CLASSIFIED/HOURLY
CREATING A POSTING
Hiring Manager/Budget Unit Director

Department of Human Resources
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Creating a Posting for Classified/Hourly Recruitment: Hiring Manager/Budget Unit Director View

1. Once successfully logged into the system and in the Applicant Tracking System module as either the Hiring Manager or the Budget Unit Director, you will be presented with the home screen below.

3. On this page, select **Create New Posting** and a dialogue box will appear with several choices. Select **Create from Position Description**.

**If an hourly position description is not currently loaded in PAPERS, then **Create from Title** can be used and the subsequent areas from the position description can be copied and pasted into the applicable areas on the posting. Or, the hiring manager can also request the position description be loaded into PAPERS, and then the Create from Position Description option can be used.**
4. The **Staff Position Descriptions** page lists all the positions for which you are Hiring Manager. Click on the working title of the position description to be used for the new posting.

5. The following screen will appear. Click the **Create Posting from this Position Description** next to the green plus sign.
6. On the **New Posting** screen, the required information is denoted by an asterisk (*). Please verify the appropriate information in the required fields, including: **Working Title**, **VP Area**, **College/Division**, and **Department**.

![New Posting Screen](image)

**Although the **Working Title** field is an open text box (not displayed in testing sample), it should not be changed without prior approval from HR Class & Comp. Any unapproved changes made to this field will be reverted to its original state by the HR Recruiter.**

**The **Organizational Unit** fields are drop-down menus. These are pre-populated from the position description and allow you to select the most appropriate choice from the list. This also should not be changed without prior approval from HR Class & Comp. Any unapproved changes made to this field will be reverted to its original state by the HR Recruiter.**

7. Also, on the New Posting screen will be the **Applicant Workflow**, **References**, and **Online Applications** section.
• The Applicant Workflow state should remain under the default setting of Under Review by Department. This changes what status view the applicant will see when searching for their candidacy status in the Posting.
• The References drop-down menus should also remain under their individual default setting.
• The Online Applications box will be checked by default as an indicator to accept online applications. The Special offline application instructions box should be left blank.

8. The Create New Posting button will appear at the bottom of the page. Click this button to continue.

9. From this point, you will see various navigation shortcuts appear on the left side of the webpage. If it is necessary to leave the system, click Save and you will be able to return to the posting later. These shortcuts will allow you to return to the section last completed. The next several pages will detail each of the shortcuts and information required.

Shortcut Headings

a. Posting Details: This is where you will detail the conditions of employment, annual salary/hourly rate, job type, responsible Hiring Manager, job open/close date, and any special instructions to applicants.

b. Advertising Publications: This is where you will specify any advertising requests for the posting.

c. Supplemental Questions: This is where you may select preapproved questions to ask the applicant in order to assist with screening and properly determining their KSAs. These may be open- or closed-ended. Please contact your HR Recruiter for assistance.

d. Applicant Documents: This is where you will designate the documents needed from each candidate to help assess their qualifications for the position including items such as cover letter, resume, or other documents.

e. Posting Documents: This is where you will upload documents to have the posting approved, including the organizational chart and budget adjustment form (if required).

f. Guest User: This is where you may elect to use Guest User access in the applicant review process. Individuals other than the Hiring Manager may use these credentials to have access to all the candidates for the posting.

g. Summary: This is where you will review the posting in its entirety before submitting for HR Recruiter review and approval. You may return to any section to perform edits as needed.
9a. At the top of the Posting Details page, you will see the information from the most recently updated position description auto populated. The only field that will allow for editing is the Working Title and Conditions of Employment sections. Keep the Working Title as-is and use the Conditions of Employment section to list pertinent information with regards to your Posting, such as hours or other required items for being hired.
You will also enter the salary to be advertised, choosing from one of four options:

- A non-negotiable amount (the exact salary for the position)
- A range between two figures (usually the low and high point that the position is budgeted for)
- A beginning salary (the low point that allows figuring in education and relevant experience)
- No salary (language “commensurate with education and experience” is used instead)

9a. (con’t). At the bottom of the Posting Details tab, you will input information specific to your Posting to include:

- Posting audience: general public, ODU employees only, or state employees only
- Identifying the Hiring Manager: the person who will be responsible for the position in PAPERS7.
- Selecting an open and close date: must be a minimum of five business days.
- Listing special instructions for applicants: to include writing samples and references, among others.
- Department’s homepage (if applicable): optional tool to provide candidates with more information on the department in which the position being advertised is in.

The last part of the Posting Details section provides a short link which can be used for easily accessing your Posting. This is especially helpful if you are doing external advertising or need to quickly redirect a candidate to apply for your position.
9b. The Advertising Publication or Web Site page will allow you to enter information about additional advertising options. The University can place advertisements in newspapers, other publications and web sites. The Hiring Manager will have the option to select from the list below or add in their own advertising publications. Check any boxes in which you would like to advertise your Posting.

You will also be required to list the names and contact information for two representatives who can authorize payment for advertising publications for your department. It is imperative that two names and phone numbers are listed to ensure timely advertisement processing.

If the publication you are adding is not on the list, select Add Advertising Publication Entry and list the website and issue date in which you would like to advertise.
9c. 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. To add questions, click on the **Add a question** button located at the top middle-right of the screen.

This will open the Available Supplemental Questions dialogue box with a list of approved questions. These can be searched by keyword or category. Some questions will be open-ended, while others are closed and will require the applicant to select the most appropriate answer from the choices provided. To select a question from the list, click the box next to the question in the Add column and click Submit.

To add a question that is not listed, click on the Add a question button again. At the bottom of the screen, click the Add a new one link.
9c. (con’t). A new dialogue box will open that will provide the fields to enter information about the newly established question, to include Name, Category, the text of the Question, and Possible Answers. Select the appropriate radio button if the question is open-ended or closed-ended. When complete, click on the Submit button at the bottom of the dialogue box. All questions are subject to review and approval from the HR Recruiter.

![Dialogue Box](image)

9d. 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 documents types as well as specifying which ones should be required and/or optional.

Cover letters and resumes are optional but highly recommended. 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](image)
9e. The Posting Documents screen allows you the opportunity to provide documents to support the posting request. These include a current organizational chart (required) and advertisement (optional). The budget adjustment form is not required. The documents on this page were typically included with the E-O1 form. Other supporting documents that can be submitted include memos and requested advertisement wording.

On the far right of the screen in the Actions column, click 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.

9f. The Guest User page will give you the opportunity to set up access for a guest user. This should be used when someone other than the Hiring Manager will review applications (i.e. an interview committee). These individuals will not have access to change statuses in PAPERS7, but will assist the Hiring Manager with the applicant review process. Click on Create Guest User Account, and this will open the next screen where you can complete the necessary information.

On this screen, you will be asked to create a Username and Password for this guest account. The password can be catered to the Posting if necessary. You will also list the e-mail addresses of all those who will serve as a guest user. The system will generate an e-mail 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.
9g. The Summary page will allow you to view the Posting in its entirety.

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 required information. A blue check mark indicates that the section is complete.
9g. (con’t). 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 the orange Take Action on Posting button and select the Review Budget Unit Director option.

NOTE: Selecting the Keep Working on this Posting link will save the Posting so that you may return later to complete the action.

This will open a Take Action dialogue box. This is an opportunity to add comments for the Budget Unit Director to review related to the Posting. Add any comments in the text field. These comments will become a permanent part of the Posting record and cannot be edited or removed once added. These comments will also be viewable by all parties associated with this Posting.

Click the Submit button and the Posting will move into the Budget Unit Director’s workflow for approval.
Posting Workflow

Hiring Manager ↔ Budget Unit Director ↔ HR Recruiter

Equity & Diversity