Temporary Posting Requests

College of Charleston
Office of Human Resources
*Note: The College does not require temporary positions to be recruited. You may recruit a candidate directly by submitting a Temporary Appointment Request (found on HR forms site) for review and approval.*
Workflow

Supervisor/Manager → Approving Authority → Executive Authority → Business Affairs → Budget Office → Human Resources

Posts Position
Logging In

Central Authentication Service (CAS)

- Go to https://jobs.cofc.edu/hr/sso/
- Login with your College username and password.
Select Module

1. In top left corner of screen, select button with three dots.
2. 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”
• 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 salary (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.
• Scroll up to the top of the page, and select “Save.”
• Under the “Editing Posting” menu, select “Job Duties.”
• Select “Add Job Duties entry.”
• 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 “Editing Posting” 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 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 “Editing Posting” 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 “Editing Posting” 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 “Edit” 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 may utilize the Hiring Proposal option to hire a candidate in People Admin, or submit a Temporary Appointment Form directly. Temporary Appointments cannot extend beyond one year, but may be renewed.
• Contact Human Resources with any questions.