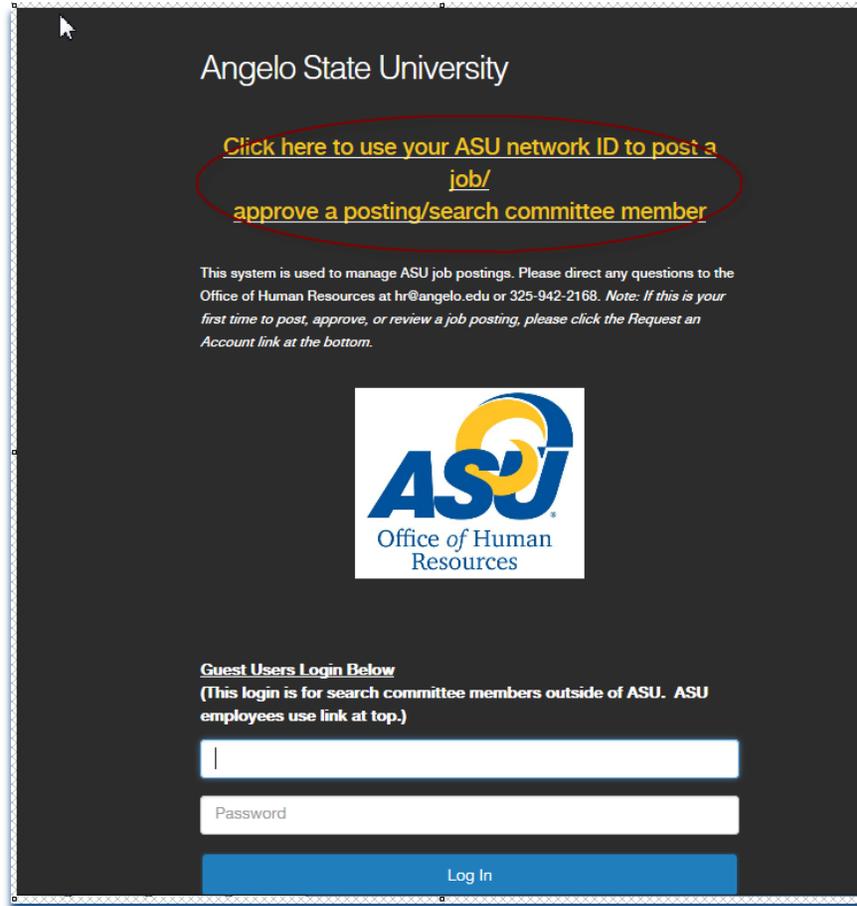


## How-To Create a Job Posting in the Online Employment System

1. Type <https://employment.angelo.edu/hr> in your web browser, or click on the link. You may also go through Rampart – Employee > Hiring Info Page to get to the employment system.
2. Click on the gold-colored text to log in to the employment system using your ASU network username and password.



Angelo State University

[Click here to use your ASU network ID to post a job/ approve a posting/search committee member](#)

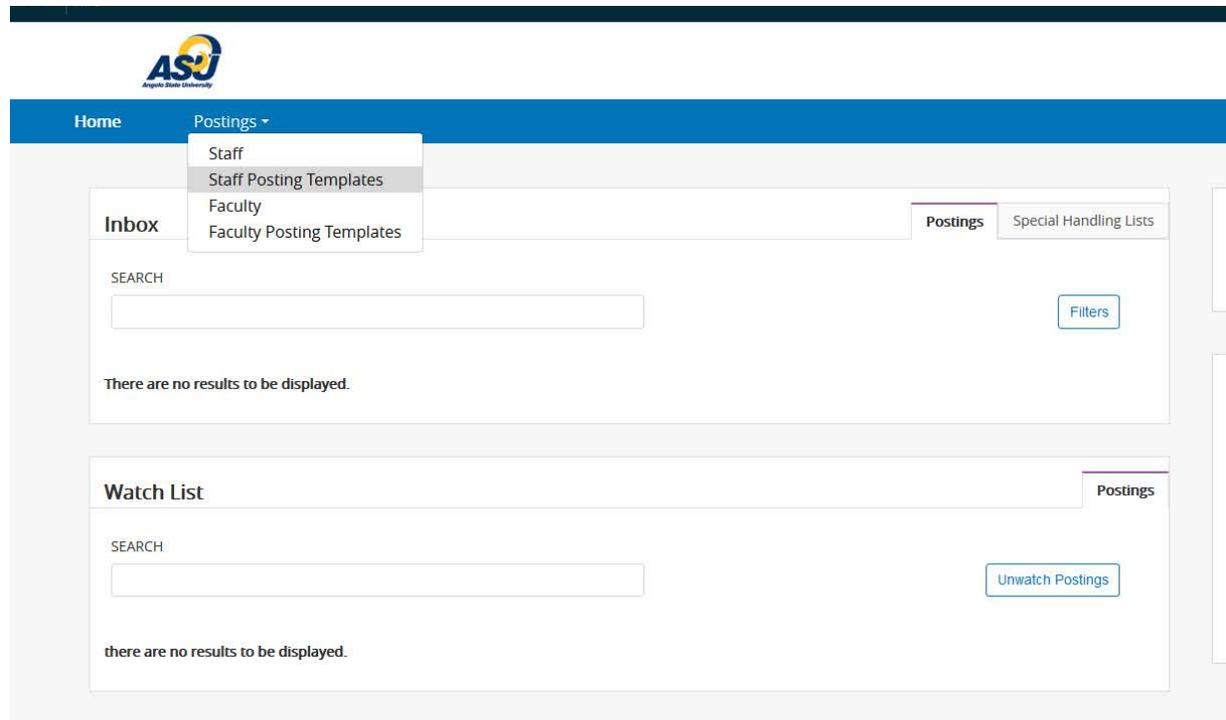
This system is used to manage ASU job postings. Please direct any questions to the Office of Human Resources at [hr@angelo.edu](mailto:hr@angelo.edu) or 325-942-2168. *Note: If this is your first time to post, approve, or review a job posting, please click the Request an Account link at the bottom.*



**Guest Users Login Below**  
(This login is for search committee members outside of ASU. ASU employees use link at top.)


3. Once you are logged in, look for the Postings menu and select the type of posting template you need.



5. Search for the title of the position you wish to create, or type in a search for the position. If you cannot find the title of the position you are looking for, simply type in and select "New Position" from the menu, or, you may call HR and can ask them to add a template for you.

## Staff Posting Templates

To add a new column to the search results, select the column from the drop down list.

Saved Searches  Search More Search Options

Posting Templates 336

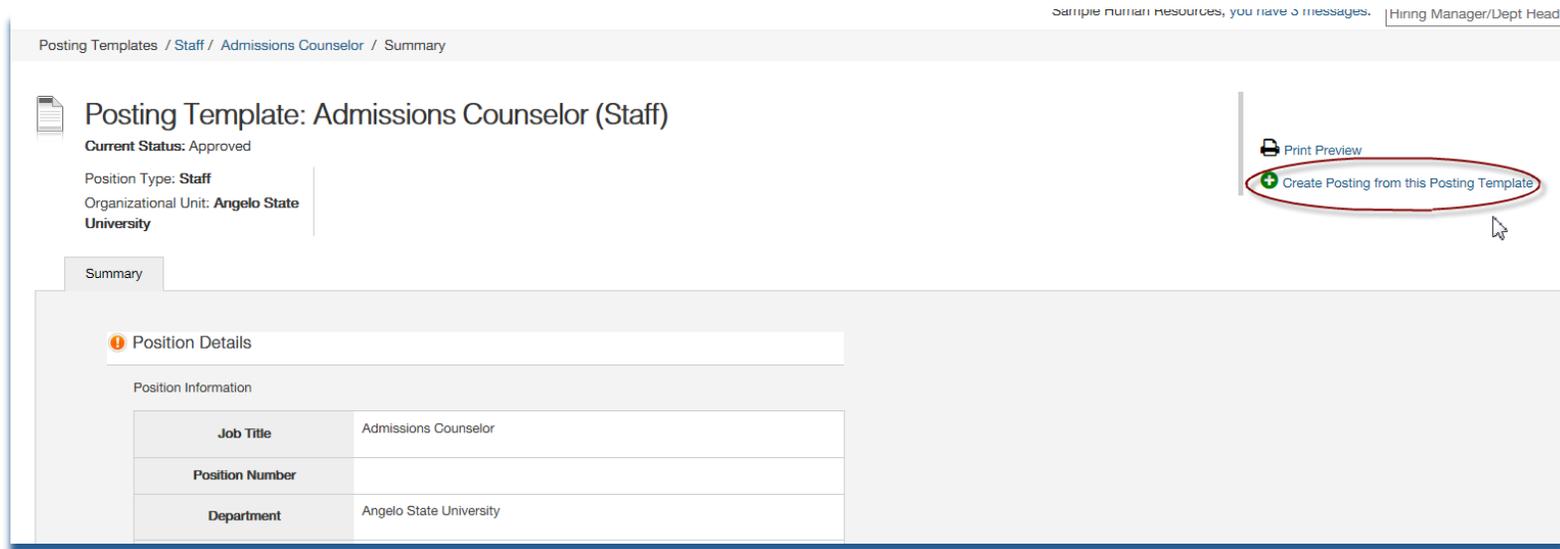
← Previous 1 2 3 4 5 6 7 8 9 10 11 12 Next →

Posting Name	Fair Labor Standards Act	Pay Grade Level	Status	Last Status Update
Administrative Support Assoc	Non-Exempt	0	approved	September 28, 2015 at 03:00 PM
Bus. and Tech. App. Specialist	Exempt	A00	approved	September 28, 2015 at 03:03 PM
Networking Technician	Exempt	022	approved	September 28, 2015 at 03:03 PM
Academic Administrative Assistant to the Dean	Non-Exempt	S08	approved	

6. Once you find the position, click on the title.

Administrator - LWBIWH	Non-Exempt	S10	approved
Admissions Assistant I	Non-Exempt	S05	approved
Admissions Counselor	Non-Exempt	S09	approved
Advancement Services Assistant	Non-Exempt	S07	approved
Advancement Services Coordinator	Non-Exempt	S08	approved
Alumni Association Membership & Events Coordinator	Non-Exempt	S09	approved

7. Select **Create Posting from this Posting Template** in the upper right-hand corner.

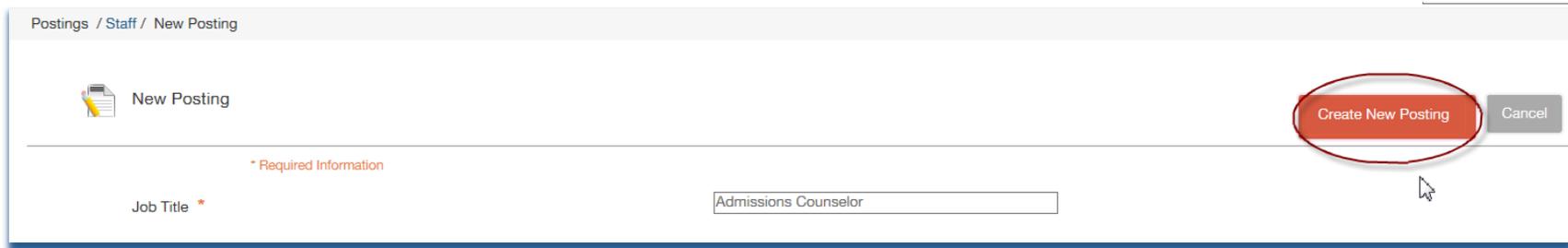


## 8. New Posting Details

Fill in the required fields, denoted by an asterisk (\*) on the page.

- Choose the **Division** and **Department** of the posting. In some instances, this information will auto-populate.
- The **Workflow State** is already populated. (This shows what applicants will see as soon as their completed applications are submitted.)
- You only need to fill out the **References** section if you require applicants to submit letters of reference. If required, applicants will be mandated to name a specified number of references during the application process and then automated notifications will go out to the named references for letter uploads. If you do not require that reference letters be submitted, skip to the next section by clicking the orange **Create New Posting** button. If you choose to receive reference letters,
  - Select the workflow state where you would like references to submit letters.
  - Next, select the workflow state where you would like applicants to be once all letters of recommendation have been provided. Select the document type – reference letter – that you require.
- Keep the box checked to accept online applications.

9. Once all required fields are completed, click on the orange **Create New Posting** button.



Postings / Staff / New Posting

New Posting

\* Required Information

Job Title \* Admissions Counselor

Create New Posting Cancel

## 10. Position Information

Fill in the position details. Fields with a red asterisk (\*) are required.

- a) **Position Number:** 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.
- b) **Salary:** Type in the exact dollar amount of the yearly salary that you want to pay. For many faculty positions, you may type in Commensurate.
- c) **Job Summary/Description:** Description of the job.
- d) **Typical Duties/Job Duties:** List the typical duties of the job.
- e) **Knowledge, Skills and Abilities:** Indicates the successful performance of the position.
- f) **Minimum Qualifications:** List the minimum qualifications required to perform the job.
- g) **Preferred Qualifications:** Qualifications desired beyond the minimum requirement.
- h) **Physical Requirements:** The physical working conditions, if any.
- i) **Fair Labor Standards Act:** Choose exempt for a salaried position and non-exempt for an hourly position.
- j) **Pay Grade Level:** This will automatically populate in most cases.
- k) **Reason for Vacancy:** Select from the options listed in the drop down menu.
- l) **Job Code:** This will automatically populate in most cases.
- m) **Appointment Term:** Choose from menu (most staff are 12-month; faculty vary).
- n) **Number of Vacancies:** Typically will be 1.
- o) **Desired Start Date:** Optional field.
- p) **Position End Date:** Optional field.
- q) **Open Date:** Choose date that you would like posting to go live (keep in mind that postings are routed through an approval queue).
- r) **Review Start Date:** Optional field.
- s) **Close Date:** Optional Field.
- t) **Open Until Filled:** Response is based on closing date, if there is one.
- u) **Special Instructions to Applicant:** Optional Field.

v) Advertising: Optional Fields.

Postings / Staff / Admissions Counselor (Draft) / Edit: Position Details

**Editing Posting**

- Position Details
- Budget Information
- Reference Letter Colle...
- Supplemental Questions
- Documents Needed to Apply
- Search Committee Members
- Evaluative Criteria
- Summary

**Position Details** Save Next >>

Check spelling

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

\* Required Information

**Position Information**

- Job Title: Admissions Counselor
- Position Number: This field is required.
- Salary: This field is required.
- Job Summary/Description: This field is required.

11. After completing the required information, press either orange **Next** button.

Postings / Staff / Admissions Counselor (Draft) / Edit: Position Details

**Editing Posting**

- Position Details
- Budget Information
- Reference Letter Colle...
- Supplemental Questions
- Documents Needed to Apply
- Search Committee Members
- Evaluative Criteria
- Summary

**Position Details** Save Next >>

Check spelling

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

\* Required Information

**Position Information**

- Job Title: Admissions Counselor
- Position Number: 990885 This field is required.
- Salary: 90,000 This field is required.

## 12. Budget Information

Click on the blue **Add Budget Summary Entry**.

Postings / Staff / Admissions Counselor (Draft) / Edit: Budget Information

**Editing Posting**

- Position Details
- Budget Information**
- Reference Letter Colle...
- Supplemental Questions
- Documents Needed to Apply
- Search Committee Members
- Evaluative Criteria
- Summary

**Budget Information**

Save << Prev Next >>

\* Required Information

Budget Summary

**Add Budget Summary Entry**

Save << Prev Next >>

13. Type in the account number of the source from which the position is funded, as well as the percentage (100% for single source). If position is funded from more than one account, click the blue **Add Budget Summary Entry** button again to enter additional information.

Postings / Staff / Admissions Counselor (Draft) / Edit: Budget Information

**Editing Posting**

- Position Details
- Budget Information**
- Reference Letter Colle...
- Supplemental Questions
- Documents Needed to Apply
- Search Committee Members
- Evaluative Criteria
- Summary

**Budget Information**

Save << Prev Next >>

[ABC Check spelling](#)

\* Required Information

Budget Summary

Funding Source Number 0117-60303

Percentage Funded 100

Remove Entry?

**Add Budget Summary Entry**

Save << Prev Next >>

14. Once all budget information is entered, press the orange **Next** button.

Postings / Staff / Admissions Counselor (Draft) / Edit: Budget Information

Editing Posting

- Position Details
- Budget Information**
- Reference Letter Colle...
- Supplemental Questions
- Documents Needed to Apply
- Search Committee Members
- Evaluative Criteria
- Summary

Budget Information

Save << Prev Next >>

Check spelling

\* Required Information

Budget Summary

Funding Source Number 0117-60303

Percentage Funded 100

Remove Entry?

Add Budget Summary Entry

Save << Prev Next >>

### 15. OPTIONAL: References

This section is where you identify the specifics about receiving reference letters. If you are not soliciting letters for this position, leave it blank. If letters are required, complete the fields. Then, click the orange **Next** button.

- Minimum Requests:** The minimum number of references /letters that an applicant will need.
- Maximum Requests:** The maximum number of references /letters than an applicant can have.
- Last Day a Reference Provider Can Submit Reference Letter:** The last day that a reference (who has been notified by the system) can upload a reference letter.

Reference Letter Colle... Check spelling

Supplemental Questions

Documents Needed to Apply

Search Committee Members

Evaluative Criteria

Summary

OPTIONAL

This page allows you to set specifications on any reference letters you want applicants to submit as part of their application. Applicants that reach a specified status (set upon posting creation in the Settings tab of the posting) will have their submitted references emailed, requesting these references provide a recommendation on the applicant. References will click on a link and be guided to the applicant portal where they will upload a letter of recommendation. If no letters of reference are required, then leave this page blank and click on the orange "Next" button.

References

Minimum Requests

Maximum Requests

Last Day a Reference Provider Can Submit Reference Letter

Provider Special Instructions

*These instructions will be included in the email to the reference provider.*

Confirmation Message To Provider

*This message will be included in the confirmation message the reference provider receives.*

Save << Prev Next >>

## 16. OPTIONAL: Supplemental Questions

This section allows you to add more questions that you would like the applicant to answer. To skip over this section, click on the orange **Next** button.

To add a question, click the orange **Add a Question** button and a box will appear (see below).

You can either choose from questions that populate from previous postings by clicking the **Add** check box, or add a new question by clicking the **Add a new one** link. To add a new question, provide a name and the question.

- Open Ended Answers: Will appear as a text box.
- Predefined Answers: You can predefine answers for the applicant to choose. More boxes will appear as you tab through.

Once you add the question to the posting by clicking **Submit**, you can click on the blue question link and specify if you want an answer choice to be disqualifying, or you can assign points for assessment.

Postings / Staff / Admissions Counselor (Draft) / Edit: Supplemental Questions

**Supplemental Questions** [Save] << Prev Next >>

**OPTIONAL**

This section allows you to add more questions that you would like the applicant to answer when applying for this position.

**Adding New Posting Questions:** Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

**Adding Existing Posting Questions:** There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

**Assign Points or Disqualifying Responses:** Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

**Posting Question Options:** Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

**Included Supplemental Questions**

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

[Save] << Prev Next >>

**Add a Question** [Close]

**Available Supplemental Questions**

Category: [Any] Keyword: [ ]

Add	Category	Question
<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"/>	Experience	How many years of experience do you have in this type of position?
<input type="checkbox"/>	Education	Do you have a masters degree?
<input type="checkbox"/>	Education	Will you have a Ph.D. in hand by the date of appointment or an advanced ABD by the date of the appointment?
<input type="checkbox"/>	Uncategorized	Are you available to work in the evening (6 pm to 10 pm)?
<input type="checkbox"/>	Uncategorized	Are you available to work weekends?
<input type="checkbox"/>	Experience	How many years of Administrative support experience do you have?
<input type="checkbox"/>	Experience	What is your Philosophy for serving students?
<input type="checkbox"/>	Experience	How many years of experience do you have working in an office environment?
<input type="checkbox"/>	Experience	Please describe any previous experience you have working in a customer service environment
<input type="checkbox"/>	Experience	Provide examples of how you handled difficult situations with those you have worked with.
<input type="checkbox"/>	Uncategorized	Please describe the attributes that will make you a strong candidate for this position
<input type="checkbox"/>	Experience	Please describe in detail how your background and experience would be applicable for this position in a College/University setting
<input type="checkbox"/>	Experience	If you have not had higher ed experience, please explain your interest in working in this environment.

Displaying 1 - 15 of 20 in total  
← Previous | Next →

Can't find the one you want? Add a new one

[Submit] [Cancel]

17. Any added questions will be listed for review after submission. If everything is correct, click on the orange **Next** button.

**Evaluative Criteria** [Save] << Prev Next >>

**OPTIONAL**

This section allows you to add evaluative questions/criteria to be used during the candidate process to rank applicants.

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing criterion or create a new one.

Adding Existing criterion: There are two ways to search for approved criteria to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

**Included Evaluative Criteria** [Add a Criterion]

Category	Description	Weight	Workflow State	Status
Experience	Relevant Work Experience		Under Review by Manager	active ✕
Education	Education Required/Preferred		Under Review by Manager	active ✕

[Save] << Prev Next >>

### 18. Documents Required of Applicant

Here you can choose which documents you want to require for the applicant to upload. When finished, click the orange **Next** button.

Postings / Staff / Admissions Counselor (Draft) / Edit: Documents Needed to Apply

**Documents Needed to Apply** [Save] << Prev Next >>

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Transcripts (Unofficial)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	List of References	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save] or Cancel

[Save] << Prev **Next >>** ←

## 19. Search Committee Members

This section is to assign access to search committee members so that they can view application materials. Those individuals who are assigned access will receive an immediate email letting them know. To add/check for an existing user, click on the blue **Add Existing User** button.

Postings / Staff / Admissions Counselor (Draft) / Edit: Search Committee Members

**Editing Posting**

- Position Details
- Budget Information
- Reference Letter Colle...
- Supplemental Questions
- Documents Needed to Apply
- Search Committee Members**
- Evaluative Criteria
- Summary

### Search Committee Members

Save << Prev Next >>

This section is to assign access to search committee members so that they may view application materials. Those individuals that are assigned access will receive an immediate email letting them know this.

**Assigning Search Committee Members/Existing Accounts**  
Click on the blue "Add Existing User" button. Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs.

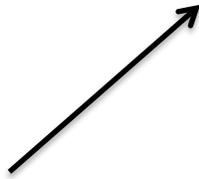
**New Search Committee Member/New Account**  
If an individual does not appear to have an existing account, you will need to create their account by clicking on the blue "Create New User Account" button. Fill out the required fields to add member. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in. Users will receive an email once their account is approved.

### Search Committee Members

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

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

Save << Prev Next >>



20. Using the top section labeled **Search** allows you to find existing users in the system who have been previously approved as Search Committee Members or Chairs. Click on the blue **Add Member** button to select/add a member. You can also designate a Committee Chair by clicking on the appropriate check box. Once members are selected, you can close out of the pop-up screen .

**Add Existing User**

Search:

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Human Resources	Sample	test@test.com	Angelo State University	<input checked="" type="checkbox"/>	<input type="button" value="Add Member"/>
[Redacted]	[Redacted]	[Redacted]	Angelo State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
[Redacted]	[Redacted]	[Redacted]	Angelo State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
[Redacted]	[Redacted]	[Redacted]	Angelo State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>
[Redacted]	[Redacted]	[Redacted]	Angelo State University	<input type="checkbox"/>	<input type="button" value="Add Member"/>

21. Selected committee members will now be displayed on the screen. You may remove members by hovering over the orange **Action** icon and then by selecting the prompt. If an individual does not appear to have an existing account, you will need to create one for him/her by clicking on the blue **Create New User Account** button. Fill out the required fields and submit. HR will need to approve the request before access is granted. Select the orange **Next** button to continue.

## 22. OPTIONAL: Evaluative Criteria

This section allows you to add evaluative questions/criteria to be used during the candidate process to rank applicants. To skip over this section, click on the orange **Next** button. To add a criterion, select the orange button labeled **Add a Criterion**.

Postings / Staff / Admissions Counselor (Draft) / Edit: Evaluative Criteria

**Editing Posting**

- Position Details
- Budget Information
- Reference Letter Colle...
- Supplemental Questions
- Documents Needed to Apply
- Search Committee Members
- Evaluative Criteria**
- Summary

### Evaluative Criteria

**OPTIONAL**

This section allows you to add evaluative questions/criteria to be used during the candidate process to rank applicants.

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing criterion or create a new one.

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

**Included Evaluative Criteria**

Category	Description	Weight	Workflow State	Status
----------	-------------	--------	----------------	--------

[Add a Criterion](#)

[Save](#) [<< Prev](#) [Next >>](#)

23. A pop up box will appear where you can add an existing criterion or create a new one.

**Add a Ranking Criterion**

### Available Evaluative Criteria

Category: **Any** Keyword:

Add	Category	Description
<input type="checkbox"/>	Education	Education Required/Preferred
<input type="checkbox"/>	Experience	Relevant Work Experience

Displaying **all 2**

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

[Submit](#) [Cancel](#)

24. You can assign points and weight to each answer for the criteria (if new criteria is made). Also, you can select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants on the designated criteria. Press **Submit** to complete. The selected evaluative criterion will then be listed for final review. Once complete, click the orange **Next** button.

**Add a Ranking Criterion**

**Available Evaluative Criteria**

Category:  Keyword:

Add	Category	Description
<input checked="" type="checkbox"/>	Education	Education Required/Preferred
<input type="checkbox"/>	Experience	Relevant Work Experience

Possible Answers:

1. 0 = Does not meet requirements
2. 1 = Meets Requirements
3. 2 = Exceeds Requirements

Applicant workflow state:

Displaying **all 2**

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

## 25. Summary Page

On the summary page, you can review the posting details, see how the posting looks to applicants, and see a print preview of both the internal and applicant view of the posting.

Postings / Staff / Admissions Counselor (Draft) / Summary

### Posting: Admissions Counselor (Staff) [Edit](#)

**Current Status:** Draft

Position Type: **Staff** | Created by: **Sample Human Resources**  
Department: **Admissions** | Owner: **Sample Human Resources**

**Summary** | History | Settings

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

✓ **Position Details** [Edit](#)

Position Information R:243 G:243 B:243

<b>Job Title</b>	Admissions Counselor
<b>Position Number</b>	998885
<b>Department</b>	Admissions
<b>Salary</b>	30,000

**Take Action On Posting**  
★ See how Posting looks to Applicant  
Print Preview (Applicant View)  
Print Preview

26. Once the posting is complete, the next step is to submit it through the electronic approval queues. First, hover over the orange **Take Action on Posting** icon.

Postings / Staff / Admissions Counselor (Draft) / Summary

### Posting: Admissions Counselor (Staff) [Edit](#)

**Current Status:** Draft

Position Type: **Staff** | Created by: **Sample Human Resources**  
Department: **Admissions** | Owner: **Sample Human Resources**

Summary | History | Settings

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

**Take Action On Posting** ▼  
★ See how Posting looks to Applicant  
Print Preview (Applicant View)  
Print Preview

27. Next, submit the posting to the next line approver by choosing the workflow action option in the drop-down menu. (Or, you can save the posting to keep working.)



28. You may add optional comments. You can also flag the posting to appear on your watch list, and this will display the posting on the Watch List on your home screen. Click on the yellow **Submit** button to finalize your action choice. Once all level approvers in the queue approve the posting, Human Resources will then post the job live in the online employment system.

