PV TALENT

Position Description and Applicant Tracking System

Our Tradition...

Your Opportunity
Creating a Student Job Posting
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
Prairie View A&M University Workflow

Last Update: 6/6/2014

Student Requisitions / Postings

Initiator - Dept. Head / Director - Dean / AVP - HR (SEO)

* All states can return to initiator

* can create only from approved PD

User Groups
Initiator: Department
Department Head / Director: Department
Dean / AVP: Dean / AVP
SEO: University – subset of HR

HR Only Statuses
Approve for Later Posting
Re-Posted
Re-Published

Posted
Closed/Removed from Web
Filled

Approve for Internal

Workflow Legend

System State

State Owner - user group who can move from that state to another state

Note

Email

NOTES:
Posting can be canceled at any point in the process; Non-HR users can cancel postings prior to approval.
The above blue background informs the end-user that he is in the Applicant Tracking portal for PVTALENT.

Observe the Three Bold White Tabs:

1. Home
2. Postings
3. Hiring Proposals

Click on Postings, navigate to Students and click. Next, click on Create New Posting.

Click on New Position Description.
You are now on the **Student Position Descriptions** screen.

Hover over the **Position Title** you created under **Position Descriptions**. Go to **Actions** and select **Create From**.
You are now on the **New Posting** screen.

Notice all the information is *pre-populated* from the Position Description screens.

**Applicant Workflow:** Establish the next step in the workflow, which should be **Under Review by Dept.**

**References:** If reference are required, select the box and choose what state in the workflow the candidate should submit the references. *This is optional.*

**Online Applications:** This box should always be checked.
You are now on the **Position Details** screen. Notice the **green box** at the top of the screen.

### Classification Details

<table>
<thead>
<tr>
<th>Classification Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Title</td>
</tr>
<tr>
<td>Title Code</td>
</tr>
<tr>
<td>Job Category</td>
</tr>
<tr>
<td>FLSA</td>
</tr>
<tr>
<td>Salary Grade</td>
</tr>
<tr>
<td>Min Salary or Wage</td>
</tr>
<tr>
<td>Mid Salary or Wage</td>
</tr>
<tr>
<td>Max Salary or Wage</td>
</tr>
<tr>
<td>Required Education</td>
</tr>
<tr>
<td>Required Experience</td>
</tr>
<tr>
<td>Required Knowledge, Skills &amp; Abilities</td>
</tr>
<tr>
<td>Required Certification(s)/Licensure(s)</td>
</tr>
<tr>
<td>Weekly pay Rate</td>
</tr>
</tbody>
</table>

### Department Information

<table>
<thead>
<tr>
<th>Department Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Location</td>
</tr>
<tr>
<td>Department Phone Number</td>
</tr>
<tr>
<td>Department Fax Number</td>
</tr>
<tr>
<td>Primary Supervisor's Name</td>
</tr>
<tr>
<td>Primary Supervisor's Title</td>
</tr>
<tr>
<td>Primary Supervisor's Email</td>
</tr>
<tr>
<td>Initiator's Name</td>
</tr>
<tr>
<td>Initiator's Phone Number</td>
</tr>
<tr>
<td>Initiator's Email</td>
</tr>
<tr>
<td>Department Address</td>
</tr>
<tr>
<td>Work address, if different from department address</td>
</tr>
</tbody>
</table>
You are now on the **Position Details** screen. Notice the green box at the top of the screen.

**Position Information**

- **Posting Title**: Student Research Assistant BDE
- **PIN #**: STU00011PD
- **Primary Purpose of Position**: Filing
- **Academic Year**: AY 1314
- **Semester**: Summer 1, Summer 2
- **Funding Type**: Student Hourly
- **Academic Classification**: Junior, Senior, Graduate
- **# of Graduate Students**: 2
- **Desired Work Schedule**: Monday – Thursday 10:00am – 3:00pm
- **Preferred Education**: 60 earned hours of coursework
- **Preferred Experience Requirements**: 2 years’ experience in research
- **Preferred Knowledge, Skills & Abilities**: Intermediate knowledge of MS Office
- **Preferred Licenses/Certifications**: None
- **AA/EEO Statement**: Don’t discriminate

**Job Duties**

List, in order of importance, specific major duties and responsibilities and estimate the average percentage of time spent on each which are not unique or specific to the job. If possible, use descriptive terms that relate to the objectives or end results of the job responsibility (Example: Prepares charts and diagrams to assist in problem analysis, and submits recommendations for solutions). Each statement should be brief and concise, beginning with an action verb. Use a separate statement for each major duty or responsibility. Duties or responsibilities that take less than 10% of employee's time should not be shown as a separate statement but grouped under a duties page "performs other duties as assigned".

1) Walk through the process in performing the task and consider the tools and resources used, people involved, types of decisions.
2) Use the Essential Functions Checklist to determine if specific tasks are considered essential functions as defined under theAmericans with Disabilities Act.
3) Ensure that a task is not a restatement or overlap of another statement.
4) Review the order of importance and percentage of time.
5) Ensure job duties percentage totals 100%. To add a new entry, click the Add New Entry Button Below. To view more details about a click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.

Click **Next**.
You are now on the Export Controls screen.

Export Controls (Research and Grant-Funded Positions Only)

Export Controls

- Principal Investigator Name
- Principal Investigator Phone Number
- Principal Investigator Email
- Sponsor/Funding Agency
- Agency Proposal Number (if known)

Export Controls - Details

Your response to the questions below any aspect of your sponsored research, research@pvamu.edu.

- Do job duties involve working with items/articles, software or technology listed on the EAR/Commerce Control List or the ITAR/U.S. Munitions List?
- Does the job duties involve work with any embargoes or sanctioned country? Follow these links for listings:
- Does this position require U.S. citizenship based on the grant's activity?

*Notice each time you click next, the green bar appears at the top of the screen.

Click Next.
You are now on the **Posting Details** screen.

Enter the appropriate information in the required fields.

*Notice each time you click **next**, the **Editing Posting** menu appears on the left of the screen.

**Applicant Reviewer:** Select a reviewer from the drop-down menu. You may choose more than one.

Click **Next**.
You are now on the **Supplemental Questions for Posting** screen.

If you would like to add additional questions, please click on **Add a question**.

If you have **Included Supplemental Questions**, you may select them here.

Can’t find your questions? Please click on **Add a new one**. Submit once completed.

Click **Next**.
You are now on the Applicant Documents screen.

You may select the order, type of document and requirement as you deem necessary.

1. Resume – Applicant’s experience and education
2. Cover Letter – Stating your case for the position
3. Transcripts – Official educational history
4. Curriculum Vitae – Lifetime overview of applicant’s experience and qualifications
5. Teaching Philosophy – Your perspective/philosophy of teaching
6. Writing Sample – Illustrates your ability to write
7. Unofficial Transcripts – Unofficial educational history
8. Other documents 1 – miscellaneous items that may state your case for employment
9. Other documents 2 – miscellaneous items that may state your case for employment
10. Other documents 3 – miscellaneous items that may state your case for employment
11. Multi Media – videos, images, URLs
12. Award Letter – Displays the student’s award by term
13. Detailed Class Schedule – student’s class schedule
14. Certificate of New Hire Orientation – Certificate showing completion of new hire orientation

Click Next.
Applicant Tracking

You are now on the **Reference Letters** screen.

Please enter the reference information if you are requiring references.

Click **Next**.
You are now on the **Posting Documents** screen.

<table>
<thead>
<tr>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Plan</td>
</tr>
<tr>
<td>Print Ad Text</td>
</tr>
<tr>
<td>Advertising Copy / Tear Sheet 1</td>
</tr>
<tr>
<td>Advertising Copy / Tear Sheet 2</td>
</tr>
<tr>
<td>Advertising Copy / Tear Sheet 3</td>
</tr>
<tr>
<td>Search Committee Identification Form</td>
</tr>
<tr>
<td>Standard Evaluation Matrix</td>
</tr>
</tbody>
</table>

You may choose, **upload new**, **create new**, or **choose existing**.

Click **Next**.
Click on **Edit** to make corrections and then click **Next** until you return to the New Position Description screen. **You must clear any ! before you continue.**

Click on **Take Action On Posting** and move the request to the appropriate approver.

Please note the symbols below:
- ✓ Everything is completed
- ! Missing information
The **Take Action** screen will appear. Review where you have decided to route your position in bold print as noted below.

Notice the options available to you:

**Comments:** You can add comments that can be seen by other users.

**Watch List:** Your position will appear on your home screen to watch as it is routed through the process.

A green bar will appear at the top of your screen.

You may see how the posting looks and print the posting using the options available to the right.

Click **Submit**.

Click on the **Home** tab and you’re complete!

*To view your position, check your **Watch List**.
End of this Section