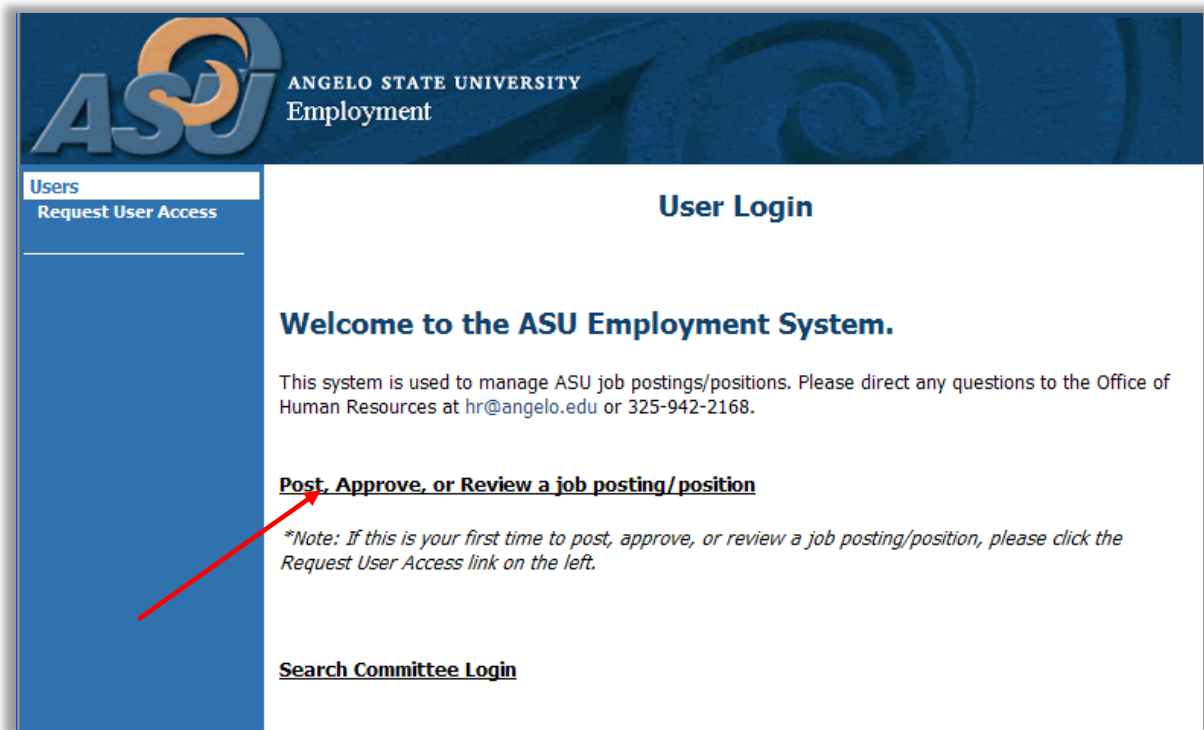


## FAST-TRACK PROCEDURE GUIDE

# HOW TO CREATE A JOB POSTING FROM TEMPLATE IN THE ONLINE EMPLOYMENT SYSTEM (OES)

**PURPOSE:** This guide describes the process for creating a new job posting from a template.

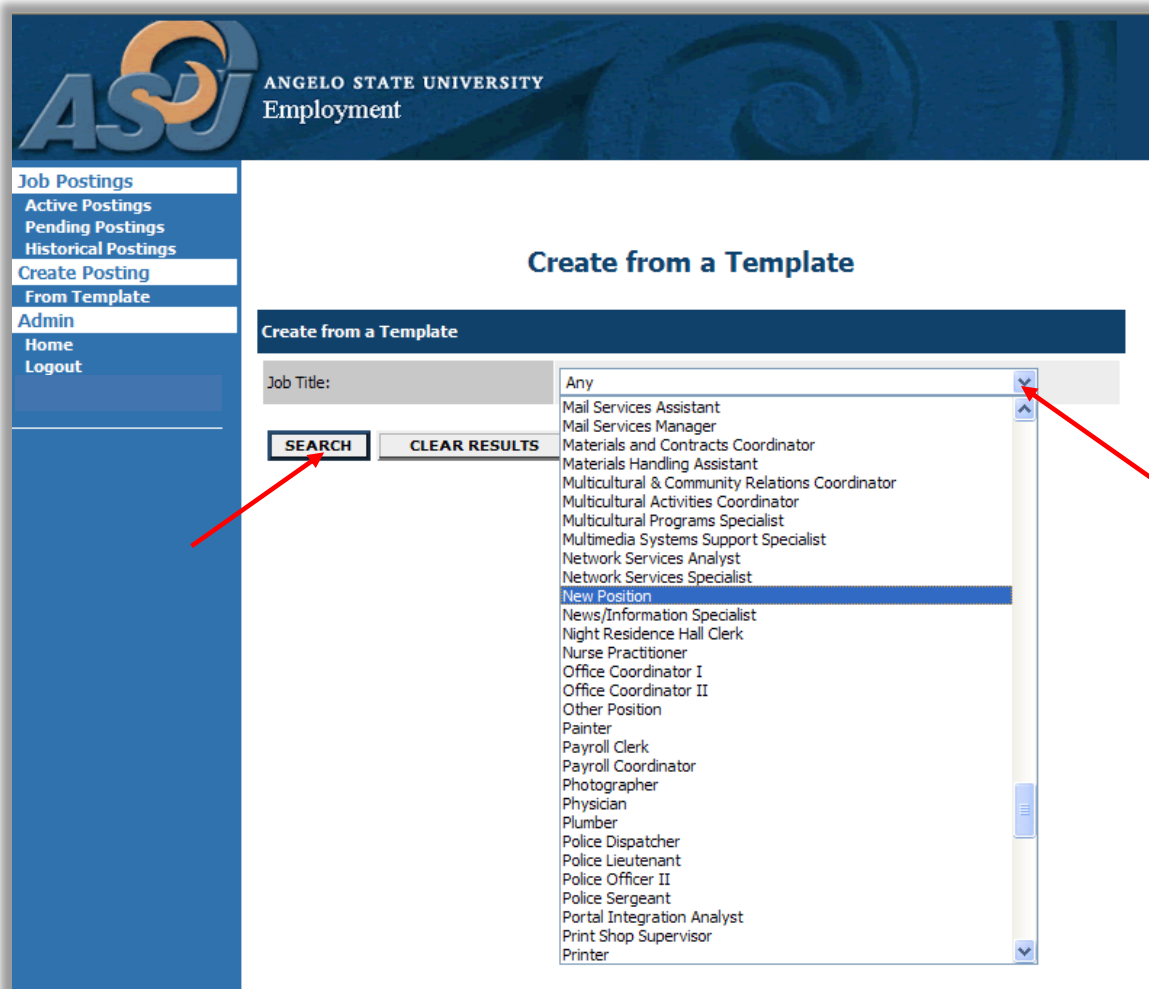
1. Type <https://employment.angelo.edu/hr> in your web browser, or click on the link.
2. In the User Login page, enter your user name and password and click on the Login button.



- Once you are logged in, click on "From Template" under the "Create Posting" heading on the left hand side menu.



- From the drop down menu, select the appropriate job title, and click the "Search" button.



- Next, click on "Create" located under your job title.

The screenshot shows the ASU Employment system interface. At the top left is the ASU logo and the text "ANGELO STATE UNIVERSITY Employment". A left-hand navigation menu includes "Job Postings", "Active Postings", "Pending Postings", "Historical Postings", "Create Posting", "From Template", "Admin", "Home", and "Logout". The main content area is titled "Create from a Template". It features a table with one record. The record has a "Job Title" column and a "New Position" section containing a "Create" link and a "View Summary" link. Below the table is a search form with "Job Title:" and "New Position" dropdown menus, and "SEARCH" and "CLEAR RESULTS" buttons. A red arrow points to the "Create" link in the table.

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### Create from a Template

Create from a Template	
1 Record	
Job Title	
<b>New Position</b> Create	<a href="#">View Summary</a>

Create from a Template

Job Title:  New Position

6. Fill in the job details. Fields denoted by an asterisk (\*) are required.
  - a. Job Category: select "Faculty" or "Staff" from the drop down menu.
  - b. Select a Reason for Vacancy from the options listed in the drop down menu.
  - c. The Job Code and Job Title will automatically pre-populate based on the job title entered. (HR will complete Job Code for New Positions)
  - d. Enter the Job Title
  - e. Enter the 5-digit Position Number (aka: POSN) (Enter "00000" if New Position, and HR will assign a new POSN if one has not already been provided to you).

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Posting Preview

### Create Posting - New Position

**Posting Details** | Posting Specific Questions | Disqualifying / Points | Comments

**CONTINUE TO NEXT PAGE >>**

To create a Posting, first complete the information on this screen, then click the **Continue to Next Page** button. Proceed through all sections completing all necessary information. To submit the Posting to human resources, you must click on the **Continue to Next Page** button from the last section. Once a summary page appears, select the **Submit** button and then click the **Continue** button. Your Posting will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

\*Required information is denoted with an asterisk.

Posting Number:	
<b>POSITION INFORMATION</b>	
* Job Category:	Faculty ▾
* Reason for Vacancy:	No Response ▾
Job Code:	
* Job Title:	New Position
* Position Number:	

- f. FTE: type in "1" for a full-time, 40 hr/week position, or ".5" for a part-time, 20 hr/week position.
- g. Fair Labor Standards Act & Pay Grade Level will automatically pre-populate based in the job title entered. (consult HR for New Position)
- h. Funding Source 1: type in the name and account number for the funding source that the position is funded by.
- i. Percentage of Salary: type in the percentage of salary that is coming from the corresponding funding source listed above. (ex. 100%, 50%, etc.)
- j. Funding Source 2 & 3: Please include all funding sources listed, if more than 1.
- k. Department Information: From the drop down menu, select your department name.
- l. Department Users With Access: select a name from the "Not Selected" box and click on the right arrow to move your name into the "Selected" box.
- m. Contact(s)/Committee Chair: List out the person in charge of hiring or interviewing for this position.
- n. Committee Members and Contact Information: List all persons that will be interviewing or will be part of a selection committee and their contact information (phone number and email address).

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\* FTE:

\* Fair Labor Standards Act:

Pay Grade Level: (Staff Only)

\* Appointment Term:  v

Funding Source 1:

Percentage of Salary 1:

Funding Source 2:

Percentage of Salary 2:

Funding Source 3:

Percentage of Salary 3:

Funding Source 4:

Percentage of Salary 4:

**DEPARTMENT INFORMATION:**

\* Department:  v

\* Department Users with Access:

Not Selected	Selected
No Response	Madero, Flor

\* Contact(s)/Committee Chair:

Please list Search Committee Members and Contact Information:

- o. Contact Phone/Extension: Phone number and extension for the person in charge of the hire.
- p. Contact Phone/Extension: Phone number and extension for the person in charge of the hire.
- q. Contact Email: Email address of the person in charge of the hire.
- r. Salary: Type in the exact dollar amount of the yearly salary that you want to pay.
- s. Expected Date of Appointment (Faculty Only): Job start date for new faculty.
- t. Job Summary/Description: Description of the job
- u. Typical Duties/Job Duties: List the typical duties of the job
- v. Knowledge, Skills and Abilities: necessary for the successful performance of the position (i.e. ability to type 55 wpm)
- w. Physical Requirements: the physical working conditions (occasional lifting up to 15 lbs.)

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Members and Contact Information:

\* Contact Phone/Extension:

\* Contact Email:

**POSTING TEXT**

\* Salary:

Expected Date of Appointment: (Faculty Only)

\* Job Summary/Description:

\* Typical Duties/Job Duties:

\* Knowledge, Skills and Abilities:

Physical Requirements:

- x. Minimum Qualifications: list the minimum qualifications required to perform the job (i.e. Bachelor's Degree)
- y. Preferred Qualifications: qualifications preferred to be considered for hire
- z. Other Information: any extra information about the job not listed above
- aa. Requested Posting Date: date you would like the posting to be "live" on the website
- bb. Closing Date: date you would like the posting to be removed from the website
- cc. Required Applicant Documents: check appropriate boxes next to the documents you are requesting

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\* Minimum Qualifications:

Preferred Qualifications:

Other Information:

\* Requested Posting Date:  MM/DD/YYYY -or- MM-DD-YYYY

\* Closing Date: (Posting closes at midnight on date specified)  MM/DD/YYYY -or- MM-DD-YYYY

Open Until Filled

Check All Clear All

Required Applicant Documents:

- Resume
- Cover Letter
- Curriculum Vitae
- Teaching Philosophy
- Letter of Reference 1
- Letter of Reference 2
- Letter of Reference 3
- Other Document

- dd. Optional Applicant Documents: check appropriate boxes next to the documents that applicants may include, but are not required
  - ee. Special Instructions to Applicants: list any special instructions you would like the applicant to know
  - ff. Pass Message: message that will appear to the applicant when their application is successfully submitted
  - gg. Fail Message: message that will appear to the applicant if their responses to the questions in the employment application do not meet the minimum qualifications for the position.
  - hh. Application Types Accepted: staff or faculty application, depending on the type of position
  - ii. Advertising sources: list any advertising sources you wish for HR to post your job (to be paid for by the requesting department).
  - jj. Comments about recruiting sources: anything you wish HR to know about the recruiting sources.
  - kk. Quicklink for Posting: the web address of your unique job posting.
7. Click on "Continue to Next Page" when you have completed filling out the required information and are ready to proceed.

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Required Applicant Documents:

- Letter of Reference 1
- Letter of Reference 2
- Letter of Reference 3
- Other Document

Optional Applicant Documents:

Check All Clear All

- Resume
- Cover Letter
- Curriculum Vitae
- Teaching Philosophy
- Letter of Reference 1
- Letter of Reference 2
- Letter of Reference 3
- Other Document

Special Instructions to Applicants:

Contract advertising sources paid for by Human Resources:

Other advertising sources, paid by Department, that Human Resources will post: (Include Account Number and Posting Source)

Comments about recruiting sources:

Quicklink for Posting: employment.angelo.edu/applicants/Central?quickFind=50972

\*Required information is denoted with an asterisk.

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

**CANCEL** **PREVIEW POSTING**



8. Next you will be prompted to enter any **optional** posting specific questions to ask the applicants. Click “Add A Question” to create a question that every applicant will be asked, or “Continue To Next Page” to skip this section and proceed to the next page.

The screenshot shows the 'Create Posting - Office Coordinator I' interface. On the left is a blue navigation menu with options: Job Postings, Active Postings, Pending Postings, Historical Postings, Create Posting (highlighted), From Template, Admin, Home, Change Password, and Logout. The main content area has a title 'Create Posting - Office Coordinator I' and a 'Reports' button. Below the title is a 'Posting Preview' button. A tabbed interface shows 'Posting Details', 'Posting Specific Questions' (selected), 'Disqualifying / Points', and 'Comments'. The 'Posting Specific Questions' tab contains the following text: 'To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button. Click the **Continue to Next Section** button to skip this section or when finished.' Below this is the message 'No Posting Specific Questions exist.' and four buttons: 'ADD A QUESTION', '<< RETURN TO PREVIOUS', 'SAVE AND STAY ON THIS PAGE', and 'CONTINUE TO NEXT PAGE >>'. At the bottom are 'CANCEL' and 'PREVIEW POSTING' buttons. Red arrows point to the 'ADD A QUESTION' and 'CONTINUE TO NEXT PAGE >>' buttons.

9. Next, on the Disqualifying/Points tab, you may assign points to answers (from the Posting Specific Questions tab) that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of *did not meet minimum qualifications*. Click “Continue To Next Page” to skip this section, or when finished, to proceed to the next page.

The screenshot shows the 'Create Posting - Office Coordinator I' interface, now on the 'Disqualifying / Points' tab. The navigation menu is the same. The main content area has the title 'Create Posting - Office Coordinator I' and a 'Reports' button. Below the title is a 'Posting Preview' button. The 'Disqualifying / Points' tab is selected. The content includes: 'On this page, you may assign points to answers that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of *did not meet minimum qualifications*.'; 'When finished adding points, selecting disqualifying answers, or to skip this section, click the **Continue to Next Page** button.'; 'Open-ended questions will not be visible on this tab, but will be visible on the summary page.'; 'Maximum Points Possible: 0'; and 'No scorable questions exist.' Below this are buttons: 'RECALCULATE', 'RESET', '<< RETURN TO PREVIOUS', 'SAVE AND STAY ON THIS PAGE', and 'CONTINUE TO NEXT PAGE >>'. At the bottom are 'CANCEL' and 'PREVIEW POSTING' buttons. A red arrow points to the 'CONTINUE TO NEXT PAGE >>' button.

- Next, on the Comments tab, you have the ability to enter **optional** comments on the job posting, without the applicants being able to view it. Click "Continue To Next Page" to skip this section, or when finished, to proceed to the next page.

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### Create Posting - Office Coordinator I

Reports  
Posting Preview

Posting Details | Posting Specific Questions | Disqualifying / Points | **Comments**

<< RETURN TO PREVIOUS | **CONTINUE TO NEXT PAGE >>**

The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants.

\*Required information is denoted with an asterisk.

Supervisor/Manager Comments:

Human Resources Comments:

Department Head/Dean Comments:

VP/President Comments:

Budget Approver Comments:

\*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS | **CONTINUE TO NEXT PAGE >>** | SAVE AND STAY ON THIS PAGE

CANCEL | PREVIEW POSTING

11. From here you will see a Posting Preview where you can proofread the posting. If you are satisfied with your posting, you can select one of following options:
  - a. Edit – enables you to make changes to your job posting
  - b. Save Without Submitting – saves your job posting but does not submit it to the next approver
  - c. Send to Dept Head/Dean – saves your job posting and sends to the next level approver

Click Continue after you have made your selection.

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### View Posting Summary - Office Coordinator I

Printer-Friendly Version

Please review the details of the posting carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the posting, click the **Edit** link. To exit the posting without making any changes, click the **Cancel** button.

**Reports**  
Posting Preview

**Edit**

**Posting Status**

Save Without Submitting  
 Send to Department Head/Dean

**CANCEL** **CONTINUE**

**Posting Details**

Posting Number:	
<b>POSITION INFORMATION</b>	
Job Category:	Staff
Reason for Vacancy:	Resignation
Job Code:	C3144
Job Title:	Office Coordinator I

12. The system will ask you to verify the posting action.
  - a. Click Confirm to affirm your selection
  - b. Click Go Back if you need to go back to the previous screen to make changes

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### Confirm Change Posting Status

The following Action is about to be submitted

**Posting Status**

**Send to Department Head/Dean**

**GO BACK** **CONFIRM**

- The final screen will tell you that your posting has been successfully submitted on to the appropriate next level approver.

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### Search Postings

✓ The status of Posting *Office Coordinator I* has successfully been changed to *Sent to Department Head/Dean*.

Search Postings			
Position Number	<input type="text"/>	Job Title:	Any <input type="button" value="v"/>
Functional Title	<input type="text"/>	Posting Number	<input type="text"/>
Department	Any <input type="button" value="v"/>	Posting Status	<input checked="" type="checkbox"/> Posted

Check All Clear All

- Saved Without Submitting
- Sent to Department Head/Dean
- Sent to Appropriate VP/President
- Sent to HR for Review
- Sent to Budget Approver
- Sent to HR to Post
- Sent to Hiring Manager
- Approved for Later Posting
- Posted Internally
- Posted
- Closed/Removed from Web
- Candidate Under Review by Dean
  - Candidate Under Review by VP
  - Candidate Under Review by HR
  - Candidate Under Review by Budget
- Candidate Under Review by President
- Position Filled
- Posting Canceled

- Once all level approvers in the queue, approve the posting, Human Resources will then post the job in the live Online Employment System.