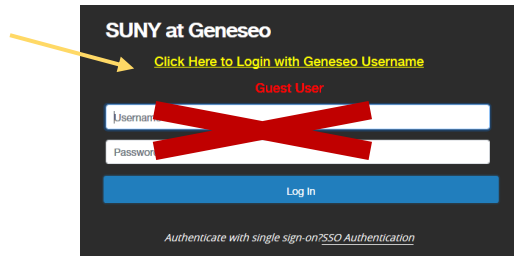
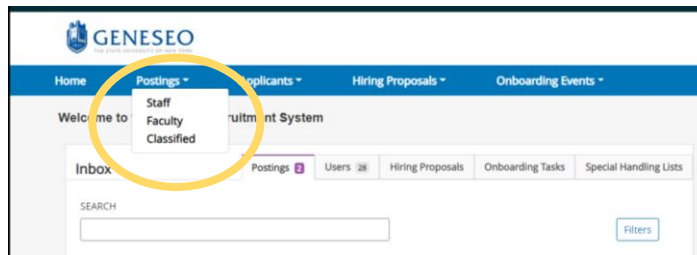


How To: Create a Posting in the Online Employment System (OES)

1. Go to <https://jobs.geneseo.edu/hr/>
2. Do not sign in on this page. Click on 'Click Here to Login with Geneseo Username'.



3. In the upper right corner, change your user group to "Hiring Manager"
4. From the top of the page, select Postings, then the type of posting you are creating



5. On the right side of your screen, select the orange box that says "Create New Posting". You will have the option to "Create from Classification" or "Create from Posting".
 - a. **If copying an old posting**, click "Create from Posting".
 - i. Search for the posting you would like to copy by typing the position title in the search box.
 - ii. Click on the title of the position.
 - iii. In the upper right corner, click the green plus sign "Create Posting form this Posting".
 - iv. You will have the opportunity to review and make any changes that may be necessary.
 - v. Once you've completed your review, if everything is correct click the orange "Take Action on Posting" button in the upper right corner and move forward for approvals.
 - b. **If you want to start from scratch**, click on "Create from Classification".
 - i. Find the budget title for your position, if you choose an incorrect title it cannot be changed later. If you don't see the title of your position, contact HR x5616.
 - ii. In the upper right corner of the screen select, "Create Posting from this Classification".

- iii. Enter the campus/local title. For classified positions, this is the same as the budget title.
- iv. Choose the division and your department.
- v. Select your department or relevant category under “Job Alerts”.
- vi. For Workflow State:
 - a. Classified Positions – select Under Review by HR
 - b. Faculty/Staff Positions – select Under Review by Dept. / Cmte.
- vii. For Reference Notification:
 - a. Classified Positions – select Campus Interview
 - b. Faculty/Staff Positions – select Recommend for Campus Interview to Dept.
- viii. Leave Recommendation Workflow blank
- ix. For Recommendation Document Type, if you’re fine with references completing our online form only, select No Document. If you would like references to fill out the form **and** submit a separate recommendation letter, select Reference Letter.
- x. Check the box next to “Accept online applications?”
- xi. For special application instructions, enter any specific directions for candidates. Your instructions should include language along the lines of *“Applicants should provide information for three references, two of which must be professional/supervisory. References will be contacted at the time of interviews.”* You may also wish to include information about the hours of the position, or, provide instructions if a portfolio or writing sample is required.
- xii. Check the box next to “Employment Application”.
- xiii. Click the orange “Create New Posting” box in the bottom right corner.
- xiv. The system will automatically populate details on the Classification/Template screen. Click “Save & Continue” to advance to the next screen.
- xv. Enter all information on the Position Details screen.
 - a. For Staff postings, enter the line number here. If unknown, enter TBD. For Faculty & Classified postings, line number will be entered on a later screen.

- b. Under Position Summary, you'll create a short paragraph selling the position to applicants and informing them of their basic role in your department. This is the first thing applicants will read, be informative but concise.
 - c. Under Required Qualifications, enter the approved qualifications from the Job Description Questionnaire or for classified positions, from the [NYS Job Specification website](#).
 - d. Under Preferred Qualifications, enter any qualifications that the ideal candidate would possess but wouldn't bar them from employment if they didn't possess them.
 - e. Click "Save & Continue" to advance to the next screen.
- xvi. Enter all information on the Posting Details screen. If you're unsure of what should be entered in a particular field, contact HR x5616.
- a. If you do not yet know the salary information, enter 00000. HR will fill it in for you, you will be unable to move the posting forward if it is left blank.
 - b. For Faculty & Classified postings, you will enter the line number on this screen. If you do not know it, enter TBD.
 - c. Leave Job Posting dates blank, HR will fill these in when all approvals have been made and the position is ready to be posted.
 - d. At the bottom of this screen, enter the name of the search chair in the Search Committee Chair/Committee Reviewer box. If their name does not come up, contact HR.
 - e. Click on the blue "Add Budget Summary Entry" button. Enter the Budget Account Number and Percentage Funded. Most positions are paid through one account and will be 100% funded. If it is split across two accounts, enter the account and percentage of the first account then click "Add Budget Summary Entry" to enter the second account.
 - f. Click "Save & Continue" to advance to the next screen.
- xvii. The next screen is Job Duties/Responsibilities (this screen does not appear for Faculty postings, please skip ahead to section xviii). Click the blue "Add Job Duties/Responsibilities Entry" button.
- a. Enter the percentage of time in the format XX%
 - b. In Job Duty/Responsibility, type Function 1: and a title of the function, then hit enter twice. List each function with a bullet point. This is where you'll be able to spell out the specific duties and functions of the position to increase candidate's understanding of their responsibilities. This information can be found on the Job Description Questionnaire or title specification for the position.
 - c. Continue using "Add Job Duties/Responsibilities Entry" for all additional functions. The total percentage of time should equal 100%.
 - d. Click "Save & Continue" to advance to the next screen.
- xviii. On the Supplemental Questions screen, some may automatically populate, that's OK, they were attached to the budget title of the position. If you'd like

additional questions added, select the orange “Add a question” button. Be sure to search first, it’s likely a version of what you’re asking already exists. If you need assistance, let HR know. Click “Save & Continue” to advance to the next screen.

- xix. On the Applicant Document screen, select any documents that you’re requiring applicants to submit.
 - a. Classified competitive positions, mark canvas letter as “Optional”.
 - b. Click “Save & Continue” to advance to the next screen.
 - xx. Leave the Guest User screen blank. Click “Save & Continue” to advance to the next screen.
 - xxi. On the Search Committee screen, you’ll enter anyone serving on the Search Committee. You should have 3 – 5 search committee members. For Faculty & Staff postings, at least 50% of the committee should have taken the Equity Minded Search Practices training. Click “Save & Continue” to advance to the next screen.
 - xxii. Evaluative Criteria is not required for Classified positions, it is for Faculty & Staff. Please visit the [How To Create Evaluative Criteria](#) guide on our website.
 - xxiii. On the Reference Requests screen, enter 3 for Minimum Requests. We recommend entering 5 for Maximum Requests. Leave the date blank and enter a number between 5 and 10 for Reminder Days. Click “Save & Continue” to advance to the next screen.
 - xxiv. On the Posting Documents screen, please upload a current version of your department’s organizational chart. If you have interview questions already set, feel free to attach them but they are not required at this time. Click “Save & Continue” to advance to the next screen.
 - xxv. Review the position. If everything is correct click the orange “Take Action on Posting” in the upper right corner and move forward for approvals.
6. Once Human Resources receives the posting in the approval process, they will fill in any blanks and pass along for any additional approvals in the system. They will contact you if any information appears missing or incorrect. Once the posting has received all approvals in the system, they will add posting dates and email the Search Chair to let them know the position is now posted and actively accepting applicants.