



Temporary Posting Requests

College of Charleston
Office of Human Resources

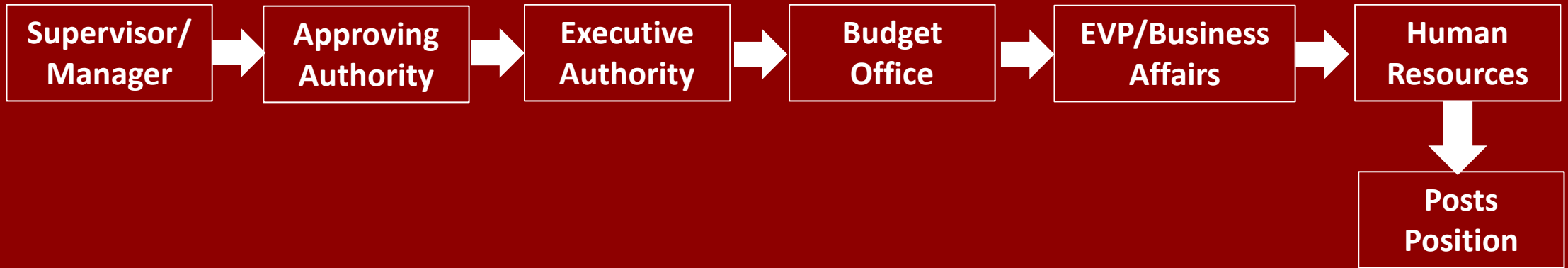
Contents

- **Workflow (slide 3)**
- **Logging In, Selecting Module, Select User Group (slides 4-6)**
- **Initiate Posting Request (slides 7-10)**
- **Posting Details (slides 11-13)**
- **Job Duties (slides 14-15)**
- **Hiring Authorization (slides 16-17)**
- **Applicant Documents (slides 18)**
- **Interview Panels (slides 19-20)**
- **Posting Summary (slides 21)**
- **Best Practices (slides 22)**

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






Logging In

College of Charleston

[Click Here For The College of Charleston Employee LOGIN](#)
Guest Users Please use the Username and Password Below

Log In

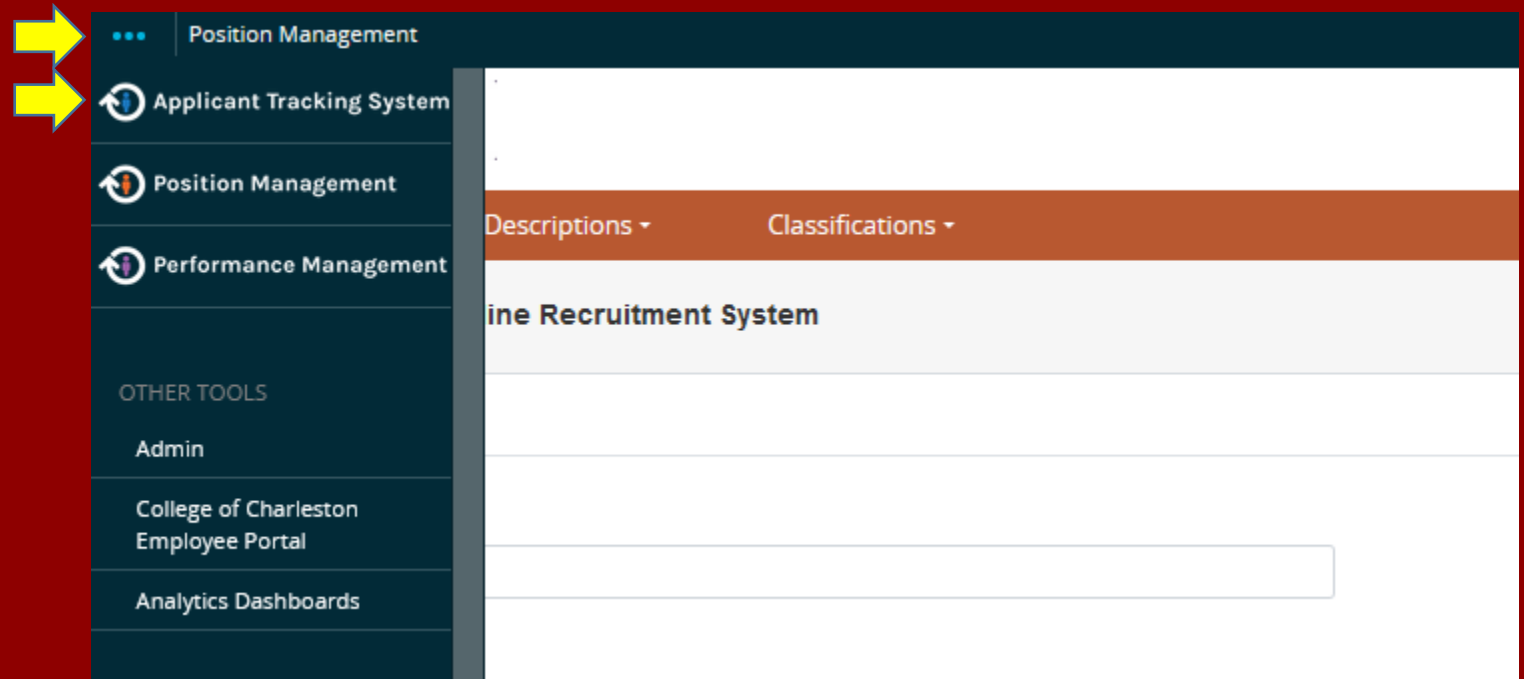
 *Authenticate with single sign-on? [SSO Authentication](#)*

- 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

A screenshot of the College of Charleston Online Recruitment System interface. The top left corner displays the College of Charleston logo. The top right corner features a "User Group:" label and a drop-down menu with "Supervisor/Manager" selected. A yellow arrow points to the drop-down menu. Below the header is a blue navigation bar with links for "Home", "Postings", "Hiring Proposals", and "Shortcuts". The main content area displays the text "Welcome to your Online Recruitment System".

COLLEGE of CHARLESTON

User Group:
Supervisor/Manager

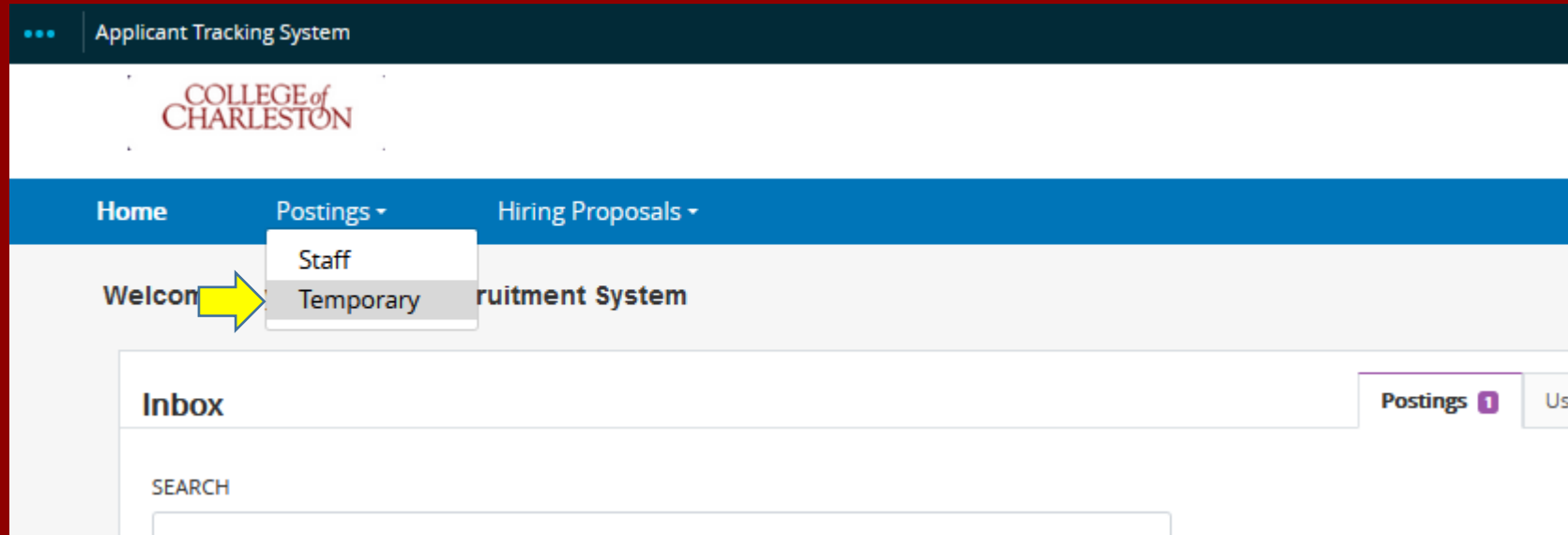
Home Postings Hiring Proposals Shortcuts

Welcome to your Online Recruitment System

- 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.



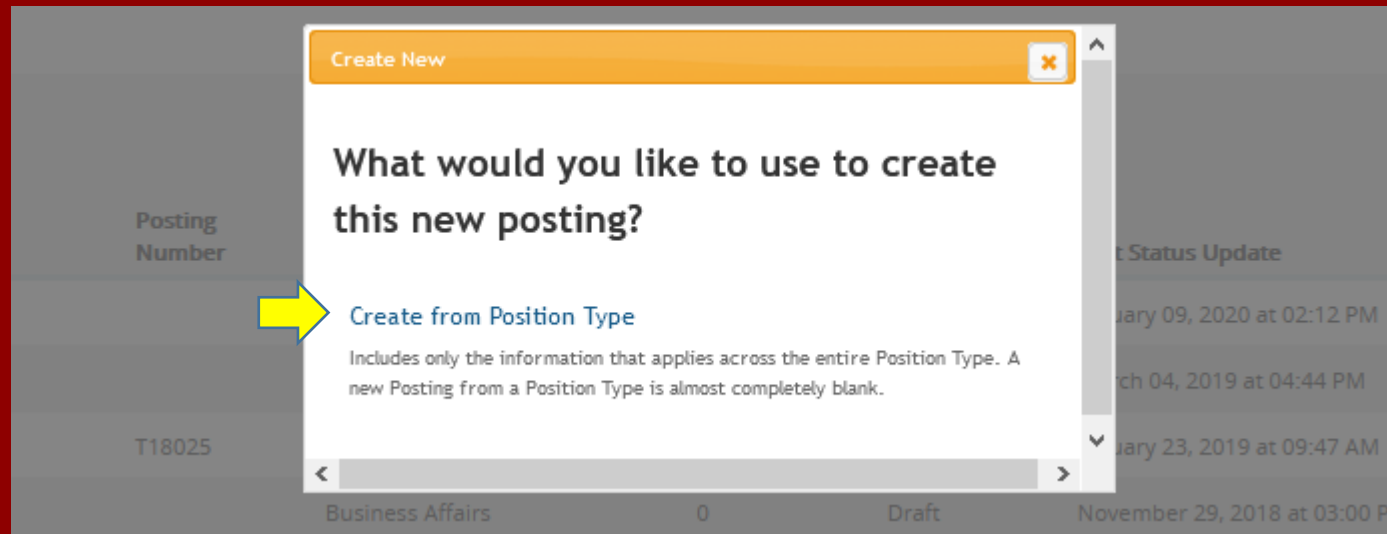
Initiate Posting Request (2)

The screenshot shows the College of Charleston HR system interface. At the top left is the College of Charleston logo. The top right shows the user group as 'Supervisor/Manager'. The main navigation bar includes 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. Below the navigation bar, the breadcrumb trail reads 'Postings / Temporary'. The main heading is 'Temporary Postings'. A yellow arrow points to a red button labeled '+ Create New Posting'. Below the heading, there is a search bar with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'More Search Options' dropdown.

- 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)

Home Postings Hiring Proposals Shortcuts

/ Postings / [Temporary](#) / New Posting ☆

New Posting

Cancel Create New Posting

* Required Information

Internal Title *

Organizational Unit

School/Division *

Department *

- 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)

Postings / Temporary / Test Position (Draft) / Edit: Posting Details

Editing Posting

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

Posting Details Save Next >>

[Check spelling](#)
*** Required Information**

General Information

*** Internal Title**

Is this position Grant funded?

Min Salary

*** Banner Index number**
This field is required.

Position Supervised By

Supervisor/Manager

Supervisor's Ext

Supervisor's E-Mail

*** Applicant Manager**
This field is required.
Please select the person responsible for managing the applicant pool once the position is posted

Department Office Of Human Resources

POSTING INFORMATION

*** Minimum Requirements**
This field is required.
What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements)

- 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)

for classified classes but may include additional requirements)

Required Knowledge, Skills and Abilities

This field is required.

What knowledge, skills and abilities are needed by an employee upon entry to this job including any special certification or license?

Additional Comments Regarding Position

Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

Special Instructions to Applicants

Hours Per Week

This field is required.

Period of Employment Start Date

This field is required.

End Date

This field is required.

Pay Rate

This field is required.

- 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)

Home Postings Hiring Proposals Shortcuts

Postings / Temporary / Test Position (Draft) / Edit: Posting Details

Editing Posting

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

Posting Details

[Check spelling](#)

*** Required Information**

General Information

*** Internal Title**

Is this position Grant funded?

Min Salary

*** Banner Index number**
This field is required.

Position Supervised By

Supervisor/Manager

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



Job Duties (1)

Postings / Temporary / Test Position (Draft) / Edit: Job Duties

Editing Posting

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

Job Duties

** Required Information*

Job Duties

[Add Job Duties Entry](#)

- Select “Add Job Duties entry.”



Job Duties (2)

Editing Posting

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

Job Duties [Save] [<< Prev] [Next >>]

Check spelling
* Required Information

Job Duties

Activity

Essential or Marginal [Please select v] *

Percent of Time [] *

Remove Entry?

[Add Job Duties Entry]

[Save] [<] [Next >>]

- 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)

Editing Posting

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

Hiring Authorization

[Check spelling](#)

Required Information

Additional Information Needed

Is this position fully funded? This field is required.

Source of Funds Department Funds
 Foundation Account
 Grant
 Other This field is required.

Explain Source of Funds


Is filling this position critical for one or more of the following? Accreditation
 Regulatory Compliance
 Health or Safety Needs of the College Community
 Other Purpose of Similar Importance This field is required.


If other, explain


- 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)



 Is this position new or existing?
This field is required.


 If this is replacing an existing Position indicate Employee Name:
This field is required. Enter N/A if not applicable.



 If this is replacing an existing Position enter previous rate of pay.
This field is required. Enter N/A if not applicable.

If this is replacing an existing Position please enter how long position has been vacant.
Enter N/A if not applicable.


 If this position is not filled, how will the College unit perform the responsibilities and duties of the position?
This field is required.


 What, if any, negative financial or other consequences would result if the College did not approve of this hire request?
This field is required.

Additional Comments



- 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	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	Cover Letter / Letter of Application	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Curriculum Vitae	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Other Document	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	Other Document 2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6	Other Document 3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
7	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Research and Professional Devel...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Unofficial Undergraduate Transc...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Unofficial Graduate Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Sample Publication 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 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 Member or Chair user group. In their account, you will need to find or create their account in the "New Search Panel Member" section.

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 a new user.

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 panel member before they 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, you can request a new account be created for them. When you press Submit, the requested user account will be pending review and approval by Academic Affairs.

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)

Postings / [Temporary](#) / [HR Mascot \(Draft\)](#) / Edit: Interview Panel

Editing Posting

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

Add Existing User

Search: Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Cougar	Clyde	clydet@cougar.nbvgeask.ete	College of Cha	<input type="checkbox"/>	<input type="button" value="Add Member"/>

Displaying 1 User

If you search for an existing account under the "New Search Panel Member" section and do not find the user you are seeking, you may complete the form in this section to request that an account be created for them. When you press Submit, the requested user account will be pending review and approval by Academic Affairs. Users will receive an email once their account is approved.


Search Committee Members

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

- 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

Posting: HR Mascot (Temporary) 

Current Status: Draft



Position Type: **Temporary** Created by: Michael Stewart
 Department: **Office Of Human Resources** Owner: Michael Stewart

Summary | History | Settings | Hiring Proposals

Please review the details of the posting carefully before continuing.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page**, where you may edit. If a section has an orange icon with an exclamation point, you will need to review that section and make necessary corrections before moving to the next step in the workflow.

To take action on a posting, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment or add this posting to your **Watch List**, using the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

Posting Details  

General Information

Internal Title	HR Mascot
Is this position Grant funded?	
Min Salary	
Banner index number	
Position Supervised By	



Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Send to Second Level Supervisor/Manager (move to Second Level Supervisor/Manager)

Submit to Approving Authority (move to Approving Authority)



- 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.**