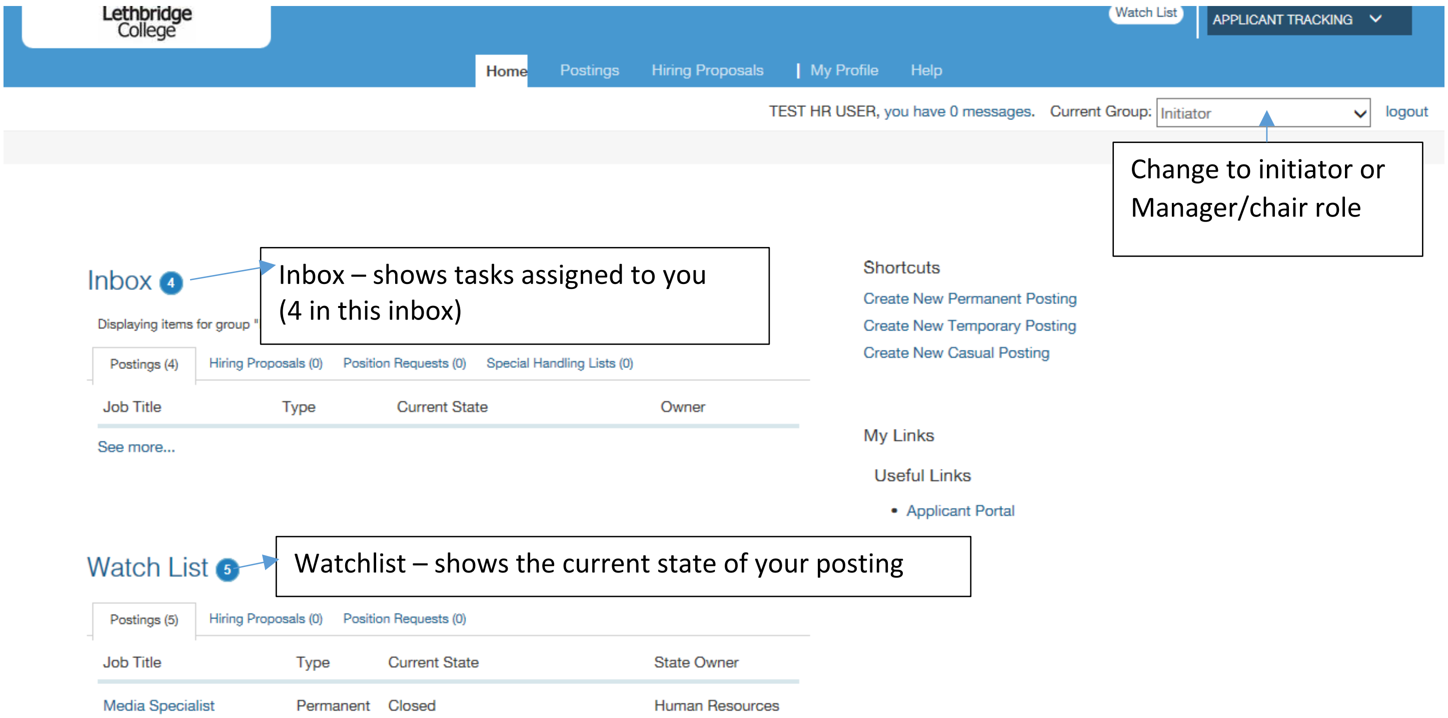
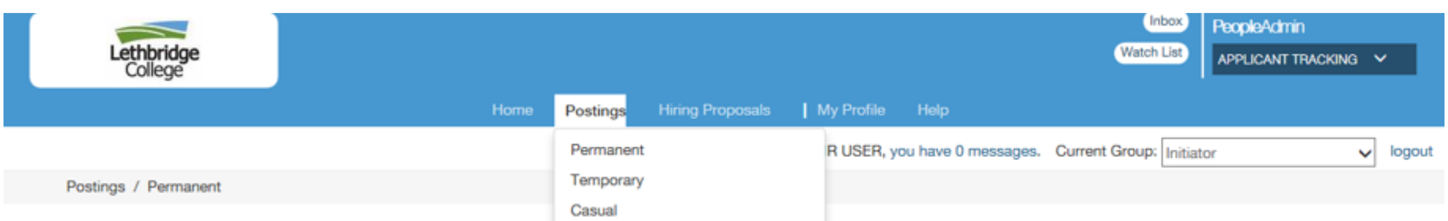
Creating a Posting – Initiator and/or Manager/Chair

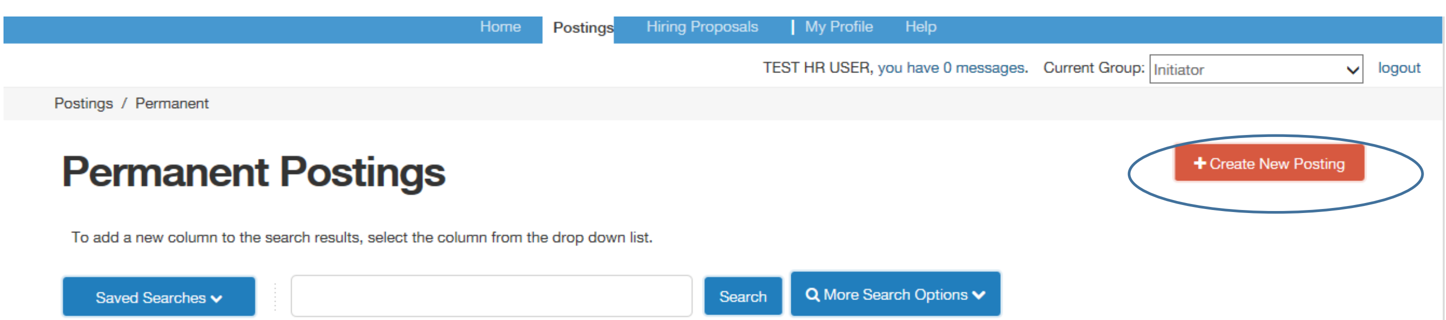
Home screen –refer to the 'Home' tab to regularly review your inbox/watchlist



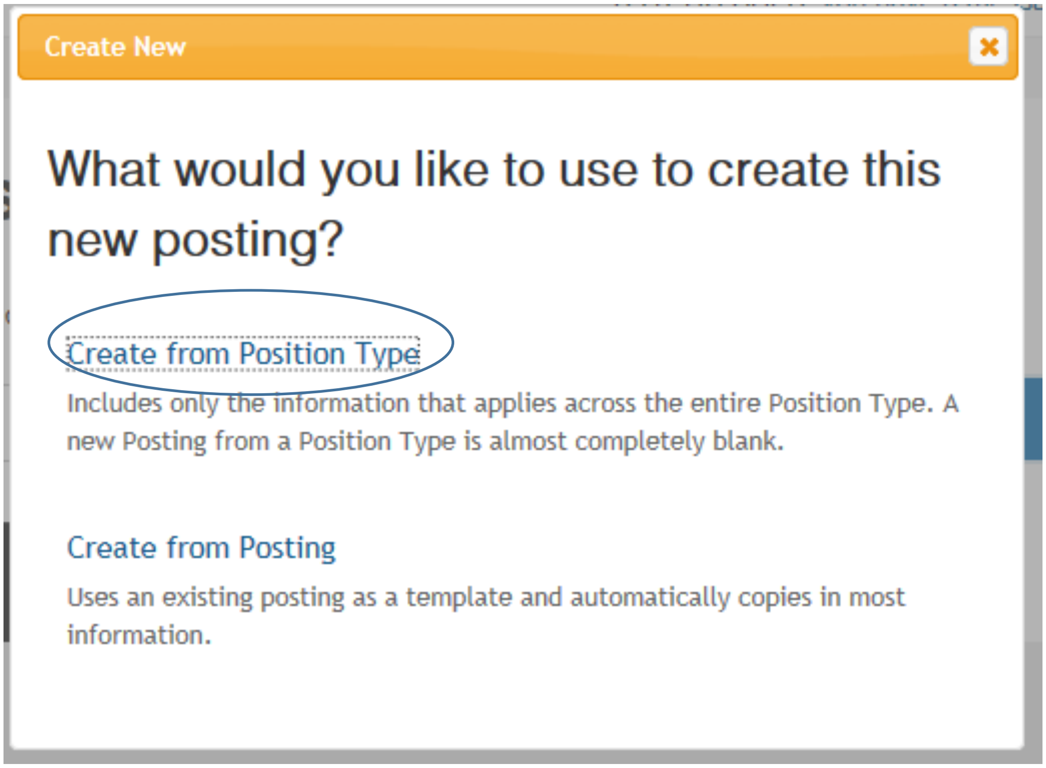

Step 1: Click on Postings tab and select position type



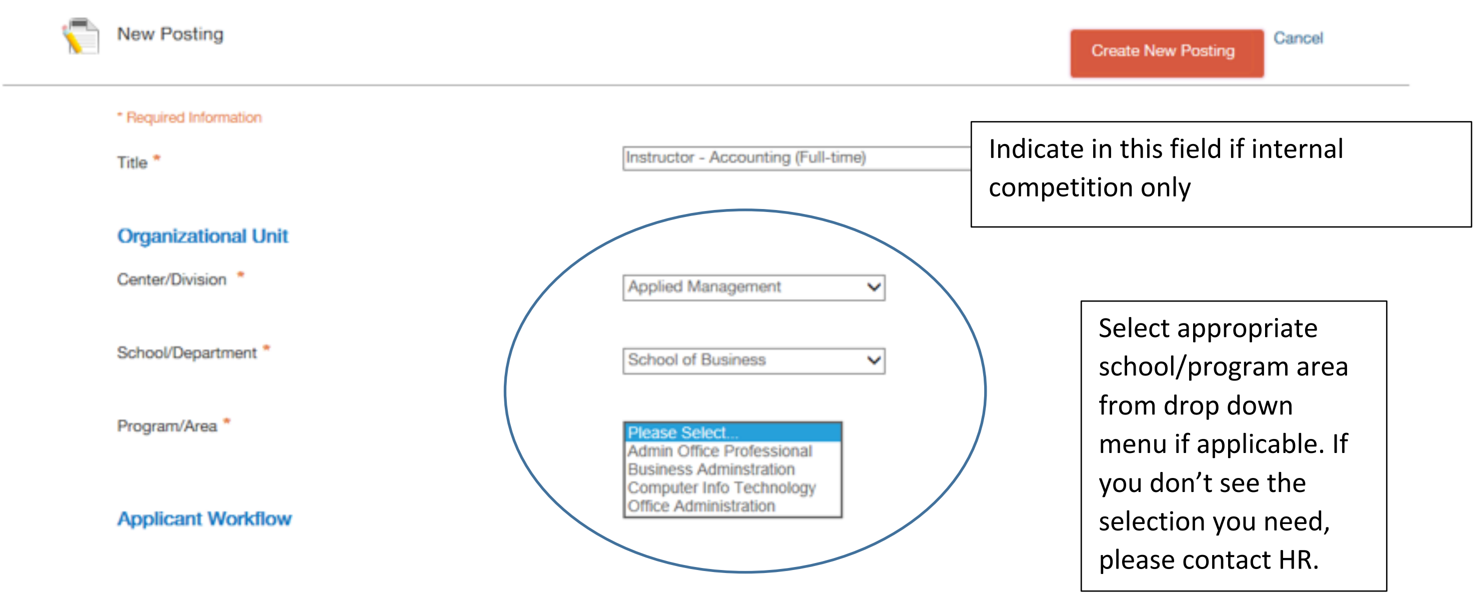

Step 2: Click orange button to Create New Posting



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




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



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

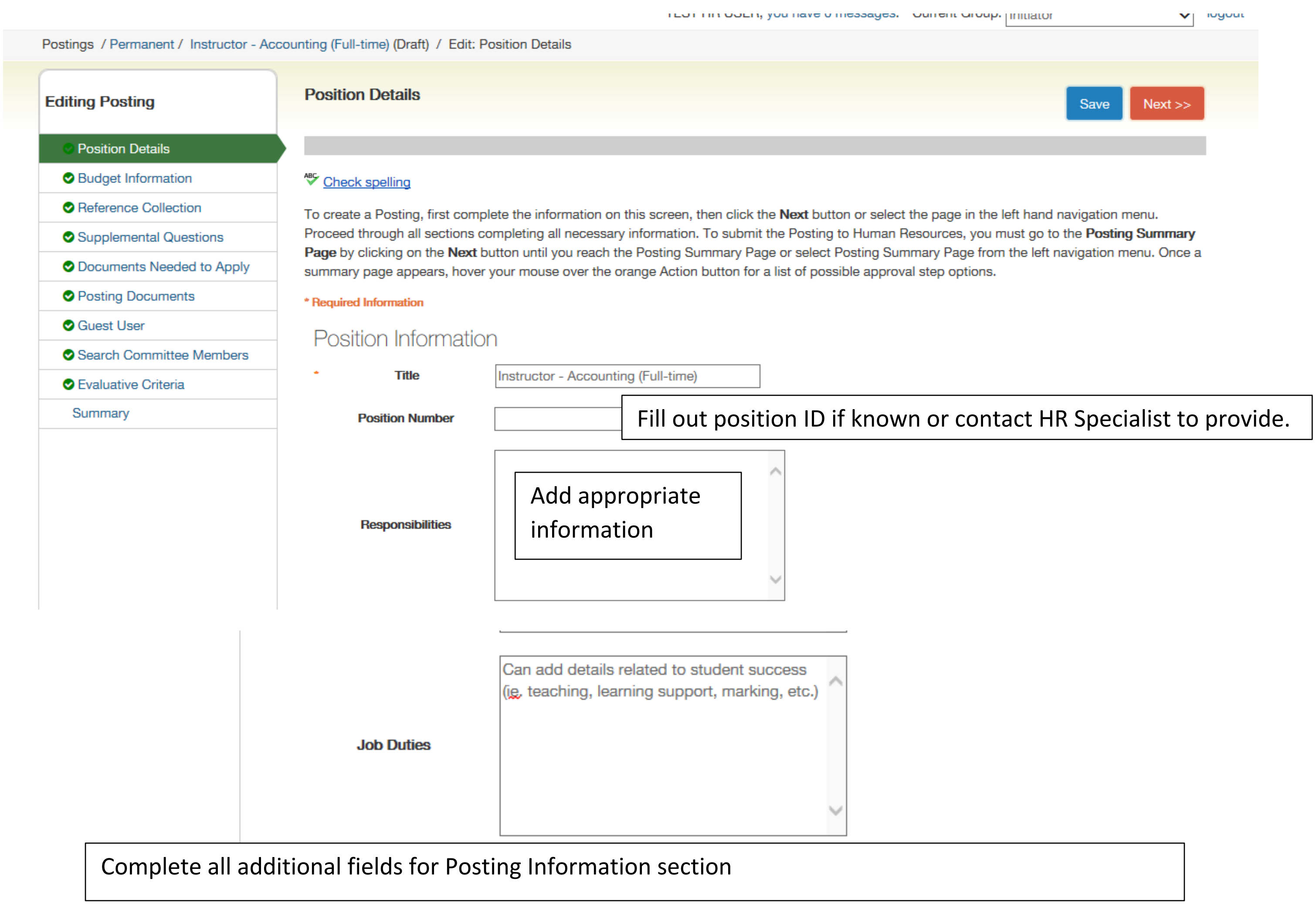
This should be checked

Once finished click orange button to Create New Posting

Create New Posting

Cancel

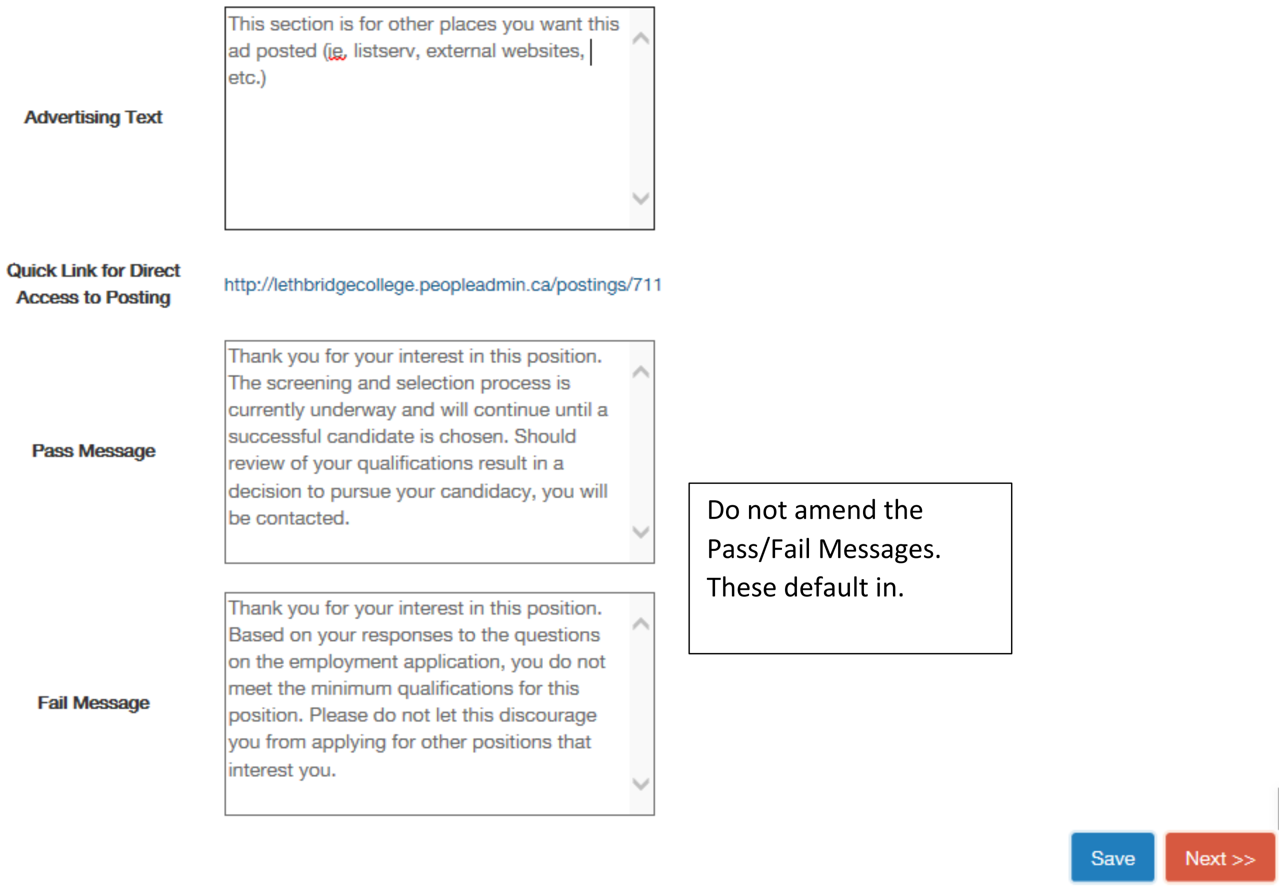
Step 6: Fill out position details for the posting as shown below. Contact HR if you need assistance or posting examples.



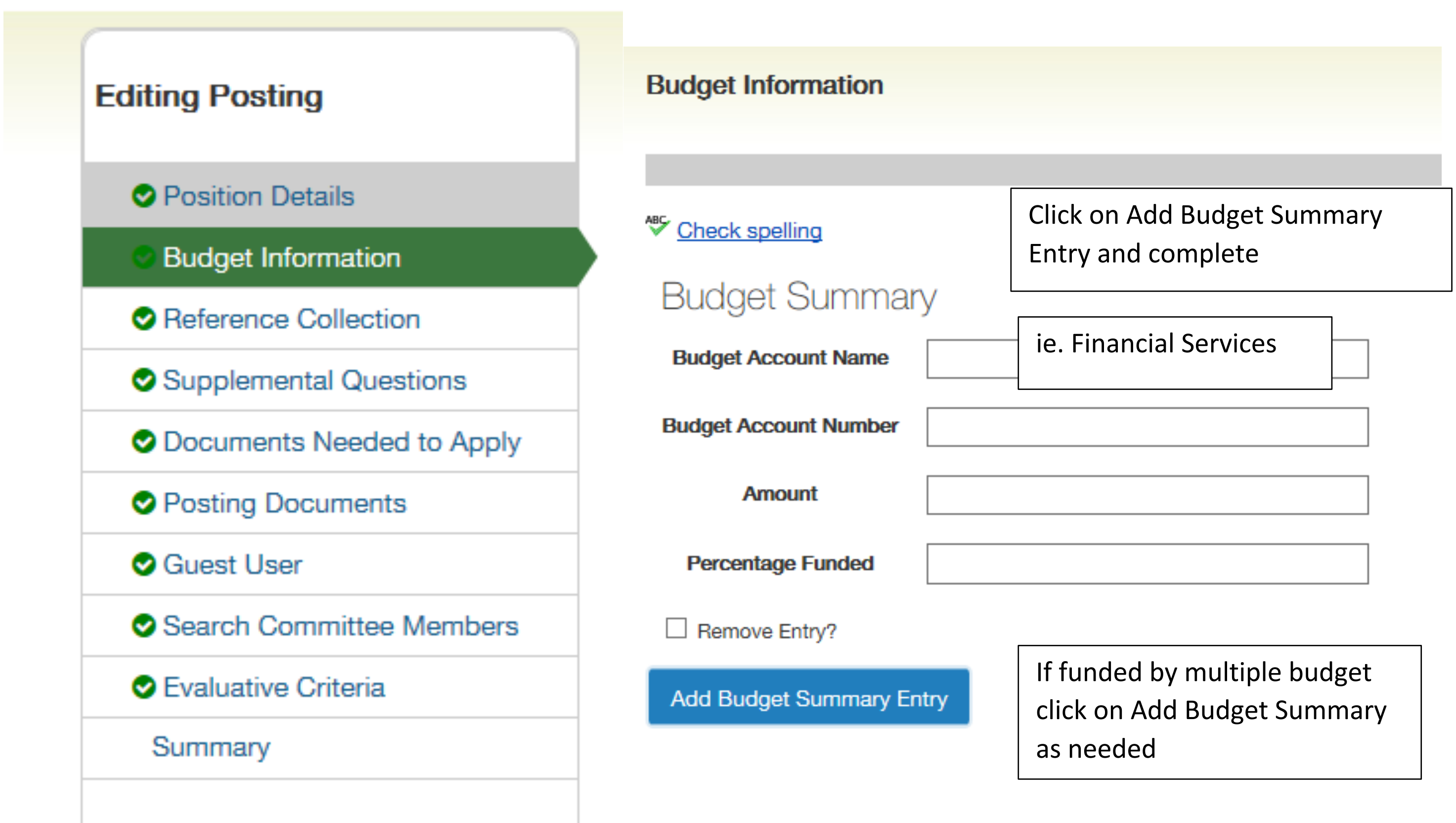
# Posting Detail Information

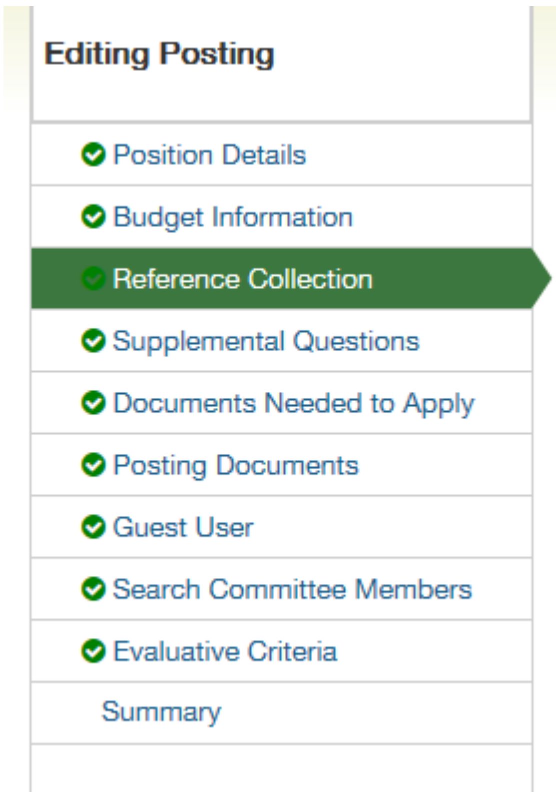
| | |
|---|---|
| **Posting Number** | |
| **Number of Vacancies** | 1 |
| **Desired Start Date** | 07/01/2016 |
| **Position End Date (if temporary)** | |
| **Applicant Reviewer Access** | Select Some Options<br>*Define which Applicant Reviewer(s) need access to this posting* |
| **Open Date** | 06/10/2016 |
| **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.<br><br>This is NOT a required field |

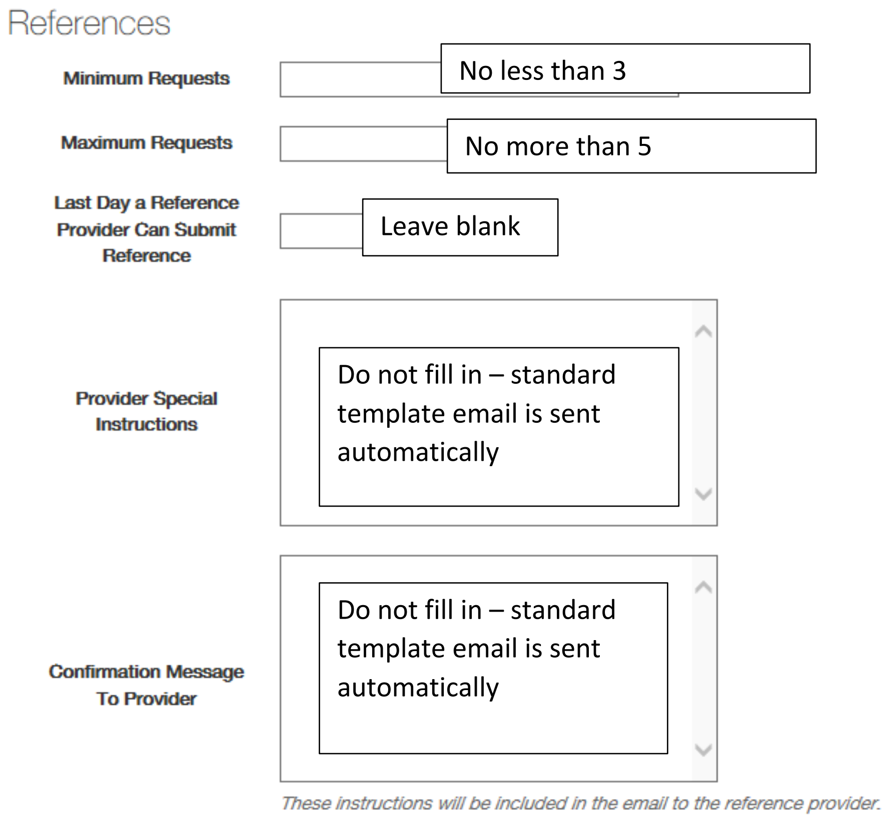
This is a dropbox, start typing name to see options. Select who your alias would be if applicable (ie. in-scope supervisor)

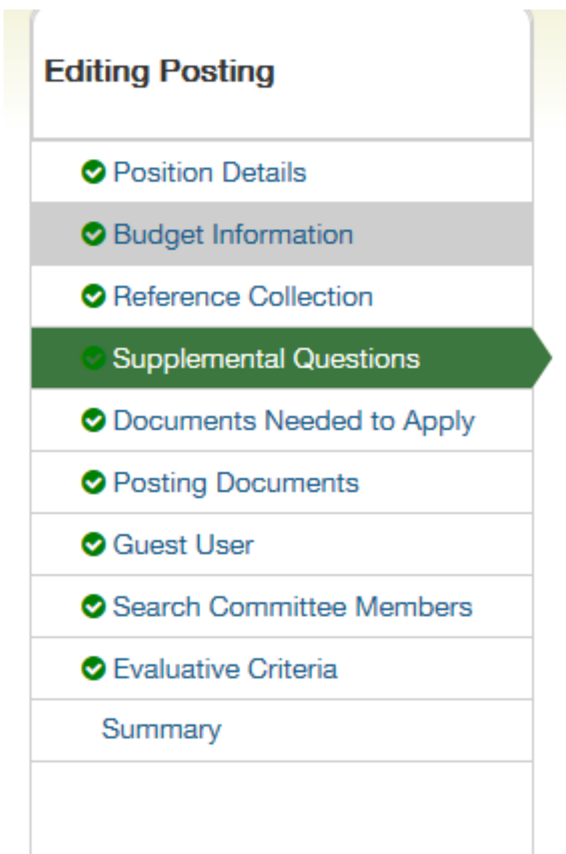



Step 7: Click the orange Next button to progress through the menu below:





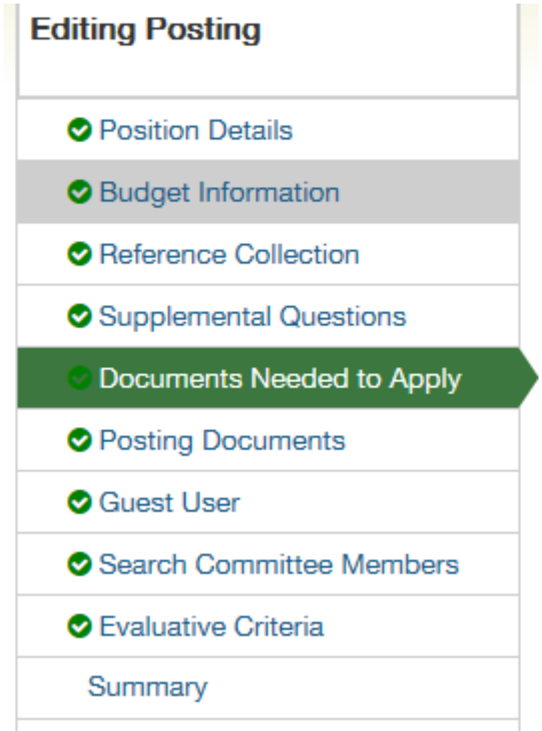




Supplemental questions are pre-screening questions that the applicant must answer when applying for the position.

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

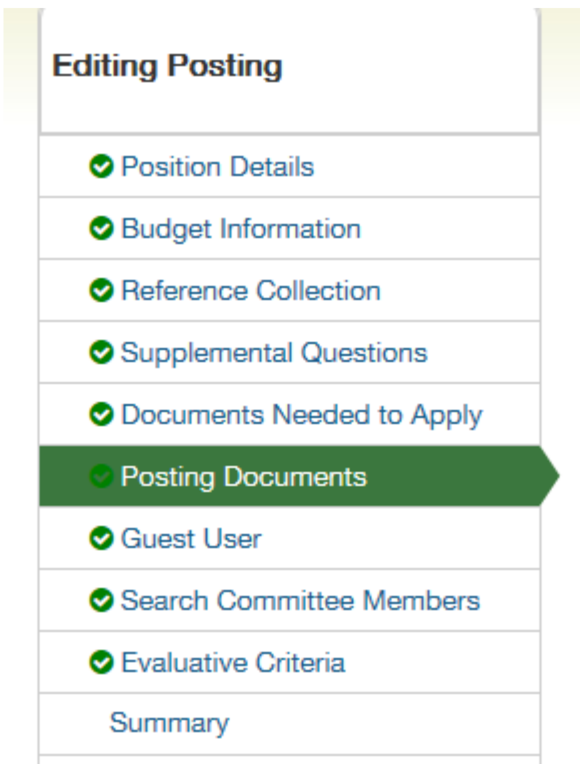
For example: for an internal competition, the question “are you currently a Lethbridge College employee?” can be added to screen out external applicants.

Please read the instructions on the screen for additional information.

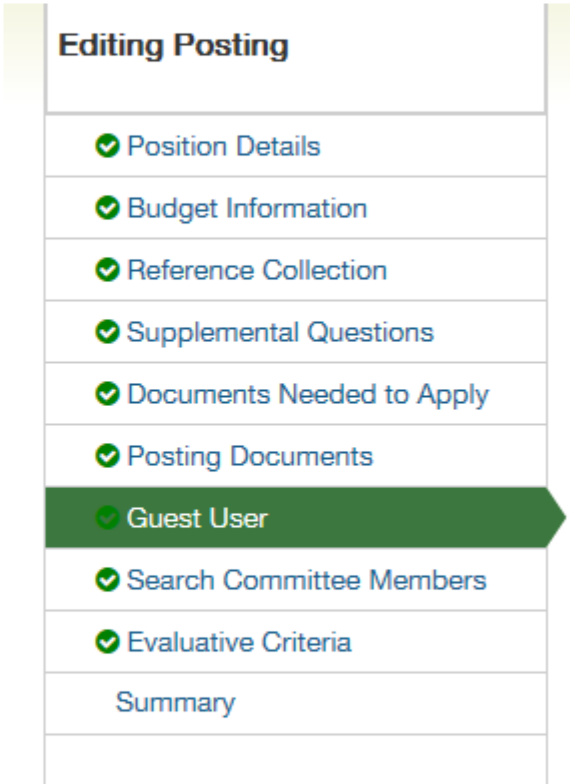



Choose documents for submission. If document is "required" the applicant will NOT be able to continue in the application process until ALL required documents are attached. Should you need to add a document type, please contact HR.

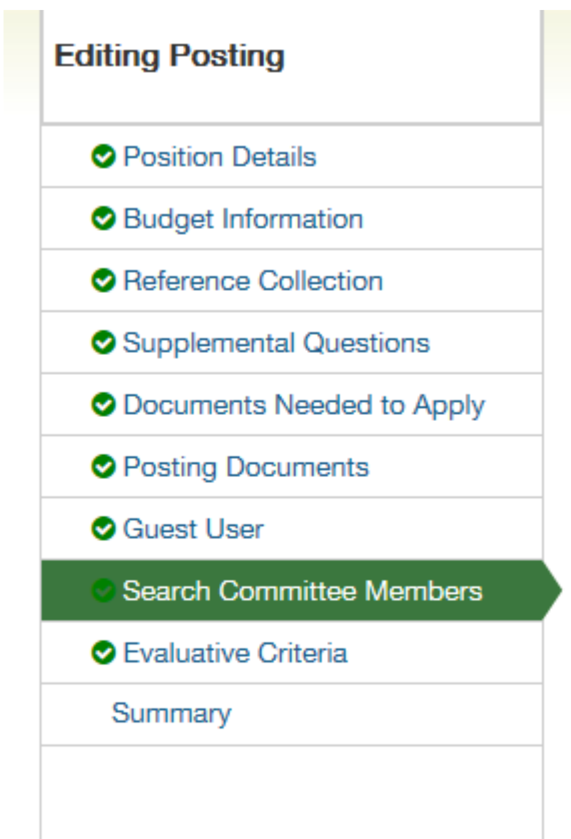
Always select 'letter of recommendation' as optional.




Do not use



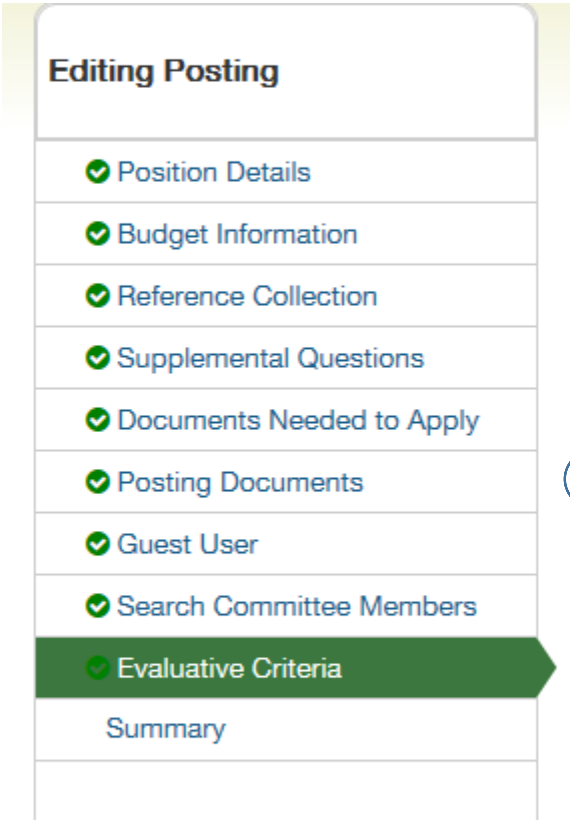

This is only required if you have an external stakeholder as part of the selection committee.

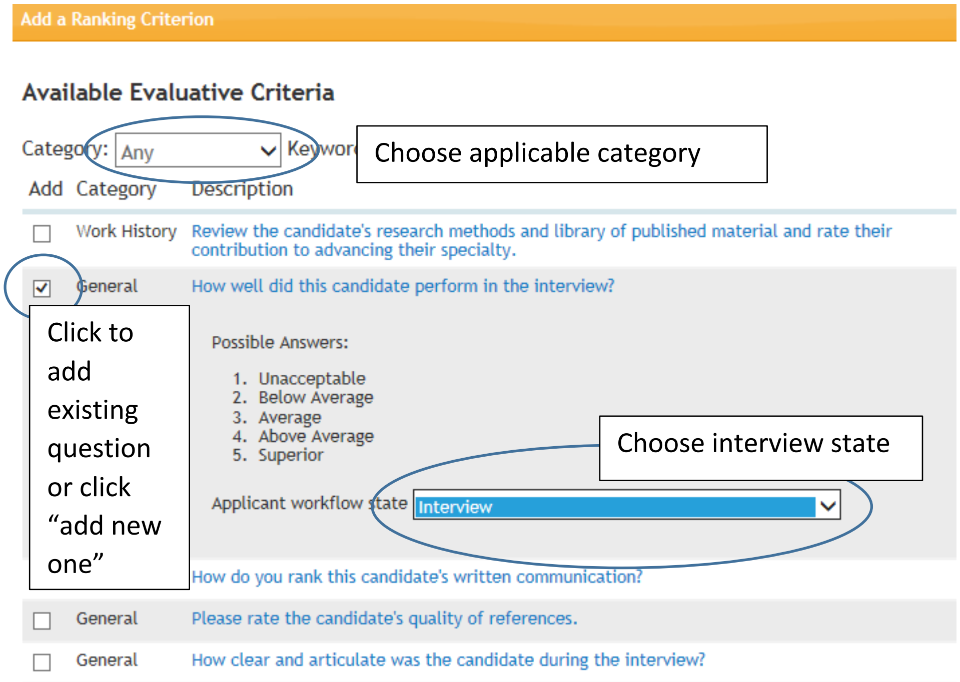



This form will allow your search committee members to your access your posting and applicants. Only search using existing search criteria section. Do not use new account creation section.

**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.



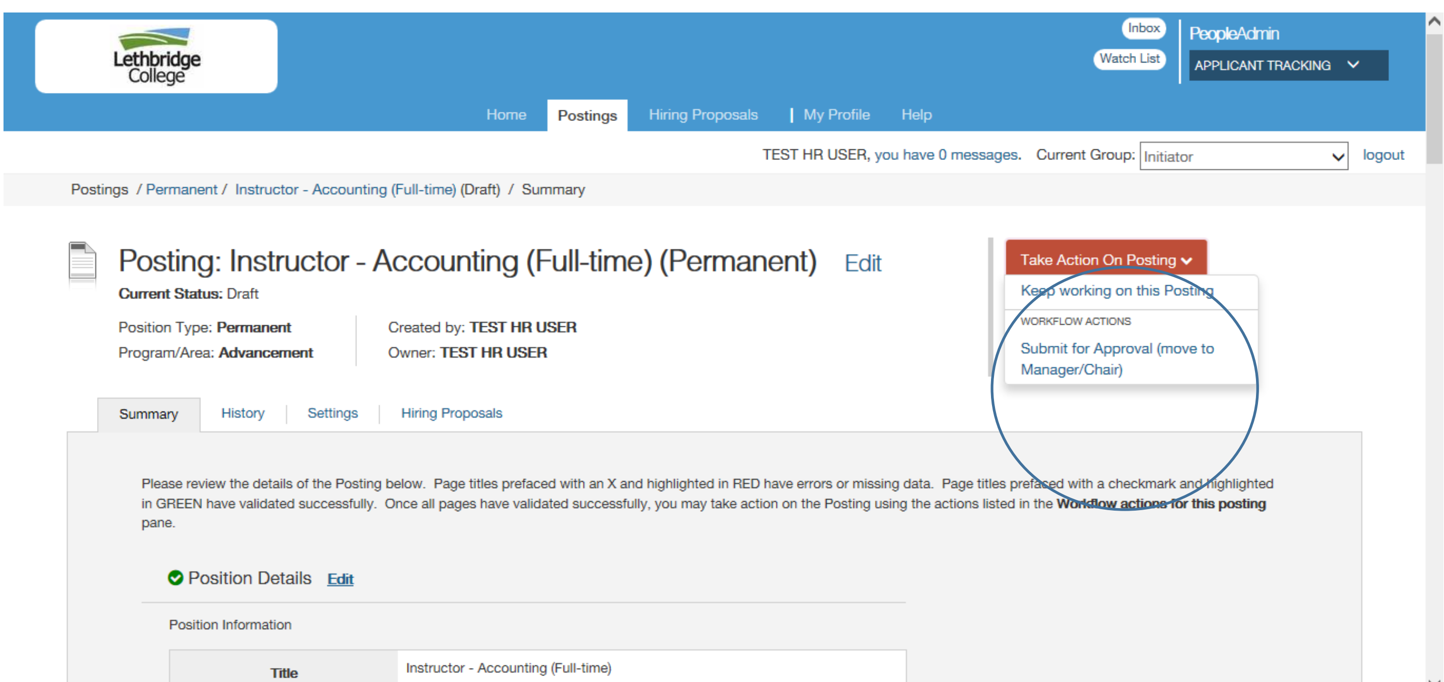

Choose applicable category

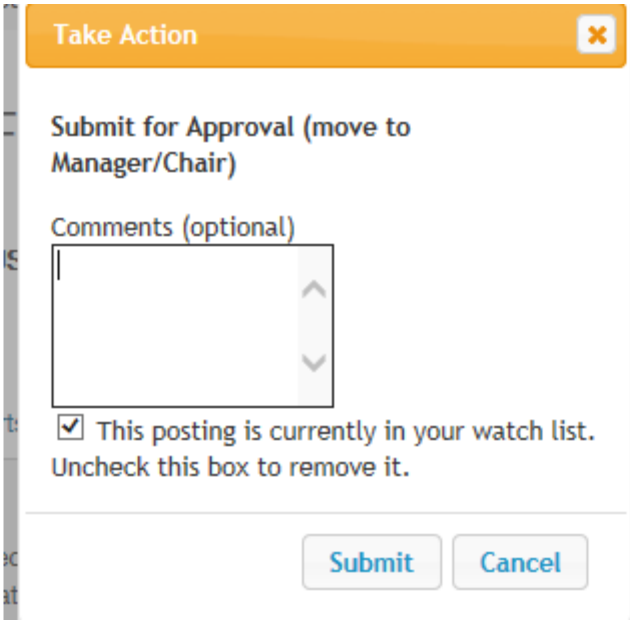
Click to add existing question or click “add new one”

Choose interview state

Click submit button for each added question

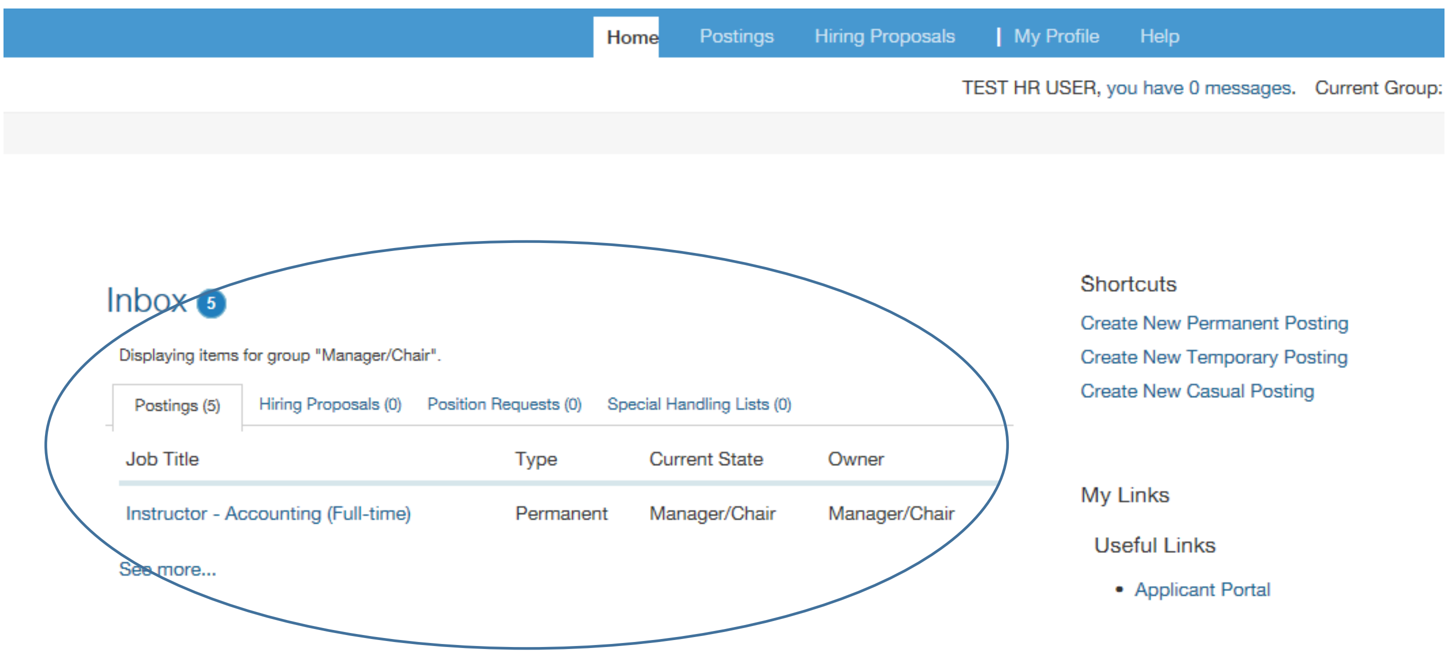
Step 8: Review Summary and choose appropriate action on “Take Action on Posting” button. This will forward posting to next level and add to your watchlist on your Home screen. Pop up window will allow comments as shown below.



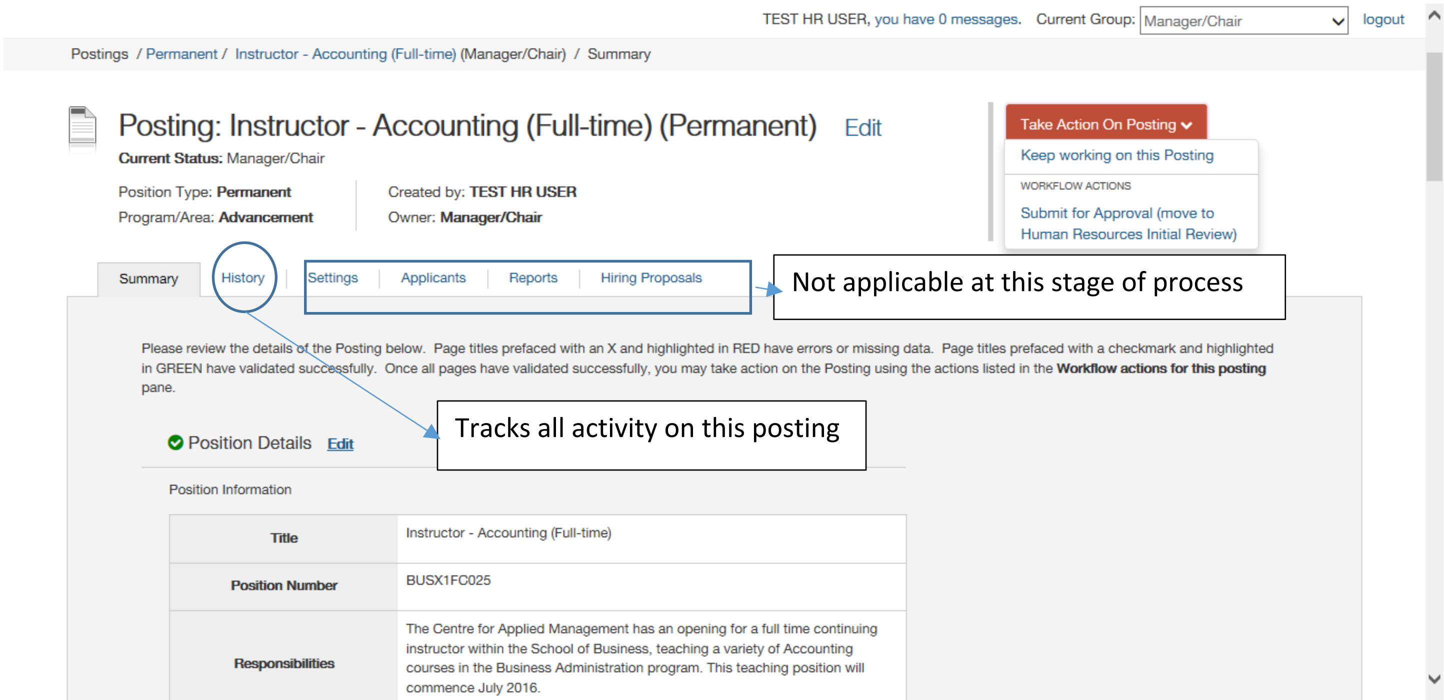



Review Posting – Manager/Chair (posting created by Initiator)

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




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




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