Table of Contents

Post a Job

The Post A Job page uses the Post Job Wizard to walk you through the four-step job posting process. This page is divided into four sections that correspond with the job posting process. Click the links below to navigate to a particular step in the job posting process. Required fields are marked with a red asterisk *).

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Contents

Step 1 - Position

Step 1 - Position allows you set job position parameters. All information available in the drop-down menus is created using the Departments and Job Positions pages. See Departments and Job Positions to add your job information if it is not available. Before proceeding, ensure that you are posting the job position to the correct district, coop, or organization. You can verify this by reading the statement beneath the **Public**, **Internal Only**, and **Hidden** buttons. The statement reads: **This position will be posted for <District/Coop/Organization Name>**.

Set position parameters

Enter the Position Name and Description

Field	Description
Position	Click **[v]** to choose a position for this posting.
Department	Click **[v]** to choose a department for this posting.
Name/Headline	Type a job announcement headline.
From and To Dates	Either type in the date or click in the field next to the calendar icon to open the calendar.
Description	Type the job's description if one is not already available. You may also add or edit information in this field as needed.
Open	Indicate the number of available positions.
Reference Number	Type the associated reference number. This field is optional.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Job Visibility</td><td>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Public</td><td>This indicates that the job post is open to both internal and external candidates.
• Do not click this field if your job post is internal only.
• Your job will be visible on the homepage under Recently Posted Jobs if made public.</td></tr>
<tr><td>Internal Only</td><td>This indicates that the job post is only for internal candidates.</td></tr>
<tr><td>Hidden</td><td>Hide the job post to all users.</td></tr>
</table>
</td></tr>
</table>

Field	Description
Continue	Proceed to Step 2 - Requirements.

Step 2 - Requirements

Step 2 - Requirements allows you to set job requirements for positions. Job requirements are created using the Requirements page. Job requirements are then linked to specific jobs using the Job Requirements Link page. Doing so allows you to set specific requirements to certain job positions. Use the Requirements page and the Job Requirements Link page to create the correct requirement to job associations.

Add or remove requirements

Two grids are presented under **Grouped Options – Available Requirements** and **Selected Requirements**. Available requirements display in the Available Requirements field. Requirements created using the Job Requirements Link page display under **Selected Requirements**.

Click on a requirement to move it between both fields.

Field	Description
Continue	Proceed to Step 3 - Add Questions.
Back	Return to Step 1 - Position.

Step 3 - Add Questions

Step 3 - Add Questions allows you to assign forms (grouped core questions) as well as add job specific questions to the job posting. See Core Questions if you need to add or remove a core question.

Assign Forms

Field	Description
Please utilize the menu below to assign / remove forms from this position.	Select forms whose core questions should appear on the job application. Forms that are linked to job positions using the Position Form Link page will display. Click the **X** to remove a selected job position. You can also press BACKSPACE.
Assigned Forms List	A list of assigned forms displays here.

Add references

References

Field	Description
How many references are required	Select the number of references that are required from the applicants for this position.
If references are requested please select	Select the reference form that will be sent to references. See Reference Requests for more information.

Add custom questions

Job specific questions can be added under **Review Current Questions**. By default, there are no questions in the grid.

Field	Description
Add New Custom Question +	The Add a Custom Question window will open. Use the Add a Custom Question window to create custom questions.

Search and view custom questions

All custom questions are displayed in a grid on this page.

Field	Description
Group Heading	Displays the group that the question belongs to.
Question	Displays the custom question.
Type	Displays the question's form element (text, drop-down, etc.).
Data Label	Displays the type of label used to identify the question.

Edit or delete custom questions

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Edit</td><td>Edit a question.
The Question Details window will open.
<table>
<tr><td>Save Question</td><td>Save your question.</td></tr>
<tr><td>Cancel</td><td>Cancel and return to the previous page.</td></tr>
</table></td></tr>
<tr><td>Delete</td><td>Delete the row. A confirmation message is displayed prompting you to continue.
OK: Delete the row.
Cancel: Cancel and return to the previous page.</td></tr>
</table>

Field	Description
Continue	Proceed to Step 4 - Share.
Back	Return to Step 2 - Requirements.

Step 4 - Share

Step 4 - Share allows you to set the job approval workflow, share the job posting with other stakeholders, and set the interview workflow. There are three tabs to set the job post's job approval workflow, sharing, and interview workflow. See Job Approval Workflow and Interview Workflow to add, edit or delete job approval workflow or interview workflow, respectively.

Set the job approval workflow

Job approval workflow is set under the **Job Approval Workflow** tab. A job approval workflow is comprised of users who must review and approve of a job posting before it is visible to applicants.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Select Job Workflow Approval</td><td>Click [v] to select a job approval workflow.</td></tr>
<tr><td>Adjust Users in Workflow</td><td><table><tr><td>Available Users</td><td>Click a user name to move the user to the Selected User field.</td></tr><tr><td>Selected Users</td><td>Click a user name to remove the user from the job workflow.</td></tr></table></td></tr>
</table>

Set share privileges

The **Sharing** tab, allows you to set user privileges to edit, delete, or share the job posting by selecting **Edit**, **Delete**, or **View**. Available users are listed in a grid under the Sharing tab. Members of the Job Approval Workflow are automatically assigned view permissions.

Note: When an applicant clicks **Ask a Question** on the Job Detail page, the message is delivered to everyone with share privileges.

Set or adjust the interview workflow

The **Interview Workflow** tab allows you to assign users to particular steps of the interview process.

Field	Description
Select Interview Workflow	Click **[v]** to select an interview workflow. If the interview workflow choices do not fit the job posting or the organization's need, you can edit, add, or delete the workflow using the Interview Workflow page. You may also adjust an interview workflow under Adjust Interview Steps.

To adjust an interview's workflow steps

Add New Step

Field	Description
Step Name	Type the new step's name.
Interviewer	Select the interviewer.
Add New Step	Add a new step, which is added to the **Current Steps** grid.
Λ	Click to move the interview step up the grid.
V	Click to move the interview step down the grid.

Delete an interview workflow step

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

Submit the job posting

When all steps are complete, you are now ready to post the new job. If you are ready to make the job public, make sure you have selected **Public** or **Internal Only** in the **Step 1 - Position**. This can always be changed by editing the job posting.

Field	Description
Submit	Post the job. • A message indicating that the job was successfully posted is displayed. • An email is sent to those who have access to the job posting.
Back	Return to Step 3 - Add Questions.