HIRING MANAGER'S QUICK REFERENCE GUIDE

TECHJOBS (Online Applicant Tracking System)

WEBSITE

> http://jobs.texastech.edu/hr

USER ACCESS

To request access to the TechJobs online system as an internal user, please visit the website above and click on the **Request an account** link.

HOW TO CREATE A NEW JOB POSTING

CREATE A POSTING FROM A TEMPLATE

➢ Log into the system with your established username and password and verify user group.
➢ From the top **Navigation Bar** select **Postings** → Select the **Staff & Faculty** link.
➢ Then select the big orange button labeled **Create New Posting**
- *Note: Users can select the Shortcut link to create a new posting from the home page.*
➢ A menu box will appear → Select **Create from Template.**
➢ Search for the title of the position you want to post, i.e. Unit Coordinator.
➢ Hover over the **Actions** link of the title you are looking for-- a menu will appear.
➢ Click on the **Create From** action.
   o From the New Posting Page, you will see the **Position Class Title** (Job Title).
- *Note: The Position Class Title **should not** be changed or altered. The Extended Title should be added on the next screen.*
➢ Identify the **Location**, **Division** and/or **Department** if applicable.
   o The **Applicant Workflow** State will default to **Referred to Department.**
   o The **Accepted Application Form** will default to the appropriate application type associated with the template and all jobs must **Accept Applications Online**.
➢ Click the **Create New Posting** button.

Posting Details Tab

➢ Fill out all information to match the updated **PDQ/ Job Description** for the position. The r*equired fields are:*

Extended Job Title	Major/Essential Functions	Preferred Qualifications	Research Laboratory	Contact Info
Job Category	Security Sensitive	Job Type	Work Location	
Position Number	Pay Basis	Campus/Unit	FOAP	

➢ To navigate through the pages click on the section/page name in the left navigation menu or use the **Next>>** or **<<Previous** buttons within the page content.
➢ A **Check spelling** feature is available at the top of this page – please check spelling of added text.

Supplemental Questions/Posting Specific Questions Tab

To add supplemental questions to your posting, search for existing questions or add a new question to the question bank.

Add Existing Question
➢ Click on **Add a Question** and the **Add a Question** box will appear where you can search the existing bank by **Category** or **Keyword**.
   o Add multiple questions at one time by selecting the box next to each question you want to add.

Create a New Question
➢ Click on the **Add a new one** link and the question screen will appear.
➢ **Name** the Question.
   • *Note: The question text and the name of the question should be the exact same.*
➢ Select a **Category** (education, experience, etc.), then copy and paste your question from the Name field into the **Question Text** field.
➢ Select the type of **Possible Answers** – **Predefined Answers** or **Open Ended Answers.**
   o **Predefined Answers***:* Fill in the predefined answer choices and select **Submit**.
      • *Note: Each time an answer choice is defined, a blank answer field appears. All answer fields that appear do not have to be filled in order to create the question.*
   o **Open Ended Answers:** After choosing this option, select **Submit.**
➢ Once the question is submitted, you will see the **Supplemental Questions** page again. Make sure the newly created question appears within the **Included Supplemental Questions.**

Add Points or Disqualifiers to Supplemental Questions
➢ Within the **Included Supplemental Questions**, click on the **Question Name** to see the details:
   o **Possible Answers:** Will show what question type was selected.
   o **Points and Disqualifying:** You can assign points or a disqualifier to each answer selection.
➢ Click **Question Name** to hide question detail options and click **Next** to continue.

Guest User Tab:
➢ Select **Create Guest User Account**
➢ The system will automatically generate a username and strong password. To change the password, place your cursor in the Password text box, enter in the desired password and select **Update Password.**
➢ Enter in the email addresses of the people who need guest user access to this posting in the provided area (one address per line) and then select **Update Guest User Recipient List** to save the list and click **Next** to continue..
   • *Note: The guest user account is activated when the Posting has been approved and posted.*

Document(s) Tab:
➢ You can reorder the documents by updating the number in the order column or click and drag the documents to change the order.
➢ **Optional Documents**: Check the box under the **Included?** column to give the applicant the option to attach a specific document.
➢ **Required Applicant Documents**: To require documents, check both boxes under the **Included?** and **Required?** Columns.
➢ Click **Next** to continue.

Posting Summary Screen Tab:
➢ The posting **Summary, History and Settings** are presented in a tab view format.

- ➢ **Validation Check:** Each section that correlates to a tab on the posting form has either a blue "√" or an orange "**!**" displayed on the left-hand side of the **Tab name**. The "**!**" indicates that required information is missing.
- ➢ Click on the **Edit** link next to the **Tab Name** to correct any issues with your form before submission and then select the **Posting Summary** tab in the left-hand navigation window.

Submit for Next Approval (Workflow):
- ➢ To submit the job for approval, hover on the orange **Take Action on Posting** button and the appropriate workflow action(s) will appear.
  - • *Note: For questions on the job posting approval process, please reference the appropriate workflow document available online.*
- ➢ Once the Workflow Action is selected, a comment box will appear.
  - • *Note: You have the ability to add this posting to your watch list by checking the box located in the **Comment** section. You can also add comments to send to the next approver.*
- ➢ Select **Submit**

CREATE A POSTING FROM PREVIOUS POSTING
- ➢ Log in and under the **Postings Tab,** click on the **Staff/Faculty** option that appears.
- ➢ Select the orange button labeled **Create New Posting.**
  - • *Note: On the Home page, you also have a Shortcut link to create a new job posting.*
- ➢ A menu box will appear → Select **Create from Posting.**
- ➢ Search for the title of the position you want to post, i.e. Unit Coordinator.
- ➢ To view **historical postings** hover over the **Open Saved Search** link and click **Historical** and identify the previous posting you want to use to create this job posting.
- ➢ On the right-hand side of the title, hover over the **Actions** link and a menu will appear.
- ➢ Click on the **Create From** action and you should be on the New Posting Page.
- ➢ The **Position Class Title** (Job Title) will carry over to the next page.
  - • *Note: The Position Class Title **should not** be changed or altered. You will have the ability to type in an Extended Title on the next screen.*
- ➢ Identify the **Location**, **Division** and/or **Department,** if applicable.
  - o The **Applicant Workflow** State will default to **Referred to Department.**
  - o The **Accepted Application Form** will default to the appropriate application type associated with the posting title.
- ➢ Click the **Create New Posting** Button.

Please refer to the detailed instructions provided under ***Create a Posting from a Template*** above. Fill out the appropriate information on each tab and submit the posting for approval.
- • *Note: Any default data that is housed at the Template level is pre-populated into your new posting.*

REVIEW AND APPROVE A POSTING
- ➢ Log into the system and ensure your user group is at the **Department Approval** level or higher.
- ➢ The **Inbox** displays items that are pending (review/approve).
- ➢ To access the **Inbox**, click on the **Inbox** icon located on the top control pane <u>or</u> view the **Inbox** in the middle of the home page.
- ➢ To view the details of the job posting, click on the Job Title.

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➢ To edit the posting, click on the **Edit** link next to the **Tab Name** to correct any issues and then return to the **Posting Summary** view.
➢ To approve the Posting, hover on the **Take Action on Posting** button and view the appropriate workflow actions.
➢ Once the **Workflow Action** is selected, a comment box will appear.
  - *Note: Comments for the next approver and adding the posting to your watch list are optional.*
➢ Select **Submit.**

REVIEW AND CHANGE APPLICANT STATUS:

➢ Log in as the user group who is responsible for reviewing applicant information.
➢ From the top **Navigation Bar** select Postings → Select the **Staff & Faculty** link
➢ Use the Search area to locate a specific job posting or select it from your watch list.
➢ There are two ways to review **Applicants**:
  o Hover over the **Actions** menu and select **View Applicants.**
    OR
  o Click on the **Posting Title** and then click on the **Applicants** tab.
➢ On the **Applicant Review** tab, you will see the active applicants that have applied.
  - **Note:** *On the **Applicant Review** tab, you can use the **More Search Options** to view specific information about each applicant summarized within your search results.*
➢ There are 2 options to review an application:
  o Hover on the **Actions link** next to the candidate's name and select **View Application**.
    OR
  o Click on the **Name** of the applicant.
➢ Hover over the button **Take Action on Job Application** to move the applicant through the defined workflow actions.
  - *Note: For questions on the applicant workflow process, please reference the workflow document available online.*
➢ Once you have moved all applicants to an inactive status (Not Interviewed – Not Selected/Interviewed, Applicant Withdrew, Offer Declined, etc.), then please notify your local HR office to close and/or fill the job.
  o A job posting can be closed (removed from the website) at any time after the mandatory 10 day posting requirement.
  o Once an applicant is hired, notify HR to move your job to a filled status.

*** Note: This guide does not include all required steps within the hiring process dictated by operating policies (EEO Certification, background and/or credit check, etc.). Please refer to your local HR office for complete details.*