

Creating a Faculty/Other Posting Job Aid

Purpose: When creating a faculty posting in People Admin 7, use this as a guide to completing the required and optional forms and fields. Reference the **Creating A Faculty Posting QRG** for information on the process of creating a posting.

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Create a New Faculty/Other Posting

Please choose to create the posting from one of the following options:

1. Create from Classification – If choosing this option, please select the correct Classification on the next screen. If posting an Open Rank position, please choose the lowest Classification (i.e. Clinician, Assistant Professor)
 2. Create from Posting – This option is used to create from a previous posting
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New Posting

This section provides basic details regarding creating a new faculty/other posting. Use the tables below as guidance for each field.

New Position Description	
*Working Title	The working title (or advertised title) should be the Working Title for the desired Faculty posting (e.g. Associate Professor of English or Adjunct Assistant Professor).
*Division	These fields will be pre-populated based your PeopleAdmin account. If you need to create a posting in a department that is not available to you, please contact UHR Recruitment.
*College/Unit	
*Department	
Workflow State	Pre-populated: Under Review by Posting Admin.

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References	
Accept References	If you would like the system to email the applicant's references, check this option. For more guidance, please use the Reference Letter Tool Job Aid .
Online Applications	
Accept Online applications?	Pre-populated: Checked.
Special offline application instructions	To be completed for Affiliate postings.
Accepted Application Forms	
Faculty/Other Application	Required, Check this box.

Position Details

Classification Information	
This area is prepopulated based on classification selection.	
University Title	Pre-populated based on classification selection.
Salary	Commensurate with qualifications.
Job Category	Faculty/Other.
Posting Details	
*Appointment Type	Make the appropriate selection. This is an editable field that will be carried over to the hiring proposal.
*Base of Employment	Make the appropriate selection. This is an editable field that will be carried over to the hiring proposal.
*Pay Frequency	Monthly or Semi Monthly
*Number of Months Employed per Year	1-12 months Select 5 months for semester equivalent.
Location (if other than Ames)	This field is helpful if the work will be performed somewhere other than Ames for the majority of the time.
*Supervisor's Name	Enter supervisor's name, which will not be viewable on the posting.
*Supervisor's Email	Enter supervisor's ISU email, which will not be viewable on the posting.
Number of Positions	1-9, Pool
*Working Title	Pre-populated from posting settings but editable if needed
*Advertised Employing Department	Please use department name (e.g. English) as opposed to department number.
*Full or Part Time	Full/Part Time.
*Fraction	Used toward FTE total.

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Additional Information	Please note important characteristics regarding any of the fields in the Posting Position Detail section to be communicated to posting approvers or UHR.
*Summary of Duties and Responsibilities	A job summary is a structured overview of the key aspects of a position. The information in this section should provide the applicant with a clear understanding of the position's essential duties, responsibilities as well as soft skills and abilities of the ideal candidate.
Department/Program & College Description	Departments/Units can provide a description of program to provide applicants a better idea of their potential work unit.
About Iowa State University and the Ames Community	Pre-populated.
*Required Education and Experience	Required qualifications include what is minimally acceptable in order to perform the duties of the position.
*Preferred Education and Experience	Preferred qualifications identify additional measureable qualifications that help assess applicant pools. Preferred qualifications are helpful during the hiring process to rate candidates.
Required Licensure(s)/ Certification(s)	This section should include any licensure or certification that is required to perform the duties and may vary by position.
Required Credentialing agency name	Enter credentialing agency name and contact information.
Required Credentialing agency website/contact information	
Preferred Licensure(s)/ Certification(s)	This section should include any licensure or certification that is preferred to perform the duties and may vary by position.
Preferred Credentialing agency name	Enter credentialing agency name and contact information.
Preferred Credentialing agency website/contact information	
Application Instructions	Pre-populated. This section should be modified based on required/optional documents the applicant should upload when applying. Do not edit or remove the code (e.g).
*Proposed Start Date	Enter the proposed start date or text such as "As soon as possible".
Proposed End Date or Length of Term	Only enter if the posting will be term or if there is a known end date for position.
*Is this posting for external or internal (to ISU), or waiver of	Internal/External/Waive of Advertisement.

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advertisement?	
Business Rationale for internal posting or waiving advertisement	Provide a written description for not posting externally.
For waiver, name of intended hire(s).	Please enter first/last name.
List the recruiting resources the department intends to further advertise the posting. The position will automatically be posted on iastatejobs.com and the Iowa Workforce website. Additional advertising is the responsibility of the hiring department.	<ul style="list-style-type: none"> ✓ ISU Employment Opportunities Website ✓ ISU Employee ✓ Website (other than ISU Employment Opportunities) ✓ Placement Office ✓ Trade Journal ✓ Newspaper ✓ Other
Indicate which specific website, placement office, trade journal, newspaper or other resource that you intend to use.	This field should document any resources the department intends to use to advertise this posting. During the hiring proposal process, you will be asked to confirm if the resources intended were actually used.
*Department Contact Name	This will be posted as a contact for applicants.
Department Contact Phone	
*Department Contact Email	
Department/Unit Website	Departments/Units can provide links to their specific URL to provide applicants a better idea of their potential work unit.
Guaranteed Consideration Date	Insert the date in which consideration would be granted.
Posting End Date	Insert the end date of the posting or leave blank for a pool posting.
Background Check	
What type of background check would you like to conduct?	Information on background check options can be found at: http://www.hrs.iastate.edu/hrs/node/210
Rationale for a credit check	Enter rationale for a credit check, as most candidates do not receive this type of background check. http://www.policy.iastate.edu/policy/background#credit
*Account for background check charge	Account to be charged when the background check is run. Only 7 digits, without dashes.
Sub-Account for background check charge	Optional, only 6 digits, without dashes.
Advertising Details (HR Only)	

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UHR will populate the Posting Announcement Date, Posting End Date, Special instructions, Open Until Filled and Pre-Employment Screening information for the posting.

Supplemental Questions

The supplemental questions section can be used later to inform the rating process of applicants. There are a few options for supplemental questions:

Adding New Supplemental 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 New Supplemental 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.

The posting admin or search committee can set up parameters or points for the supplemental answers. The text below explains the automatic rating options:

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.

Applicant Documents

Indicate applicant documents that will be required, optional, or not used on the posting. Be sure to update Application Instructions (on the posting) if selecting "other documents".

Posting Documents

Uploading supporting documents, such as Waiver of Advertisement approval and/or any other relevant documents/emails, etc. can be attached in this section.

Guest User

The guest user account can be made and distributed to search committee members to allow access to applicant materials and documentation. The guest account can be used for multiple users. After logging into a guest account, the relevant posting is viewable but not editable.

To utilize the guest user, click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed. You can

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notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Search Committee

Currently not utilized by ISU.

Ranking Criteria

Currently not utilized by ISU.

Reference Letters

Reference Letters	
If you would like the applicant to provide references, please complete this section. Please see Reference Letter Tool Job Aid for more detailed instructions.	
Accept References	If you would like the applicant to enter references, change to Yes. References are recommended for Assistant level or Lecturer positions.
Minimum Requests	Enter the minimum amount of references the applicant must enter. Be sure to enter a number smaller than the maximum.
Maximum Requests	Enter the maximum amount of references the applicant must enter. Be sure to enter a number larger than minimum.
Cutoff Date	Enter the last day in which the reference is able to submit a reference letter (if using Reference Letter Tool configured in the posting settings).
Provider Special instructions	Enter special instructions to be included in the reference request email (if using Reference Letter Tool configured in the posting settings).