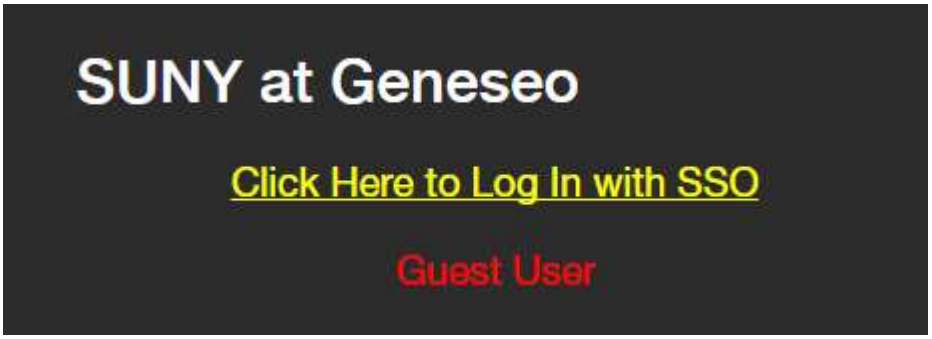
How to … **Create a posting in the Online Employment Site (OES)**

To begin log on to the OES: https://jobs.geneseo.edu/hr

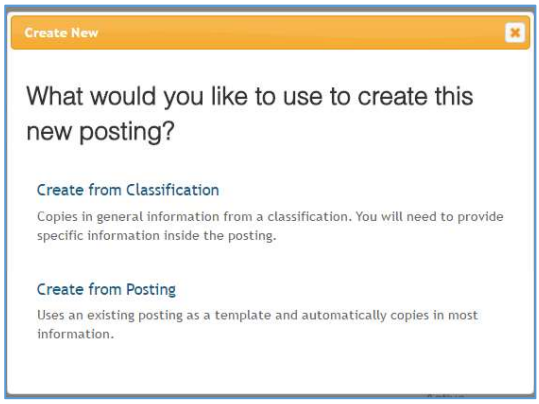
Use the yellow link and sign in with your SUNY Geneseo single sign on.



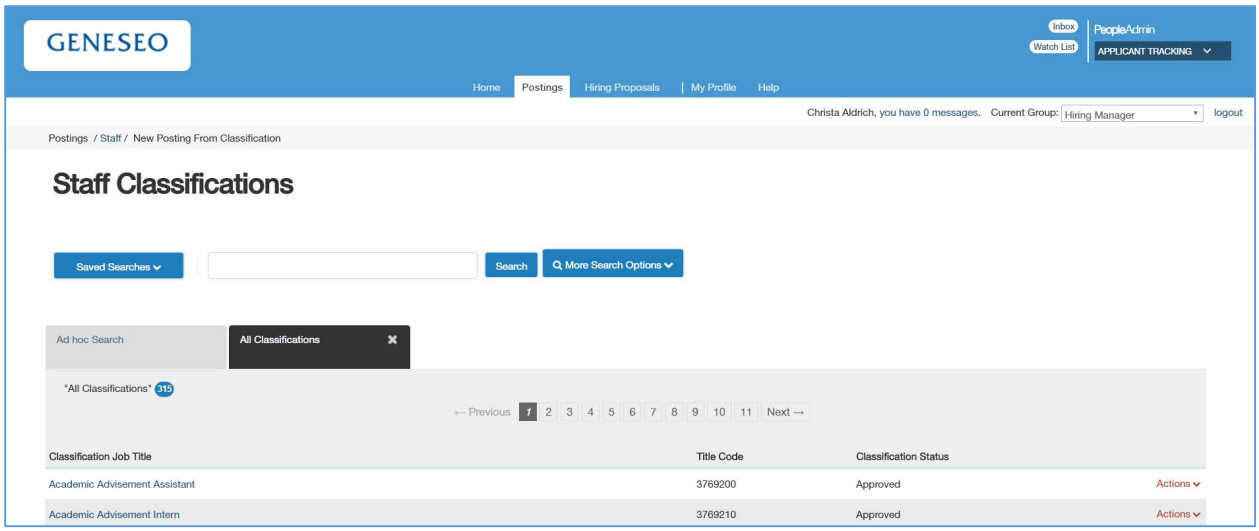
Set the User Group to Hiring Manager.

On the Home Page, Select Postings, then Faculty, select Create New Faculty Posting (or Staff Posting, or Classified Posting)

This box will appear. Select “Create from Classification”.



Search for the Budget Title of the position you want to use to create this new posting and select “Actions” on the right hand side. Then select “Create From”.



New Posting Page

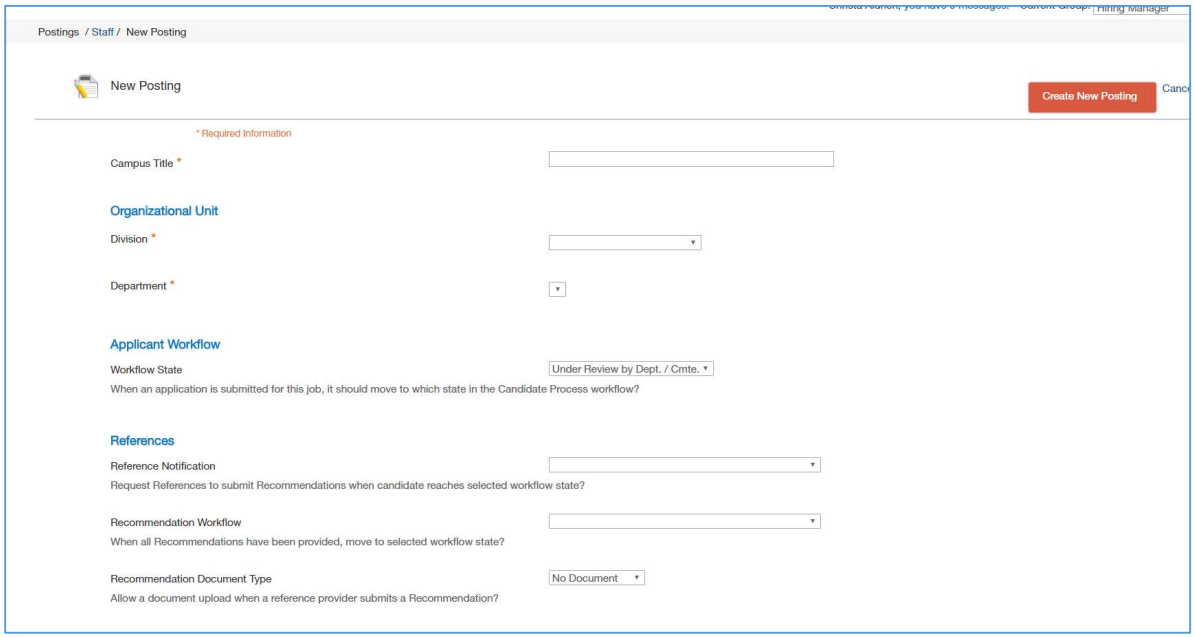
Complete the following info: Campus Title, Division, Department.

Applicant Workflow: defaults to Under Review by Dept./Cmte. Do not change this.

Reference Notification: Choose from the drop down the workflow state when you want to request references. (For example, if you want to do this when the applicant has been recommended for a campus interview, select Recommend to Department, Campus Interview from the drop down menu.)

Recommendation Workflow: Do not populate this field.

Recommendation Document type: To require letters of recommendation from the reference provider select Reference Letter from the drop down menu. Otherwise, select “No Document”.

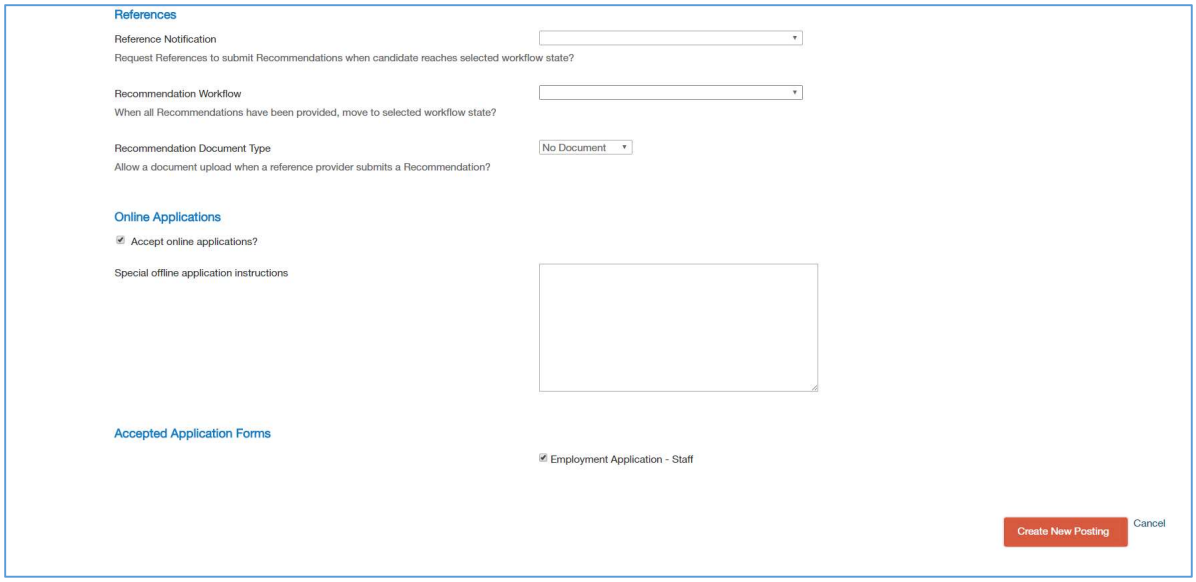


Online Applications: Check the box to accept online applications

Special Offline Instructions: Keep this blank

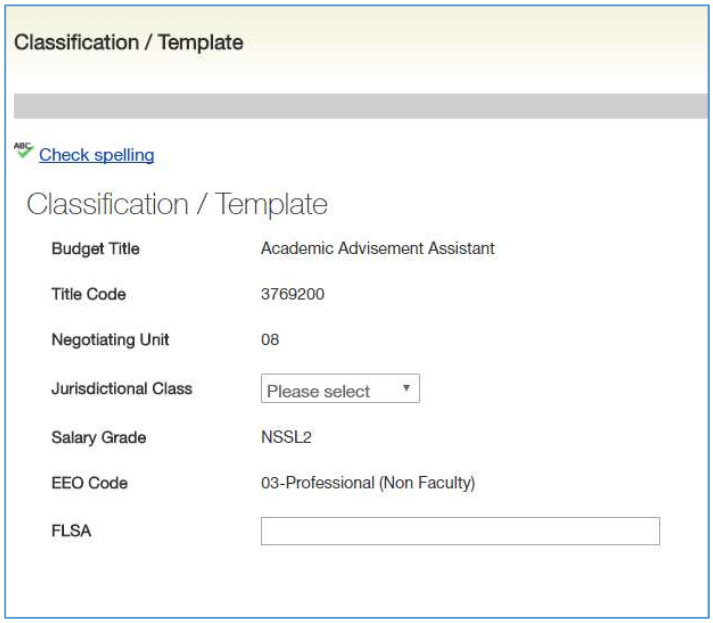
Accepted Application Forms: Check the box for Employment Application _ Faculty Profile (or Staff Application, Classified Application)

Select the Create New Posting button



Editing the Posting

Classification Template: This information is pre-populated.



Select Save then Next

Position Details Template: This information is displayed to applicants.

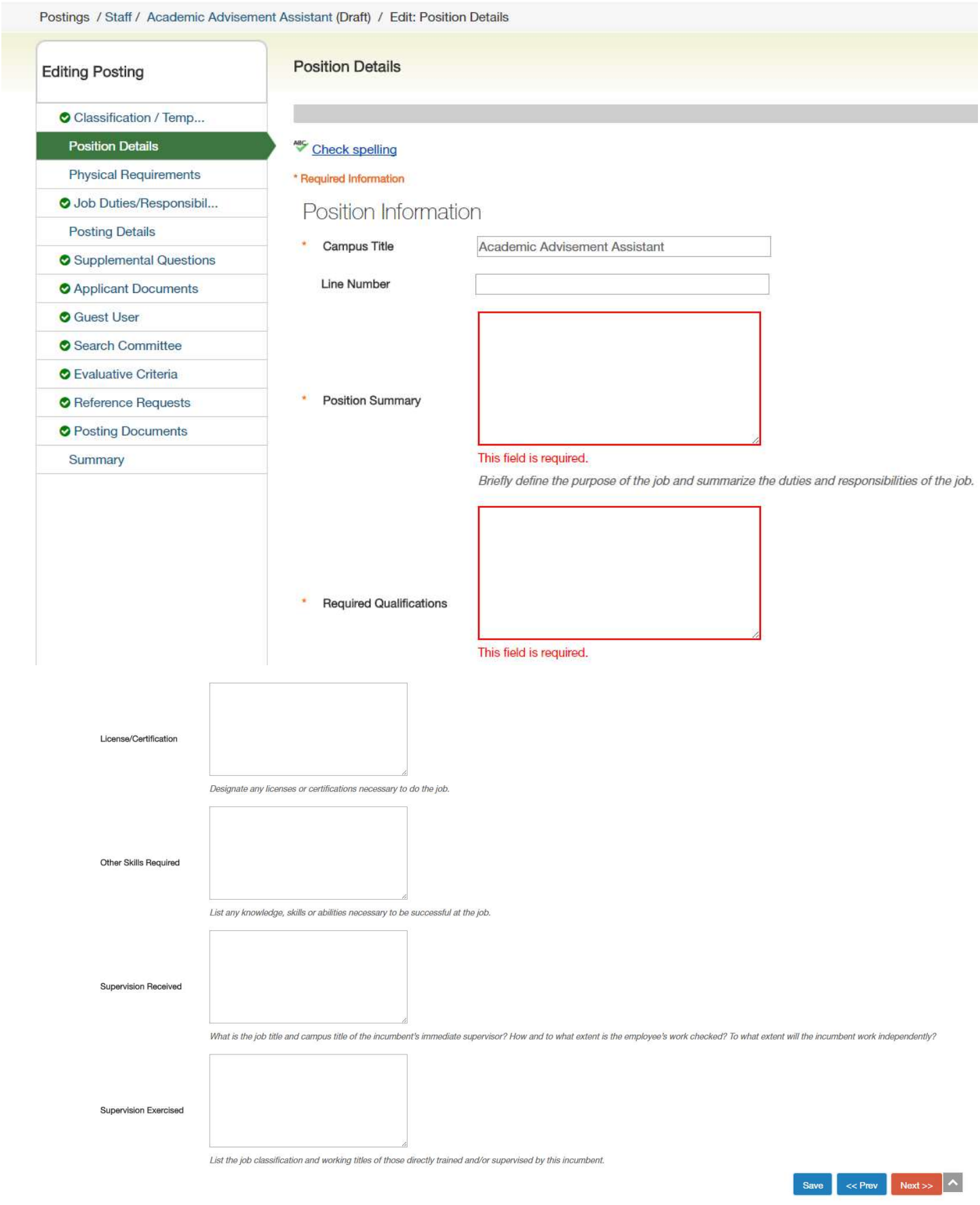
Line Number: Enter TBD unless you know what line # is being backfilled

Position Summary: Enter a brief description of the position.

Required Qualifications: Enter the knowledge, skills, and abilities *required* to perform the job

Preferred Qualifications: Enter the knowledge, skills and abilities the are beyond the required qualifications.

Supervision received and **supervision exercised** fields should be completed. This is essential in determining FLSA status.



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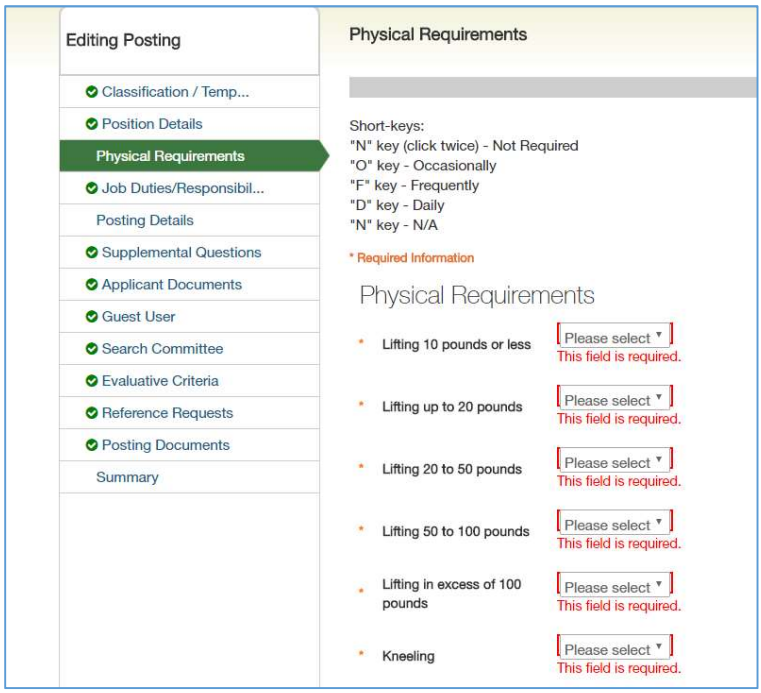
Physical Requirements Template

Complete the physical requirements by selecting the appropriate response from the drop down menu. This should reflect the bare minimum of physical requirements needed to complete the duties. Example: Instead of Speaking, select Communicate.



Save then Next

Posting Details Template: Some of this information is displayed to applicants. Pay basis, Salary Not to Exceed, Budget information, Reason for Search, Previous Incumbent, and Advertising information is *not* displayed.

Posting Number	Is automatically generated when the posting moves to the "Posted" status.
Number of Vacancies	How many openings are we filling through this announcement?
FTE	1.0 for Full-time, something less for Part-Time (eg: .50 would be equal to 50%)
Full or Part-time	Select One: Full-Time or Part-Time

Appointment Type	Select One: Term, Temp, Permanent (classified postings) Contingent Perm (classified postings) Administrative (MC postings)
Length of Initial Appointment	Select One: 1 year, 2 year, or 3 year…. N/A for temp positions.
Pay Basis	Select One: Annual (non - faculty / 12m obligation, pd over 12m) Academic (faculty/ paid over 12mos.) Calendar Year Full (non-academic10 mos. Employee, pd over 12m) Temporary Service
Anticipated Appointment Start Date	Select date from pop up calendar. Must be at the beginning of a payroll period for professional and classified, consult the Payroll Calendar. For faculty consult the Obligation & Payroll Appointment Dates Calendar.
Appointment End Date	Generally left blank unless it is a temp appointment with a definite end date.
Reason for Search	Select One: Refill Vacancy Resignation Retirement Reclassification New Position Pool Position
Previous Incumbent	Enter the name of the employee that vacated the position. Leave blank if new position.
Details	Leave this blank ,for HR and Budget use only.
Is there an approved budget for this position?	Yes.
Salary	This is the salary that will display to applicants. Generally a range, or a Minimum or Commensurate with experience.

Salary Not To Exceed	Enter the maximum salary that has been approved. Budget will review this.
Anticipated Posting Date	Estimate the posting date.
Job Posting Date	Leave blank. HR will complete this at a later time.
Applicant Review Begin Date	Minimum of 30 days past posting date, few exceptions apply. This is the date after which we will no longer guarantee review of the application and the date after which we will approve initial interviews.
Job Posting Closed Date	Generally open until filled.
Open Until Filled	Generally, "Yes".
Special Instructions to Applicant	**Sample language:** Applicants should be prepared to upload a cover letter and resume. In addition, applicants should be prepared to supply contact information (email address) for three professional references. References will be contacted after initial interviews. Review of completed applications will begin upon receipt. To be guaranteed consideration, applications must be completed by *August 12, 2016*. The search committee anticipates initiating telephone interviews the week of *August 22, 2016.* On campus interviews will be conducted the week of September *5, 2016*. Anticipate start date is *October 6, 2016.*
Advertising Plan	List advertising venues here, other than standard HR posted ads: GV Pennysaver, Journals, specific websites, listserves, professional organizations etc.
Quick Link for Internal Postings	This will populate when the job is posted.
Pass Message	**Pre-populated:** Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	**Pre-populated:** Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
Draft Advertisement	Compete this section only if the advertisement you are posting elsewhere does not match what we have in the OES.
About SUNY Geneseo	**Pre-populated:** SUNY Geneseo is highly selective and is consistently rated among the top public universities in the north by U.S. News & World Report. Located in the national historic landmark village of Geneseo, the residential campus overlooks the picturesque Genesee Valley, just 30 miles south of the major metropolitan area of Rochester and 70

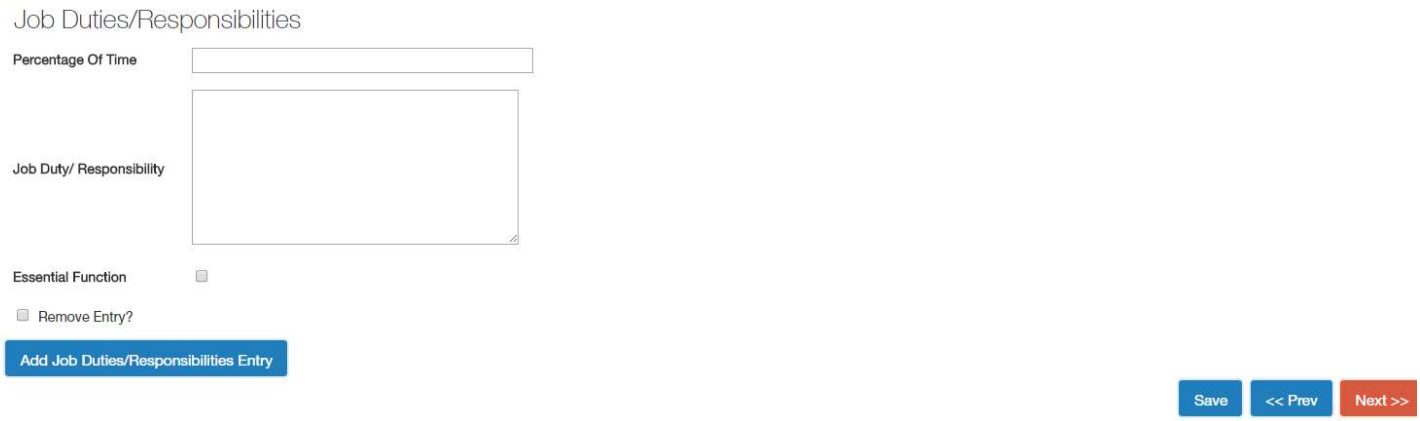
	miles east of Buffalo. SUNY Geneseo is a member of the Council of Public Liberal Arts Colleges, a national alliance of leading liberal arts colleges in the public sector.
Equal Employment Opportunity/Affirmative Action Employer	**Pre-populated:** SUNY Geneseo is an Equal Opportunity/Affirmative Action employer, committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, disability or protected veteran status. For our full non-discrimination statement, see: http://www.geneseo.edu/affirmativeaction.
Background Investigation Statement	**Pre-populated:** All applicants are subject to drug and criminal background checks. See our full Background Investigation Statement at http://www.geneseo.edu/hr/employment.
Clery Statement	**Pre-populated:** Applicants interested in positions may access the Annual Security Report(ASR) for the College at www.geneseo.edu/police. The ASR contains information on campus security policies and certain campus crime statistics. Crime statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Applicants may request a hard copy of the ASR by contacting the SUNY Geneseo University Police Department at 585-245-5651.
Committee Reviewer	This is generally the Search Chair and/or a member of department clerical support staff

Budget Summary

Budget Account Number	Enter the budget account number that the salary will be charged to.
Percentage Funded	100% (Generally 100, unless it is being divided among different accounts.)

Save then Next

Job Duties and Responsibilities Template: NOT REQUIRED FOR FACULTY POSTINGS. This section is displayed to applicants and should be used to create the hired candidate's Performance Program. Conveys the job expectations, role, and scope by describing the essential tasks, duties and responsibilities of the job. For each job duty, responsibility, begin each sentence with an action verb. Assume the reader knows nothing about each task. Be precise and include specific knowledge, skills and abilities to complete the task. For each duty specifically tell us what the incumbent DOES to WHOM or WHAT and WHY and HOW. The total percentage of time across the Job Duties/Responsibilities must add up to 100%. Check the box if this is an Essential Function.



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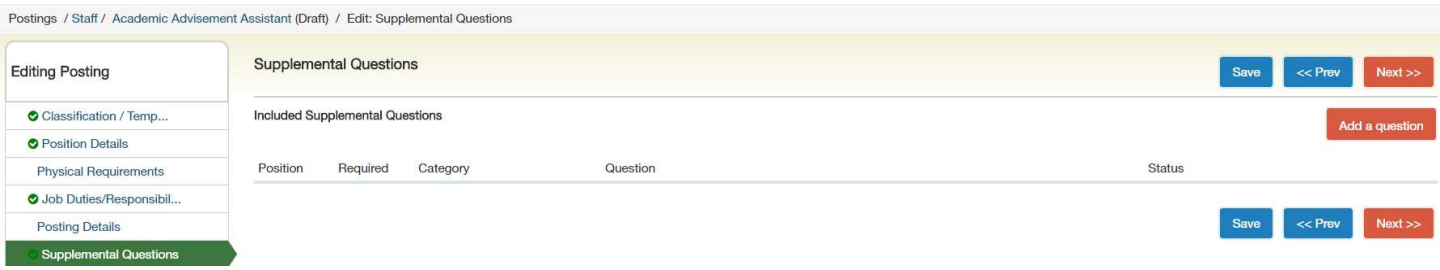
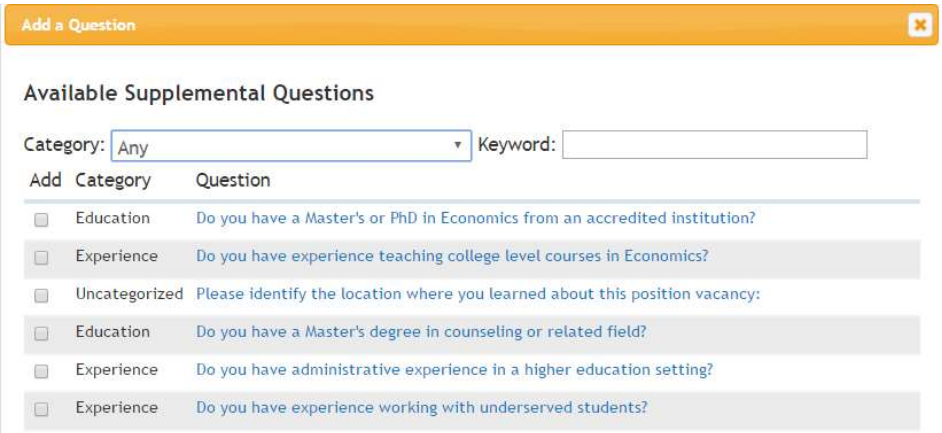
Supplemental Questions

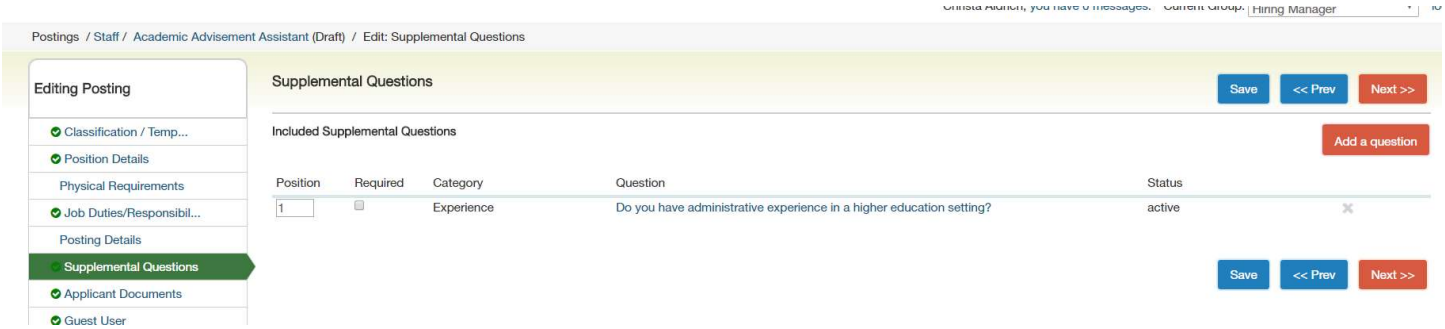
Supplemental questions can assist with screening out and ranking applicants. These questions can help the applicant qualify or disqualify their own knowledge, skills and abilities. You can assign points to each closed-ended question which rank the applicants by points. Below are the instructions on how to add Supplemental Questions.

Add questions that will pre-screen applicants based on the *required* qualifications.

Adding Existing Posting Questions: Click on the link labeled “Add a question”. 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.

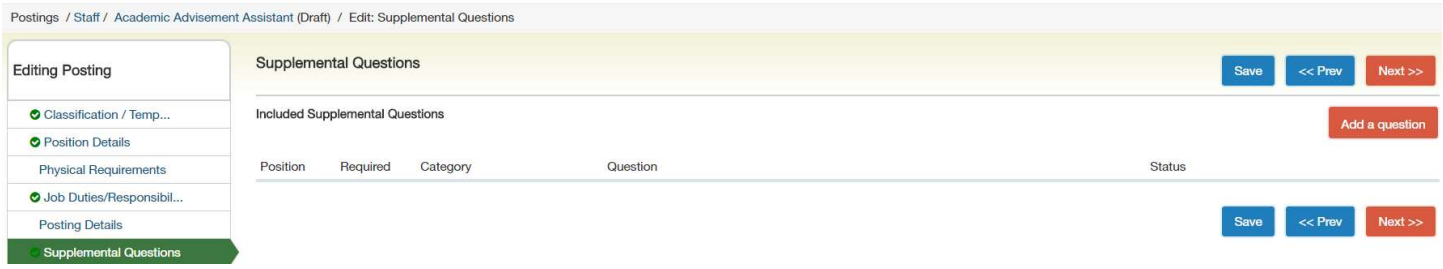




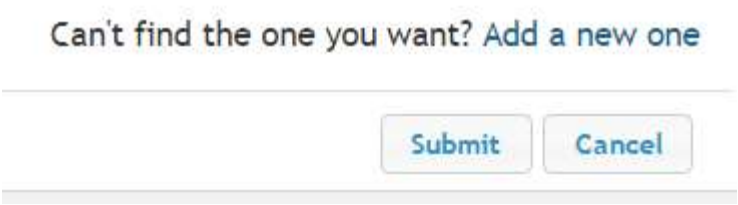


OR

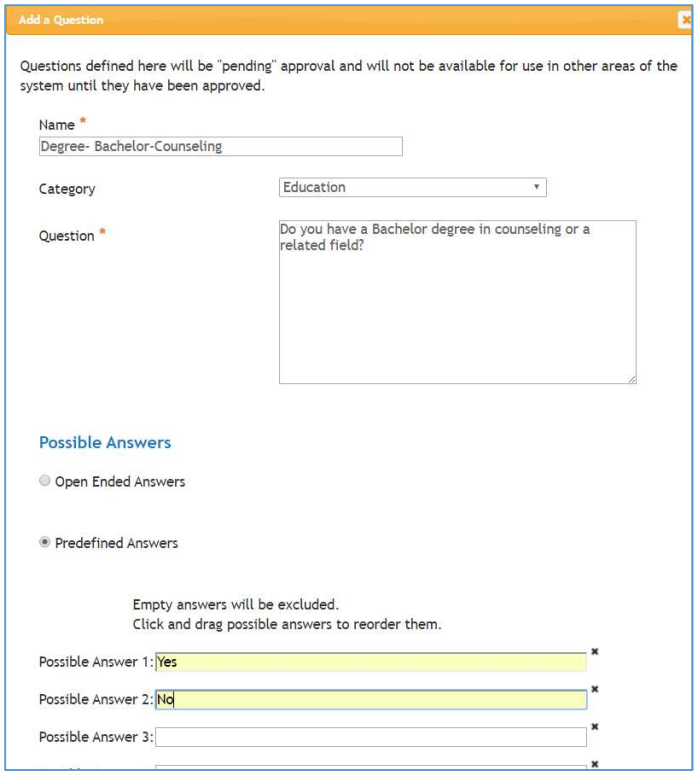
Adding New Posting Questions: Click on the link labeled “Add a question”.



Click on the link labeled “Add a new one”.

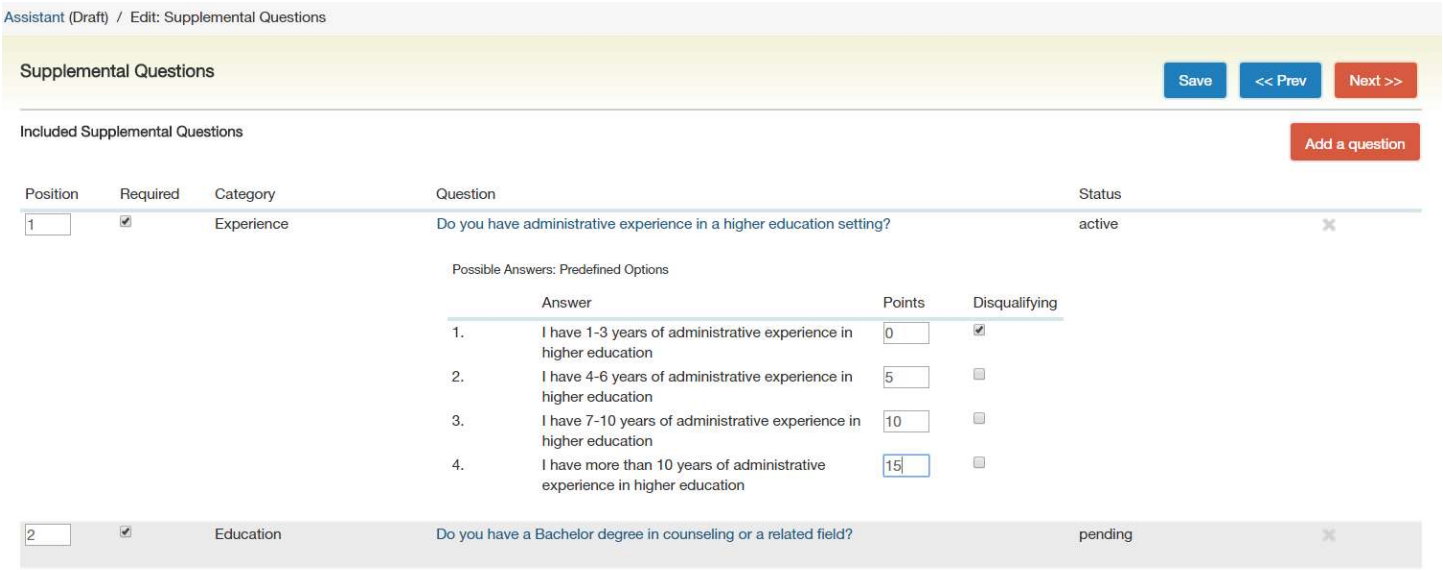


Each question must be given a name, and a category selected from the drop down menu. Enter the question in the large text box. Each question must be open ended or closed ended. When finished select Submit.



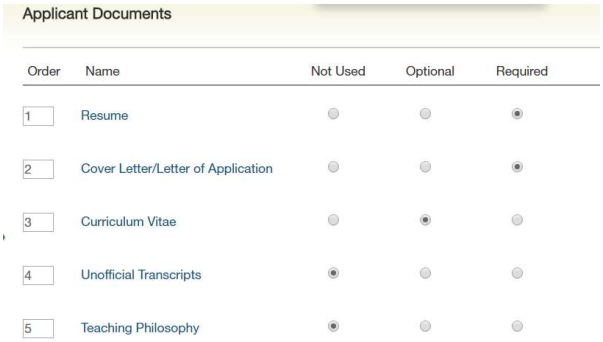
Posting Question Options: Once questions have been added to the posting, check the box for “Required” questions. To change the order of the questions, change the Position number. It is not necessary to assign Points. Determine which answers are Disqualifying.

(When an applicant selects the disqualifying answer, their application is disqualified or “screened out” of the applicant pool. Search committee members do not view disqualified applications; however, these applications may be accessed by Human Resources.)



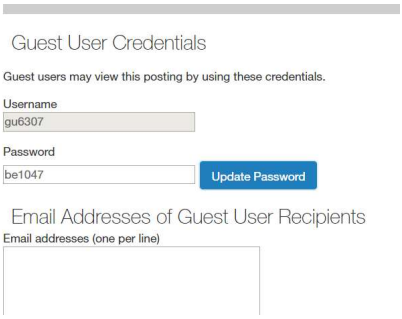
Application Documents Template

Indicate the documents you would like the applicant to submit.



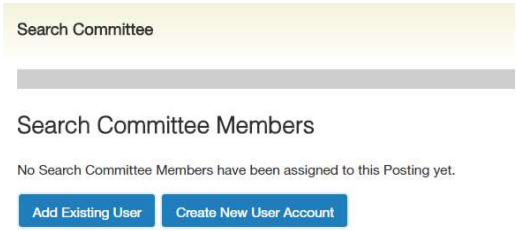
Save the Next

Guest User Template: only used for members of the committee that do not have a campus single sign on. Please consult with Human Resources before assigning Guest Users.



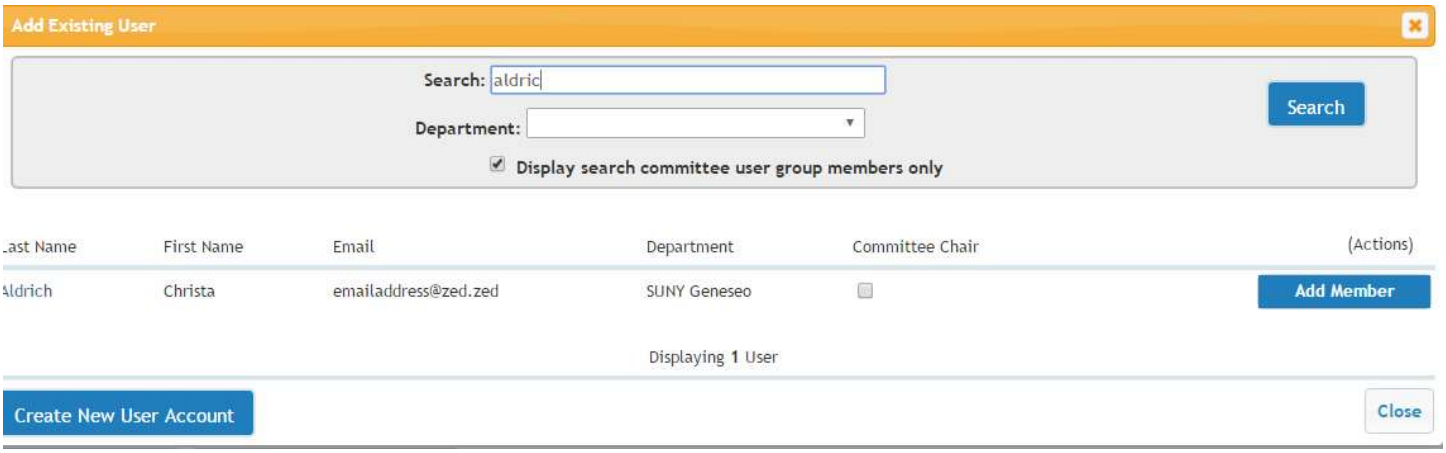
Save then Next

Search Committee Members: To add search committee members select “Add Existing User”.



Type the individuals name in the search box. Remove the checkmark from the box that says “Display search committee user group memebers only” To designate a person as the Committee Chair, check the box. Then select “Add Member”.

(If the person’s name does not appear when you search, contact Human Resources to create an account for that person.)



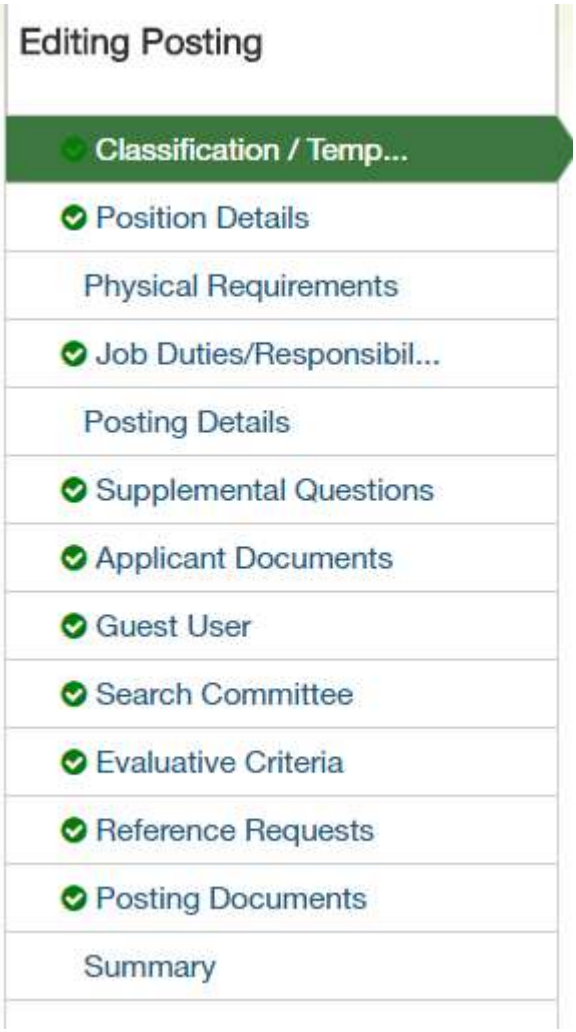
Evaluative Criteria: see separate handout

Reference Requests: Generally a minimum of 3 and a maximum of 5. Do not populate Last Date to submit by. Set reminder days 7-10 days.

Posting Documents Tab

The hiring manager may include any of the documents listed below by selecting Actions and then Uploading New, Creating New, or Choosing Existing document. Staff and Classified postings must have an organizational chart.

When you have completed all of the Editing Posting tabs, Select Summary



Please review the details of the posting carefully before continuing.

Move the posting in the Workflow for Approval.
To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. Select “Completed (move to Department”). You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

If you are both the Hiring Manager and the head of the Department, you need to perform an additional step. Change your user group to Department. To take the action, select the appropriate **Workflow Action** by hovering over the orange

"Take Action on this Posting" button. Select “Division”. Now the Division will receive an email notification to review and approve.

If you need assistance with the OES, contact Human resources at (585) 245-5616.