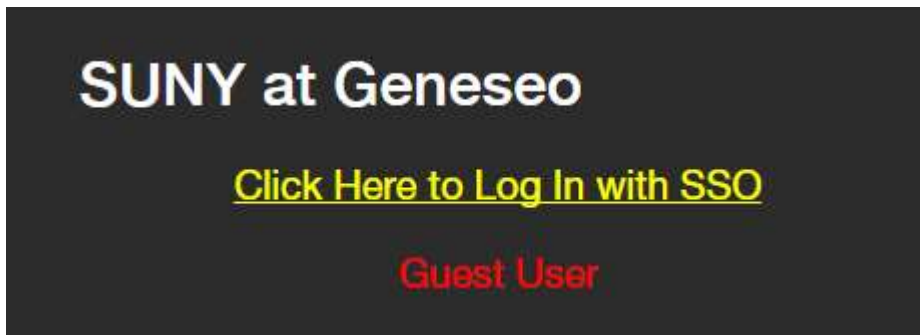


## How to ... Create a posting in the Online Employment Site (OES)

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

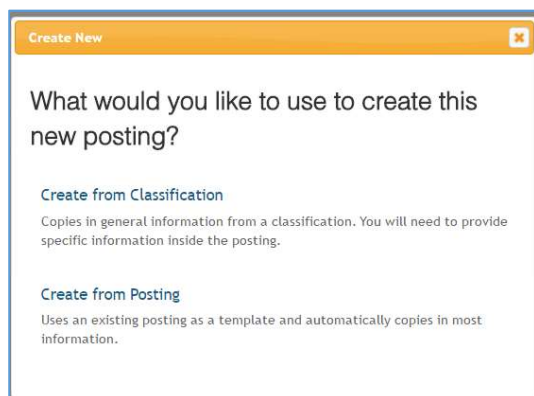
Use the yellow link and sign in with your SUNY Geneseo single sign on.



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)

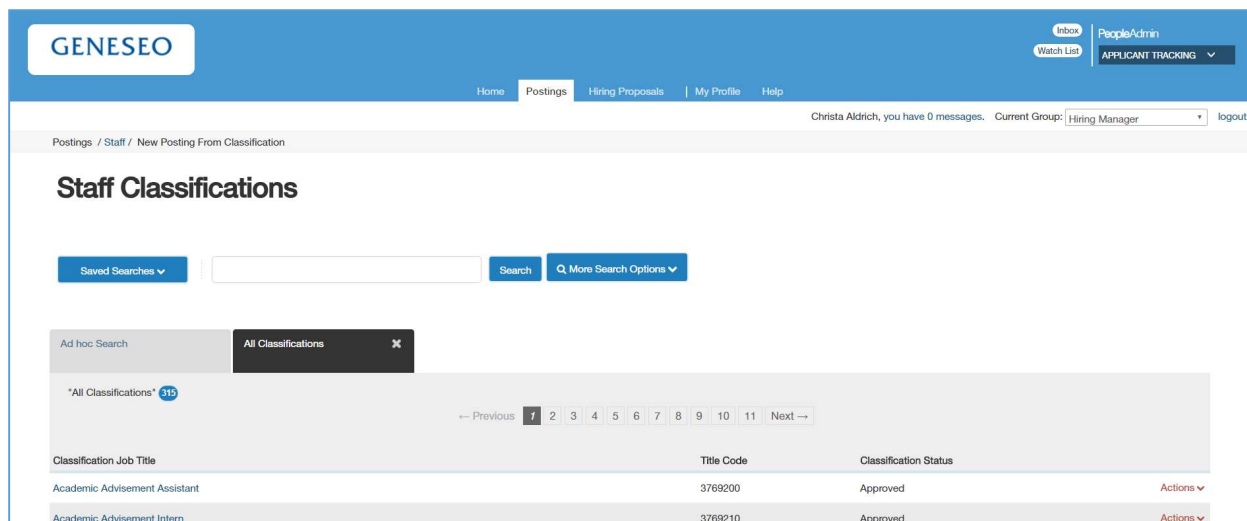
This box will appear. Select “Create from Classification”.

A dialog box titled "Create New" with a close button in the top right corner. The main text asks "What would you like to use to create this new posting?". There are two options: "Create from Classification" and "Create from Posting".

**Create from Classification**  
Copies in general information from a classification. You will need to provide specific information inside the posting.

**Create from Posting**  
Uses an existing posting as a template and automatically copies in most information.

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”.

A screenshot of the GENESEO website's "Staff Classifications" page. The page has a blue header with the GENESEO logo and navigation links. The main content area shows a search bar and a table of classifications. The table has columns for "Classification Job Title", "Title Code", "Classification Status", and "Actions".

| Classification Job Title      | Title Code | Classification Status | Actions   |
|-------------------------------|------------|-----------------------|-----------|
| Academic Advisement Assistant | 3769200    | Approved              | Actions ▼ |
| Academic Advisement Intern    | 3769210    | Approved              | Actions ▼ |

## 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”.

Postings / Staff / New Posting

New Posting Create New Posting Cancel

**\* Required Information**

Campus Title \*

**Organizational Unit**

Division \*

Department \*

**Applicant Workflow**

Workflow State Under Review by Dept. / Cmte. ▼

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

**References**

Reference Notification ▼

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow ▼

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type No Document ▼

Allow a document upload when a reference provider submits a Recommendation?

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

**References**

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

Allow a document upload when a reference provider submits a Recommendation?

**Online Applications**

☒ Accept online applications?

Special offline application instructions

**Accepted Application Forms**

☒ Employment Application - Staff

[Create New Posting](#) [Cancel](#)

## Editing the Posting

**Classification Template:** This information is pre-populated.

**Classification / Template**

[Check spelling](#)

**Classification / Template**

|                      |  |
|----------------------|--|
| Budget Title         | Academic Advisement Assistant              |
| Title Code           | 3769200                                    |
| Negotiating Unit     | 08   |
| Jurisdictional Class | <input type="text" value="Please select"/> |
| Salary Grade         | NSSL2                                      |
| EEO Code             | 03-Professional (Non Faculty)              |
| FLSA                 | <input type="text"/>                       |

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.

Postings / Staff / Academic Advisement Assistant (Draft) / Edit: Position Details

Editing Posting

✔ Classification / Temp...

Position Details

Physical Requirements

✔ Job Duties/Responsibil...

Posting Details

✔ Supplemental Questions

✔ Applicant Documents

✔ Guest User

✔ Search Committee

✔ Evaluative Criteria

✔ Reference Requests

✔ Posting Documents

Summary

Position Details

ABC✔ Check spelling

\* Required Information

Position Information

\* Campus Title

Academic Advisement Assistant

Line Number

\* Position Summary

This field is required.

Briefly define the purpose of the job and summarize the duties and responsibilities of the job.

\* Required Qualifications

This field is required.

License/Certification

Designate any licenses or certifications necessary to do the job.

Other Skills Required

List any knowledge, skills or abilities necessary to be successful at the job.

Supervision Received

What is the job title and campus title of the incumbent's immediate supervisor? How and to what extent is the employee's work checked? To what extent will the incumbent work independently?

Supervision Exercised

List the job classification and working titles of those directly trained and/or supervised by this incumbent.

Save

<< Prev

Next >>

⬆

Save then Next

## 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.

The screenshot shows a web application interface for editing a posting. On the left is a sidebar menu with the following items: 'Editing Posting', 'Classification / Temp...', 'Position Details', 'Physical Requirements' (highlighted with a green arrow), 'Job Duties/Responsibil...', 'Posting Details', 'Supplemental Questions', 'Applicant Documents', 'Guest User', 'Search Committee', 'Evaluative Criteria', 'Reference Requests', 'Posting Documents', and 'Summary'. The main content area is titled 'Physical Requirements' and contains a 'Short-keys' section with the following text: '"N" key (click twice) - Not Required', '"O" key - Occasionally', '"F" key - Frequently', '"D" key - Daily', and '"N" key - N/A'. Below this is a section labeled '\* Required Information' with the title 'Physical Requirements'. It contains six rows, each with a required field (marked with an asterisk) and a dropdown menu. The fields are: 'Lifting 10 pounds or less', 'Lifting up to 20 pounds', 'Lifting 20 to 50 pounds', 'Lifting 50 to 100 pounds', 'Lifting in excess of 100 pounds', and 'Kneeling'. Each dropdown menu has the text 'Please select ▼' and a red error message below it that says 'This field is required.'

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.

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

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

|  |  |
|--|--|
| <b>Salary Not To Exceed</b>              | Enter the maximum salary that has been approved. Budget will review this.  |
| <b>Anticipated Posting Date</b>          | Estimate the posting date.   |
| <b>Job Posting Date</b>                  | Leave blank. HR will complete this at a later time.  |
| <b>Applicant Review Begin Date</b>       | 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.  |
| <b>Job Posting Closed Date</b>           | Generally open until filled.   |
| <b>Open Until Filled</b>                 | Generally, "Yes".  |
| <b>Special Instructions to Applicant</b> | <p><b>Sample language:</b> 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.</p> <p>To be guaranteed consideration, applications must be completed by <i>August 12, 2016</i>. The search committee anticipates initiating telephone interviews the week of <i>August 22, 2016</i>. On campus interviews will be conducted the week of <i>September 5, 2016</i>. Anticipate start date is <i>October 6, 2016</i>.</p> |
| <b>Advertising Plan</b>                  | List advertising venues here, other than standard HR posted ads: GV Pennysaver, Journals, specific websites, listserves, professional organizations etc.   |
| <b>Quick Link for Internal Postings</b>  | This will populate when the job is posted.   |
| <b>Pass Message</b>                      | <b>Pre-populated:</b> 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.   |
| <b>Fail Message</b>                      | <b>Pre-populated:</b> 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.   |
| <b>Draft Advertisement</b>               | Complete this section only if the advertisement you are posting elsewhere does not match what we have in the OES.  |
| <b>About SUNY Geneseo</b>                | <b>Pre-populated:</b> 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.   |
| <b>Equal Employment Opportunity/Affirmative Action Employer</b> | <b>Pre-populated:</b> 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: <a href="http://www.geneseo.edu/affirmativeaction">http://www.geneseo.edu/affirmativeaction</a> .                             |
| <b>Background Investigation Statement</b>                       | <b>Pre-populated:</b> All applicants are subject to drug and criminal background checks. See our full Background Investigation Statement at <a href="http://www.geneseo.edu/hr/employment">http://www.geneseo.edu/hr/employment</a> .  |
| <b>Clery Statement</b>  | <b>Pre-populated:</b> Applicants interested in positions may access the Annual Security Report(ASR) for the College at <a href="http://www.geneseo.edu/police">www.geneseo.edu/police</a> . 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. |
| <b>Committee Reviewer</b>                                       | This is generally the Search Chair and/or a member of department clerical support staff  |

#### Budget Summary

|                              |  |
|------------------------------|--|
| <b>Budget Account Number</b> | Enter the budget account number that the salary will be charged to.        |
| <b>Percentage Funded</b>     | 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.



## Job Duties/Responsibilities

Percentage Of Time

Job Duty/ Responsibility

Essential Function

☐

☐ Remove Entry?

Add Job Duties/Responsibilities Entry

Save

<< Prev

Next >>

Save then Next

## 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.

Postings / Staff / Academic Advisement Assistant (Draft) / Edit: Supplemental Questions

### Editing Posting

Classification / Temp...

Position Details

Physical Requirements

Job Duties/Responsibil...

Posting Details

Supplemental Questions

### Supplemental Questions

Save

<< Prev

Next >>

#### Included Supplemental Questions

Add a question

| Position | Required | Category | Question | Status |
|----------|----------|----------|----------|--------|
|----------|----------|----------|----------|--------|

Save

<< Prev

Next >>

Add a Question



### Available Supplemental Questions

Category:  Keyword:

| Add | Category | Question |
|-----|----------|----------|
|-----|----------|----------|

- |                          |               |   |
|--------------------------|---------------|---|
| <input type="checkbox"/> | Education     | Do you have a Master's or PhD in Economics from an accredited institution?  |
| <input type="checkbox"/> | Experience    | Do you have experience teaching college level courses in Economics?         |
| <input type="checkbox"/> | Uncategorized | Please identify the location where you learned about this position vacancy: |
| <input type="checkbox"/> | Education     | Do you have a Master's degree in counseling or related field?               |
| <input type="checkbox"/> | Experience    | Do you have administrative experience in a higher education setting?        |
| <input type="checkbox"/> | Experience    | Do you have experience working with underserved students?                   |

Postings / Staff / Academic Advisement Assistant (Draft) / Edit: Supplemental Questions

Unlabeled Student, you have 0 messages. Search Group Hiring Manager

**Editing Posting**

- Classification / Temp...
- Position Details
- Physical Requirements
- Job Duties/Responsibil...
- Posting Details
- Supplemental Questions**
- Applicant Documents
- Guest User

### Supplemental Questions

Save << Prev Next >>

Included Supplemental Questions

Add a question

| Position | Required                 | Category   | Question   | Status |
|----------|--------------------------|------------|--|--------|
| 1        | <input type="checkbox"/> | Experience | Do you have administrative experience in a higher education setting? | active |

Save << Prev Next >>

OR

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

Postings / Staff / Academic Advisement Assistant (Draft) / Edit: Supplemental Questions

Unlabeled Student, you have 0 messages. Search Group Hiring Manager

**Editing Posting**

- Classification / Temp...
- Position Details
- Physical Requirements
- Job Duties/Responsibil...
- Posting Details
- Supplemental Questions**
- Applicant Documents
- Guest User

### Supplemental Questions

Save << Prev Next >>

Included Supplemental Questions

Add a question

| Position | Required | Category | Question | Status |
|----------|----------|----------|----------|--------|
|----------|----------|----------|----------|--------|

Save << Prev Next >>

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

Can't find the one you want? Add a new one

Submit

Cancel

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.

Add a Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name \*  
Degree- Bachelor-Counseling

Category  
Education

Question \*  
Do you have a Bachelor degree in counseling or a related field?

Possible Answers

☐ Open Ended Answers

☒ Predefined Answers

Empty answers will be excluded.  
Click and drag possible answers to reorder them.

Possible Answer 1: Yes

Possible Answer 2: No

Possible Answer 3:

**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.)

Assistant (Draft) / Edit: Supplemental Questions

Supplemental Questions
Save << Prev Next >>

Included Supplemental Questions Add a question

| Position                             | Required   | Category   | Question   | Status  |
|--------------------------------------|--|------------|--|---------|
| 1                                    | <input checked="" type="checkbox"/>  | Experience | Do you have administrative experience in a higher education setting? | active  |
| Possible Answers: Predefined Options |  |            |  |         |
|                                      | Answer   | Points     | Disqualifying  |         |
| 1.                                   | I have 1-3 years of administrative experience in higher education          | 0          | <input checked="" type="checkbox"/>                                  |         |
| 2.                                   | I have 4-6 years of administrative experience in higher education          | 5          | <input type="checkbox"/>   |         |
| 3.                                   | I have 7-10 years of administrative experience in higher education         | 10         | <input type="checkbox"/>   |         |
| 4.                                   | I have more than 10 years of administrative experience in higher education | 15         | <input type="checkbox"/>   |         |
| 2                                    | <input checked="" type="checkbox"/>  | Education  | Do you have a Bachelor degree in counseling or a related field?      | pending |

## Application Documents Template

Indicate the documents you would like the applicant to submit.

| Applicant Documents            |                                    |                                  |                                  |                                  |
|--------------------------------|------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Order                          | Name                               | Not Used                         | Optional                         | Required                         |
| <input type="text" value="1"/> | Resume                             | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| <input type="text" value="2"/> | Cover Letter/Letter of Application | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| <input type="text" value="3"/> | Curriculum Vitae                   | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
| <input type="text" value="4"/> | Unofficial Transcripts             | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
| <input type="text" value="5"/> | Teaching Philosophy                | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |

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.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

gu6307

Password

be1047

Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)

Save then Next

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

Search Committee

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Add Existing User

Create New User Account

Type the individuals name in the search box. Remove the checkmark from the box that says “Display search committee user group members 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.)

Add Existing User

Search:
aldrich

Department:

☒ Display search committee user group members only

Search

| Last Name | First Name | Email                | Department   | Committee Chair          | (Actions)             |
|-----------|------------|----------------------|--------------|--------------------------|-----------------------|
| aldrich   | Christa    | emailaddress@zed.zed | SUNY Geneseo | <input type="checkbox"/> | <div>Add Member</div> |

Displaying 1 User

Create New User Account

Close

**Evaluative Criteria:** see separate handout

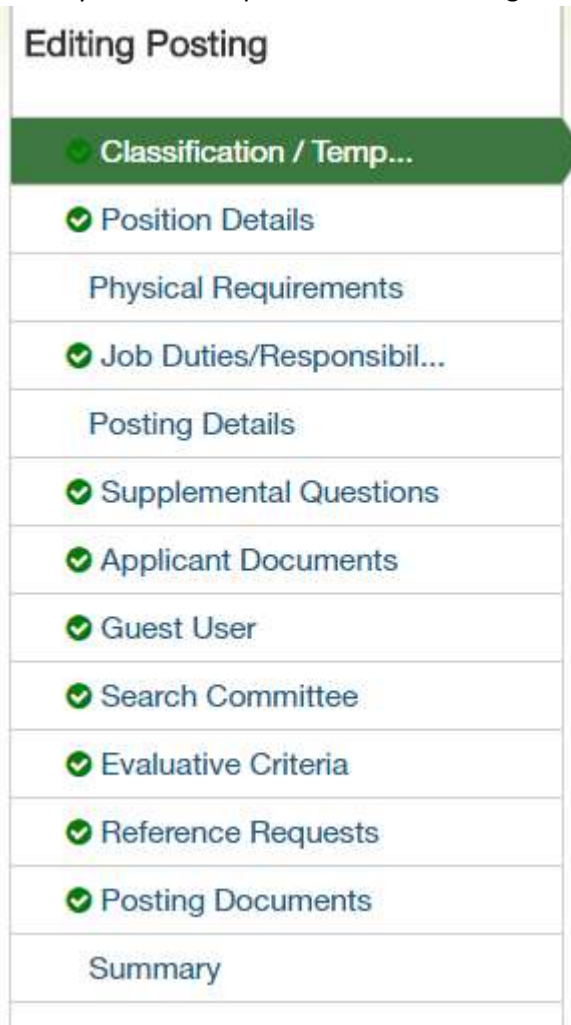
**Reference Requests:** Generally a minimum of 3 and a maximum of 5. Do not populate Last Date to submit by. Set reminder days 7-10 days.

**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.

| Posting Documents  |      |        | Save      | << Prev | Next >> |
|--|------|--------|-----------|---------|---------|
| PDF conversion must be completed for the document to be valid when applicable. |      |        |           |         |         |
| Document Type  | Name | Status | (Actions) |         |         |
| Organizational Charts  |      |        | Actions ▼ |         |         |
| Initial Interview Questions  |      |        | Actions ▼ |         |         |
| Campus Interview Questions   |      |        | Actions ▼ |         |         |
| Work Sample  |      |        | Actions ▼ |         |         |
| Candidate Rating Rubric  |      |        | Actions ▼ |         |         |

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



Editing Posting

- ✓ Classification / Temp...
- ✓ Position Details
- Physical Requirements
- ✓ Job Duties/Responsibil...
- Posting Details
- ✓ Supplemental Questions
- ✓ Applicant Documents
- ✓ Guest User
- ✓ Search Committee
- ✓ Evaluative Criteria
- ✓ Reference Requests
- ✓ Posting Documents
- 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.



Postings / Staff / Academic Advisement Assistant (Draft) / Summary

Posting: Academic Advisement Assistant (Staff) [Edit](#)

Current Status: Draft

Position Type: Staff  
Department: Career Development

Created by: Christa Aldrich  
Owner: Christa Aldrich

[Take Action On Posting](#)

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Summary | History | Settings | Hiring Proposals

Please review the details of the posting carefully before continuing.

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.