

PAPERS7 User Guide



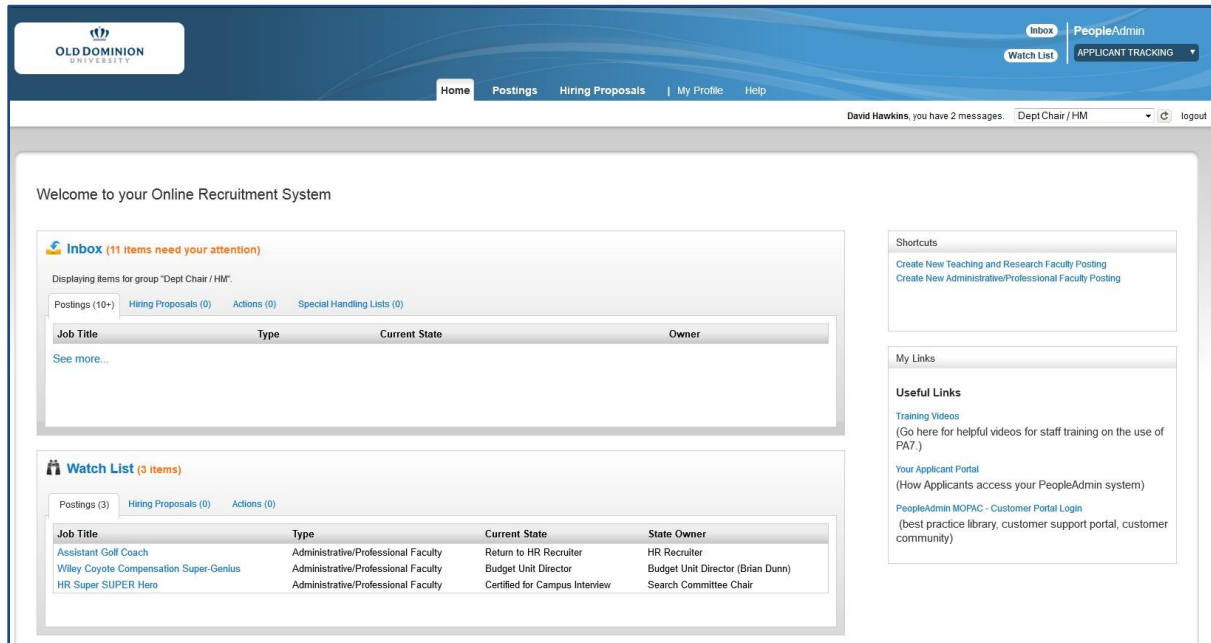
A/P FACULTY

Creating a Posting

Department of Human Resources
January 2015

Creating a Posting for Recruitment: Department Chair/Hiring Manager

1. Once successfully logged into the system and in the Applicant Tracking module; you will be presented with the home screen below.



2. To verify you are in the Applicant Tracking Module and logged in as the Department Chair/Hiring Manager, look to the upper right side of the screen.

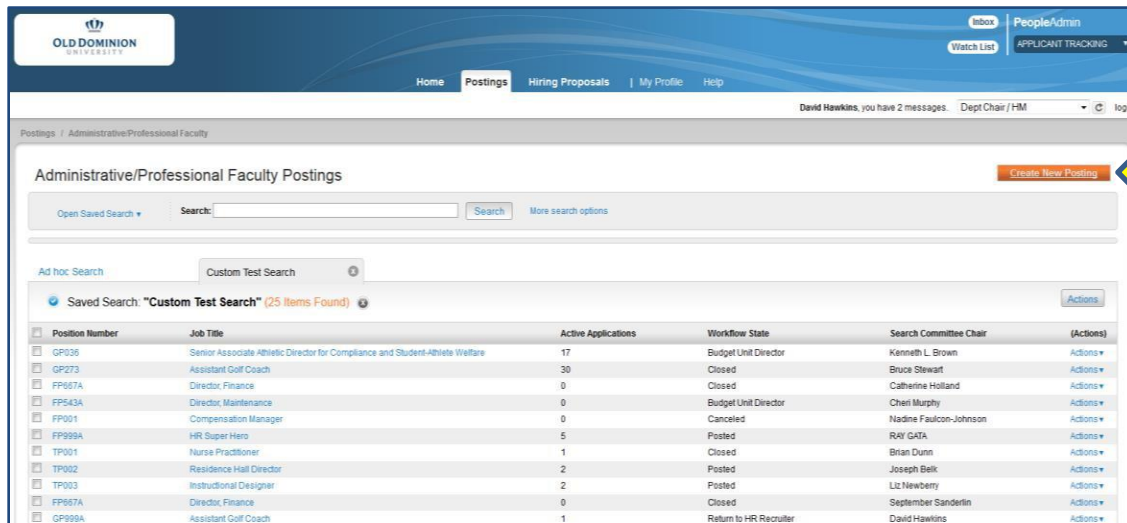


3. In the Shortcuts box on the right side of the screen, select [Create New Administrative/Professional Faculty Posting](#) link.

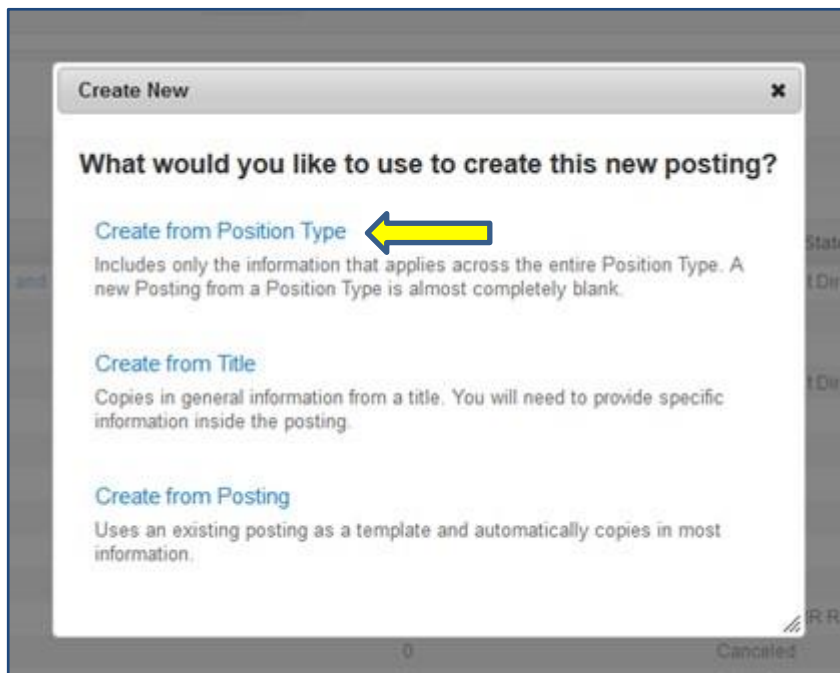


Creating a Posting Guide

- The following screen will provide you with all of the postings in your area. On the upper right side of the screen, select the **Create New Posting** button.



- After selecting the Create New Posting button, a dialogue box will open with several choices. Select **Create from Position Type**. Currently, the other selections are unavailable; we will update the documentation as the other selections become available.



The selection of **Create from Position Type** begins with a form that is almost completely blank.

**As the roll-out of the upgrade to the PAPERS system continues, the system will be populated with additional information to make the other selections practical.

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6. On the **New Posting** screen, the required information is denoted by an asterisk (*). Please enter the appropriate information in the required fields. These are: Job Title, Organizational Unit information, VP Area, College/Division and Department.

The screenshot shows the 'New Posting' form in PeopleAdmin. The form is titled 'New Posting' and includes a 'Create New Posting' button and a 'Cancel' button. The form is divided into several sections:

- * Required information**
 - Job Title ***: PAPERS 7 INSTRUCTOR - Sample Job
 - Organizational Unit**
 - VP Area ***: VP FOR HUMAN RESOURCES
 - College / Division ***: HUMAN RESOURCES
 - Department ***: HUMAN RESOURCES
- Applicant Workflow**
 - Workflow State**: Under Review by Search Committee Chair
- References**
 - Accept references
- Online Applications**
 - Accept online applications?

The 'Special offline application instructions' section contains a text area with the following text: 'In this block you'd be able to details special instructions to applicants. This could include directions related to the submission of sample work portfolios or other approved pre-interview screening criteria.'

The 'Create New Posting' button is highlighted with a yellow arrow.

7. The Job Title field is an open text box and will accept any combination of alpha/numerical information. In this example we are using the Job Title of PAPERS 7 INSTRUCTOR – Sample Job.

The close-up screenshot shows the 'Job Title *' field in the 'New Posting' form. The field is an open text box and contains the text 'PAPERS 7 INSTRUCTOR - Sample Job'.

Creating a Posting Guide

8. The Organizational Unit fields are drop down menus. These are pre-populated and allow you to select the most appropriate choice from the list. For this example, we have selected the VP FOR HUMAN RESOURCES. The College/Division is HUMAN RESOURCES and the Department is HUMAN RESOURCES.

Organizational Unit

VP Area * VP FOR HUMAN RESOURCES

College / Division * HUMAN RESOURCES

Department * HUMAN RESOURCES

9. **Do not** change this from its default setting of ‘*Under Review by Search Committee Chair*’. This changes what status view that the applicant sees when searching for the status of their application in the posting.

Applicant Workflow

Workflow State Under Review by Search Committee Chair

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

10. **Do not** check the box on this page to ‘*Accept References*’. Later sections of the posting will allow for the applicant to supply reference information. Don’t change this from the default setting of not selected.

References

Accept references

11. By default, this box has been checked to accept online applications. **Do not** change this selection **unless** you will be using another recruitment services such as an outside search firm.

Online Applications

Accept online applications?

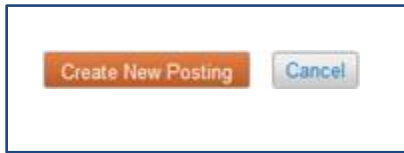
12. This field addresses the need for any special instructions to applicants related to accepting offline applications. Examples might include contact information of the outside search firm and the documents required for submission.

Special offline application instructions

In this block you'd be able to details special instructions to applicants. This could include directions related to the submission of sample work portfolios or other approved pre-interview screening criteria.

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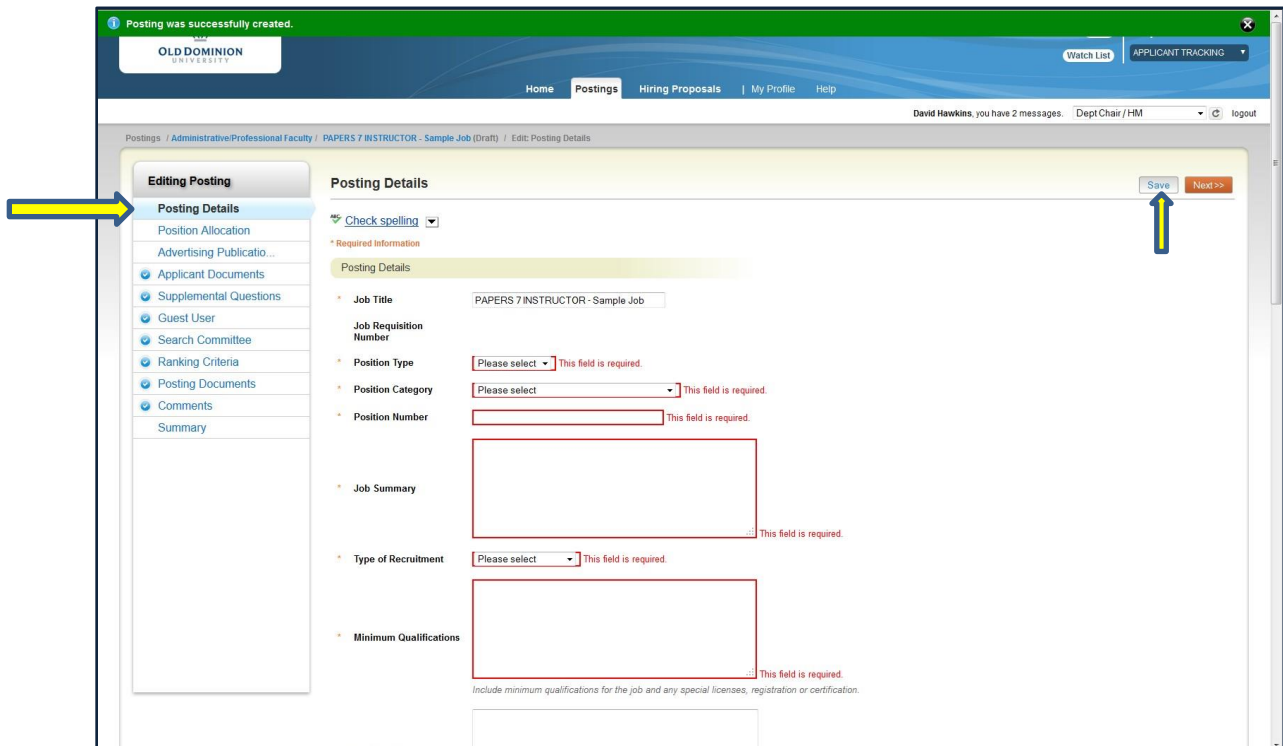
13. Once all the information has been added, click the **Create New Posting** button which can be selected either at the top right or bottom right of this screen.



14. From this point you will see navigation shortcuts appear on the left side of the webpage. If it is necessary to leave the system, click **Save**; then you can return to the posting at a later time to complete. It will appear as a draft in your list of postings on the home page. These shortcuts will allow you to return to the section you last completed. The next several pages will detail each of the shortcuts and the information required.

Shortcut Headings

- | | |
|-------------------------------|----------------------|
| a. Posting Details | g. Search Committee |
| b. Position Allocation | h. Ranking Criteria |
| c. Advertisement Publications | i. Posting Documents |
| d. Applicant Documents | j. Comments |
| e. Supplemental Questions | k. Summary |
| f. Guest User | |



Creating a Posting Guide

15. Here is a general explanation of each of the sections of the posting.



This is where you will detail the position type, job summary, minimum/preferred qualifications, location, posting open date, application review date, application deadline, responsible Hiring Manager, designate the Search Committee Chair, provide contact email, any special instructions to applicants and if the position is telework friendly.

Here you will identify the reason for the vacancy and salary data for budgeting purposes.

Here you will specify any advertising requests that you have. These would include posting in specific journals or websites.

Here you designate the documents needed from the applicants to help assess their qualifications for the position, such as resume, cover letter or memo.

Here you may select preapproved questions to ask the applicant, to help with screening them and determine their KSA's. These may be open-ended or closed. Consult your HR Recruiter for assistance.

You may also elect to use Guest User access in the review process. This is used for those assisting with the search who are outside of the University. Access is only for the life of the posting.

Here you designate who will serve as the committee members. These persons will have access to view the applications.

Here you are prompted to upload documents needed of HR Recruiter, Budget Unit Director and other members of the process to approve the posting. Organizational Chart and Budget Adjustment Form.

Here you have an opportunity to review the posting in its entirety before submitting it for review and approval. You may return to any section to perform edits as needed.

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16. At the top of the **Posting Details** page, enter required information into the text fields to describe the position and outline the Minimum Qualifications needed in the position. Some of the fields on the page have drop down menus, select the most appropriate option available. If you are unsure of the information to include, contact your HR recruiter for guidance.

****Note:** You may use an approved position description to copy and paste the information from the document into the appropriate field.

Posting Details

Check spelling ▾

* Required Information

Posting Details

* Job Title

Job Requisition Number

* Position Type This field is required.

* Position Category This field is required.

* Position Number This field is required.

* Job Summary

In this field, you should summarize the over-riding duties into 1-3 sentences to describe the work being done. For example, This position will be responsible for providing and overview of the PAPERS 7 system and reviewing the core elements necessary to initiating a posting.

 This field is required.

* Type of Recruitment This field is required.

* Minimum Qualifications

In this field you will be listing the minimum qualifications needed to perform the duties of the position. These include the required bodies of knowledge, the required skills and the required abilities. It also included the required education, special certifications/licenses and work experience. If you are unsure, consult your HR representative for assistance.

For example, "Considerable knowledge of PAPERS7. Excellent skill in developing training documents. Demonstrated ability to follow directions. Master's degree in Public Administration, Human Resources, I&O psychology or a similarly related field of study. Considerable work experience in training, OD or curricular design."

 This field is required.

Include minimum qualifications for the job and any special licenses, registration or certification.

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17. The middle of the **Posting Details** page includes information related to the *Preferred Qualifications, Conditions of Employment, Location* and applicable dates for the posting. The *Responsible Hiring Manager* is also required to be selected. The *Search Committee Chair* should be designated as well. The contact email may include the address for a specific departmental contact.

Preferred Qualifications	<p>This field will allow you to enter your preferred qualifications. These would be those things that are not required, but desirable.</p> <p>For example, "PhD in Education. Thorough knowledge of RMS systems, human resources recruitment practices/procedures. Excellent skill in conveying abstract concepts. Well developed ability to broker agreements between university colleagues with varied concerns. Extensive work experience in higher education environment providing human resource services. Certification in PeopleAdmin applications."</p>
Conditions of Employment	<p>Here is where you would list any conditions which should be communicated to potential applicants. Your HR recruiter will provide guidance on these.</p> <p>For example, " Completion of Statement of Personal Economic Interest is required upon hire. This position is designated as restricted based on the source of funding. If funding for this position is discontinued, and the position is abolished, certain provisions under the layoff policy may not apply."</p>
Location	<input type="text" value="Norfolk, VA"/> This field is required.
Job Open Date	<input type="text" value="11/28/2014"/> This field is required.
Open Until Filled	<input type="checkbox"/>
Job Close Date	<input type="text" value="12/23/2014"/> This entry cannot be blank unless 'Open Until Filled' is selected.
Application Review Date	<input type="text" value="01/05/2015"/>
Responsible Hiring Manager	<input type="text" value="Hawkins, David"/> This field is required.
Search Committee Chair	<input type="text" value="Hawkins, David"/>
Contact Email	<input type="text"/>

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18. The last section includes any special instructions to applicants and/or to *any Materials Required*. This could include sample work or other approved pre-interview screening criteria. Consult HR for assistance. You can also include the department's mission statement in the department information field for the applicants review. Once the information has been included, you can click the **Next** button to continue. This button is located at both the top and bottom of the page.

Special Instructions to Applicants / Additional Materials Required	<p>In this block you'd be able to details special instructions to applicants. This could include directions related to the submission of sample work portfolios or other approved pre-interview screening criteria.</p> <p>(Include instructions for submission)</p>
Quick Link for Posting	<p>http://odu-sb.peopleadmin.com/postings/109</p>
Department Information	<p>Here you would be able to enter specific information about the department. This could include its mission and objectives.</p> <p>For example, "The HR department supports the University's mission by providing exceptional human resource services through effective partnerships that meet our internal and external customers' needs; to encourage and maintain an environment which values and appreciates differences; and to foster a work ethic that displays respect, cooperation, fairness, and a commitment to excellence. We strive to be recognized as a leader in human resource practices by providing exceptional customer service, impeccable delivery of human resource programs and services, and by fostering a work environment which promotes optimum management of self and staff."</p>
Equity Statement	<p>It is the policy of Old Dominion University to provide equal employment, educational and social opportunities for all persons, without regard to race, color, religion, sex (including pregnancy), national origin, gender, age, veteran status, disability, political affiliation, sexual orientation or genetic information. Minorities, women, veterans and individuals with disabilities are encouraged to apply.</p>
ODU Statement	<p>Old Dominion University, located in the City of Norfolk in the metropolitan Hampton Roads region of coastal Virginia, is a state-assisted, Carnegie doctoral/research-extensive institution that serves its students and enriches the Commonwealth of Virginia, the nation, and the world through rigorous academic programs, strategic partnerships, and active civic engagement. Its 24,000 students, including over 6,000 graduate students, form a diverse and multicultural community in six academic colleges. Through a collaborative and innovative approach to education and research, the University focuses on student learning and addresses critical needs in the professions. ODU's programs are offered on the main campus, at higher education centers in the region, and at numerous distance learning sites.</p>
<input type="button" value="Save"/> <input type="button" value="Next >>"/>	

Special Instructions to Applicants / Additional Materials Required	<p>In this block you'd be able to details special instructions to applicants. This could include directions related to the submission of sample work portfolios or other approved pre-interview screening criteria.</p>
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Department Information	<p>Here you would be able to enter specific information about the department. This could include its mission and objectives.</p> <p>For example, "The HR department supports the University's mission by providing exceptional human resource services through effective partnerships that meet our internal and external customers' needs; to encourage and maintain an environment which values and appreciates differences; and to foster a work ethic that displays respect, cooperation, fairness, and a commitment to excellence. We strive to be recognized as a leader in human resource practices by providing exceptional customer service, impeccable delivery of human resource programs and services, and by fostering a work environment which promotes optimum management of self and staff."</p>
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19. The next screen will show the **Position Allocation** section. In this section, you will provide the information on the reason for the vacancy, effective date, funding source and budgeted amount.

****Note:** You will be asked if an updated position description has been submitted to HR. This is to ensure the posting and position descriptions align.

The screenshot shows the 'Position Allocation' section of the HR system. The interface includes a navigation menu on the left with options like 'Posting Details', 'Position Allocation', and 'Applicant Documents'. The main content area is titled 'Position Allocation' and contains several required fields: 'Reason for Vacancy' (set to 'New Position'), 'Effective Date of Vacancy' (11/25/2014), 'Has an updated position description been submitted to Human Resources?' (set to 'Yes'), 'Budgeted Department Name' (Human Resources), 'Current Budgeted Salary' (\$45,000), and 'Requested Salary' (\$48,000). A note at the bottom states: 'A budget adjustment must be attached if the requested salary exceeds the budgeted amount.'

This is a close-up view of the 'Position Allocation' form. The 'Has an updated position description been submitted to Human Resources?' field is highlighted with a yellow arrow pointing to the 'Yes' dropdown menu. The other fields and their values are: 'Reason for Vacancy' (New Position), 'Effective Date of Vacancy' (11/25/2014), 'Budgeted Department Name' (Human Resources), 'Current Budgeted Salary' (\$45,000), and 'Requested Salary' (\$48,000). The note at the bottom is also visible: 'A budget adjustment must be attached if the requested salary exceeds the budgeted amount.'

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20. The fields on this page ask for the FTE, required budget code and percentage of funding to be taken from that code. If the position is being funded from multiple sources, you may designate that accordingly with a maximum of three sources.

The screenshot shows a form titled "Salary Expense/Labor Distribution Allocation". At the top, there is a field for "FTE" with the value "1". Below this, there are four rows of input fields. The first row is highlighted in yellow and contains "Budget Code" with the value "1PE00 - Human Resources" and a red error message "This field is required." to its right. The second row contains "Budget Percentage" with the value "100%" and a red error message "This field is required." to its right. The third and fourth rows are empty, each containing a "Budget Code" and "Budget Percentage" field.

21. Once the Allocations have been entered, click the **Next** button to continue.

The screenshot shows three buttons: "Save" (light blue), "<< Prev" (light blue), and "Next >>" (orange).

22. The **Advertising Publication or Web Site** page will allow you to enter information about additional advertising options.

The screenshot shows the "Advertising Publication or Web Site" form in a web browser. The page title is "Advertising Publication or Web Site". There are navigation buttons "Save", "<< Prev", and "Next >>" at the top right. The form includes a "Check spelling" dropdown, a "Required Information" section, and a "Advertising Publication or Web Site" section. The "Advertising Publication or Web Site" section has a dropdown menu with options: "HigherEd Jobs.com", "The Virginia Pilot", "The Richmond Times", and "The Daily Press". Below this is an "Issue Date" field with the value "11/28/2014". There is a question: "Are you requesting an exemption from advertising in the Chronicle of Higher Education?" with a "Yes" dropdown and a red error message "This field is required." to its right. Below this is a text area with the instruction: "In this field you would present your justification for requesting exemption from posting the position in the Chronicle of Higher Education. Please seek the guidance of your HR representative in making this determination." There is also a "Charge Back Budget Code" field with the value "1PE02 - Human Resources/Pinting". At the bottom, there is an "Advertising Publication" section with an "Add Advertising Publication Entry" button. There are "Save", "<< Prev", and "Next >>" buttons at the bottom right.

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23. The first field asks which *Advertising Publication/Web Site* you would like to advertise in. These are presented in a drop down menu and you are able to choose as many as appropriate. There is also the option to specify which issue date for the posting. You may select multiple publications from the list by holding the CTRL key on the keyboard and then click the mouse on the publications to highlight them.



The screenshot shows a form titled "Advertising Publication or Web Site". At the top left, there is a "Check spelling" button with a dropdown arrow. Below it, a red asterisk indicates "Required Information". The main field is a dropdown menu with the text "Advertising Publication or Web Site" and a list of options: "HigherEd Jobs.com", "The Virginia Pilot", "The Richmond Times", and "The Daily Press". Below the dropdown, there is a label "Advertising Publication/Web Site" and a text input field for "Issue Date" containing the value "11/28/2014".

24. The next field provides the opportunity to request an exemption from advertising in the Chronicle of Higher Education. If you make the request, then you must also provide justification for the exemption to be granted. Next, you are asked to provide the budget code to fund the advertisement. The Office of Institutional Equity & Diversity will review all requests for exception.



The screenshot shows a form with the question "Are you requesting an exemption from advertising in the Chronicle of Higher Education?". A dropdown menu is set to "Yes" and is highlighted with a red box, with a red error message "This field is required." next to it. Below the question, there is a text area with the instruction: "In this field you would present your justification for requesting exemption from posting the position in the Chronicle of Higher Education. Please seek the guidance of your HR representative in making this determination." To the left of the text area, it says "If requesting exemption, please specify reasons." At the bottom, there is a label "Charge Back Budget Code" and a text input field containing "1PE02 - Human Resources/Printing".

25. The last field provides an option to include additional publications. Clicking on the *Add Advertising Publication Entry* button will provide fields for you to include information about the publication/website address and issue dates.



The screenshot shows a button labeled "Add Advertising Publication Entry" located below a header "Advertising Publication".

Creating a Posting Guide

26. Clicking the *Add Advertising Publication Entry* repeatedly will allow you to list as many additional entries as needed.

Advertising Publication

Advertising Publication/Web Site: CUPA-HR.org

Issue Date: 11/28/2014

Remove Entry?

Advertising Publication/Web Site: NASPA.org

Issue Date: 12/01/2014

Remove Entry?

Add Advertising Publication Entry

27. When the information has been included, click the **Next** button to continue.

Save << Prev Next >>

28. The **Applicant Documents** page will allow you to select which documents the applicants should provide with their application for this posting. You may select multiple document types, as well as specifying which ones should be required and/or optional.

Posting was successfully updated.

OLD DOMINION UNIVERSITY

Home Postings Hiring Proposals My Profile Help

David Hawkins, you have 2 messages Dept Chair / HM logout

Postings / Administrative/Professional Faculty / PAPERS 7 INSTRUCTOR - Sample Job (Draft) / Edit Applicant Documents

Editing Posting

- Posting Details
- Position Allocation
- Advertising Publicatio...
- Applicant Documents**
- Supplemental Questions
- Guest User
- Search Committee
- Ranking Criteria
- Posting Documents
- Comments
- Summary

Applicant Documents

Save << Prev Next >>

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter/Letter of Application	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Other Document	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Contact Information for Professional References	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Unofficial Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Published Article	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Media portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Statement of Research Interests	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	DD214	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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29. Resume and Cover Letters/Letters of Application are required by default. Other documents may be chosen from the list by clicking on the radio button to change the selection from *Not Used* to either *Optional* or *Required* in the corresponding column.

Applicant Documents					Save	<< Prev	Next >>
Order	Name	Not Used	Optional	Required			
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
2	Cover Letter/Letter of Application	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
3	Other Document	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			
4	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			

30. Click the **Next** button to continue.

Save	<< Prev	Next >>
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31. The **Supplemental Questions** page provides the opportunity to add specific supplemental questions to the application process. These questions assist in assessing the applicants' qualifications for the position. They are a helpful tool in evaluating candidates for interview. However, they are **not** a required part of the process.

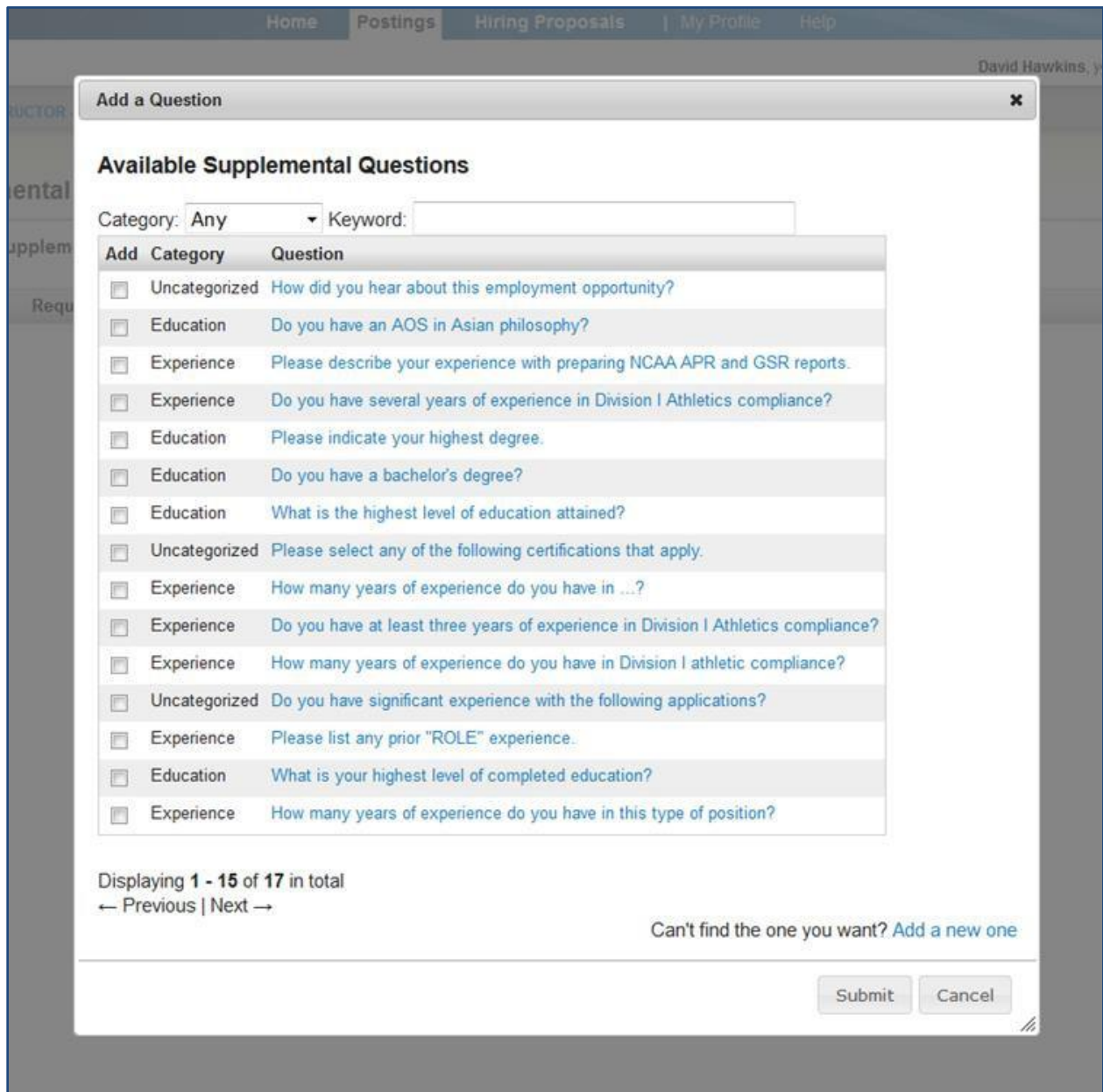
The screenshot shows the 'Supplemental Questions' page in the HR system. The page has a green header with a notification: 'Posting was successfully updated.' The navigation bar includes 'Home', 'Postings', 'Hiring Proposals', 'My Profile', and 'Help'. The user is logged in as 'David Hawkins' with 2 messages. The page title is 'Supplemental Questions' and it includes 'Save', '<< Prev', and 'Next >>' buttons. Below the title is a table for 'Included Supplemental Questions' with columns for 'Position', 'Required', 'Category', 'Question', and 'Status'. There is an 'Add a question' button and another set of 'Save', '<< Prev', and 'Next >>' buttons at the bottom of the table area. A sidebar on the left shows the 'Editing Posting' menu with options like 'Posting Details', 'Position Allocation', 'Advertising Publicatio...', 'Applicant Documents', 'Supplemental Questions', 'Guest User', 'Search Committee', 'Ranking Criteria', 'Posting Documents', 'Comments', and 'Summary'. The URL at the bottom is 'http://odu-sb.peopleadmin.com/hr/postings/109/edit?tab=5&action=edit&controller=posting&ids:109&dialog=add_existing'.

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32. To add questions, click on the *Add a question* button located at the top middleright of the screen.



33. This will open the **Available Supplemental Questions** dialogue box with a list of approved questions. These can be searched by keyword or by category. Some questions are open-ended while others are closed requiring the applicant to select the most appropriate answer from the choices provided.



Add	Category	Question
<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?
<input type="checkbox"/>	Education	Do you have an AOS in Asian philosophy?
<input type="checkbox"/>	Experience	Please describe your experience with preparing NCAA APR and GSR reports.
<input type="checkbox"/>	Experience	Do you have several years of experience in Division I Athletics compliance?
<input type="checkbox"/>	Education	Please indicate your highest degree.
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	What is the highest level of education attained?
<input type="checkbox"/>	Uncategorized	Please select any of the following certifications that apply.
<input type="checkbox"/>	Experience	How many years of experience do you have in ...?
<input type="checkbox"/>	Experience	Do you have at least three years of experience in Division I Athletics compliance?
<input type="checkbox"/>	Experience	How many years of experience do you have in Division I athletic compliance?
<input type="checkbox"/>	Uncategorized	Do you have significant experience with the following applications?
<input type="checkbox"/>	Experience	Please list any prior "ROLE" experience.
<input type="checkbox"/>	Education	What is your highest level of completed education?
<input type="checkbox"/>	Experience	How many years of experience do you have in this type of position?

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34. To select a question from the list, click the box next to the question in the **Add** column. Then click on the **Submit** button at the bottom of the dialogue box.

David Hawkins

Add a Question

Available Supplemental Questions

Category: Any Keyword:

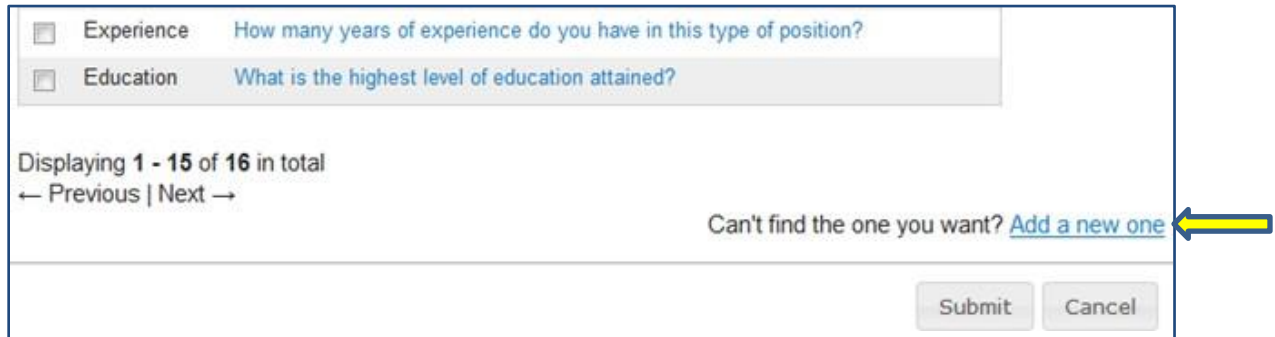
Add	Category	Question
<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity? Possible Answers: 1. Public Job Posting 2. Internal Job Posting 3. Agency Referral 4. Advertisement/Publication 5. Personal Referral 6. Website 7. Other
<input type="checkbox"/>	Education	Do you have an AOS in Asian philosophy?
<input type="checkbox"/>	Experience	Please describe your experience with preparing NCAA APR and GSR reports.
<input type="checkbox"/>	Experience	Do you have several years of experience in Division I Athletics compliance?
<input type="checkbox"/>	Education	Please indicate your highest degree.
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	What is the highest level of education attained?
<input type="checkbox"/>	Uncategorized	Please select any of the following certifications that apply.
<input type="checkbox"/>	Experience	How many years of experience do you have in ...?
<input type="checkbox"/>	Experience	Do you have at least three years of experience in Division I Athletics compliance?
<input type="checkbox"/>	Experience	How many years of experience do you have in Division I athletic compliance?
<input type="checkbox"/>	Uncategorized	Do you have significant experience with the following applications?
<input type="checkbox"/>	Experience	Please list any prior "ROLE" experience.
<input type="checkbox"/>	Education	What is your highest level of completed education?
<input type="checkbox"/>	Experience	How many years of experience do you have in this type of position?

Displaying 1 - 15 of 17 in total
← Previous | Next →

Can't find the one you want? [Add a new one](#)

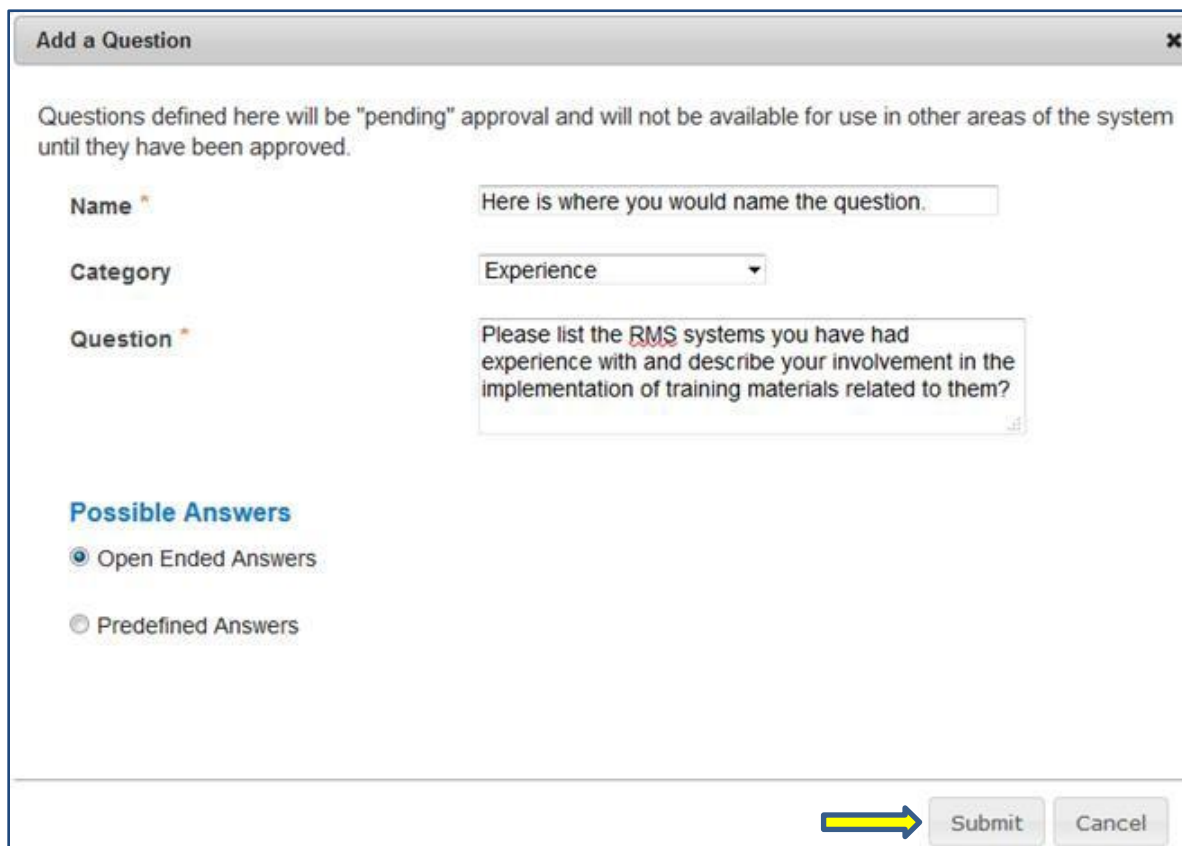
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35. To add another question, click on the *Add a question* button again. The same dialogue box will appear on the screen as before. Here you can choose another question from the list and repeat the steps above. You can also add a new question to the list which may be more appropriate to this posting. To add a new question, click on the [Add a new one](#) link at the bottom right of the dialogue box.



The screenshot shows a list of questions with checkboxes. The first question is "Experience" with the text "How many years of experience do you have in this type of position?". The second question is "Education" with the text "What is the highest level of education attained?". Below the list, it says "Displaying 1 - 15 of 16 in total" and "← Previous | Next →". At the bottom right, there is a link "Can't find the one you want? [Add a new one](#)" with a yellow arrow pointing to it. Below the link are "Submit" and "Cancel" buttons.

36. A new dialogue box will open providing the fields to enter information about the question *Name*, *Category*, the text of the *Question* and *Possible Answers*. Select the appropriate radio button if the question is open-ended or if you have predefined answers. When complete, click on the **Submit** button at the bottom of the dialogue box.



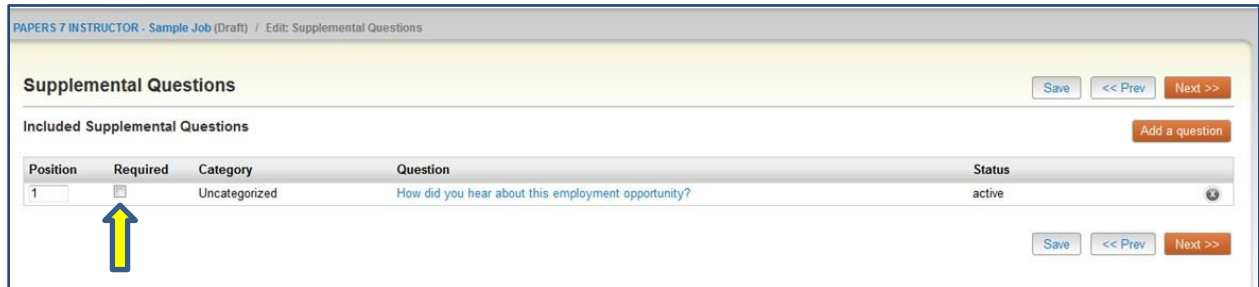
The screenshot shows a dialog box titled "Add a Question" with a close button (X) in the top right corner. Below the title, there is a warning: "Questions defined here will be 'pending' approval and will not be available for use in other areas of the system until they have been approved." The form contains the following fields:

- Name ***: A text input field with the placeholder text "Here is where you would name the question."
- Category**: A dropdown menu currently showing "Experience".
- Question ***: A text area with the text "Please list the RMS systems you have had experience with and describe your involvement in the implementation of training materials related to them?"
- Possible Answers**: Two radio buttons: "Open Ended Answers" (selected) and "Predefined Answers".

At the bottom right of the dialog box, there are "Submit" and "Cancel" buttons, with a yellow arrow pointing to the "Submit" button.

Creating a Posting Guide

37. The next screen will display the question in the list. Here you can choose if the question will be required of the applicant or optional. To make the question a requirement, click the box in the **Required** column.



PAPER 7 INSTRUCTOR - Sample Job (Draft) / Edit: Supplemental Questions

Supplemental Questions Save << Prev Next >>

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active

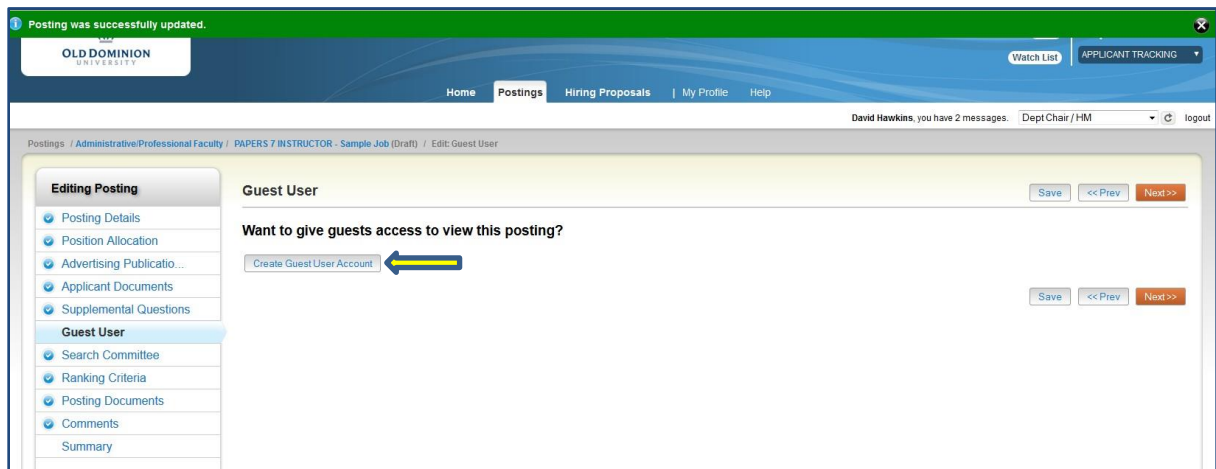
Save << Prev Next >>

38. Click the **Next** button to continue.



Save << Prev Next >>

39. The **Guest User** page will give you the opportunity to set up access for a guest user. This should be used when someone outside of the University will be assisting with the applicant review. Click on *Create Guest User Account*, this will open the next screen where you can complete the necessary information.



Posting was successfully updated.

OLD DOMINION UNIVERSITY Watch List APPLICANT TRACKING

Home Postings Hiring Proposals My Profile Help

David Hawkins, you have 2 messages. Dept Chair / HM logout

Postings / Administrative/Professional Faculty / PAPER 7 INSTRUCTOR - Sample Job (Draft) / Edit: Guest User

Editing Posting

- Posting Details
- Position Allocation
- Advertising Publicatio...
- Applicant Documents
- Supplemental Questions

Guest User

- Search Committee
- Ranking Criteria
- Posting Documents
- Comments
- Summary

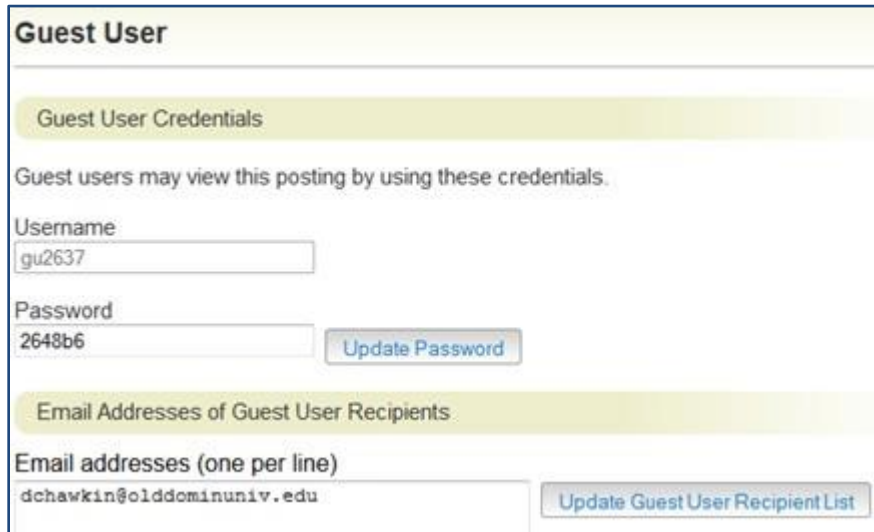
Guest User Save << Prev Next >>

Want to give guests access to view this posting?

Create Guest User Account Save << Prev Next >>

Creating a Posting Guide

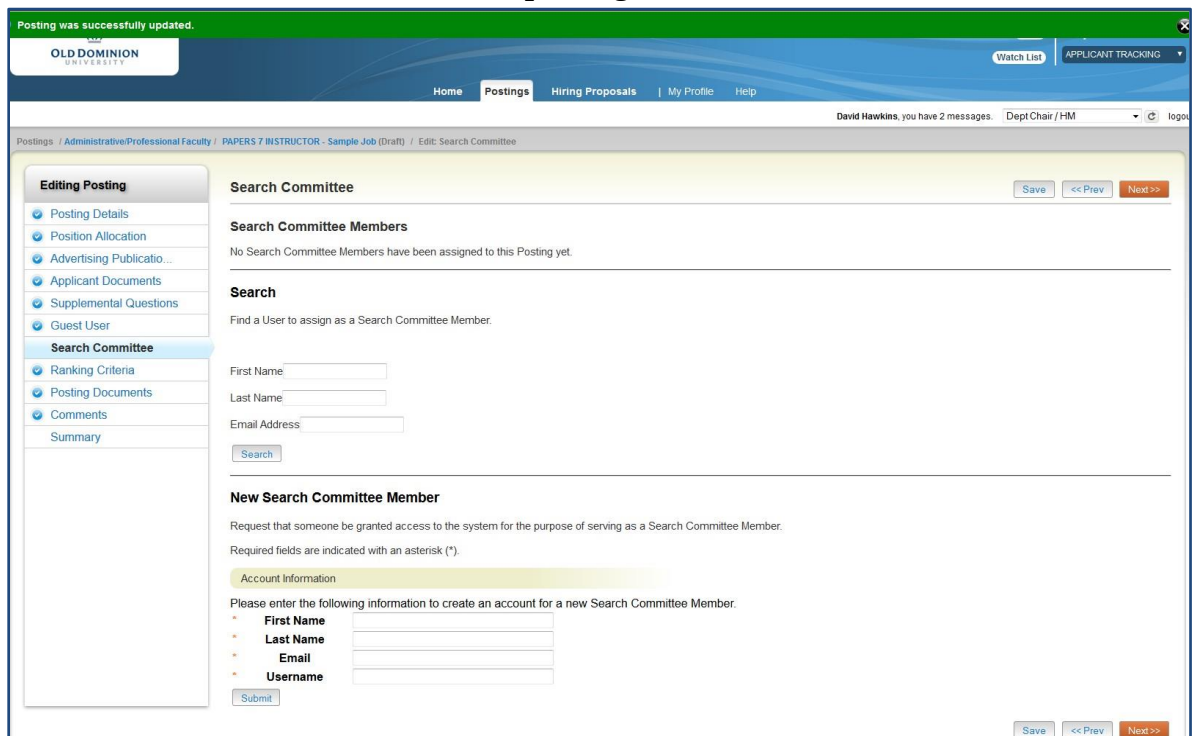
40. On this screen, you will be asked to create a *Username* and *Password* for this guest account. You will also list the email address of all those who will need this access. The system will generate an email notifying them of the access and directions to the website. The **same** username and password will be used by all guest users for this posting.



41. Click the **Next** button to continue.



42. The **Search Committee** screen will provide you the opportunity to identify the *Search Committee* members for this posting.



Creating a Posting Guide

43. By entering the *First Name*, *Last Name* and/or the *Email Address* in the search fields, you can select current employees as Search Committee members. Enter their information and then click on the **Search** button.

Search Committee

Search Committee Members

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

Search

Find a User to assign as a Search Committee Member.

First Name

Last Name

Email Address

44. To add more committee members, click on the **Add Member** button. Then enter the information into the search fields and click on the search button.

Search

Find a User to assign as a Search Committee Member.

Name	Email Address	Add Member
David Hawkins	emailaddress@zed.zed	<input type="button" value="Add Member"/>
David Godden	emailaddress@zed.zed	<input type="button" value="Add Member"/>

First Name

Last Name

Email Address

45. The next step is to designate a search committee member as the *Search Committee Chair*. Click on the **Action** button to the far right of the committee member's name.

Search Committee Members

Name	Email	Chair?	Status	(Actions)
David Hawkins	emailaddress@zed.zed	No	approved	Actions▼
Miechele Rivera-Hall	mriverah@odu.edu	No	approved	Actions▼

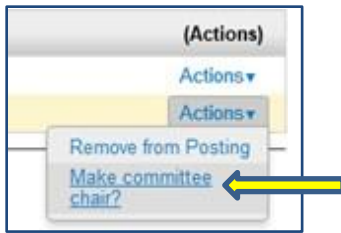
Remove from Posting
Make committee chair?
Actions

Search

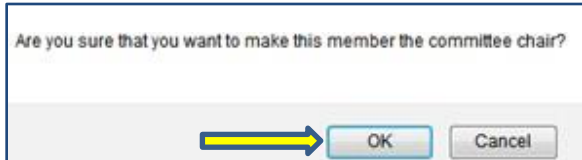
Find a User to assign as a Search Committee Member.

Creating a Posting Guide

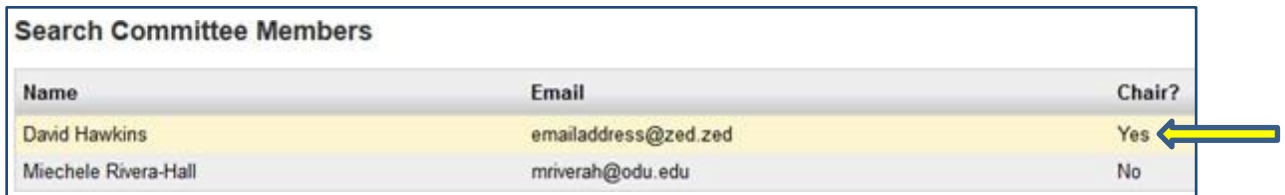
46. A drop down box will appear and the option to **Make committee chair?** will appear. Click on this link.



47. The system will ask you to confirm the choice. Click on the **Ok** button to confirm.



48. Confirmation that the committee member has been selected as the chair can be verified by looking in the *Chair?* column.



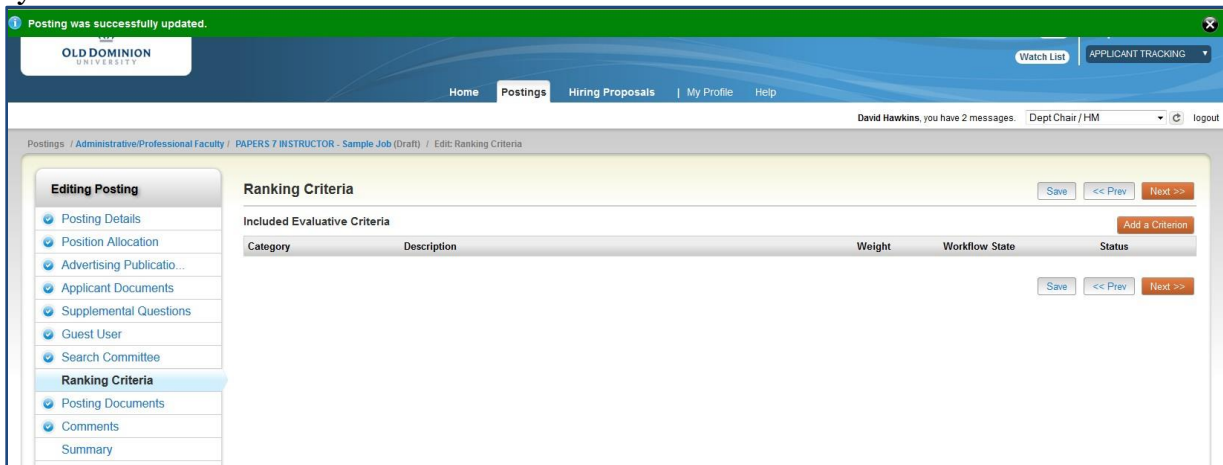
Name	Email	Chair?
David Hawkins	emailaddress@zed.zed	Yes
Miechele Rivera-Hall	mriverah@odu.edu	No

A screenshot of a table titled 'Search Committee Members'. The table has three columns: 'Name', 'Email', and 'Chair?'. The first row is highlighted in yellow and shows 'David Hawkins' with email 'emailaddress@zed.zed' and 'Yes' in the 'Chair?' column. A yellow arrow points to the 'Yes' in the 'Chair?' column.

49. Click the Next button to continue.



50. The next screen, Ranking Criteria, *will not* be used at this time. It has been left in the system for future use.



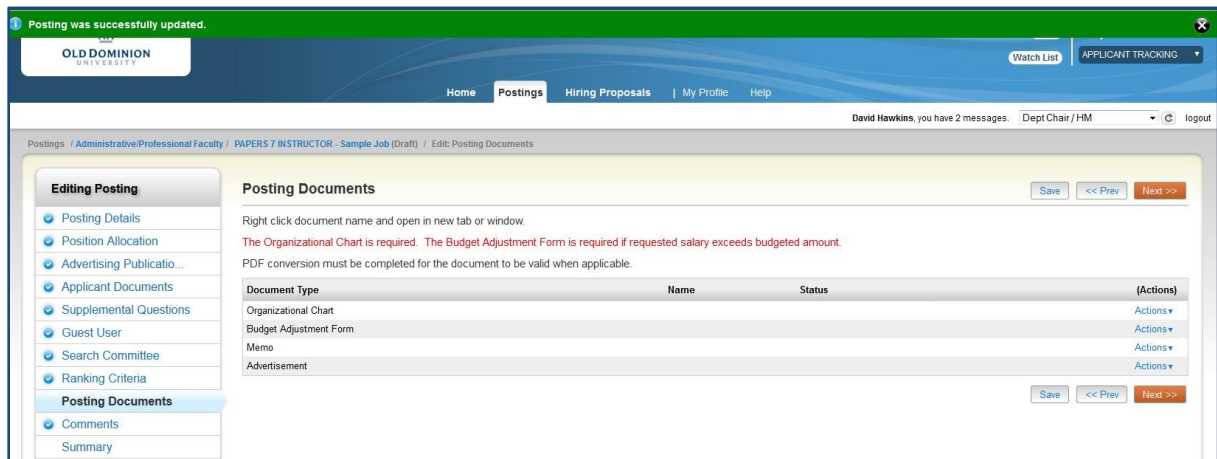
51. Click the **Next** button to continue.



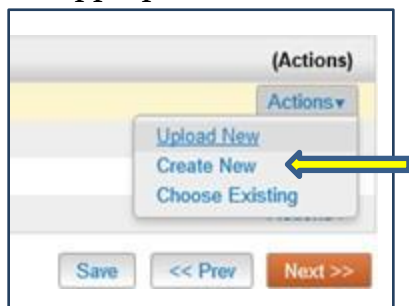
Creating a Posting Guide

52. The **Posting Documents** screen allows you the opportunity to provide documents to support the posting request. These include a current organizational chart and budget adjustment form. Other supporting documents are memos and desired advertisement wording.

- **THE ORGANIZATIONAL CHART IS REQUIRED.**
- **THE BUDGET ADJUSTMENT FORM IS REQUIRED IF THE REQUESTED SALARY EXCEEDS THE BUDGETED AMOUNT.**

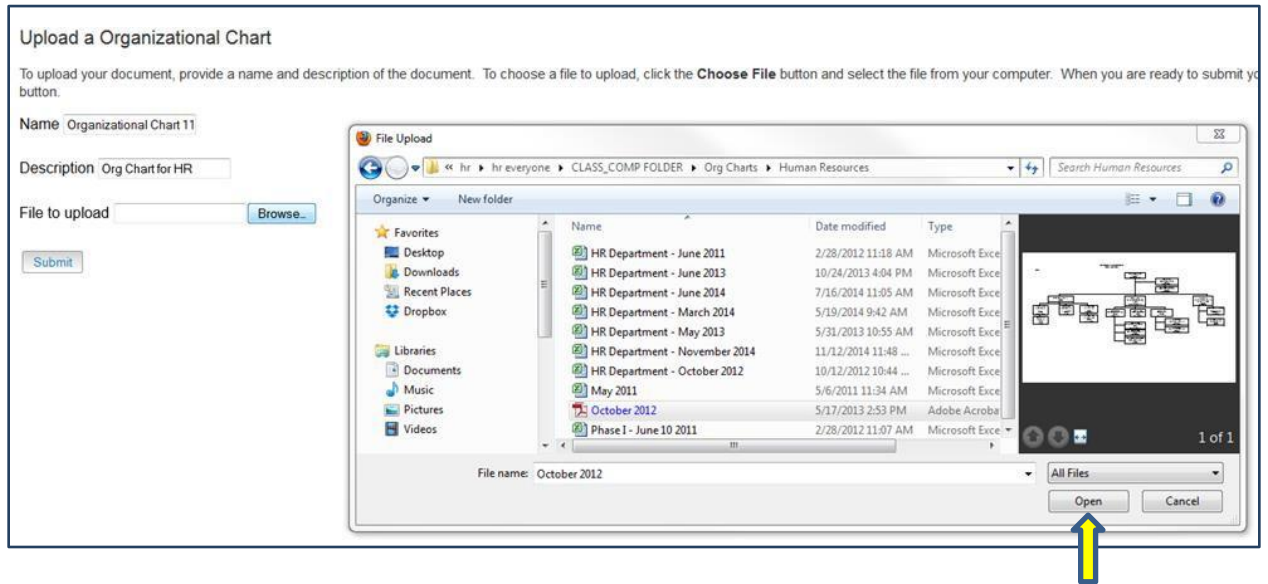


53. On the far right of the screen, in the **(Actions)** column, click on the **Actions** button to enable the drop down menu. This will provide you with the options to *Upload a New* document, *Create a New* one using the systems text editor, or *Choose an Existing* file already loaded into the system from a previous posting. In most cases, the appropriate choice will be to *Upload New*. Click on the text to enable the link.

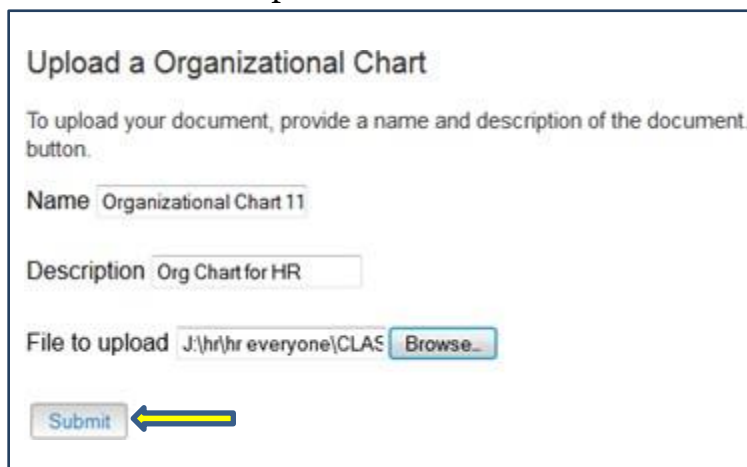


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54. This will take you to a new screen where you will provide a specific name for the document and a brief description for future reference. Click on the **Browse** button to open the **File Upload** dialogue box. In the dialogue box, you can search and navigate to the appropriate document folder for the appropriate file. Select the file to **Upload** and click **Open**.



55. The dialogue box will close and you will be returned to the Organizational Chart screen. The uploaded file should show in the **File to upload** field. Click on the **Submit** button to proceed.



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56. The screen will return to the previous display where you selected a posting document type. You should see that the previous posting document type now displays a name and the status shows as PDF conversion in progress. You can follow the steps above to add an additional posting document type.

Posting Documents		
Right click document name and open in new tab or window.		
The Organizational Chart is required. The Budget Adjustment Form is required if requested salary exceeds budgeted amount.		
PDF conversion must be completed for the document to be valid when applicable.		
Document Type	Name	Status
Organizational Chart	Organizational Chart 11-25-14 15:23:55	PDF conversion in process

57. When the documents and the related information have been uploaded, click the **Next** button to continue.



58. The **Comments** screen allows you to share comments with the Budget Unit Director. Enter the comments into the text field.
- **Note: It is important to understand that these comments will become a permanent part of the posting record. They **cannot** be edited or removed once they've been added. The comments will also be viewable by all parties associated with this posting.

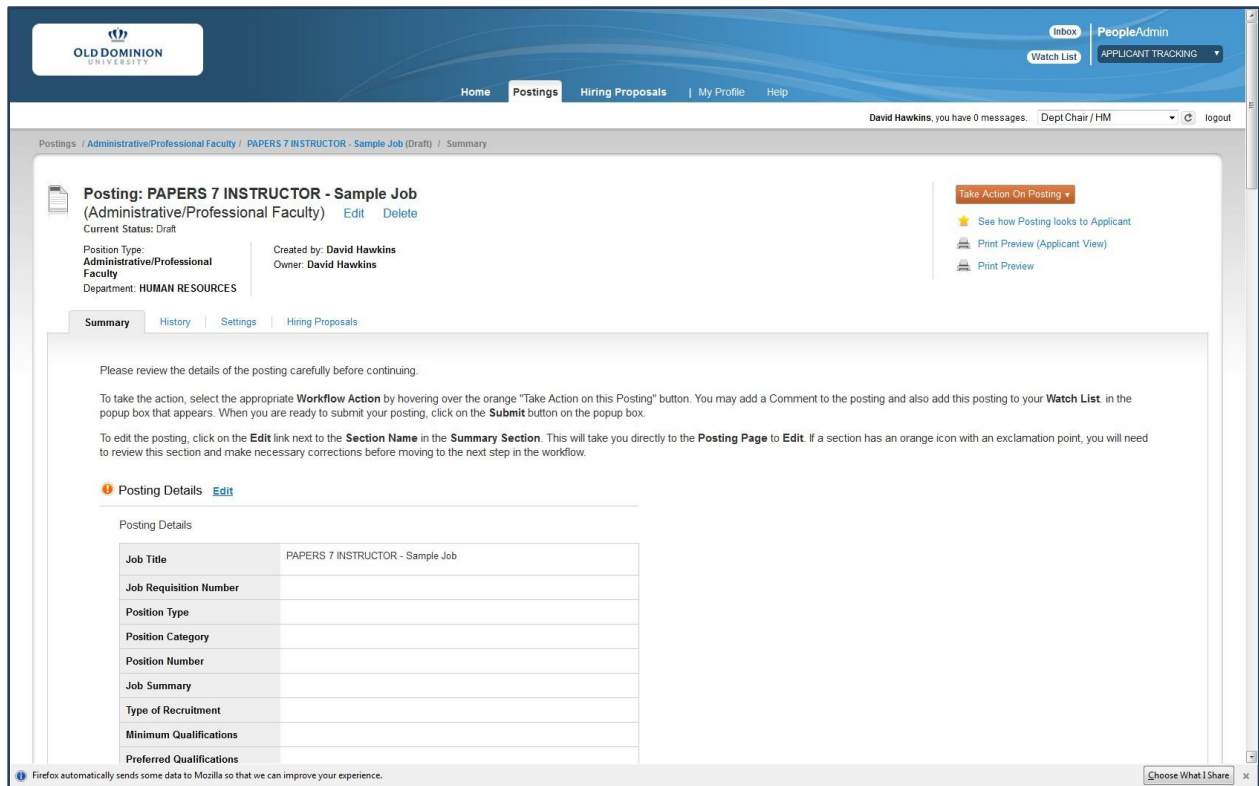
A screenshot of the 'Comments' screen in the HR system. The page title is 'Comments' and it includes a 'Check spelling' dropdown menu. There are three comment sections: 'HR Comments', 'E & D Comments', and 'Dept Chair/HM Comments'. The 'Dept Chair/HM Comments' section contains a text area with the following text: '11/24/14 - Here is where you may communicate with the Budget Unit Director directly. These comments will become part of the historical record of the posting and cannot be deleted or edited once they have been included.' A yellow arrow points to this text area. There are also 'Save', '<< Prev', and 'Next >>' buttons at the bottom right of the page.

59. Click the **Next** button to continue.

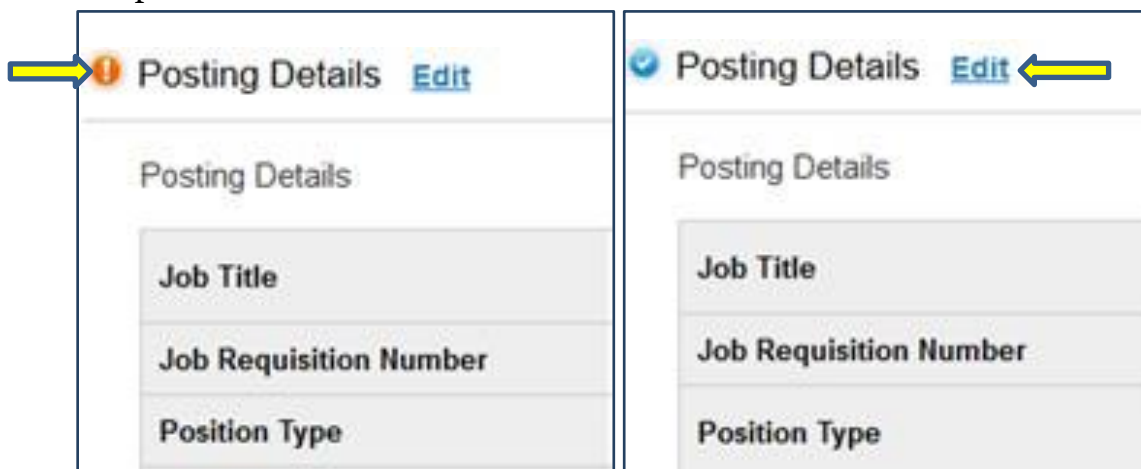


Creating a Posting Guide

60. The next screen allows you the opportunity to view the **Posting** information in its entirety.



61. Next to each section heading you will either see an **orange** exclamation mark or a **blue** check mark. The exclamation mark indicates required information is missing. Clicking on the **Edit** button next to the heading will open that section for you to complete the needed information. A blue check mark indicates that the section is complete.



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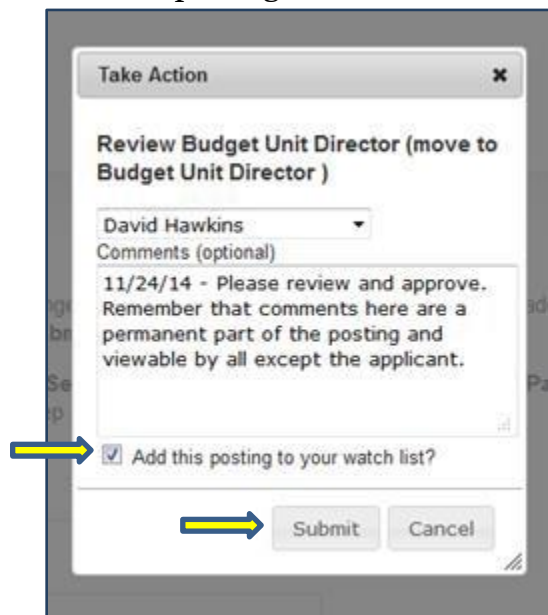
62. After reviewing the *Posting Summary* and updating any needed information, you are ready to move the posting along in the workflow. Look to the middle top right of the screen and click on the **Take Action on Posting Button**. Then click on the text **Review Budget Unit Director (move to Budget Unit Director)**.

Selecting the **Keep Working on this Posting link will save the posting so that you may return at a later time to complete the action.



63. This will open a **Take Action** dialogue box. This is another opportunity to add comments for the Budget Unit Director to review related to the posting. Add any text in the comments field.

Note: It is important to understand that these comments will become a permanent part of the posting record. They **cannot be edited or removed once they've been added. The comments will also be viewable by all parties associated with this posting.



You may also check the box to add the posting to your watch list which will provide you with a shortcut from the login page. Finally, click the **Submit** button and the posting will now move into the Budget Unit Director's work flow for approval.

