Job Aid

Staff Posting

Audience: ☒ Certified HR Practitioner ☐ Centralized Practitioner ☐ Decentralized Practitioner ☐ University HR

Category:
Human Resources

Introduction:
 This document will assist Certified HR Practitioners with the steps necessary to review and approve Staff postings

Navigation:
The individual providing support will need access to UGAJobs – Certified HR Practitioner user role

Instructions:
Once the posting has been created by the **Initiator,** the **Approver** will review the request and transition the posting to the **Certified HR Practitioner**, who will then review and approve the posting request.

> **NOTE: If you will be acting as the Initiator, Approver and Certified HR Practitioner, remember to login (toggle) to the appropriate user role after each workflow transition.**

The Certified HR Practitioner will review and approve Staff postings utilizing the following steps:
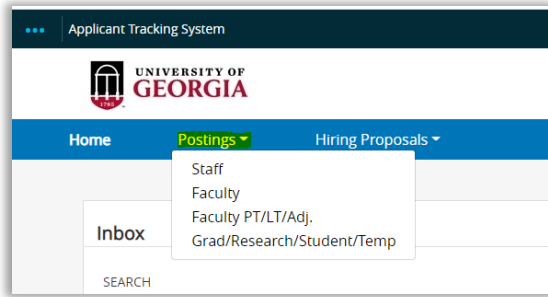
Postings assigned to you may be viewed in 2 ways:

- They will be visible from your Inbox, on the home screen, click the **Posting** tab at the top:
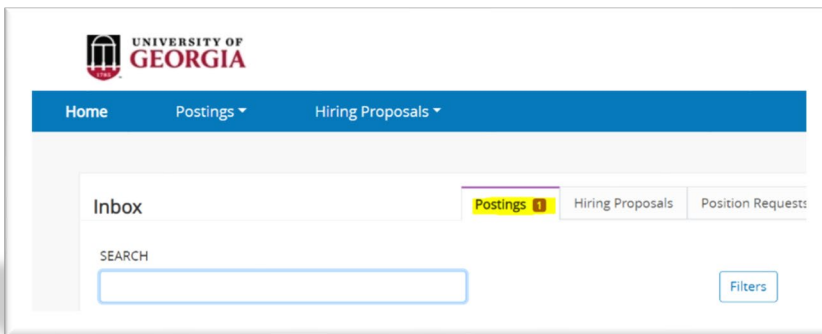
- They are located in **Postings** in the **Applicant Tracking System**
    a) From the UGAJobs home screen, Click on the 3 blue dots in the upper right hand side of the screen and Select **Applicant Tracking System**
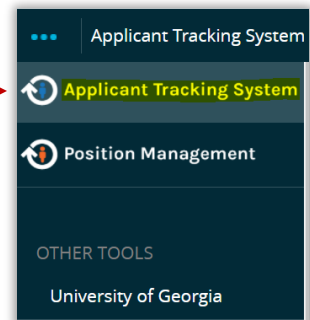
Click on the **Postings tab** and Select the section where the posting request is located:
Staff or Graduate/Research/Student/Temp

You can search by the Posting number to view an individual posting or see all postings assigned to you as the Certified HR Practitioner by selecting the workflow "**Certified HR Practitioner**"
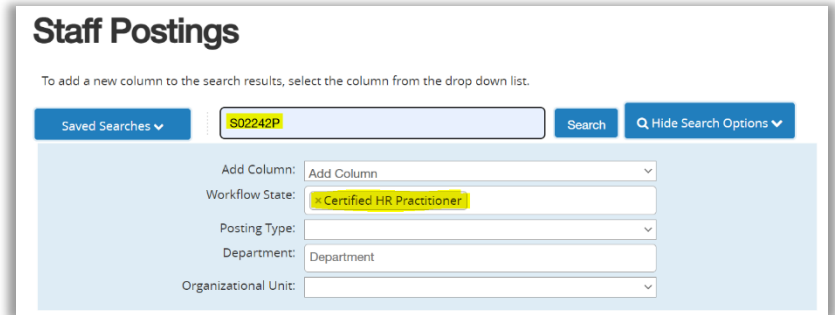
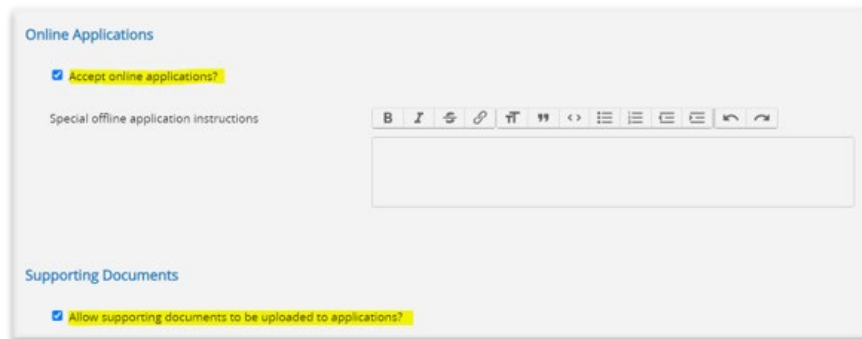# Open Staff Posting at the Certified HR Practitioner workflow stop

Under the Working Title, right click on the **Working Title** to open the Posting in a new tab

Accept Online Applications and Supporting Documents
Click on **"Settings"** tab
- Confirm the following boxes are selected:

Be sure to click **Update Settings** to save your selections, if updates are needed

> **NOTE: Do not change the department. Please work with your designated HR Team if you recognize a department change is needed.**

Review Notes from Department
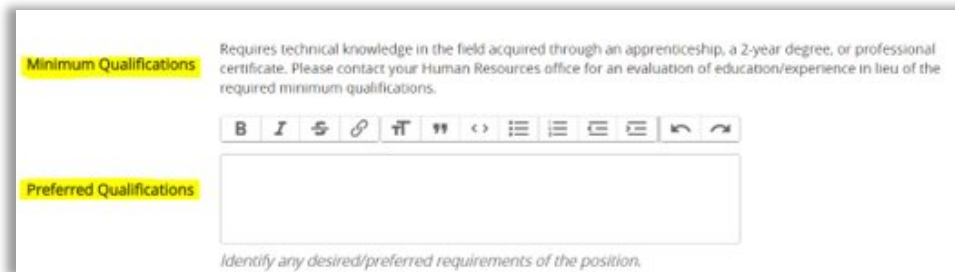
Click on **"History"** tab

- Notes can be added to share information between the Initiator and the Certified HR Practitioner as well as notes to Central HR, if needed.

Position Details Tab

All fields will be read only with the exception of the Preferred Qualifications.

Preferred Qualifications

Remove "required" or "must" language, these can only be preferences listed, not requirements. List any preferred education, degrees and/or training.

If any of the following fields are missing or incorrect, do not continue with the review process. We recommend canceling the posting and/or returning to the Initiator to cancel the posting and submit an Evaluate action and work with your designated HR Team to update the position.

- The Department on the posting differs from the department on the associated position
- Outdated classification-
  - OneUSG Connect Job Code-Is the BCAT updated?
  - Example: 471X00
    - Look for the X, historical Job codes will be numbers only
- Any answers are missing to the position of trust questions
- Duties & Responsibilities do not add up to 100%
- Discrepancy between FTE/Standard hours
- Incorrect pay group

NOTE: If a posting was created on the same day as a NEW position approval, the PeopleSoft Position Number will not appear on the posting.   If the PeopleSoft Position number is missing for any other reason, please work with your designated HR Team to determine if position integrated accurately. <u>Reminder:</u> Integration will occur 24 hours after a position has been approved.

If the position appears to be correct and no edits are needed, you can proceed with reviewing the posting by following the steps below:

Posting Details Tab

Helpful hints while reviewing:
- Confirm all fields with a red asterisk are complete
- Select Save and Continue to move to next section and automatically Save information
- Be sure to Save before moving back or to another screen

To begin review:

- Click "**Edit**" next to the Posting Title
- Review **Posting Details**
- **Posting Type:** Internal (PEP) or External.
    - If Internal (PEP) add a disqualifying Supplemental Question, **"Are you a current employee of the University of Georgia?"** in Posting Specific Questions.
    - Also add the following note in **The Special Instructions to Applicants** box: "**You must be a current employee of The University of Georgia to be considered for this position.**"

- **Retirement Plan:** Check the BCAT on the associated position and select the following:
    - 1-499 (Exempt): **TRS or ORP**
    - 500-900 (Non-Exempt): **TRS**
    - Part Time, FTE .49 or less: **GDCP**

- **Employment Type**: Select the following from the drop-down:
    - **Employee**: For Full or Part-time positions
    - **USG Affiliate:** Full or Part-time positions
        - USG Affiliate: USG Affiliates (re-branded from PeopleSoft's Contingent Worker) are not legal employees but perform work on behalf of the University
            - Examples: non-compensated affiliates, independent contractors, consultants, etc.
    - **Non-Paid Affiliate- Do not use this option**

- **Benefits Eligibility**:
    - Employees who work a minimum of 75% time are eligible for all benefits.
    - Employees who work at least 50% but less than 75% are eligible for retirement and leave benefits.
    - Employees who work 49% or less are non-benefits eligible (GDCP only)

- **Full/Part time**: Less than 100% is part time

- **Applicant Manager**: Best practice is to provide a minimum of 2 Applicant Managers to have a back-up, if needed. Add Applicant Managers here or submit a signed user request form to request Applicant Manager access via hrweb@uga.edu. If applicable, Central HR can approve this access after the Certified HR Practitioner has posted the posting.

- **Additional Schedule Information:**
    - The schedule the employee will work, including any additional hours that arise in this role.
    - Remove any required language, unless position is deemed as "Essential"

- **Advertised Salary:** Departments may use negotiable, commensurate with experience, etc. or include a salary range within the approved pay band for the classification. Salaries advertised must not be lower than the minimum listed on the pay band.
    - **UGA Pay Bands:** https://hr.uga.edu/employees/compensation/uga-staff-pay-plan/

- **Posting Date**: Publishing a posting at a future date is possible. You can use the "Approved-Pending" workflow when it comes time to "Take Action on Posting". This will put the posting on hold in the queue until the posting date is reached and then will automatically "go live" on the date requested within a few minutes after midnight.
  - ***Open Until Filled**: If selected, there will be no closing date
  - ***Closing Date**: Must be posted for a minimum of 5 business days.
    - Position will automatically close at midnight on the date chosen. Failure to comply would result in having to repost the position for the appropriate length of time before a hire could be completed. Holidays and weekends do not count towards the 5 business days.

- **Proposed Starting Date**: Recommended to choose at least 2 - 4 weeks out from date of posting review to allow time for recruitment and hiring process

- **Special Instructions to Applicants**: Include specific directions to applicants to review during their application process (requesting documents be attached). Remove any information indicating applicants must pass a background check.

- **Location of Vacancy:** Location of job should be selected

- **Recruitment Details**: Please list any other advertising sources
  - Example: Handshake or other external sources. All applicants **must** be directed to UGAJobs to officially apply

    NOTE: All positions posted competitively through UGAJobs will be automatically scraped and posted on Inside Higher Edu Careers portal.

    This is a complimentary advertisement resource provided by the University of Georgia, to be used as a recruiting tool - all applicants will be rerouted to apply directly in the UGAJobs applicant portal.

Select Save & Continue

Contact Information Tab – NEW!

Recruitment Contact   Allows for a greater candidate experience by connecting applicants with an individual (or individuals) within the department who can answer questions regarding the following:

- Posting/position details
- Recruitment progression
- Application process
- Status updates
- Other key information

The recruitment contact listed in this section will be published on the UGAJobs applicant portal and will allow the department to be the first point of contact for their candidates, allowing for a positive, impactful candidate experience. This individual should include the person(s) who are able to answer questions concerning this position or recruitment progression (i.e.; Search Committee Chair, Hiring Authority, HR Representative, etc.).

<u>Department Contact</u>   The Department Contact information is not published to the applicant portal. The individual(s) listed here should be able to answer questions concerning this posting request from designated workflow users (i.e.: Business Manager, Administrative Professional, HR Liaison, University HR, etc.). The individual(s) listed in each section may or may not be the same depending on your department.
<div align="center">**Select Save & Continue**</div>

Posting Specific Questions Tab

- Review any questions that have been added
- Utilize the library of already approved questions before adding a new question. You can search by keywords or phrases to locate a question.
- **The only disqualifying question is the current employee question for a PEP posting.**
- Remove any questions/comments that include passing a background check or include discriminatory language.
- **If there are any pending questions, please transition the posting to Central HR for review and approval; the question would not be part of the posting until approved.**

NOTE: **Any inquiry should be avoided that is designed to elicit information as to race, color, ancestry, age, gender, gender identify, sexual orientation, religion, disability, or arrest and court record**

Helpful Hints while reviewing:
All approved/active questions that have been added should be checked as required, but should not be disqualifying. Click on question, remove points, and unselect disqualifying boxes, if needed.

If answered **Yes** to "Is driving a requirement of this position?"

Add the driving question, "**Do you possess a valid driver's license?**"

If department selected the Posting Type as **Internal (PEP),** add the current employee question.

To add the current employee question, click on the orange "Add a question" button.

In the Keyword box, type "current" and press enter. Choose **"Are you a current employee of The University of Georgia?"**

Select the **Required** box and click on the question, *"Are you a current employee of the University of Georgia?"*

- ○ **No Response - 0 Points**, check Disqualifying box
- ○ **No - 0 Points**, check Disqualifying box
- ○ **Yes - 100 Points**

Position	Required	Category	Question	Status
1	☑	Uncategorized	Are you a current employee of the University of Georgia?	active ✕

Possible Answers: Predefined Options

	Answer	Points	Disqualifying
1.	No Response	0	☑
2.	No	0	☑
3.	Yes	100	☐

[Save] [<< Prev] [Save & Continue]

Select Save & Continue

Applicant Documents Tab

Determine which documents you would like applicants to attach in addition to their application. Choose whether a document is **Required** or **Optional.**

NOTE: If you choose to make an applicant document "**Required**", the selected document must be attached in order for the candidate to complete the application process.

If you are requesting applicants attach specific documents, be sure the appropriate documents are selected on this tab and included on the Special **Instructions to Applicants** on the **Posting Details** page.

Select Save & Continue

Search Committee Tab

Check for pending status; the posting will need to be transitioned to Central HR for approval of Search Committee Members. See instructions below for adding a Search Committee Member

To add a Search Committee Members to a posting: Click on the blue **Add Existing User** rectangle

Type the name of the employee to be added in the Search field
- ○ Enter at least 3 characters

Uncheck the box "Display search committee user group members only" to search for names, regardless of user access status

Add Existing User

Search: wendy gill
Department: _____ ▼   [Search]
☐ Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
illfedder	Wendy	1292523243906999087_emailaddressisized.zed	The University of Georgia	☐	Add Member

Displaying 1 User

Close

- A list of names will populate, click **Add Member** once you locate the correct name. You can select the box for Committee Chair if the department has identified the employee as the chair.

- Confirm email address to ensure you are selecting the correct search committee member

- If the chosen employee is missing an email address or has a non-UGA email address listed, contact your designated HR Team to assist.

- **If the employee does not currently have Search Committee Member access, the status will show as "pending". For approval, transition the posting to Central HR.**

- Once all names have been added, click **Save**

   NOTES:
   - The Certified HR Practitioner is able to add an **existing** Search Committee Member to a posting after the posting has been posted.
       o Locate the posting utilizing the posting number or selecting the posting from your list of postings and follow the steps above.
       o To trigger the email notifications to the Search Committee Members, you must select publish changes to the posting
       o If you would like to assign a non-UGA employee to the Search Committee, please contact your designated HR Team to utilize this function. They will be able to add a guest user to the posting on your behalf.

Select Save & Continue

Transition the Posting

Hover over "**Take Action on Posting**" and select the appropriate option:
- **Post Position (move to Posted – Certified HR)** for standard, competitive search postings
- **Approve for Later Posting (move to Approved-Pending-Certified HR)** for future dated posting dates
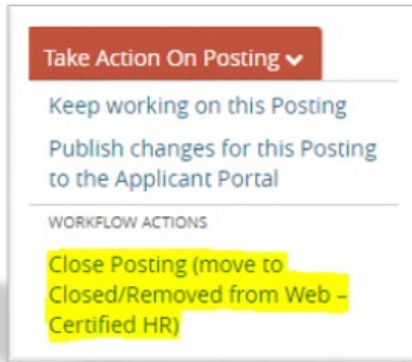- In the comment box add, "Approved for posting."

Move to **Central HR** for the following reasons:
- **Review and approval of supplemental question(s)**
- **Add and/or approve Search Committee Members**
- **Add non-UGA employee to Search Committee**
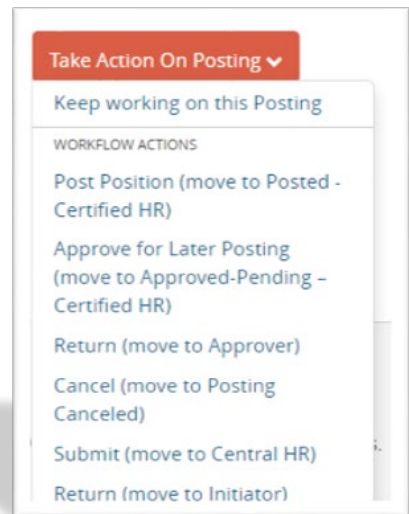
Close, Republish, and Fill a Posting

Close a Posting

For **Staff** postings: confirm the posting has been posted for a minimum of 5 business days. Weekends and holidays do not count towards the 5 business days.

*Failure to comply would result in having to repost the position for the appropriate length of time before a hire could be completed.

Graduate/Research/Student/Temp postings can be closed at any time.

Scroll through the posting, paying close attention to any exclamation points**!** at the section headers. This indicates information is missing from fields that will need to be populated before the posting can be transitioned to closed.

Republish a Posting

Reasons to Republish:
- Position was on hold due to funding and is now viable again
- Publish changes to the applicant portal after the posting has been posted for a period of time. This is to ensure posting is still visible to applicants and is often utilized for multi-hire postings.
- Posting closed too early (prior to the 5 business days)

Tips when republishing:
- Edit the posting date to today's date and select if posting will remain open until filled or select a closing date. Keep in mind the posting must remain open for 5 business days.
- Adjust the proposed starting date if needed.
- Confirm Recruiting Contact information is accurate.
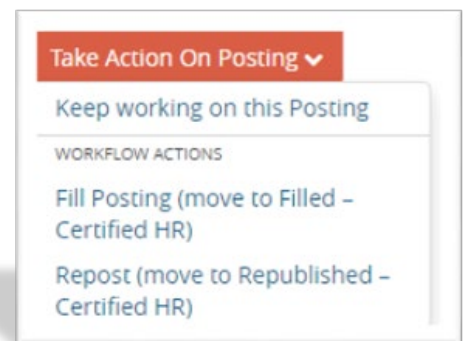
Fill a Posting

Once chosen applicants have been hired and are showing as **"Hired"** on the posting, the department can move the posting to a final workflow state of **Filled**.
- Confirm all applicants have been successfully moved through the workflow before moving the posting to Filled

NOTE: If applicants need to be moved through the workflow, please use the following resource to assist with this process: https://hr.uga.edu/_resources/pdf/Guide-Taking-Action-on-Applications.pdf

- Once a posting has been moved to **Filled** it is complete and should not be Republished.

Canceled vs. Failed

Canceled and Failed are additional final workflow states for postings; however, these actions require assistance from Central HR. Please contact your designated HR Team for further assistance with these requests.

Canceled Search

A search should be "**canceled**" if a unit decides that the position advertised is no longer available and must be removed from UGAJobs and other advertising. This can happen for a variety of reasons, including:
- The unit decides that the position is no longer needed.
- The unit concludes that it does not have the funds necessary to support the position.

IMPORTANT: A search can be canceled at any time during the search process, but a search cannot be failed until all applicants have been reviewed by the department

Failed Search

- A search should be "**failed**" if the unit concludes, after reviewing all applicants, that it is **unable to identify a suitable candidate from the existing applicant pool** and no offer is extended.
- A search also should be failed if all applicants to whom the position is offered decline the offer.

IMPORTANT: A search can be canceled at any time during the search process, but a search cannot be failed until all applicants have been reviewed by the department.

Resources and contact information

For questions or assistance while reviewing and approving non-faculty postings, please reach out to your designated HR Team:

> hrteam1@uga.edu
> hrteam2@uga.edu
> hrteam3@uga.edu

Or you can contact University HR Directly:

> hrweb@uga.edu
> Phone: 706-542-2222