request (found on HR website, see forms) for review and approval.

Workflow


Supervisor/ Manager
Approving Authority
Executive Authority
Budget Office
EVP/Business Affairs
Human Resources
Posts Position

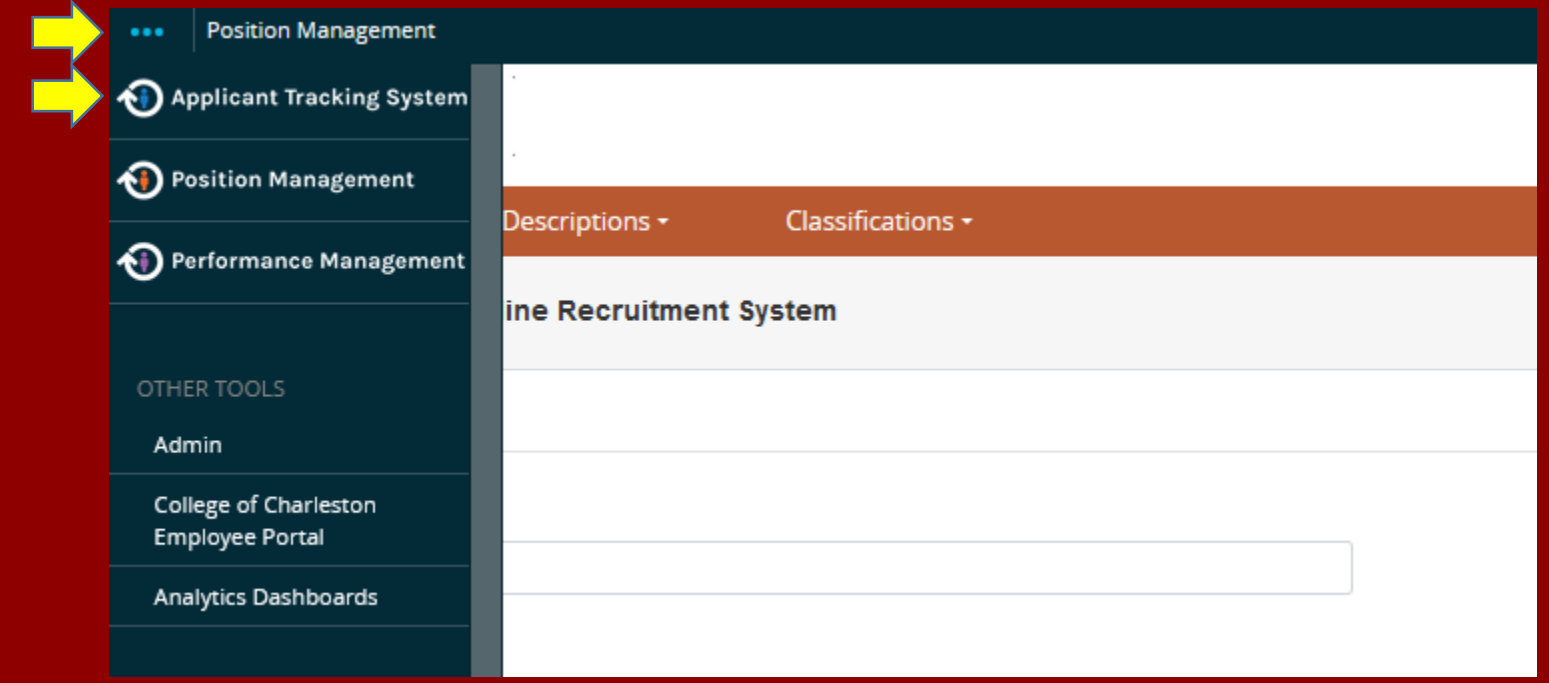
Logging In



- Go to https://jobs.cofc.edu/hr/
- Select SSO Authentication and login with your College username and password.

Select Module

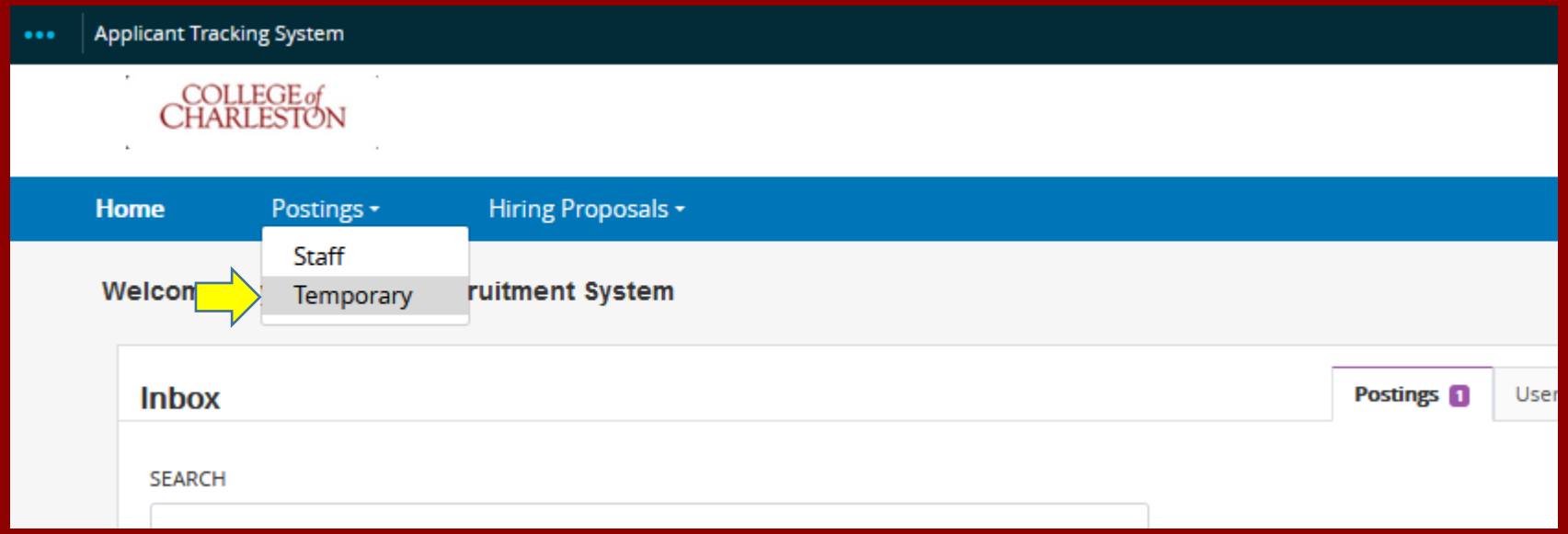
- In top left corner of screen, select button with three dots.
- Select “Applicant Tracking System” option. A blue menu banner should be visible.



Select User Group

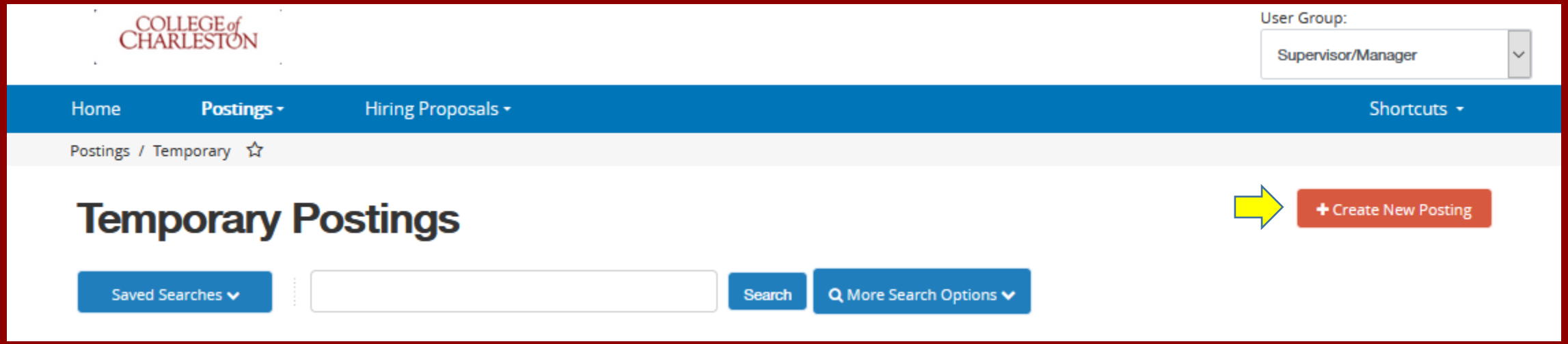
- Click drop-down menu beneath the “User Group” heading to change your user group.
- Select “Supervisor/Manager.” Contact HR if this option is not available.

Initiate Posting Request (1)



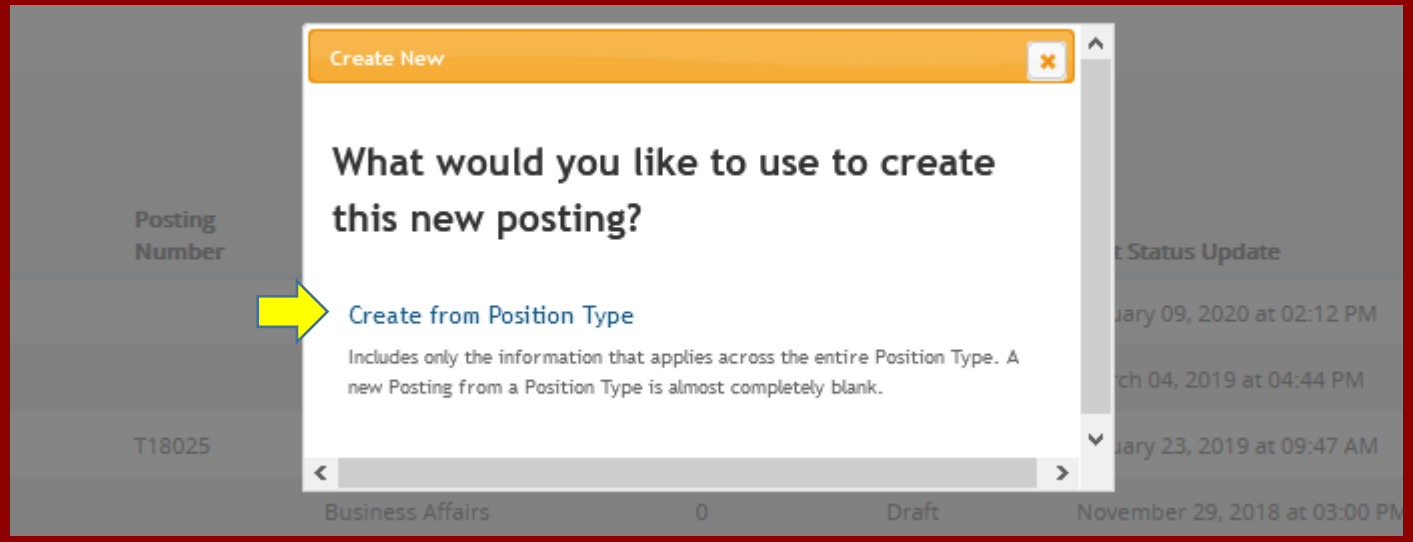
- On the blue banner with drop-down options, select “Postings.”
- Select “Temporary” to leave the home page and go to the Temporary Postings screen.

Initiate Posting Request (2)



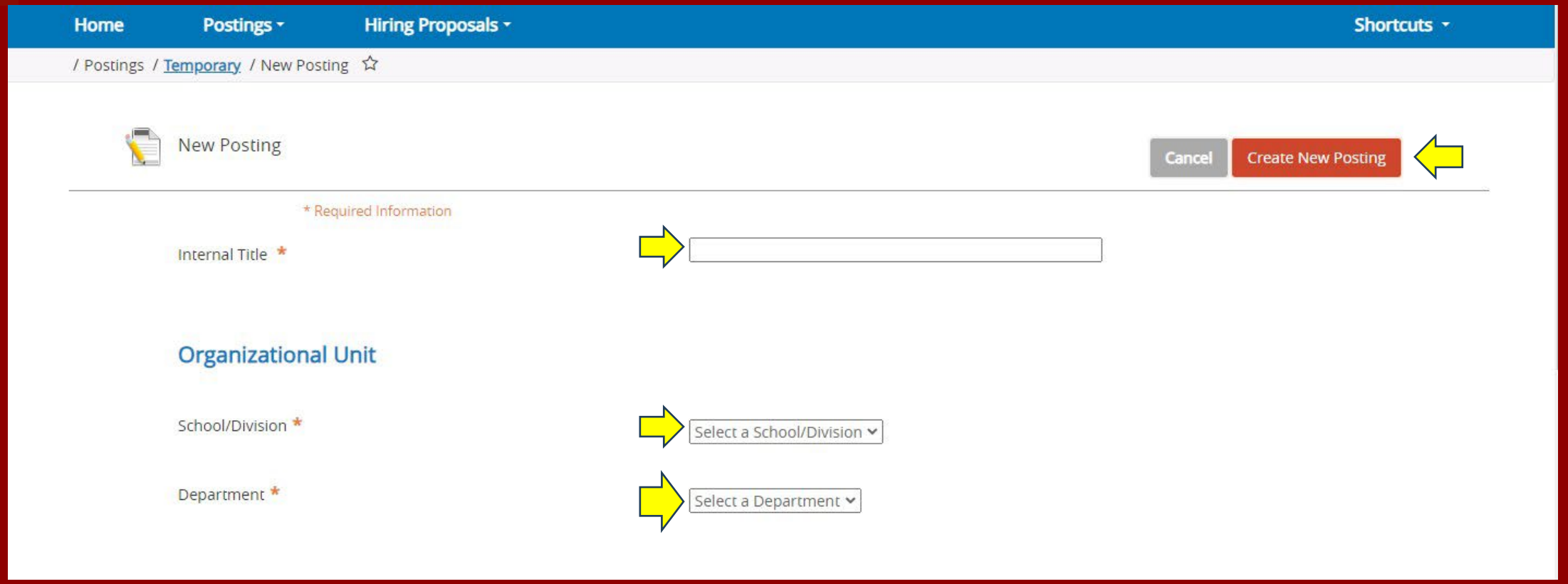
- Select “Create New Posting”

Initiate Posting Request (3)



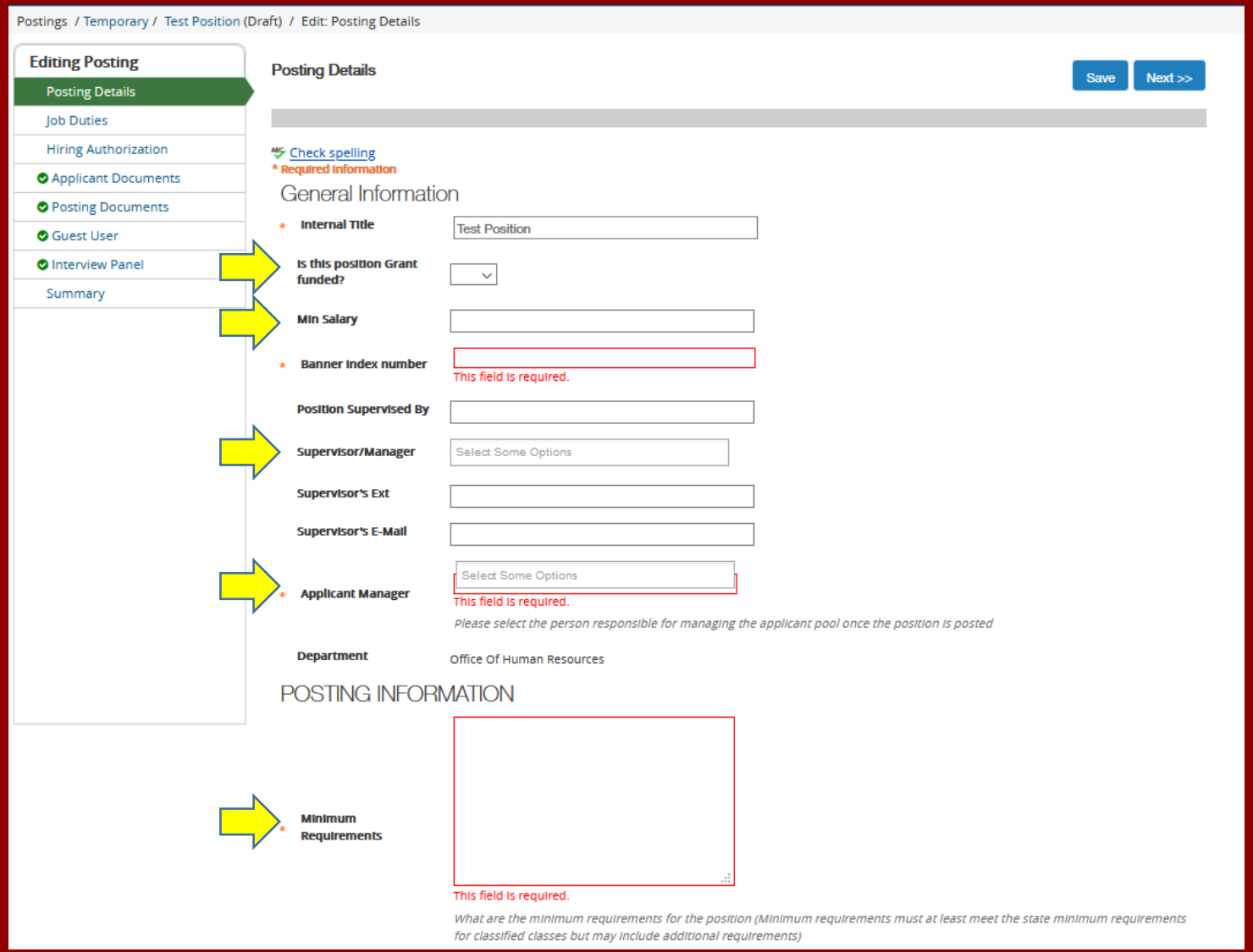
- On the pop-up screen, select “Create from Position Type.”
- If this option does not come up, please make sure that you have disabled any browser pop-up blockers for this site.

Initiate Posting Request (4)



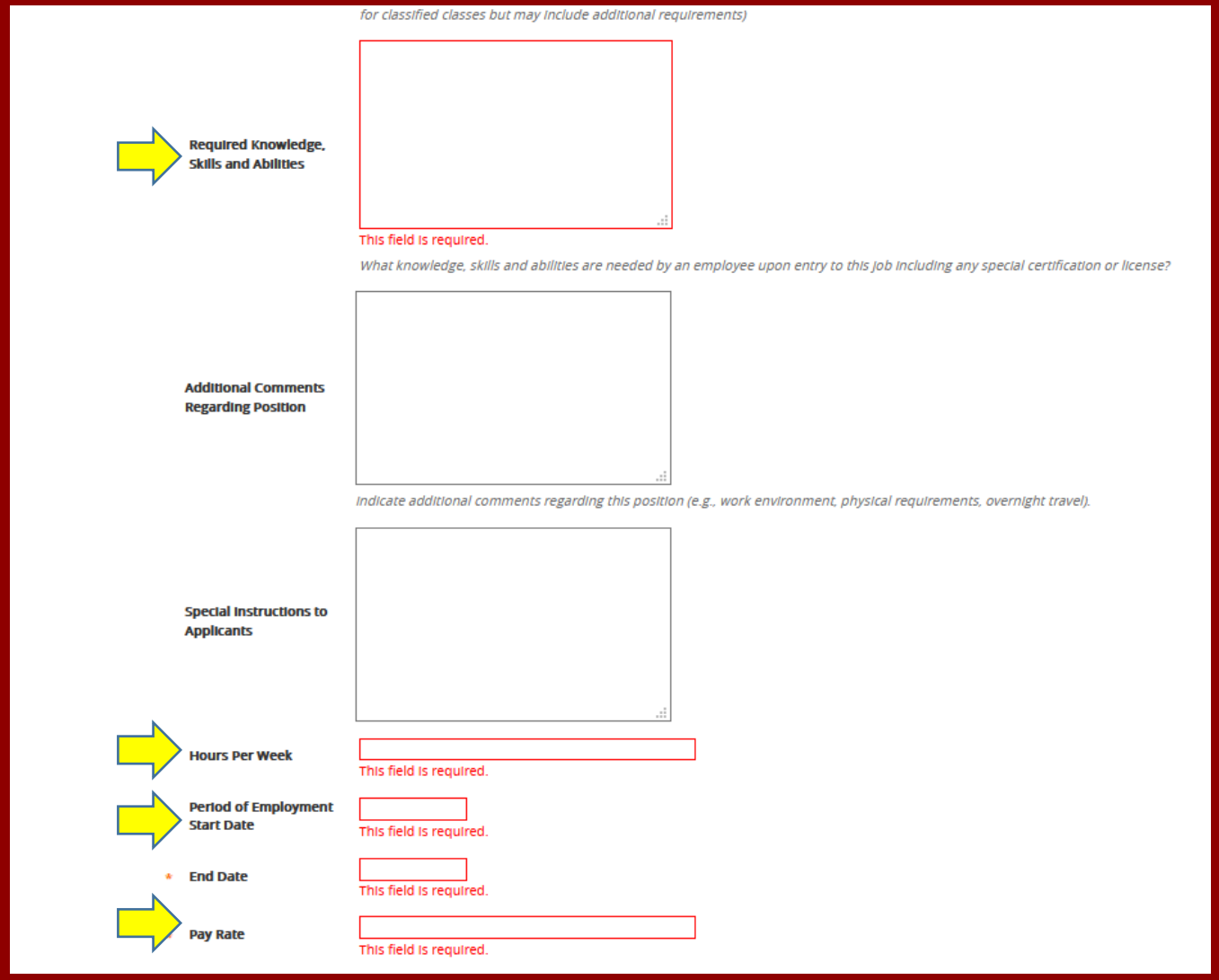
- Type in the Position Title. All temporary position titles are required to start with "Temporary."
- Ensure that School/Division is Correct. Select Department from dropdown menu.
- Click "Create New Posting" to confirm this information.

Posting Details (1)



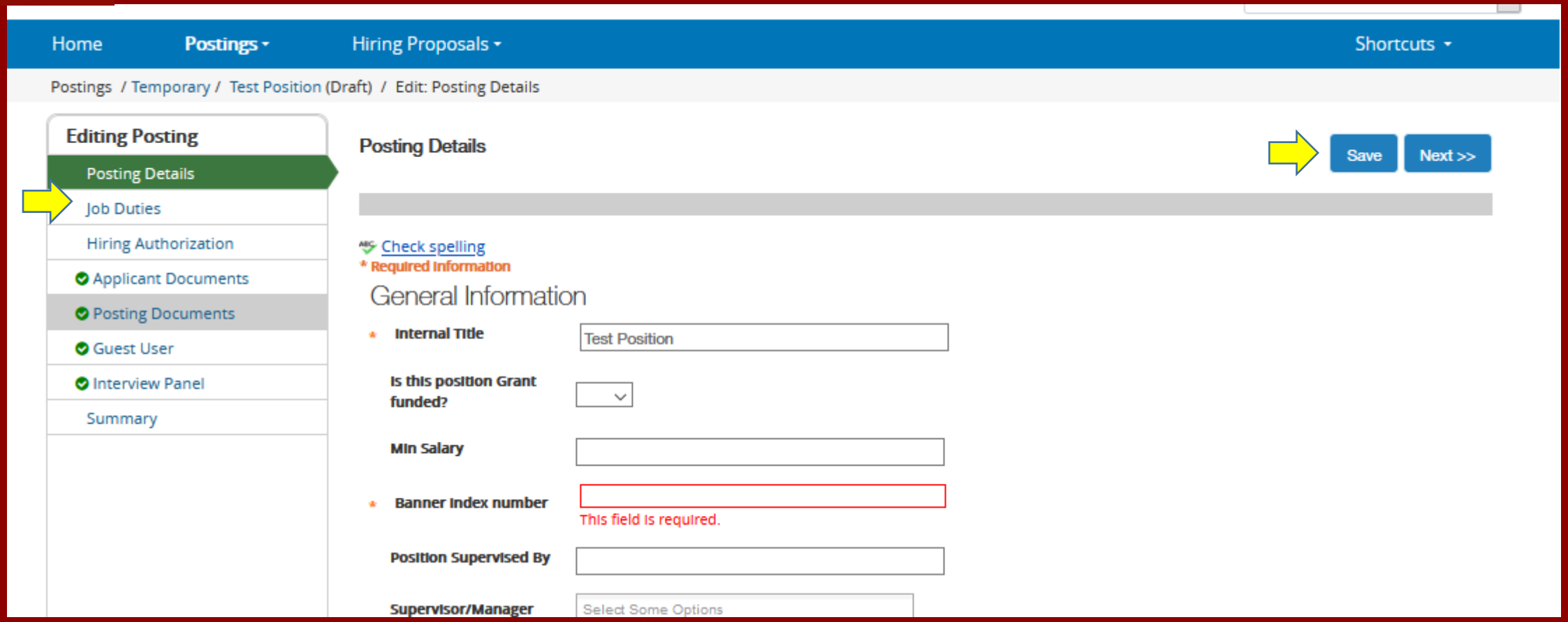
- Select the drop-down to confirm if the position is funded by grant dollars.
- Enter the position's minimum pay rate (hourly rate).
- Enter the BANNER index number from which the position will be funded.
- Click on the "Supervisor/Manager" field and select your name. Enter your extension and e-mail 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)



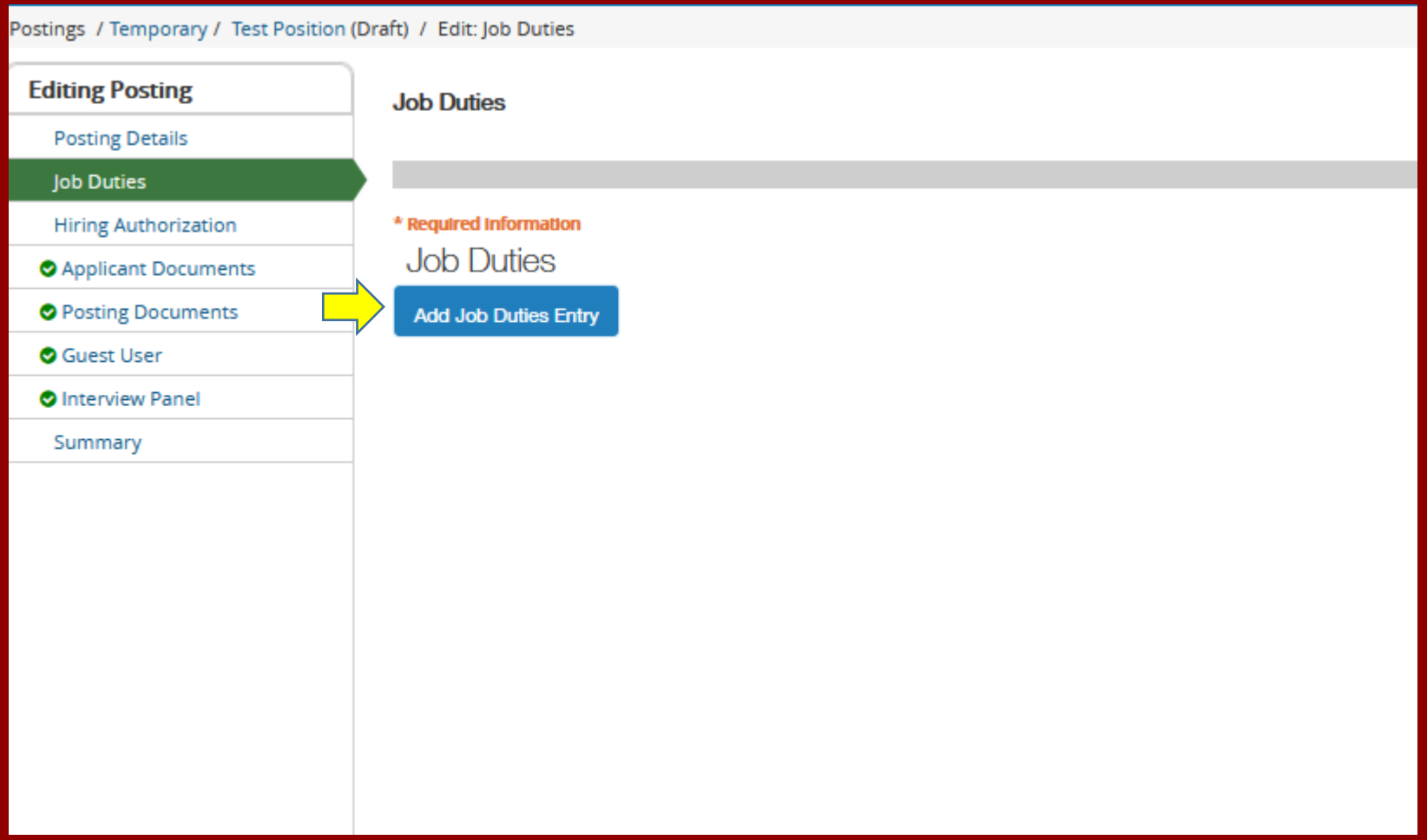
- Enter any skills, knowledge, and abilities that must be required of this position.
- You may enter any additional comments or instructions in the two subsequent text fields.
- Enter in the intended hours per week, keeping in mind that 30 hrs/week is required for benefit eligibility.
- Enter the intended 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)



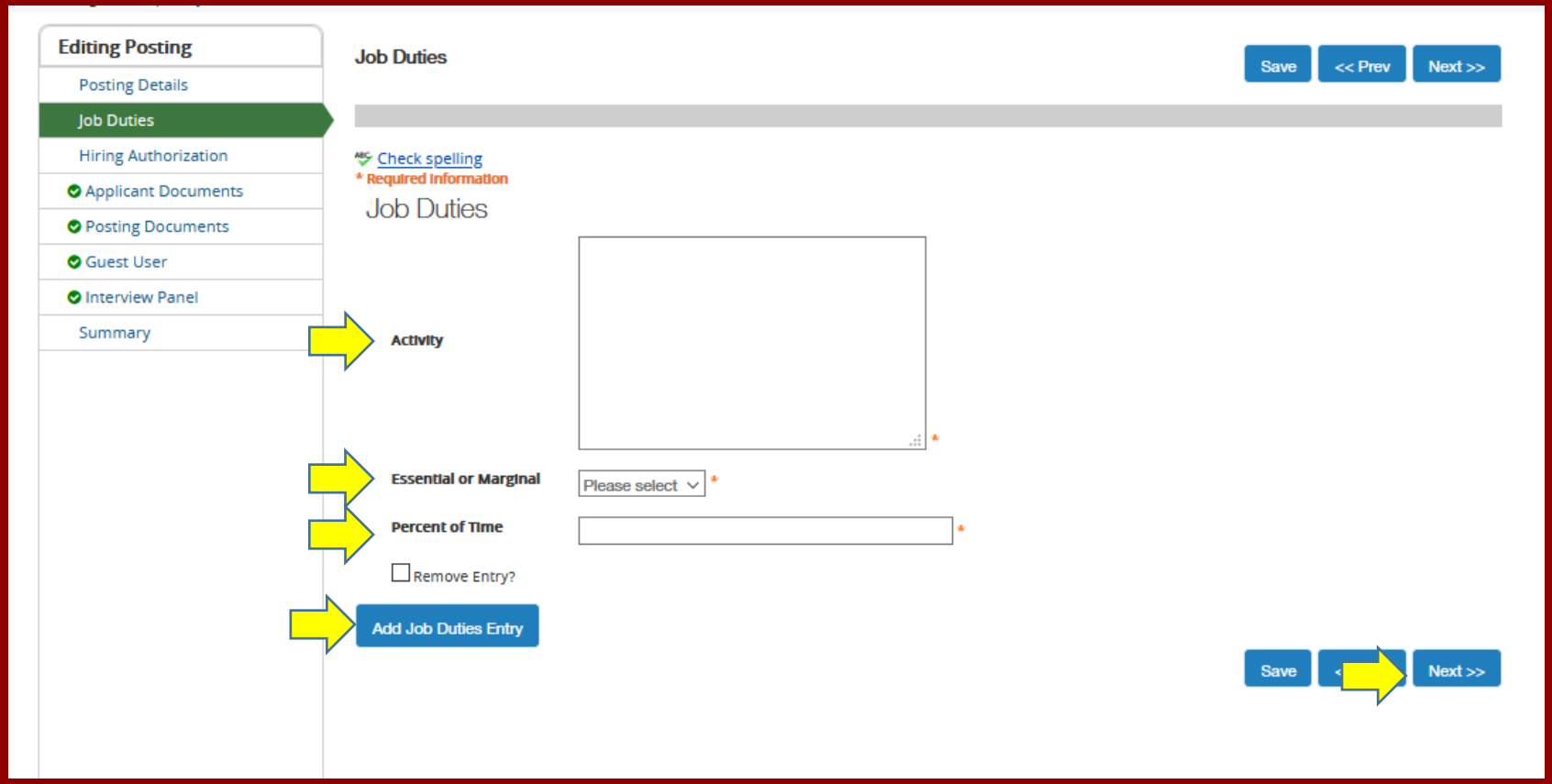
- Scroll up to the top of the page, and select “Save.”
- Under the menu, select “Job Duties.”

Job Duties (1)



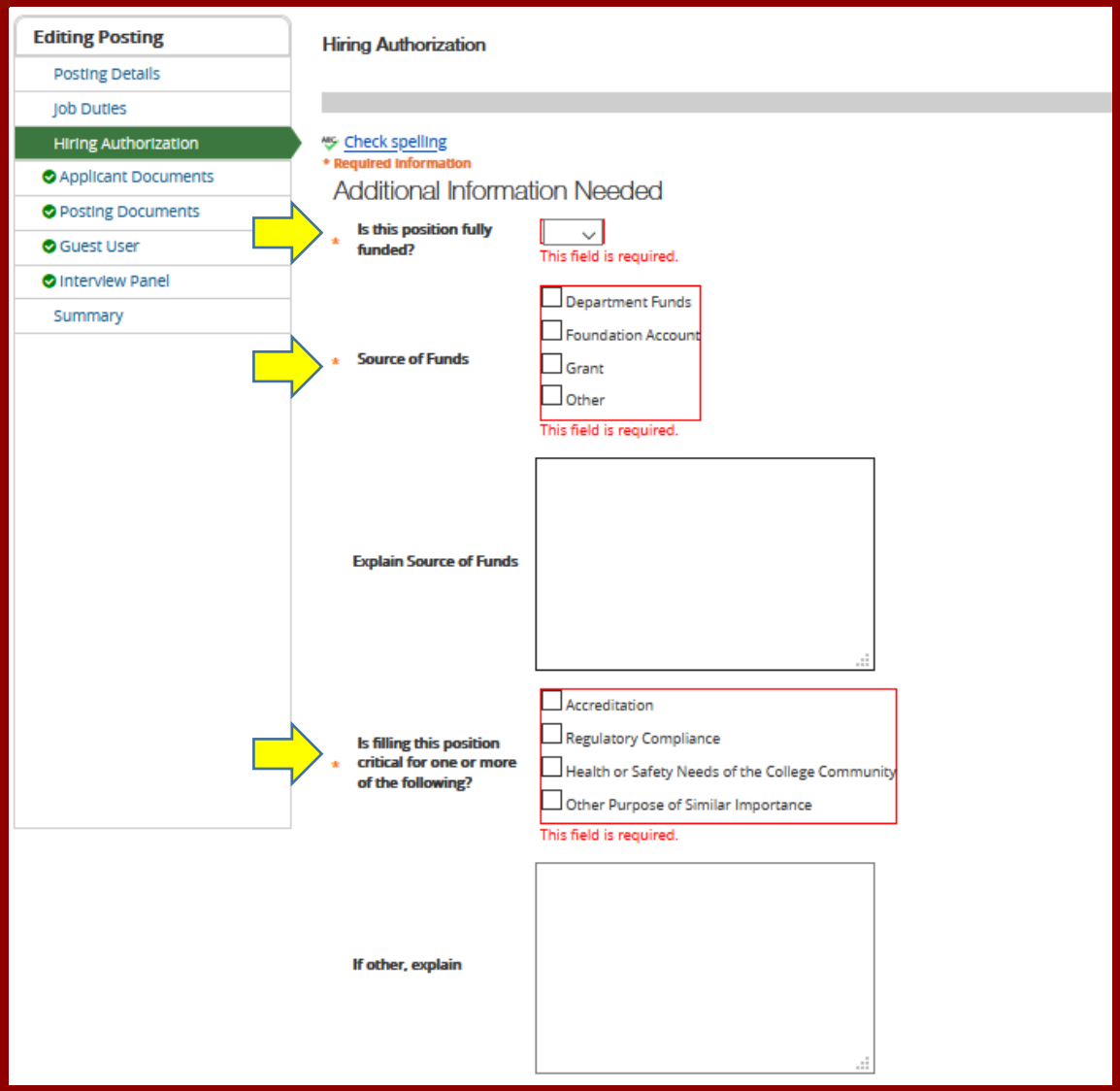
- **Select "Add Job Duties entry."**

Job Duties (2)



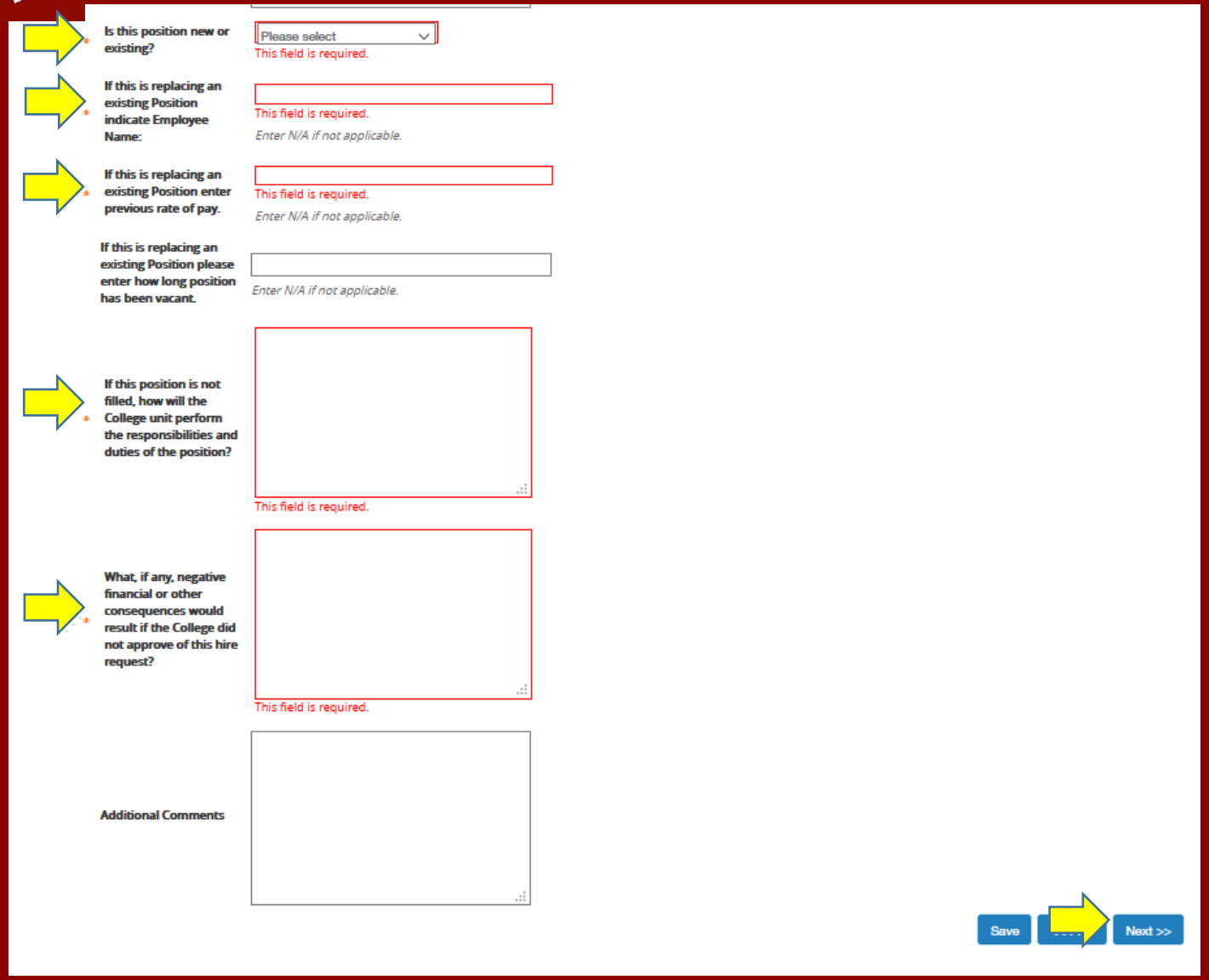
- Enter the content of each job duty. Select "Essential" or "Marginal," and indicate the percent effort for the duty. Duties should total 100%.
- To add additional duties, select "Add Job Duties Entry." Duties will save automatically, as entered.
- When complete, select "Next."

Hiring Authorization (1)



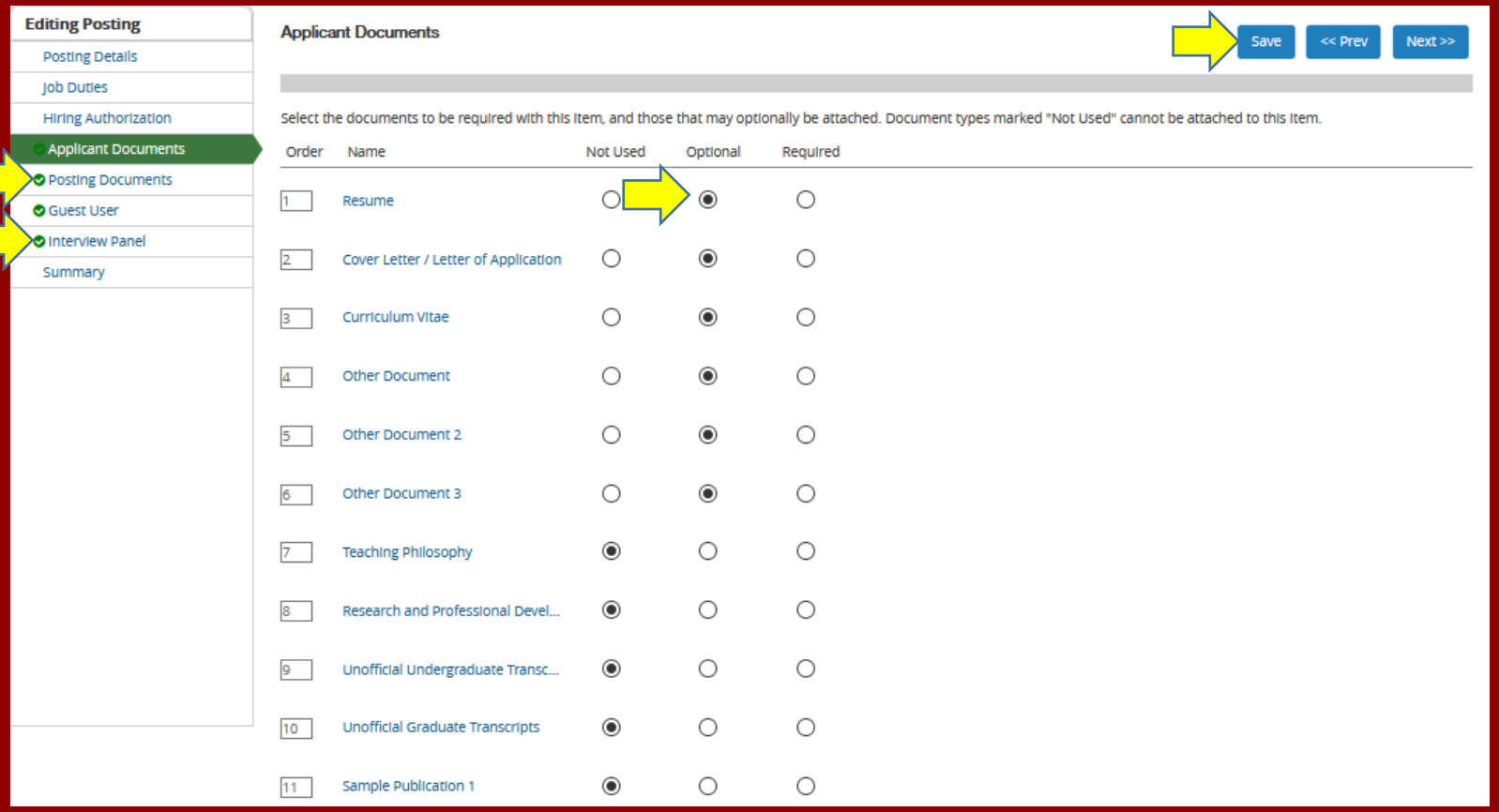
- Confirm that the position being requested is fully funded, and indicate the source of funds from the options provided. If additional information is needed, provide in text field.
- Select reasons for position criticality, and provide additional information in text field, if needed.

Hiring Authorization (2)



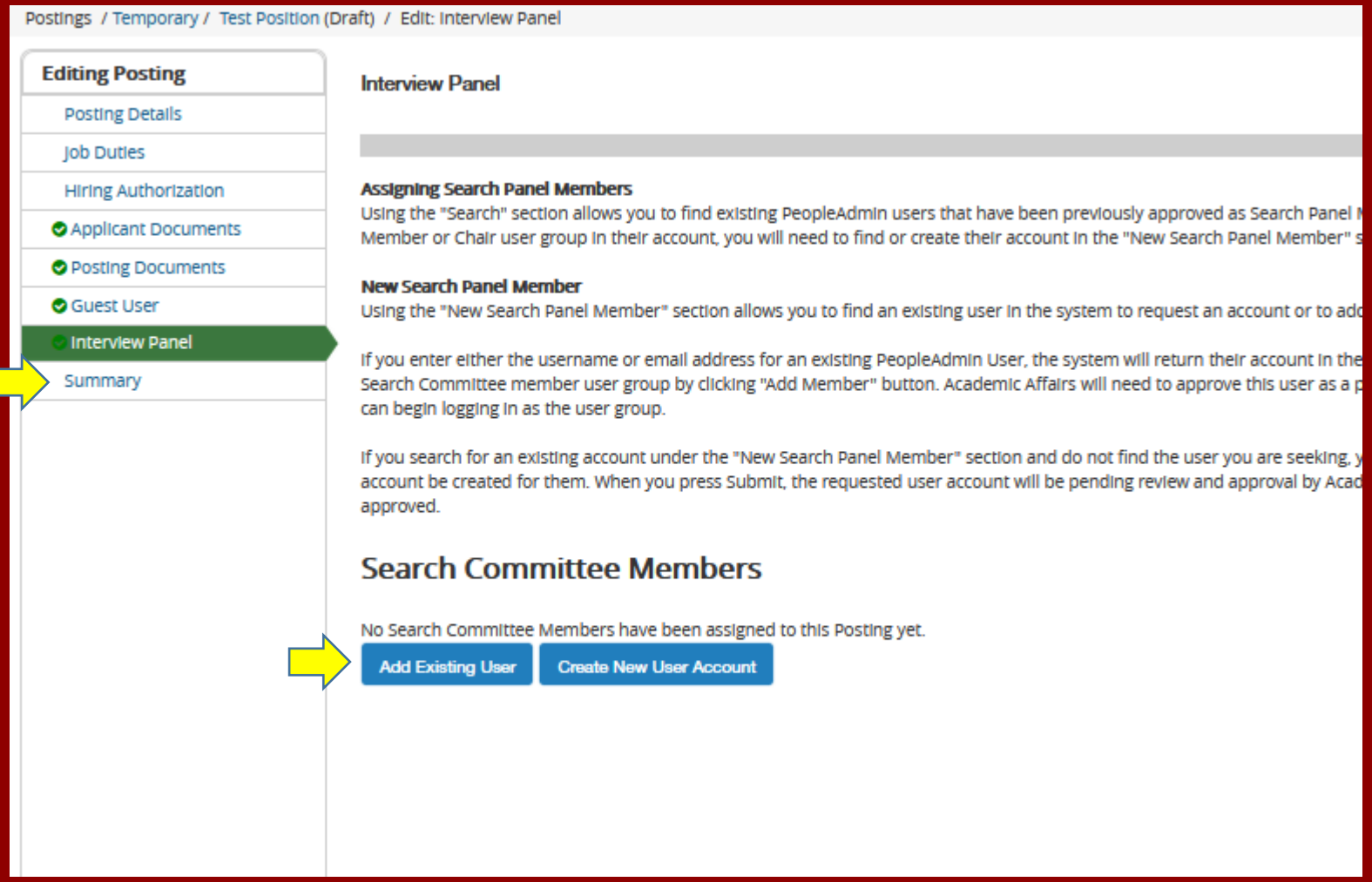
- Select “New” or “Existing” option, as appropriate.
- Provide name and rate of pay of last individual to perform the duties of this position.
- Provide justification in designated text fields.
- Select “Next.”

Applicant Documents



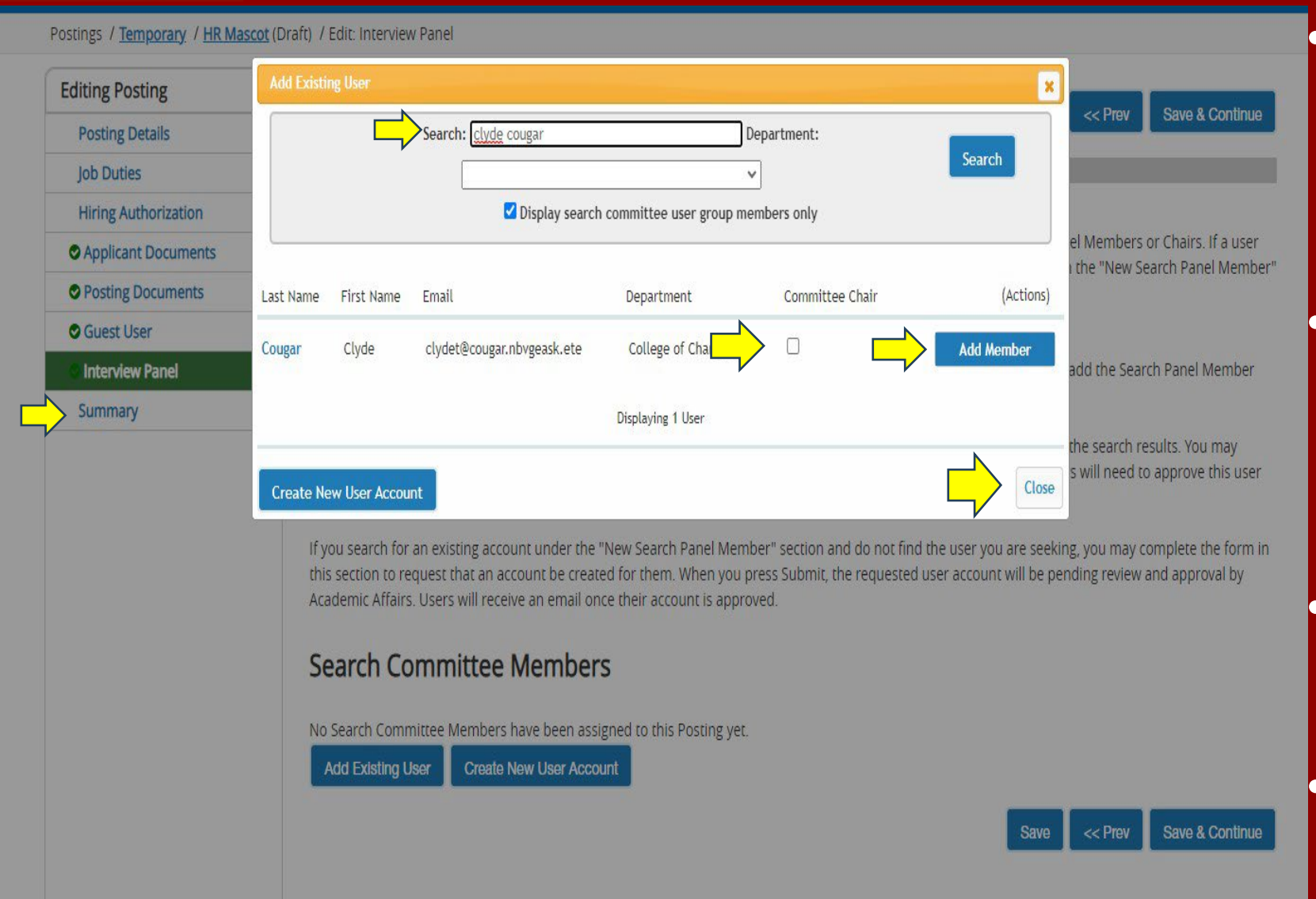
- Select the "optional" tab for Resume, Cover Letter, and Other Document 1, 2, and 3.
- If you wish to designate a document as "required," a candidate cannot submit an application without it.
- Select any other applicable documents.
- Select "Save."
- On the menu, select "Interview Panel." You may skip "Posting Documents" and "Guest User." These can be set up by Human Resources prior to posting.

Interview Panel



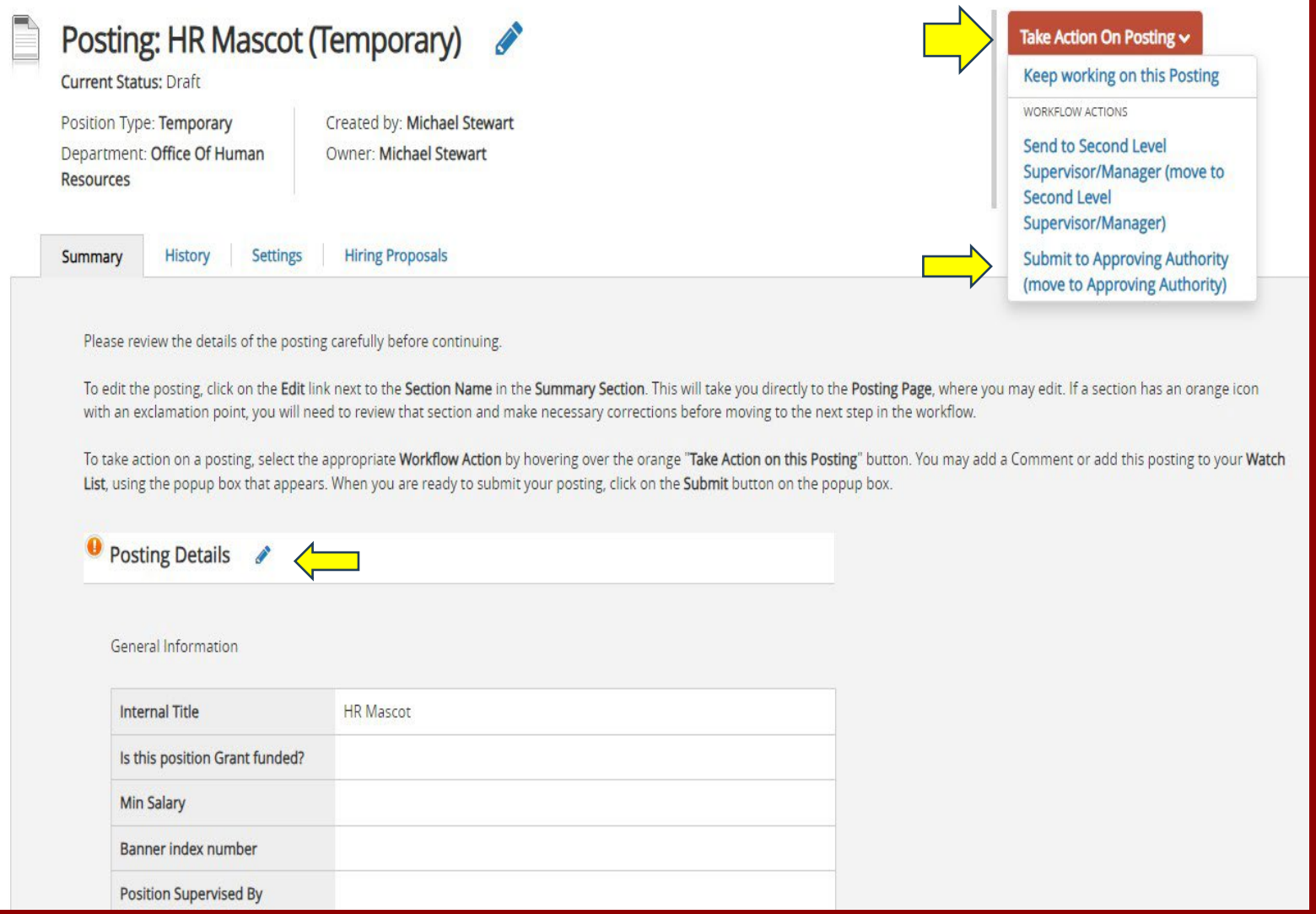
- Interview panels are <u>not required</u> for temporary positions. They may be helpful in certain circumstances.
- If you would like to set one up, select “Add Existing User.”
- If you would like to skip this step, select “Summary” under the menu.

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.