

, 1, 7, \$7(\$ 5(&58,70(17 326,7,21 \$11281&(0
, 1 3\$*(83)DFXOW\

*(1(5\$/ ,1)250\$7,

6<67(0 /2*,1

,QWURGXFWRQ

LQQG SRE/VDQJ IRU

—

7KH &68 6KDUHG
6\ VWHPV DFFHV V SDJH
GLVSOD\ V

(QWHU \RXU 1HW, '
3DVVZRUG DQG &OLFN
/RJLQ

<RX ZLOO EH UHGLUHFHWG
WR WKH 'XR
DXWKHQWLFDWLRQ SDJH
8VLQJ D PRELOH GHYLFH
RU NH\ IRE WRNHQ
&OLFN (QWHU D
3DVVZRUG

(QWHU WKH 3DVVZRUG
SURYLGHG DQG &OLFN
/RJLQ

8VLQJ D PRELOH GHYLFH
6HOHFWRORRQ
RSWLRQ

6HQQ OH D 3XVK
RSWLRQ

3RS XS EORFNHUV PXVW EH
GLVDEOHG LQ RUGHU WR
FRPSOHWH WKH VWHSV
RXWOLQHG EHZ

'DVKERDUG 1DYLJDWLRQ

Note: either the tiled or Recruiter (list) dashboard will display depending on your assigned role. Both versions are shown here

)URP WKH /LVW
'DVKERDUG FOLFN 1HZ
-RE IURP WKH -REV
VHFWLRQ XVLOQJ WKH
KDPEXUJHU PHQX LFRQ

)URP WKH 7LOHG
'DVKERDUG FOLFN 1HZ
-RE IURP WKH -REV WLOH

7UDQVDFWLRQ 'HWDLOV

6HOHFW D MRE WHPSODWH

6HOHFW DPKH
GHSDUWPHQW LQ ZKLFK
WKH SRVLWLRQ UHVLGHV
8VLQJ WKH ELQRFXODUV
LFRQ HQWHU WKH SRVLWLRQ
QXPEHU EHJLQQLQJ ZLWK
(% (DVW %D\
6HOHFW (DVW %D\
WKH &DPS&V OLVW
6HOHFW WKH
)DFXOW\ 7HQXUH
7UDFN 25)DFXOW\
/HFWXUHU 3RRO
7HPSODWH
7K7HQXUH 7UDFN
RU /HFWXUHU
WHPSODWH FDQ EH
YLHZHG LQ WKH
3UHYLHZ(ILHOG
&OLFW)

5HYLHZ 3RVLWLRQ 'HWDLOV

3RVLWLRQ 1XPEHU %
H[DPSOH

Click the carrot to the right side of the field to review position details; Contact your Faculty Affairs and **DO NOT MOVE FORWARD** if any value is incorrect. Note: position details **will not be visible** if the binoculars search feature was not used to enter the position number

&RPSOHWH WKH
5HTXLVLWLRQ ,QIRUPDWLRQ

6HOHF% W\DFXOW\
7HQXUH 7UDFN 25
)DFXOW\ /HFWXUHU
3R50HFUXLWPHQW
3URFHVV IURP OLVW

6HOHF% WKH
)DFXOW\ 7HQXUH
7UDFN \$SSOLFDWLRQ
)RUP 25 (%
)DFXOW\ /HFWXUHU
\$SSOLFDWLRQ)RUP
IURP OLVW

6DODU\ 5DQJH *UDGH
LV D PDQXBQ HQWU\
&

Note, all other values will default from Peoplesoft position details or values selected on the previous Job Template page

% 6HOHFW WKH UHDVRQ
IURP WKH OLVW RI DYDLODEOH
RSWLRQV

' 6HOHFW WKH ZRUN W\SH
IURP WKH OLVW RI DYDLODEOH
RSWLRQV

9DOLG (DVW %D\ RSWLRQV

" ***Instructional
Faculty –
Tenure/
Tenure-Track***

" ***Instructional
Faculty –
Temporary/
Lecturer***

(6HOHFW WKH KLULQJ W\SH
IRUP WKH OLVW RI DYDLODEOH
RSWLRQV

Note: Probationary is used
for Faculty hires

) ± 6HOHFW WKH MRE VWDWXV
IURP WKH OLVW RI DYDLODEOH
RSWLRQV

Note, Per Diem and
Emergency Hire will not be
used at this time

(QWHU WKH -RE 'HWDLOV

(QWHU -RE
6XPPDU\ %DVLF
)XQFW\$RQ
(QWHU WKH 0LQLPXP
4XDOLILF\$WLRQV
(QWHU WKH 5HTXLUHG
4XDOLILF\$WLRQV
3UHIUUHG
4XDOLILFDWLRQV LV DQ
RSWLRQDO ILHOG
7KH 6SHR\$Q\$WLRQV
ILHOG FDQ EH OHIW EODQN
(
(QWHU WKH /LFHQVH RU
&HUWLILFDWLRQV
UHTXLUH\$HQWV
7KH 3K\VLFDQ
5HTXLUH\$HQWV ILHOG FDQ
EH OHIW EODQN GHWDLOV
FDQ EH LQFOXGHG LQ
0LQLPXP 4XDOLILFDWLRQV
LI DSSOL\$FDEOH

&RPSOHWH WKH -RE 'XWLHV
6HFWLRQ

7KH -RE 'XWLHV ILHOG LV
QRW X\$HG
6HOHFW

&RPSOHWH WKH 3RVLWLRQ
'HVLJQDWLRQ ,QIRUPDWLRQ

6HOHFW WKH
W\SH IURP OLVW
6HOHFW
&RQIOLFW R%,QWHUHVW
,I DSSOLFDEOH \$WKOHWLFV
VHOHFW &&\$
,I DSSOLFDEOH VHOHFW
<HWR LGHQWL\ D
6HQVLWLYH SRVLWLRQ DQG
SURYLGH D UHVSQRVH IRU
relevant criteria (D)

&RPSOHWH WKH %XGJHW
'HWDLOV 6HFWLRQ

6HOHFW %HQHILWV
(OLJLEOLW\
Benefit Eligibility Criteria
\$Q \$QWFLSDWHG +LULQJ
5DQJH LV UHTXLUHG IRU
DOO VWDII SRVLWLRQV %
*UDQW)XQGLQJ GHWDLOV
VKRXOG EH RXWOLQHG LQ
WKH %XGJHW &KDUW
ILHOG \$FFRXQW VWULQJ
ILHOG
7KH &RVW &HQWHU
GHIDXOWV IURP
3HRSOH'RIW
6HOHFW WKH DSSURSULDWH
3D\ 3ODQ IURP OLVW
2II 0RQWKV DUH
UHTXLUHG IRU
DQG SD\
SODQV

(± 6HOHFW WKH
DSSURSULDWH SD\ SODQ
IURP WKH OLVW RI DYDLODEOH
RSWLRQV

Note: **AY for instructional
faculty positions**

&RPSOHWH WKH 6HDUFK
'HWDLOV ,QIRUPDWLRQ

(QWHU RU 6HOHFW WKH
6HDUFK &RPPLWWHH
&KDL\$U
\$GG 6HDUFK &RPPLWWHH
0HPEHU

% ± ,GHQWLI\ WKH 6HDUFK
&RPPLWWHH 0HPEHUV

&OLF\$IGVCK6HDUFK
&RPPLWWHH 0HPEHU
EXWWRQ
(QWH)LLVWKG
/DVQDPH7RUDP
WKH HPSOR\HH EHORQJV
WR\$
&O6HDUFK %
&O\$6KH[W WR WKH
WHDP RI WKH HPSOR\HH
\RX↑YH VH0HFWHG

Note/Highli[.1<0044>4.6<2hli

6HOHFW \$SSURYDOV
:RUNIORZ 3URFHVV

,GHQWLI\ WKH DSSURSULDWH
\$SSURYDO SURFHVV

Note, the Approval
Process Workflow
Selection Tool section
contains details regarding
the tool developed to
assist users with making
the appropriate selection

9DOLGDWH WKH 5HSRUWV WR
FKDLQ SRSXODWHV
DFFXUDWHO\ EDVHG RQ
SRVLWLRQ GDWD DQG
DSSURYDO SURFHVV
VHOHF\LRQ
)DFXOW\ \$IIDLUV
UHVLHZ LV SUH
SRSXODWHG
.DUHQ /LQJ VKRXOG EH
LQ WKH +5)DFXOW\
\$IIDLUV 5HSUHVHQWDWLYH
ILHOG
6HOHFW 3HQGLQJ
DSSURYDO IURP WKH
5HFUXLWPHQW 6WDWXV OLVW
(

\$ (DVW %D\ \$SSURYDO
:RUNIORZ 2SWLRQV

\$OO DSSURYDO SURFHVVHV DUH
GLIIHUHQW VR SOHDVH FKRRVH
FDUHIXOO\

6HOHFWDFXOW\ 7HQXUH
7UDFN -RE \$SSURYDO
WHQXUH WUDFN UHFUXLWPHQWV
25(%)DFXOW\ /HFWXUHU
3RRO \$SSURYDOHFWXUHU
SRRO UHFUXLWPHQWV

6HW 5HFUXLWPHQW 6WDWXV WR
3HQGLQJ \$SSURYDO \$

Note, not all users can
see the Recruitment
Status field. Visibility
based on assigned
permissions.

\$GG WKH 5HTXLUHG
\$WWDFKPHQWV

1DYLJDWH WR WKH
'RFXPHQWV
SDJH

6HOHFW 'RFXPHQW IURP
D ILOH IURP OLVW

)LOH 8SORDG

&O&SORDG DQG
VHOHFW WKH ILOH \RX ZLVK
WR XSORDG
&KDQJH WKH 'RFXPHQW
FDWHJRUI\ WR
5HFUXLWPHQW
'RFXPHQWV %
*LYH \RX ILOH D 7LWOH
&O&M DQG DGG
DQRWWRUDWDFK
DGLWLRQDO GRFXPHQWV
RU FOLFN DQG
FORVH '

5HTXLUHG 'RFXPHQWV
6DYH RU 6XEPLW

\$ UHTXLVLRQ QXPEHU ZLOO
EH DVVLJQHG ZKHQ D -RE
&DUG LV VDYHG RU VXEPLWWHG
IRU DSSURYDO

-RE &DUG RYSDO

\$IWHU \$SSURYDO

)DFXOW\ \$IIDLUV ZLOO
FRPSOHWH WKH -RE
7HPSODWH \$GYHUWLVQJ
7H[W DQG SRVW WKH
SRVLWRQ