Our Tradition...

Your Opportunity

PV TALENT SYSTEM
CREATING A JOB POSTING REQUEST
JOB POSTING REQUIREMENTS

• The job posting request is a separate action from the position description in the Position Management System (PMS)

• A current **AND** approved position description must be in the system before a job posting request can be submitted

• If the last update on the position description is more than one year old then a updated position is required before the job posting request will be approved

• Specific details will populate from the approved position description to help develop the job posting request
Once the position description has been approved, you may then proceed to the Applicant Tracking System to start the Job Posting Request to post a vacant position.
1. The Applicant Tracking System is broken into 4 Modules: Staff, Faculty, Student and Adjunct just like the Position Management System.

2. Click the category for the type of job posting request to be created.

3. Or you can select from the job posting category from the shortcut menu.

NOTE – In order for the correct position description to pull up in the Applicant Tracking System, you must select the appropriate category for the position type as listed above. For instance, if the posting is for a faculty position, you must select ”Faculty”. If the posting is for an adjunct position, you must select “Adjunct”.
1. Click “Create New Posting” to begin the Job Posting Request.

2. The list of all postings with the category selected for your department will appear below. You cannot create a new posting request from the listing below.
After clicking on “Create Posting”, you will move to this screen. Click on “Create from Position Description” to begin the job posting details.
1. This list of approved position descriptions to choose from will appear below.

2. Or enter the position title, PIN, etc. here and click “Search”.
Click on “Create From” under the Action menu for the desired job posting to be created.
This is the “New Posting” information page.

1. The approved position description title will appear here.

2. Organizational structure details will populate here based on the approved position description.

3. The workflow will begin with “Under Review by HR for both Faculty and Staff positions.”
1. Check this box if reference letters will be required for the position. If you do not wish to accept reference letters then leave the box blank.

2. Leave the box for “Accept online applications?” checked.

3. This field will remain blank as the only method applications will be accepted is online.
Once all the “New Posting” details have been entered, click “Create New Posting” to move to the next page.
1. The green confirmation bar at the top will appear to indicate the posting was started successfully.

2. The page you are currently working on will display here.

3. Required fields are represented with an asterisk (*).
1. Details from the approved position description will populate into the Job Posting for these pages to help build your request.

<table>
<thead>
<tr>
<th>Title Code</th>
<th>123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Category</td>
<td>No Response</td>
</tr>
<tr>
<td>FLSA</td>
<td>exempt</td>
</tr>
<tr>
<td>Salary Grade</td>
<td>A</td>
</tr>
<tr>
<td>Min Salary or Wage</td>
<td>Commensurate with experience</td>
</tr>
<tr>
<td>Mid Salary or Wage</td>
<td>Commensurate with experience</td>
</tr>
<tr>
<td>Max Salary or Wage</td>
<td>Commensurate with experience</td>
</tr>
<tr>
<td>Required Education</td>
<td>An earned Doctorate degree. Candidate that are ABD may be considered but have an earned doctorate at the time of appointment</td>
</tr>
<tr>
<td>Required Experience</td>
<td>to be determined by the department</td>
</tr>
</tbody>
</table>

Area of Required Experience
1. The desired posting title can be listed in this field.

2. Preferred qualifications will populate here.

Position Details cont’d…
1. **Job Duties**

   The job duties are as follows:

   - **Description of Job Duty/Responsibility:** Conducts research, writes, submits articles for publication in academic journals, and submits proposals for grants.
   - **Essential Duty?** Yes
   - **Percentage Of Time** 20

   - **Description of Job Duty/Responsibility:** Adheres to established class schedule and office hours. Submits contracts, book requests, syllabi, grades, evaluations and other required paperwork.
   - **Essential Duty?** Yes
   - **Percentage Of Time** 10

   - **Description of Job Duty/Responsibility:** Serves as an advisor to students. Participates in University, College, and Department committees.
   - **Essential Duty?** Yes
   - **Percentage Of Time** 10

   - **Description of Job Duty/Responsibility:** Collaborates with faculty in development of curriculum and programs.
   - **Essential Duty?** Yes
   - **Percentage Of Time** 10

   - **Description of Job Duty/Responsibility:** Performs other duties as assigned.
   - **Essential Duty?** No
   - **Percentage Of Time** 10

2. When finished reviewing, click “Next” to continue.
1. Budget Information populates into the Job Posting but will allow changes if necessary.

2. If changes are needed, make the appropriate changes below and click “Save”.

3. When finished reviewing, click “Next” to continue.
If the position is grant funded or research the Export Controls details will populate from the approved position description.
Export Controls cont’d…

1. Posting Text required based on the Export Control regulations will be listed here per the review completed by the Office of Research Compliance. These details will carry over in to the published job posting when applicants apply.

2. Click “Next” to continue.
1. Begin entering the Posting Details here.

2. The “Posting Summary” is a brief description of what the position does and the related job responsibilities. Details to make the position more attractive may also be included here.

3. If the position is temporary or adjunct, indicate how many positions are available.
1. List any media where the position is to potentially be advertised outside of PVAMU.

2. List the name of the Applicant Reviewer here. The Applicant Reviewer can be the Initiator or the Search Committee Chair.

NOTE – The Applicant Reviewer can review the Job Posting, Applicants and Change Applicant statuses from one workflow state to another based on the selection process.

NOTE – Any advertising media listed must be approved by the department’s Budget Head in accordance with the UAP for Employment Practices for the ad to be placed by HR. Pricing and ad placement will be coordinated by HR based on the media listed.
Click "Next" to continue.
1. Select the documents that applicant may attach when applying to the job posting by choosing “Optional or Required”.

NOTE – As a part of standard university procedure, all applicant will be required to attach a cover letter, resume or curriculum vitae, a list of three references with contact information and an unofficial transcript.

2. Click “Next” to continue.
1. The Guest User Account will be set up by HR and assigned for Search Committee members that are not PV employees.

2. Click “Next” to continue.
1. Search Committee members will be assigned to the Job Posting based on the Search Committee Identification form to be attached on the Posting Documents page.

2. Click "Next" to continue.
THIS PAGE IS NOT NEEDED, CLICK “NEXT” TO CONTINUE TO MOVE ON TO THE POSITION DOCUMENTS PAGE.
1. Fill in these details if reference letters will be required.

NOTE – If “Yes” is selected above, then applicants will be required to submit letters of recommendation. A system generate email will be sent to the applicant’s referees listed on the application. If only a list of references with contact is desired then select “No” above.
1. Attach the required preliminary EEO document on this page. The required EEO documents to be attached are the Search Committee Identification form, the Standard Evaluation Matrix and the Standard Interview Questionnaire.

NOTE – The above documents must be attached to the Job Posting Request to be approved and posted. The Job Posting Request will route to the Equal Opportunity Officer for review and approval.
1. Attach a document using one of the Action choices below.

2. Click “Next” to continue.
1. The basic details about the job posting created will be here.

2. If you need to edit a page, you can click on the “Edit” button next to the page or section you would like to edit.
1. The job posting will remain as a DRAFT until you route the action for approval.

2. To route the job posting, click on the “Take Action on Posting” dropdown menu.

Reference the appropriate workflow diagram on the PV TALENT webpage to determine where the position description should be sent next.
1. Once you have selected the routing option, this screen will appear.

2. Comments can be added here. If an action is being return the Initiator or previous Approver, then comment are required.

3. To add a posting to your Watch List, check the box. If you select the option “Keeping Work on this Position Request”, it is encouraged that you add it to your Watch List for easy retrieval later.

4. Click “Submit” to send the action for approval.
The green confirmation notification above will appear when you have successfully routed the position.