

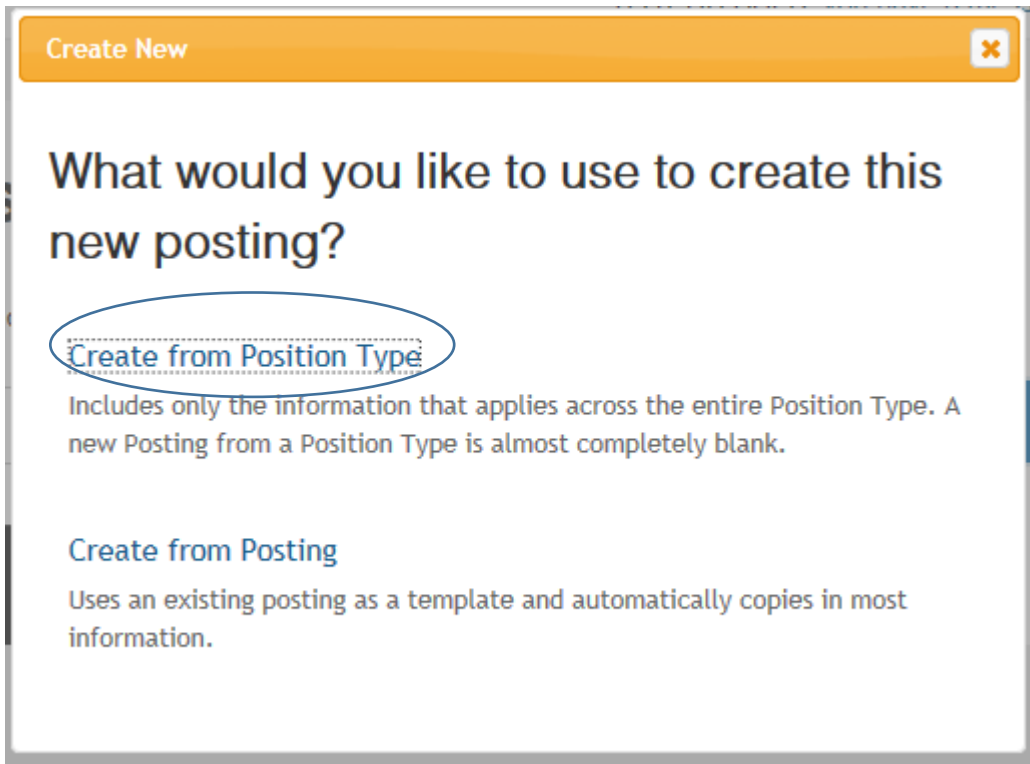
Creating a Posting – Initiator and/or Manager/Chair

Home screen –refer to the ‘Home’ tab to regularly review your inbox/watchlist

Step 1: Click on Postings tab and select position type

Step 2: Click orange button to Create New Posting

Step 3: From the pop-up menu, choose "Create from Position Type"



The screenshot shows a 'Create New' dialog box with a title bar and a close button. The main heading asks 'What would you like to use to create this new posting?'. Two options are listed: 'Create from Position Type' and 'Create from Posting'. The 'Create from Position Type' option is circled in blue. Below each option is a brief description of what it entails.

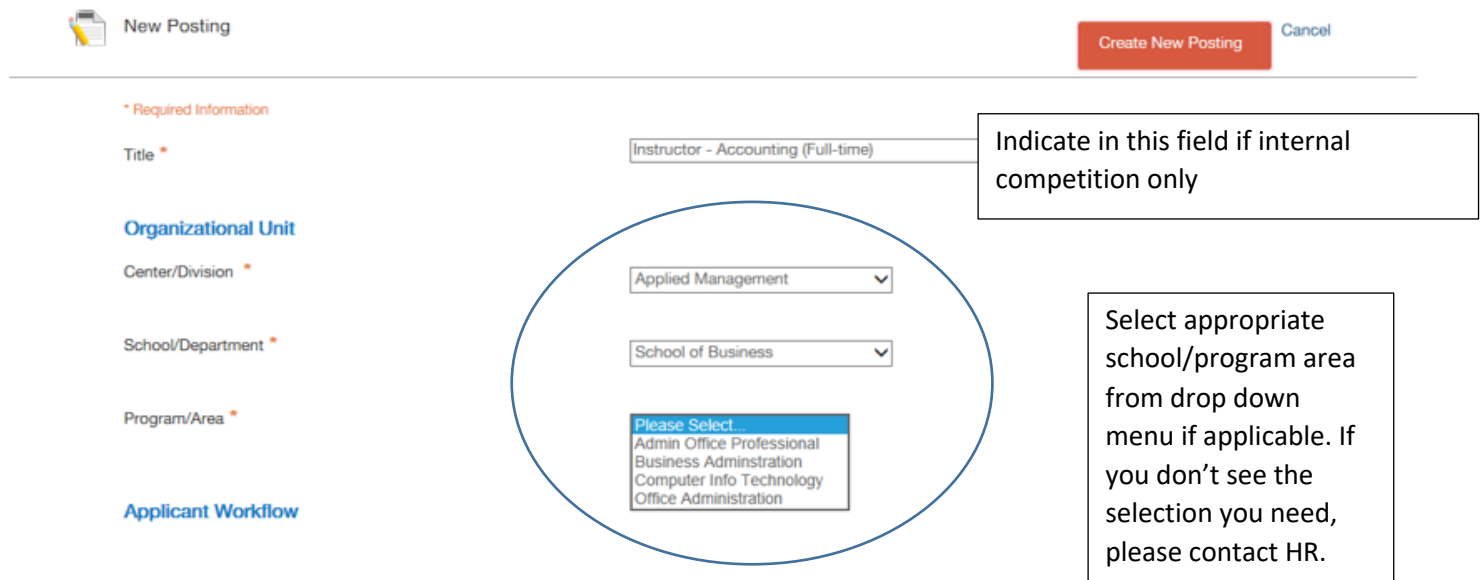
Create New

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Step 4: Enter position title and indicate full or part-time status



The screenshot shows the 'New Posting' form. The title bar includes a document icon, the text 'New Posting', and two buttons: 'Create New Posting' and 'Cancel'. The form is divided into sections: 'Required Information', 'Organizational Unit', and 'Applicant Workflow'. The 'Required Information' section has a 'Title' field with the text 'Instructor - Accounting (Full-time)'. The 'Organizational Unit' section has three dropdown menus: 'Center/Division' (selected: Applied Management), 'School/Department' (selected: School of Business), and 'Program/Area' (selected: Please Select...). The 'Program/Area' dropdown is circled in blue. A callout box points to the 'Title' field, and another callout box points to the 'Program/Area' dropdown.

New Posting **Create New Posting** **Cancel**

*** Required Information**

Title * Instructor - Accounting (Full-time) Indicate in this field if internal competition only

Organizational Unit

Center/Division * Applied Management

School/Department * School of Business

Program/Area * Please Select...
Admin Office Professional
Business Administration
Computer Info Technology
Office Administration Select appropriate school/program area from drop down menu if applicable. If you don't see the selection you need, please contact HR.

Applicant Workflow

Step 5: This section (applicant workflow/references) defaults and no input is required – The defaults are set for current best practice by HR

Applicant Workflow

Workflow State

Under Review by Department/Committee ▼

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

Finalist ▼

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

Recommend for Hire ▼

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

Reference Letter ▼

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

☒ Accept online applications?

Special offline application instructions

Accepted Application Forms

☒ Application

This should be checked

Once finished click orange button to Create New Posting

Create New Posting Cancel

Step 6: Fill out position details for the posting as shown below. Contact HR if you need assistance or posting examples.

POSTING USER, you have 0 messages. Current Group: INITIATOR Logout

Postings / Permanent / Instructor - Accounting (Full-time) (Draft) / Edit: Position Details

Editing Posting

Position Details

Budget Information

Reference Collection

Supplemental Questions

Documents Needed to Apply

Posting Documents

Guest User

Search Committee Members

Evaluative Criteria

Summary

Position Details

Save

Next >>

ABC

Check spelling

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

Title

Instructor - Accounting (Full-time)

Position Number

Fill out position ID if known or contact HR Specialist to provide.

Responsibilities

Add appropriate information

Job Duties

Can add details related to student success (ie, teaching, learning support, marking, etc.)

Complete all additional fields for Posting Information section

Posting Detail Information

Posting Number

Number of Vacancies

1

Desired Start Date

07/01/2016

Position End Date (if temporary)

Applicant Reviewer Access

Select Some Options

This is a dropbox, start typing name to see options. Select who your alias would be if applicable (ie. in-scope supervisor)

Define which Applicant Reviewer(s) need access to this posting

Open Date

06/10/2016

Review Start Date

06/10/2016

Close Date

06/17/2016

Open Until Filled

No ▼

Special Instructions to Applicant

Presentation will be required for those selected for interviews. Details will be provided to shortlisted applicants.

This is NOT a required field

Advertising Text

This section is for other places you want this ad posted (ie, listserv, external websites, etc.)

Quick Link for Direct Access to Posting

<http://lethbridgecollege.peopleadmin.ca/postings/711>

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Do not amend the Pass/Fail Messages. These default in.

Save

Next >>

Step 7: Click the orange Next button to progress through the menu below:

Editing Posting

✓ Position Details

✓ Budget Information

✓ Reference Collection

✓ Supplemental Questions

✓ Documents Needed to Apply

✓ Posting Documents

✓ Guest User

✓ Search Committee Members

✓ Evaluative Criteria

Summary

Budget Information

ABC [Check spelling](#)

Budget Summary

Budget Account Name

Click on Add Budget Summary Entry and complete

ie. Financial Services

Budget Account Number

Amount

Percentage Funded

☐ Remove Entry?

Add Budget Summary Entry

If funded by multiple budget click on Add Budget Summary as needed

Editing Posting

- ✓ Position Details
- ✓ Budget Information
- ✓ Reference Collection
- ✓ Supplemental Questions
- ✓ Documents Needed to Apply
- ✓ Posting Documents
- ✓ Guest User
- ✓ Search Committee Members
- ✓ Evaluative Criteria
- Summary

References

Minimum Requests

No less than 3

Maximum Requests

No more than 5

Last Day a Reference
Provider Can Submit
Reference

Leave blank

Provider Special
Instructions

Do not fill in – standard
template email is sent
automatically

Confirmation Message
To Provider

Do not fill in – standard
template email is sent
automatically

These instructions will be included in the email to the reference provider.

Editing Posting

- ✓ Position Details
- ✓ Budget Information
- ✓ Reference Collection
- ✓ Supplemental Questions
- ✓ Documents Needed to Apply
- ✓ Posting Documents
- ✓ Guest User
- ✓ Search Committee Members
- ✓ Evaluative Criteria
- Summary

Supplemental questions are pre-screening questions that the applicant must answer when applying for the position.

Can be omitted, selected from a drop down list, or new questions can be added.

For example: for an internal competition, the question “are you currently a Lethbridge College employee?” can be added to screen out external applicants.

Please read the instructions on the screen for additional information.

Editing Posting

- ✓ Position Details
- ✓ Budget Information
- ✓ Reference Collection
- ✓ Supplemental Questions
- ✓ Documents Needed to Apply
- ✓ Posting Documents
- ✓ Guest User
- ✓ Search Committee Members
- ✓ Evaluative Criteria
- Summary

Choose documents for submission. If document is “required” the applicant will NOT be able to continue in the application process until ALL required documents are attached. Should you need to add a document type, please contact HR.

Always select ‘letter of recommendation’ as optional.

Editing Posting

- ✓ Position Details
- ✓ Budget Information
- ✓ Reference Collection
- ✓ Supplemental Questions
- ✓ Documents Needed to Apply
- ✓ Posting Documents
- ✓ Guest User
- ✓ Search Committee Members
- ✓ Evaluative Criteria
- Summary

Do not use

Editing Posting

- ✔ Position Details
- ✔ Budget Information
- ✔ Reference Collection
- ✔ Supplemental Questions
- ✔ Documents Needed to Apply
- ✔ Posting Documents
- ✔ Guest User
- ✔ Search Committee Members
- ✔ Evaluative Criteria
- Summary

This is only required if you have an external stakeholder as part of the selection committee.

Editing Posting

- ✔ Position Details
- ✔ Budget Information
- ✔ Reference Collection
- ✔ Supplemental Questions
- ✔ Documents Needed to Apply
- ✔ Posting Documents
- ✔ Guest User
- ✔ Search Committee Members
- ✔ Evaluative Criteria
- Summary

This form will allow your search committee members to your access your posting and applicants. Only search using existing search criteria section. Do not use new account creation section.

Editing Posting

- ✓ Position Details
- ✓ Budget Information
- ✓ Reference Collection
- ✓ Supplemental Questions
- ✓ Documents Needed to Apply
- ✓ Posting Documents
- ✓ Guest User
- ✓ Search Committee Members
- ✓ Evaluative Criteria
- Summary

Do not use.

The landing page is instructions to follow to add a criterion. Evaluative criteria are interview questions you will use to evaluate your shortlisted applicants. Click “Add a criterion” to see the following screen.

Add a Ranking Criterion

Available Evaluative Criteria

Category: Any Keyword:

Choose applicable category

Add Category Description

☐ Work History Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.

☒ General How well did this candidate perform in the interview?

Click to add existing question or click “add new one”

Possible Answers:

1. Unacceptable
2. Below Average
3. Average
4. Above Average
5. Superior

Applicant workflow state Interview

Choose interview state


How do you rank this candidate's written communication?

☐ General Please rate the candidate's quality of references.

☐ General How clear and articulate was the candidate during the interview?

Click submit button for each added question

Step 8: Review Summary and choose appropriate action on “Take Action on Posting” button. This will forward posting to next level and add to your watchlist on your Home screen. Pop up window will allow comments as shown below.



Inbox

PeopleAdmin

Watch List

APPLICANT TRACKING

HomePostingsHiring ProposalsMy ProfileHelp

TEST HR USER, you have 0 messages. Current Group: Initiator logout

Postings / Permanent / Instructor - Accounting (Full-time) (Draft) / Summary

Posting: Instructor - Accounting (Full-time) (Permanent) Edit

Current Status: Draft

Position Type: Permanent

Program/Area: Advancement

Created by: TEST HR USER

Owner: TEST HR USER

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

Submit for Approval (move to Manager/Chair)

SummaryHistorySettingsHiring Proposals

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting pane.

✓ Position Details Edit

Position Information

Title

Instructor - Accounting (Full-time)

Take Action

Submit for Approval (move to Manager/Chair)

Comments (optional)

☒ This posting is currently in your watch list. Uncheck this box to remove it.

Submit

Cancel

Review Posting – Manager/Chair (posting created by Initiator)

Step 1 – review inbox for items requiring your action. Click on posting link.

Home | Postings | Hiring Proposals | My Profile | Help

TEST HR USER, you have 0 messages. Current Group:

Inbox 5

Displaying items for group "Manager/Chair".

Postings (5)

Hiring Proposals (0)

Position Requests (0)

Special Handling Lists (0)

Job Title	Type	Current State	Owner
Instructor - Accounting (Full-time)	Permanent	Manager/Chair	Manager/Chair

See more...

Shortcuts

Create New Permanent Posting

Create New Temporary Posting

Create New Casual Posting

My Links

Useful Links

Applicant Portal

Step 2 – Edit posting if needed. Take Action on Posting to move to next level.



Posting: Instructor - Accounting (Full-time) (Permanent) [Edit](#)

Current Status: Manager/Chair

Position Type: **Permanent**
Program/Area: **Advancement**

Created by: **TEST HR USER**
Owner: **Manager/Chair**

Take Action On Posting [v](#)

Keep working on this Posting

WORKFLOW ACTIONS

Submit for Approval (move to Human Resources Initial Review)

Summary

History

Settings

Applicants

Reports

Hiring Proposals

Not applicable at this stage of process

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

✓ Position Details [Edit](#)

Tracks all activity on this posting

Position Information

Title	Instructor - Accounting (Full-time)
Position Number	BUSX1FC025
Responsibilities	The Centre for Applied Management has an opening for a full time continuing instructor within the School of Business, teaching a variety of Accounting courses in the Business Administration program. This teaching position will commence July 2016.

HR will review, add any additional information and/or comments, and forward posting to appropriate Business Analyst for review.