

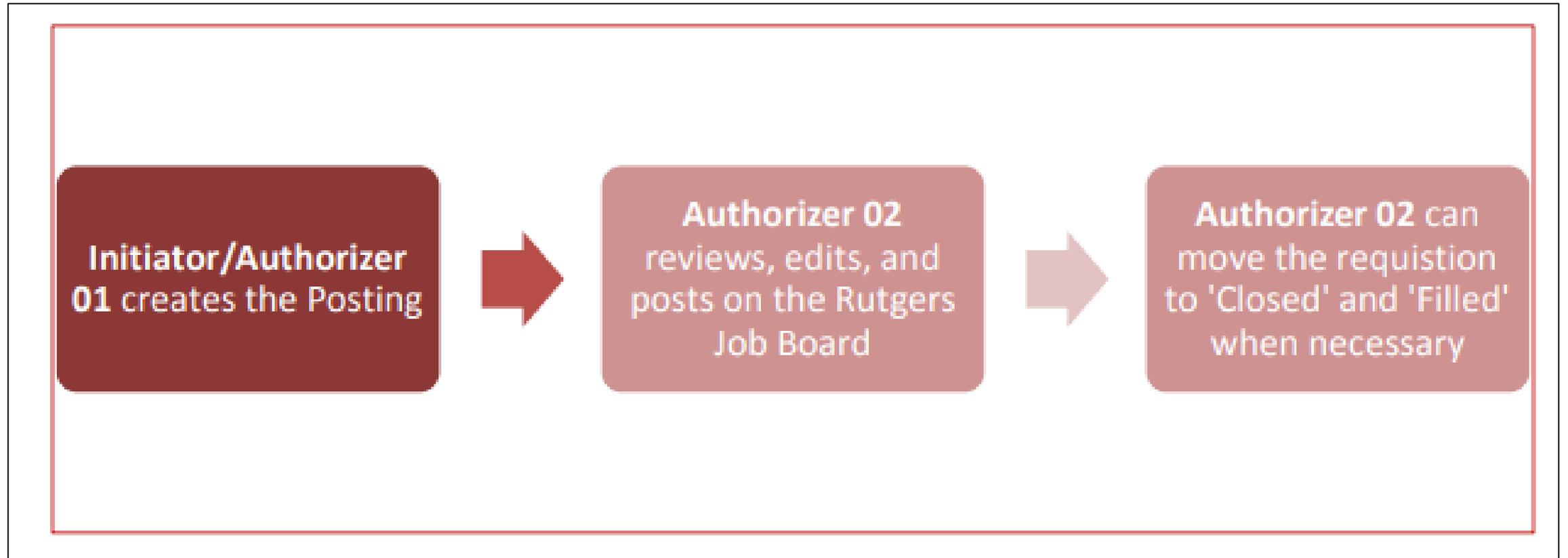


# ROCS Faculty Posting Steps

University Human Resources

March, 2018

# Faculty workflow:



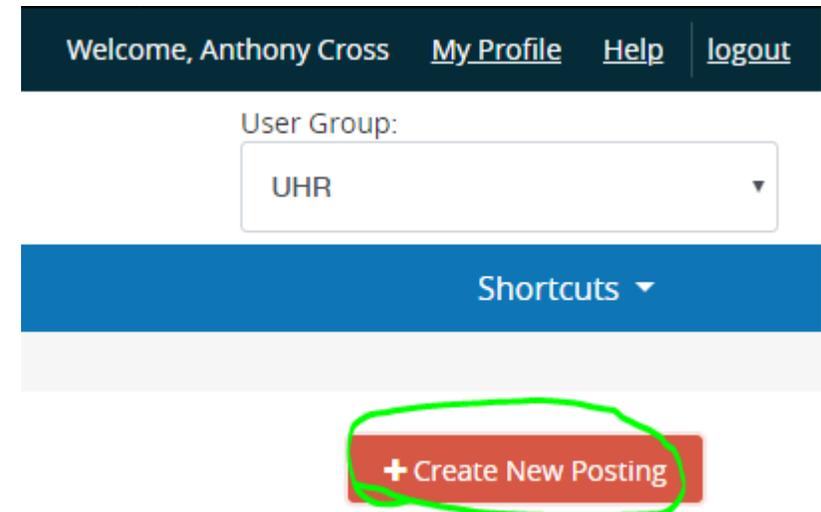
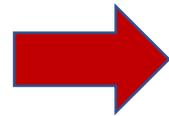
# Step One: Selecting user role

- Make sure you set your role access to the system to “Initiator-Faculty” or “Authorizer 01- Faculty” using the drop-down field found in the top right area of the screen.



# Step Two: Starting the Posting

- Toggle over 'Postings' at the top of the system and click on 'Faculty'.
- Then click on the orange button in the upper right called 'Create New Posting'.



# Step Three: Create from Position Type

- The next box will ask “What would you like to use to create this new posting?”
  - Select the option *Create from Position Type* to create a brand new faculty posting.
  - Select the option *Create from Posting* to clone (copy) a previously created posting.

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 Four: Posting Settings – Part One

- The next section acts at the cover page for your posting. The ‘Position Title’ and ‘Organizational Unit’ are both areas you must complete in order to proceed. Enter a ‘Position Title’; this title will show up on the job board for applicants.
- The ‘Department’ field will also display on the posting.

Position Title *	Professor
<b>Organizational Unit</b>	
Executive *	SEBS - Dean's Office-L2
School/Division *	SEBS-Acad Programs & Research-L3 ▾
Department *	SEBS - Human Ecology ▾

# Step Five: Posting Settings – Part Two

The “Applicant Workflow” only has one option so that auto-defaults to the correct selection. The “Accept References” section gives the applicants the opportunity to provide contact information of their references.

There are a few options here:

- **Reference Notification:** This controls when the automated e-mail goes out to the reference providers. For example if you select the option “Under Review by Search Committee” any time an applicant applies the reference letter e-mail will automatically send to the reference provider. However, if you leave this field blank you can manually trigger the e-mail to send.
- **Recommendation Workflow:** Controls if an applicant auto-moves to a new state once all reference letters have been received in the system.
- **Recommendation Document Type:** This field should always say “Letter of Reference”. This option is extremely important if you want reference providers to be able to upload a document. If this option displays “no document” the reference provider will not be able to upload a letter.
- Always leave the “Online Applications” box checked – it auto-defaults to being checked.

The screenshot shows the 'Applicant Workflow' settings page. It is divided into four sections: 'Applicant Workflow', 'References', 'Recommendation Document Type', and 'Online Applications'. The 'Applicant Workflow' section has a 'Workflow State' dropdown menu set to 'Under Review by Search Committee'. The 'References' section has a 'Reference Notification' dropdown menu also set to 'Under Review by Search Committee'. Below it is a 'Recommendation Workflow' dropdown menu which is currently blank. The 'Recommendation Document Type' section has a dropdown menu set to 'Letter of Reference'. The 'Online Applications' section has a checkbox labeled 'Accept online applications?' which is checked. At the bottom, there is a 'Special offline application instructions' text area which is currently empty. Red arrows from the text on the left point to the 'Reference Notification', 'Recommendation Workflow', 'Recommendation Document Type', and 'Accept online applications?' fields.

**Applicant Workflow**

Workflow State

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

**References**

Reference Notification

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

Recommendation Workflow

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

Recommendation Document Type

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

**Online Applications**

Accept online applications?

Special offline application instructions

# Step Six: Posting Details

- The position details area will provide the user with several fields to populate to describe the faculty posting.
- Every field highlighted in **red** is required.
- The 'Overview' field may be used to describe the school/division – the 'Statement' field may be used to enter the school/division's statement.
- Complete the fields in this section – the more information provided the better.
- Select "Next" to save and continue

The screenshot displays the 'Editing Posting' interface. On the left, a sidebar menu titled 'Editing Posting' contains several items, with 'Position Details' highlighted in green. The main content area is titled 'Position Details' and features a blue 'Save' button and a red 'Next >>' button, the latter of which is circled in red. Below the title bar, there is a grey horizontal bar, a 'Check spelling' link with a green checkmark and 'ABC' icon, and a red asterisk followed by the text '\* Required Information'. At the bottom of the visible area, the text 'Payroll Designation' is displayed.

# Step Seven: Budget Information

- To add budget information to this requisition click the grey box titled 'Add Budget Summary Entry' – if you decide to not provide budget information please hit 'Next >>' to continue to the next section:
- The budget information does NOT feed into any other system. This section is for reference purposes only.

Position Budget Information

Save << Prev Next >>

\* Required Information

Budget Summary

Add Budget Summary Entry

Save << Prev Next >>

# Step Eight: Reference Letter Tab

The next section collects information if the references feature is going to be used:

- Select 'Yes' in the first drop-down if you want to require applicants to provide reference information. The system will not allow the applicant to continue their application unless they provide reference information.
- Special Instructions will appear to the reference provider in the e-mail they receive.
- Set the minimum and maximum number of references to be collected if they are required.
- Click 'Next' to save and continue to the next section.

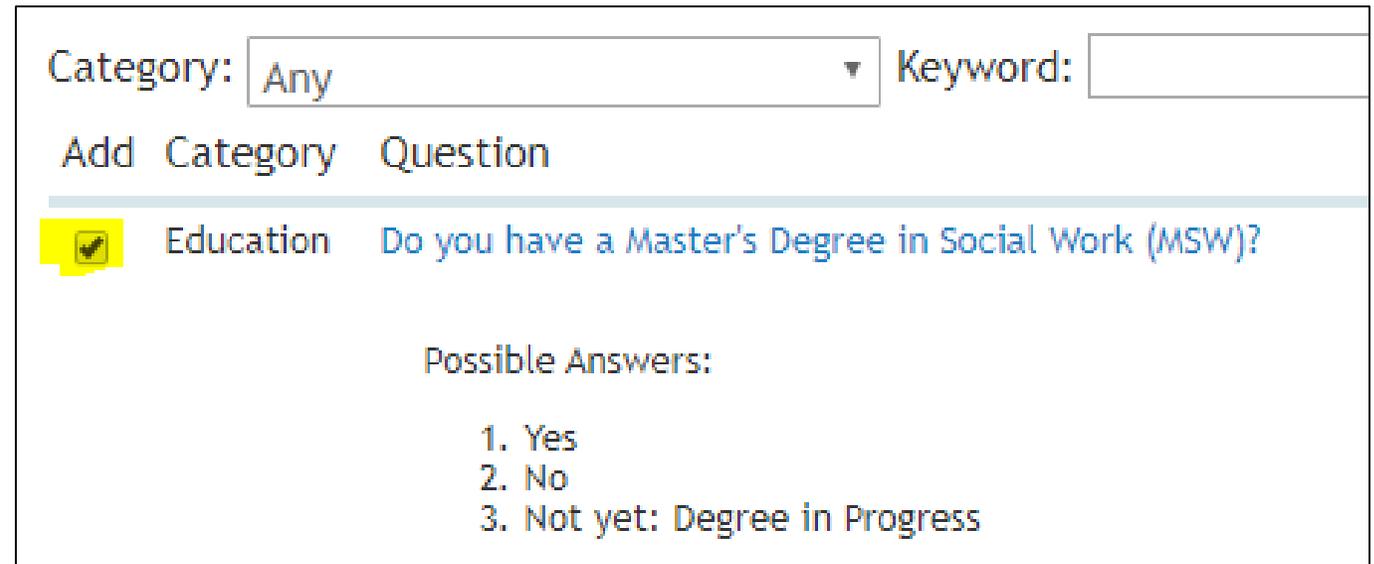
The screenshot shows a web interface for configuring reference letters. On the left is a vertical navigation menu with the following items: 'Reference Letters' (highlighted in green), 'Posting Specific Quest...', 'Posting Documents', 'Applicant Documents', 'Guest User', 'Search Committee', 'Search Evaluative Crit...', and 'Summary'. On the right is the main configuration area titled 'Reference Letters'. At the top right of this area is a 'Check spelling' link with a green checkmark and 'ABC' icon. Below the title, there is a question: 'Will this posting require Reference Letters?' followed by a dropdown menu. Below that is a text area labeled 'Reference Provider Special Instructions'. At the bottom, there are two input fields: 'Minimum Number of References Required' and 'Maximun Number of References Required' (note the typo 'Maximun'). Three red arrows originate from the left side of the image: one points from the 'Posting Documents' menu item to the dropdown menu; another points from the 'Search Evaluative Crit...' menu item to the 'Reference Provider Special Instructions' text area; and a third points from the 'Posting Documents' menu item to the 'Minimum Number of References Required' input field.

# Step Nine: Supplemental Questions Tab – Part One

- For any posting you may add ‘Supplemental Questions’. To add a ‘Supplemental Question’ to the posting select the orange button ‘Add a Question’ If you do not see a specific question you must contact UHR to have the question approved and added to the system. (Skip this section by hitting “Next”).



- This button will open up a table with all of the available “Supplemental Questions”. You can use the category drop-down menu to sort the list of questions. To add the question to the posting check the box in the add column, and select the “Submit” button.



# Step Nine: Supplemental Questions Tab – Part Two

- You may also add points and disqualifying factors to a question. After adding a question to a posting click on the blue link in the “Question Column”. This will open up the options for the question.
- If you click the box that says required the question must be answered by the applicant
- If you click ‘disqualifying’ by one of the answers – if an applicant selects that answer they will be auto-disqualified from the applicant pool.
- A user may also assign points to each answer and sort the applicant pool by points earned.

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Education	<a href="#">What is the highest degree you have received?</a>	active

Possible Answers: Predefined Options

Answer	Points	Disqualifying
1. High School Diploma	<input type="text"/>	<input type="checkbox"/>
2. Bachelor's Degree	<input type="text"/>	<input type="checkbox"/>
3. Master's Degree	<input type="text"/>	<input type="checkbox"/>
4. Doctoral Degree	<input type="text"/>	<input type="checkbox"/>

# Step Ten: Posting Documents Tab

- This area is used to attach any documents which will be associated to the requisition.
- Toggle over 'Actions' and click 'upload' to attach documents.

Posting Documents Save << Prev Next >>

Please attach Waiver Approval from Academic Labor Relations or UHR-Employment Equity.  
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Hiring Plan			Actions ▾
Waiver			Actions ▾
Position Announcement			Actions ▾
Justification Cover Letter			Actions ▾
LARF			Actions ▾
Other Documents			Actions ▾

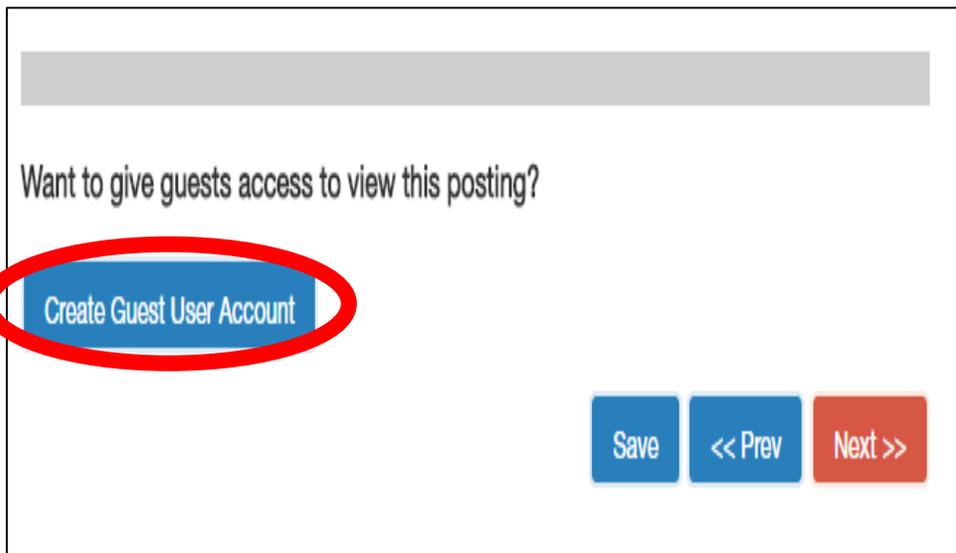
# Step Eleven: Applicant Documents Tab

- The next section sets up what documents an applicant needs to upload with their application. You can order the documents, and select if the document is *required* or *optional* to upload.

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="2"/>	Cover Letter/Letter of Application	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="3"/>	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Step Twelve: Guest User Tab

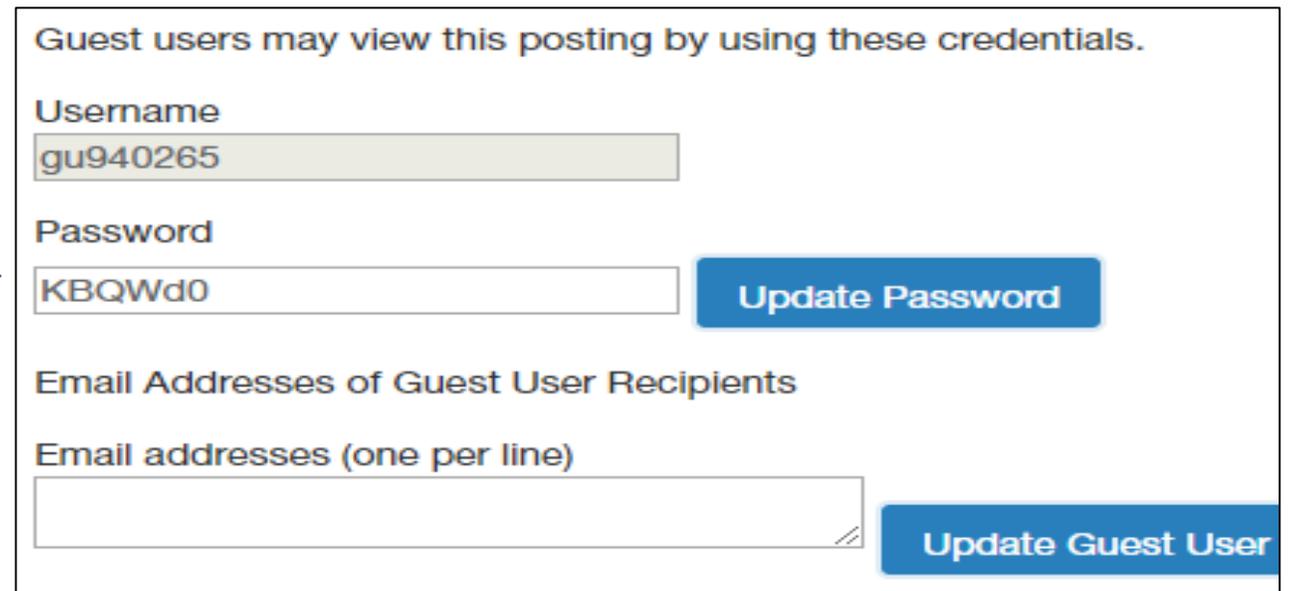
- The “Guest User” tool is used for individuals who are external to Rutgers University. If an individual has a Rutgers NetID they will be added in the next section as a search committee member. Select “Create Guest User Account” (Skip this section by hitting “Next”).
- Enter the individual’s e-mail addresses in the designated fields. Once completed hit the “Update Guest User Recipient List” button. The individuals entered will receive an e-mail with instructions and login information.



Want to give guests access to view this posting?

**Create Guest User Account**

Save << Prev Next >>



Guest users may view this posting by using these credentials.

Username  
gu940265

Password  
KBQWd0 **Update Password**

Email Addresses of Guest User Recipients

Email addresses (one per line)

**Update Guest User**

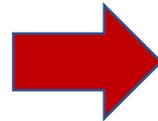
# Step Thirteen: Search Committee Tab

- The “Search Committee” tools allow you to assign multiple members to the “Search Committee” these individuals will have view only access to the posting and the applicant pool. Use the search function to locate individuals to add to the search committee. Only use the “Add Existing User’ button – never use the ‘Create New User Account’ button.
- Upon click ‘Add Existing User’ use the new pop-up window to search for a user and click on ‘Add Member’ to add them to the search committee:

Search Committee Members

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

**Add Existing User** **Create New User Account**



Add Existing User

Search:  **Search**

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Action)
Cross	Anthony	across@rutgers.edu	Rutgers University	<input type="checkbox"/>	<b>Add Member</b>

# Step Fourteen: Search Evaluative Criteria Tab

- The next step presents the opportunity to add search criteria that the “Search Committee” may use to evaluate applicants. Use the “Add a Criterion” button to add criteria to a posting (Skip this section by hitting “Next”).
- Check the “Add” column to add the criteria to the posting – select “Submit” to add that criteria to the posting. Or you may request a new criterion be added by reach out to UHR for approval and to be added to the system:

The screenshot displays the 'Search Evaluative Criteria' interface. At the top, the title 'Search Evaluative Criteria' is on the left, and three buttons are on the right: a blue 'Save' button, a blue '<< Prev' button, and a red 'Next >>' button. Below this is a grey horizontal bar. Underneath the bar, the text 'Included Evaluative Criteria' is on the left, and a red 'Add a Criterion' button is on the right. Below this is a table with the following headers: 'Category', 'Description', 'Weight', 'Workflow State', and 'Status'. At the bottom of the interface, there are three buttons: a blue 'Save' button, a blue '<< Prev' button, and a red 'Next >>' button.

# Step Fifteen: Moving the Request Forward

- The last section of the posting is the “Summary Tab”. On this page you may view all the data you have added to the posting. If you have to make any changes click on the blue “Edit” link at the top of the page.
- After you are satisfied with the data you entered on your job posting request you will move the request to the next approver. Use the orange “Take Action on Posting” button to view all of the approvers you may send the request to.
- Click on the approver you want to send it to. A new box will appear where you will select the approver to send it to using the drop-down where it currently says “Anthony Cross”, you may write a comment which will be seen by the next approver, and select whether or not you want to add the request to your Watch List.
- Select “Submit” to send the request off.

