Creating New Postings:

1. Verify you are in the Applicant Tracking module as either the Hiring Manager, Chair/Director, AVP/Dean, or Vice President.

2. Hover over Postings and click on appropriate employee class.

3. In the upper, right corner of the page, click button.

4. A box will appear that will give two options:

   - **Create from Posting** – This option uses an existing posting as a template and automatically copies in most information.

   - **Create From Position Description** – This option copies in most of the information from a position description.

*Most positions will be created from a Position Description.*

Please note: If you are creating a posting for the first time, you will only see the Create from Position Description option. After you have completed a posting, you will from then on have the two options listed above.
5. Select Create from Position Description to create a posting. This will take you to a page where you may enter a title into a search box or select from a list of approved position descriptions in your department. Once you have located your desired position description, click on the Title.

6. This will take you to a page with the Position Summary. Select button at the top right corner of the page to start your posting.

7. The Position Title and Organizational Unit Division and Department will default automatically from the Position Management module.

8. The Accept Online Applications will be automatically selected. Do not change it.

9. “Special Offline Application Instructions” - this field would only be used in the cases where another source will be used to receive applications or to communicate other instructions to applicants regarding external search firms. Please contact Human Resources if you would like to use this field.

10. Select the checkbox.

11. Click at the top or bottom right side of the page. This will take you to the Editing Posting menu and Position Details page.

   - Hiring Manager must certify posting. Justification for hiring must be completed along with appropriate fields in Posting Detail Information section.
   - Screening questions candidates will be asked when they apply for the position.
   - This section allows you to select which documents will be required to be uploaded with application.
   - Optional - you may upload additional information regarding the posting in this section.
   - Gives guests access to view the posting.
   - Allows you to assign search committee members to the posting.
   - This section allows you to set up evaluative questions for use by you and/or search committee to assist with the selection decision.
**Posting Details**

1. **Hiring Manager Certification Questions** must be completed and are used to certify that the hiring manager has discussed the posting with the appropriate offices.

   ![Hiring Manager Certification Questions](image)

   - University Human Resource Services
   - Either the Budget Office or Sponsored Projects Administration

2. **Posting Information**: most information is this section will default into the page from the position description. Some fields are either optional or required. Required information will be indicated by a red asterisk and a red box. Editable fields: Position Title; Optional Department Information, and Justification (which is required). Position Function, Duties and Responsibilities, Minimum Education/Experience, and Preferred Education/Experience are not editable. If you would like to edit any of these fields, you will need to follow the “Modify Position Description” process in the Position Management module.

3. **Posting Detail Information**:

   ![Posting Detail Information](image)
**Number of Vacancies** – number of candidates you are looking to hire for this position – will usually be one (1).

**Desired Start Date** – date that you would like to have someone begin working.

**Position End Date** – used for temporary assignments that have an end date. If no end date, leave field blank.

**Hiring Manager** – person who will be entering the hiring proposal. Type in last name and select from list.

**Applicant Reviewer** – person responsible for managing the applicants through the screening and selection process – may or may not be the same as the Hiring Manager – can select more than one person.

**Open Date** – this is the preferred date to post the position.

**Close Date** – indicate the preferred closing date for the posting.

**Open Until Filled** – typically you will leave this field blank for a staff position. Contact your HR Representative for further information.

**Special Instructions Summary** – optional – input specific instructions to help the applicant fully complete his/her application. Information may also be entered here to help the applicant understand your department. For staff, the position salary grade can be entered here.

**Quick Link for Internal Posting** – link to the posting in the applicant portal.

**Application Confirmation Message** – this message is what will be sent via email to the applicant once he/she has successfully submitted an application for the position.

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**Supplemental Questions**

1. Supplemental questions are available for you to use in order to do some screening of the applicants. If you would like to use a supplemental question, please click on ![Add a question](add_a_question.png). You may choose questions from those available by category or by keyword.
2. If you do not see an existing question you would like to ask, Supplemental Questions can be added here. Click on in the bottom right corner of the box. A new Add a Question box will pop up.

3. Enter your name.

4. Status will remain as pending until the questions have been reviewed and approved by Human Resources.

5. Select a category for your question from the drop down list (Education, Experience, Service, Staff, Professional, or Faculty).

6. Enter the question you would like to use in the Question text box.

7. You will need to select which type of answer will be needed for your question:

   Possible Answers
   - Open Ended Answers
   - Predefined Answers

8. Open ended answers allow the applicants to respond with whatever answers they choose.
9. Predefined answers allow you to choose the possible responses. Once you select Predefined Answers the Possible Answer boxes will appear. You may enter the possible answers. The default has two answers, but there is no limit. As soon as you enter the first answer in Possible Answer 1 and hit Tab, then a new line will appear as Possible Answer 3 and so on.

![Possible Answers](image)

10. Once you have selected the supplemental questions you would like to ask, click on submit.

11. In order to make sure the supplemental question required, you must select the required box.

![Required Box](image)

12. If a question has already been approved by Human Resources and is active, you may assign points to each predefined answer. To do so, click on the question name in blue:

![Assign Points](image)

13. Enter points for each answer. *You can also choose to make an answer automatically disqualifying. HR recommends that you not use “disqualifying,” as you will not be able to see applications of the applicants whose answers disqualified them.

![Assign Points](image)

*If you want to use this option, please consult with HR first.
**Applicant Documents**

Applicant Documents are the documents and information the applicant is required to submit with his or her application. The use of the “Optional” selection is not recommended, as it may create inconsistency amongst applicants. Select the “Required” selection for any documents that you would like the applicant to submit for evaluation.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Not Used</th>
<th>Optional</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resume</td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>2</td>
<td>Cover Letter</td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>3</td>
<td>Undergraduate Transcripts</td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>4</td>
<td>Letter of Recommendation 1</td>
<td></td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Curriculum Vitae</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Master's Transcripts</td>
<td>*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Posting Documents**

Attaching posting documents is optional - you may upload additional information regarding the posting in this section by clicking on the Actions drop down menu and selecting the appropriate action.
**Guest User**

The Guest User feature is intended for those individuals who are not a Staff or Faculty member of Ball State University but will be serving on a committee for a specific search. You will usually use this feature if you have an outside community member or BSU student on your search committee. A Guest User will be able to view the applicants and application materials for the search he/she is given access to. He/she will not have the ability to make any actions on applicants.

1. To add a Guest User, select Create Guest User Account.

   **Want to give guests access to view this posting?**
   
   [Create Guest User Account]

2. A Username and Password fields will appear with a username and password already assigned. If you would like to change the password, update the information in the “Password” field and select the “Update Password” button. Enter the email address of the guest user and the Username and Password will be automatically sent to them. All Guest Users that are assigned will have the same Username and Password to access the specific posting.
Search Committee Members

Search Committee Members will be able to view applicants and application materials of the applicants in the posting they are assigned.

1. To add search committee members, you may search for someone in the database by entering the first name, last name, and/or email address under Search.

   ![Search Form]

2. Once you see the employee you would like to add to the search committee, click on the Add Member button.

   ![Search Form]

3. If the employee will also serve as the Committee Chair, you can select the checkbox next to the Add Member button.
Evaluative Criteria

This section allows you to set up evaluative questions for use by you and/or a search committee to assist with the selection decision.

1. To add a criterion, click on Add a Criterion.

2. The only selection available at this time is “Rank candidates from highest to lowest 1-5 based on the applicant’s materials. 5 would be the highest number.”

3. If you want to add a criterion other than ranking, please contact ERPHR@bsu.edu to inquire about adding a new criterion.

Summary

Allows you to take a final look at the posting for accuracy.

After you have entered the posting information and have reviewed the Summary:

1. You may then take action on the Posting by using the drop-down menu on the upper right hand side of the page.

*Please note, to save this request and submit later, please select ‘Keep working on this Posting.’ If there are additional approvers within the department, you will need to select appropriate action per the workflow.*
2. You will receive a pop up window ‘Take Action’ which will send an email in Outlook to the next approver to notify them they have an action pending. Please note, comments will be tied to the historical record of this action. Check the box to include the action on your watch list and then click Submit.

3. You will receive a green bar on the top of your page that will state the posting was successfully transitioned.