Creating a Posting as a Hiring Manager

1. Log into OES with University credentials (network ID and password).

2. In order to create a Posting, you must be in the role of Hiring Manager. For those with multiple roles, please verify that you are in as a Hiring Manager. Any time you change your role, you must also click the refresh link before going forward.

3. Click “Create New Staff Posting.”
4. Select “Create From Template.”

5. Search for your approved position. Ways to search:
   a. Job title
   b. Job code
   c. Partial words, such as Admin
6. On the line with the desired job title, click “Actions” and then “Create From.”
7. Complete information requested on the New Posting page.

8. Once complete, click “Create New Posting.”

9. You will be taken to the Position Template page. This is a summary of the position only and no action is required.

***Please note, you can navigate through the sections in any order. This user guide will explain each section from top to bottom.
10. Continue to the Position Details tab and complete the required information. You will add the job duties and percentage of time spent in each at the bottom of this page.

***Please note that you are required to add at least two (2) job duties but more are encouraged.
11. Navigate to the Posting Details tab and complete all required information.

a. You will notice that the position quick link is listed on this page as well; you may send this link to any applicants you would like to invite to apply to your position and it will take them directly to the posting.

b. There is also an option to add special instructions to applicants. You may use this space to indicate anything extra you would like applicants to do outside of completing the application. For example, if you are requiring a cover letter or a resume complete with GPA, you may indicate that here.
12. Navigate to the Approval to Recruit (ATR) tab. You will notice that your ATR must be uploaded into the system. You will upload the ATR in PDF format on the Posting Documents tab. No action is required on this page.

13. Navigate to the Applicant Documents tab. You can select which supporting documents you would like to require/make optional/not allow to be submitted with applications.
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14. Navigate to the Supplemental Questions tab. You may add questions you want each applicant to answer on this tab.

15. Click “Add a question.” You may search by keyword or category to add approved questions to your posting. If you would like to create a new question, click “Add a new one” to create and submit an additional question. It will be reviewed by HR prior to posting.
16. The next 4 tabs (Qualification Groups, Guest User, Search Committee, and Evaluative Criteria) are pieces of the posting that HR would like to incorporate in the future. For the time being, these sections will not be used so you may skip them.

17. Navigate to the Reference Letters tab. This tab allows you to indicate whether or not you will accept references for candidates.
18. Navigate to the Posting Documents tab. This is where you will upload your approved and signed Request for Approval to Recruit document with approval signatures. Please do not just upload the email. You may also upload recruitment strategy requests or other posting information, as deemed helpful or necessary.
   a. On the Approval to Recruit line, click “Actions” and then “Upload New”
   b. This will take you to a screen where you will select “Choose File” under File to Upload.
   
   ![Image of file upload screen]

   c. Types of files that can be uploaded
      i. doc, docx, pdf, rtf, rtx, txt, tiff, tif, jpeg, jpe, jpg, png, xls, and xlsx

d. Once you click “Submit” you will be taken back to the Posting Documents tab where you will see your upload.
19. Navigate to the Summary tab. Review all sections. Sections that are complete will have a check mark and sections that are missing information will have an exclamation point.

20. Once all information is complete, click “Take Action On Posting” and “Submit to Department Review.”
21. Once you click “Submit to Department Review,” ensure that the box at the bottom of this screen that says “Add this posting to your watch list” is checked so the posting will stay on your home page for easy accessible viewing.

***Note: You may also view your postings by clicking the “Postings” tab on your home page. This pulls up a list of your postings. You can also search through your postings on this screen as well.
Department Review

1. After the hiring manager sends the posting to Department Review, the posting will appear in your inbox. Your inbox holds everything that needs your attention.

2. Click on the position pending your approval.
3. You will be taken to the Summary page. Click on “Edit” next to Position Template in order to pull up and review the requisition.

4. Click through each tab and review all the information for accuracy.
5. When you are ready to approve the posting, go to the Summary tab. Click the orange “Take Action On Posting” tab at the top. Click “Submit for Final HR Review” in order to send to HR for review and posting. Should you need to send the requisition back to the hiring manager for editing, you can select “Return to Hiring Manager.”

6. Once the requisition comes to HR, it will be assigned to a recruiter and posted accordingly.