


# Faculty Posting Reference Guide

January 2013

## APPLICANT TRACKING ▾

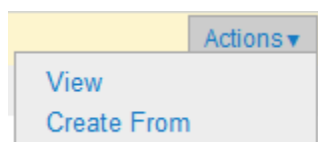
Select to view, create, edit or review a requisition. To access **Faculty** postings go to **Postings** in blue tool bar and select **Faculty** at drop down.


### Create New Faculty Posting

1. To begin creating a new requisition, you may either take the shortcut on left side of Home Page screen by selecting [Create New Faculty Posting](#) or you may select **Faculty** from **Postings** and select  (right side of screen)

Note: To create from a previous posting, select from the listing of **Postings** in **Saved Search** that will appear at bottom of the Faculty Postings page.

2. The system will prompt three options to create the posting from.
  - [Create from Position Type](#) – a blank form
  - [Create from Posting](#) – uses an existing posting as a template and automatically copies in most information
  - [Create from Position Description](#) –copies in most of the information from a position description - use to create a requisition if there is an approved job description in the system
3. If you select [Create from Position Type](#):
  - At first screen - **New Posting** - complete **Working Title** and **Department**.
4. If you select [Create from Posting](#):
  - At first screen - **New Posting** - revise **Working Title** and **Department**, if needed.
5. If you select [Create from Position Description](#):
  - **Search Options** at next screen will provide a list of approved job descriptions available to you to create a requisition from. For a simplified search select [More search options](#) and search for the position by position number.
  - Select [Create From](#) in Actions linked to your chosen job description







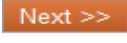

- If you prefer to view the job description before beginning the requisition, you may choose to [View](#) the description first. Then at **Position Description** screen select from right of screen  [Create Posting from this Position Description](#)
- At the **New Posting** screen **Working Title** and **Department/College/Unit** will prepopulate if creating from position description.

Exception: If the position is a Multiple Department Funded position, the assigned department will appear. Change to Multiple Department Funded to allow for additional approval routings. Before posting the position EAD will change the Department/College/Unit to the assigned department.

6. At the **New Posting** screen, the [Applicant Workflow State](#) of **Under Review by Hiring Manager** is pre-selected.
7. **\*New Feature\*** References may be requested/obtained electronically. Check this box ONLY if you wish to utilize the electronic reference function. See *Electronic References Quick Reference* or *Electronic References Guide* for additional explanation and instruction.

### References

**Accept references**

8. You are now ready to create your requisition. Select  and begin completing the **Requisition Details** and other tabs of the requisition as necessary.
9. When all the tabs have been completed and you are on the **Summary** page, the tabs that have exclamation points  next to them indicate that there is required information missing. Select **Edit** button next to the tab title to return to that page. Check mark  indicates that all required fields have been successfully completed.
10. Select appropriate user to move the position description forward to. See available choices at . Sending to Department Head, Dean/Director or Vice Chancellor requires selecting the correct name at **Group Member Prompt**. Comments may be added when forwarding an action.
11. Saving/Returning to a Draft Requisition: Select the  button, or the  button to save the work. To return to a draft posting, make sure your search includes (or is limited to) the Workflow State of Draft. You can then search by position number.