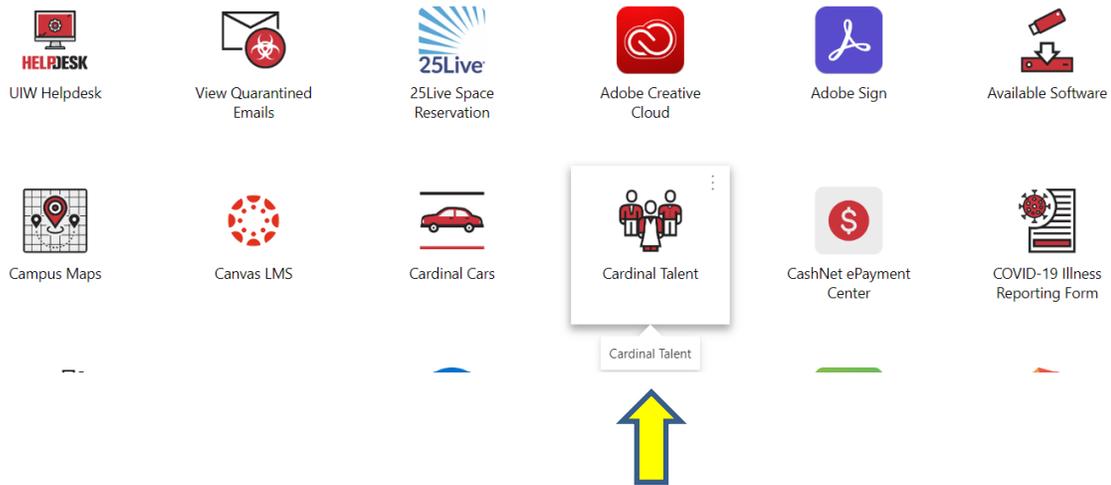


How to Create a Job Posting

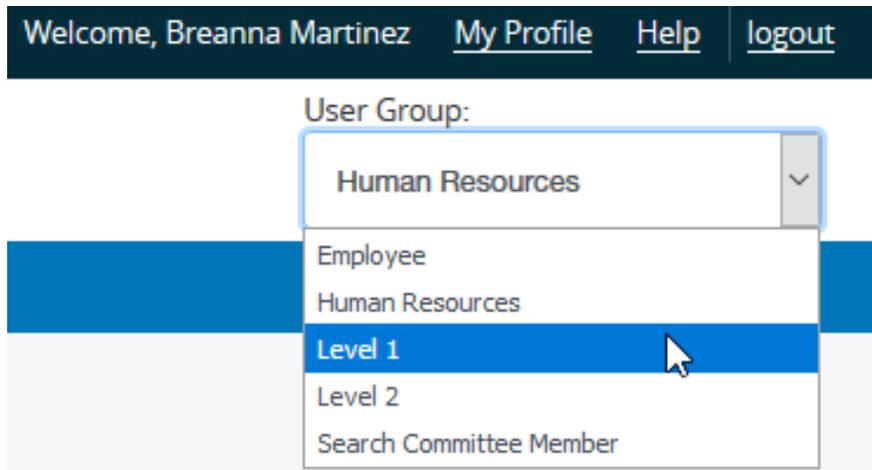
Last Updated 1/23/2023

The following instructions can be used to assist with the creation of new postings to be advertised on the Cardinal Talent Applicant Site.

1. Log into Cardinal Talent by logging onto Cardinal Apps by going to: <https://apps.uiw.edu/> and select the "PeopleAdmin".

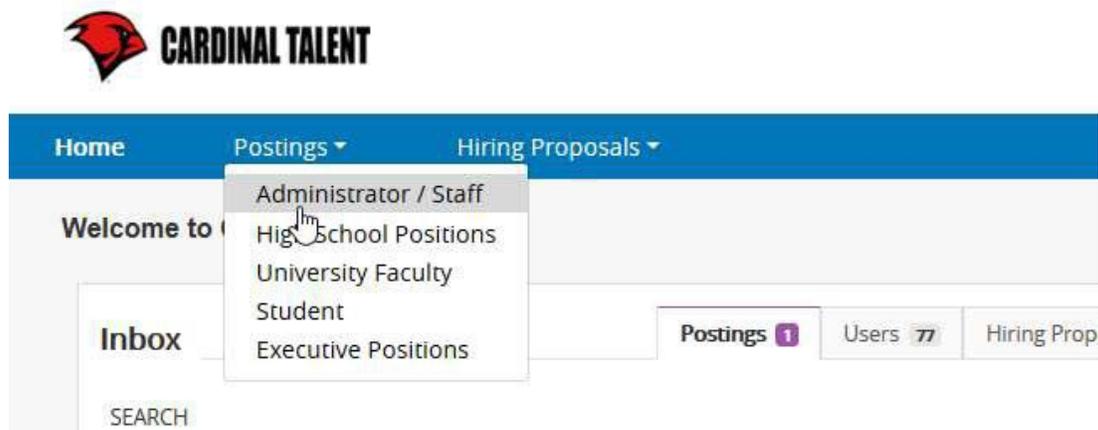


2. Upon logging in, ensure you are in the correct user group by reviewing the user group selection in the top right hand corner.

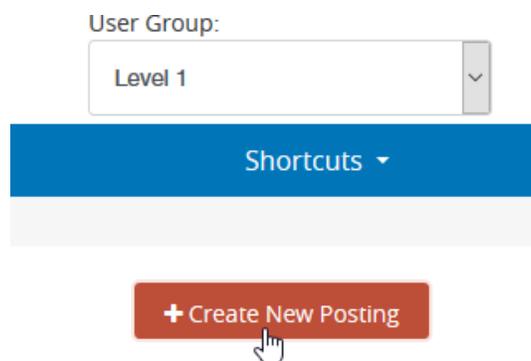


User group access will differ for each user. Level 1, Level 2, Level 3, and Division VP users have access to create postings.

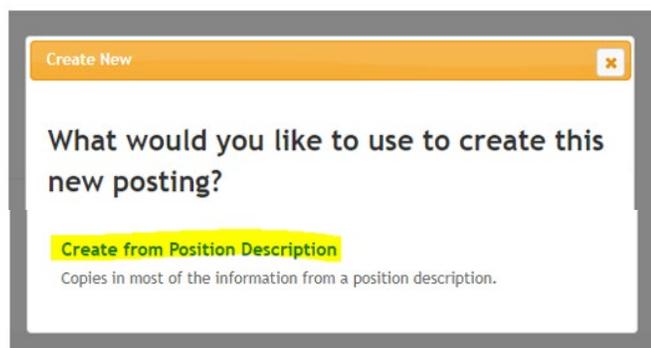
3. After ensuring the correct user group, select the 'Posting' tab where a drop-down menu will populate. Select the type of posting you wish to create.



4. In the next screen, click 'Create New Posting' in the top right-hand corner.



5. From the menu that appears, select the 'Create from Position Description'.



Note: It is **highly** recommended that hiring managers review position descriptions **prior** to beginning a new posting. This will ensure that the posting includes the current description, as opposed to a dated description that does not include new duties which have been added or old duties that are no longer applicable. Note that if the system does not allow you to edit a position description, contact HR for assistance. If someone attempted to update the position description in the past but did not move the request for approval, the system will “lock” the description from use until it is approved, or the “draft” changes are cancelled.

Effective November 2022, all job postings must be created from an existing position description. If you need assistance in locating verbiage from a prior posting, contact your HR recruiting representative.

6. Click the position title with the respective vacancy (or incumbent to be replaced) for the position description you wish to post. Note that departments for which there are many **same-title** positions must carefully select the position description they wish to post, as it is possible to submit for posting a position for the wrong incumbent or one in which an existing incumbent is assigned who is not being replaced.
7. Once selected, the system will display the position description summary allowing for the review of the position description.
8. After ensuring the correct position description was selected, click 'Create Posting from this Position Description' in the top right-hand corner to generate your posting.



- Review the settings set for your posting. Example: 'Organizational Unit section which includes Division and Department, and 'Applicant Workflow'. The Applicant Workflow section is where you may designate the user level who will manage the application status for candidates. For example, if a Level 1 user will be managing the applicants, select 'Under Review by Level 1' as shown below. For a Level 2 or Division VP, select the respective user

Applicant Workflow

Workflow State



group.

Once finalized, click 'Create New Posting' in the bottom right-hand corner.

Posting is now in 'Draft' state

When a posting begins in the 'Draft' state, you will navigate each section of the posting to add the required information as shown below:



- In Position Details, review the position details for the posting. Click 'Next' button.

Note: For Administrator/Staff, High School Positions, and Executive Positions, the only section that will be editable in the Position Details section is the Position Summary.

11. In Posting Details, add required information pertaining specifically to the posting you are creating. Click 'Next' button.

12. In Budget Summary, click 'Add Budget Summary' and add the required information. Click 'Next' button.

13. In Applicant Documents, select which items the applicant will be required to submit for review. You may also select other optional items. Click 'Next' button.

14. In Supplemental Questions, you are able to add questions to help you filter through your applicants by adding disqualifying questions or screening questions.

- To add a supplemental question, click 'Add a question' button.
- From the populated box, select the question or questions you'd like to add.
- You may utilize the keyword box to search for existing questions specific to a keyword. Example: If your posting requires teaching experience, type in "teaching experience" in the keyword box to view all existing supplemental questions pertaining to this requirement.
- Select the desired supplemental question by checking the box next to the question and click 'Submit'

<input checked="" type="checkbox"/>	Experience	Do you have teaching experience? Possible Answers: 1. Yes 2. No
<input type="checkbox"/>	Education	Do you have a Bachelor's degree in related field, such as, convergent media, communication arts, or public relations?
<input type="checkbox"/>	Experience	What social media platforms are you experienced in using firsthand?
<input type="checkbox"/>	Knowledge, Skills and Abilities	Describe your philosophy of customer service.
<input type="checkbox"/>	Education	Do you have a minimum of 18 graduate hours in an appropriate discipline?
<input type="checkbox"/>	Experience	Do you have experience teaching undergraduate and/or graduate students?
<input type="checkbox"/>	Education	Do you have previous teaching experience in Statistics?
<input type="checkbox"/>	Experience	Do you have experience in statistical consulting and training students in statistical consulting?

Displaying 1 - 15 of 352 in total

[← Previous](#) | [Next →](#)

Can't find the one you want? [Add a new one](#)

- Once submitted, click on the question to select whether or not you would like this as a disqualifier as shown below. You may also make supplemental questions required for all applicants by selecting the 'Required' box next to the added question.

Supplemental Questions Save << Prev Next >>

Note for creating Supplemental Questions:
If you select Predefined Answers, when you add a possible answer, another Possible Answer box opens. Leave blank any Possible Answer fields that you do not need.

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status
<input type="text"/>	<input type="checkbox"/>	Experience	Do you have teaching experience?	active

Possible Answers: Predefined Options

	Answer	Points	Disqualifying
1.	Yes	<input type="text"/>	<input type="checkbox"/>
2.	No	<input type="text"/>	<input type="checkbox"/>

Save << Prev Next >>

- Click 'Next' button.

15. Skip the Guest User section as this is a section only used in rare occasions by clicking 'Next' button.

16. If your posting has an established search committee for the hiring process, you may add them in the Search Committee Members section. Click the 'Add Existing User' button. You may search for individuals by typing in their name or email. It is recommended to remove the selected box of "Display search committee user group members only" as shown below.

Add Existing User

Search:

Department:

Display search committee user group members only

Search

Click 'Add Member' button to add the desired search committee member.

Martinez	Breanna	emailaddress@zed.zed	UIW	<input type="checkbox"/>	Add Member
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Once all desired search committee members have been added, click 'Next' button.

Search Committee [Save](#) [<< Prev](#) [Next >>](#)

For the username, please use the beginning of the member's email address.

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Breanna Martinez	emailaddress@zed.zed	<input checked="" type="checkbox"/>	approved	Actions ▾
Mallory Angier	emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾
Shannon Root	emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions ▾

[Add Existing User](#) [Create New User Account](#)

[Save](#) [<< Prev](#) [Next >>](#)

17. Skip the Evaluative Criteria section by clicking 'Next' button.

18. You will be returned to the Posting Summary section. Review the posting, ensuring all required information has been added. If you see an orange exclamation circle as shown below, there is required information missing in that particular section. Click 'Edit' button to return to the incomplete section and review the submitted information.

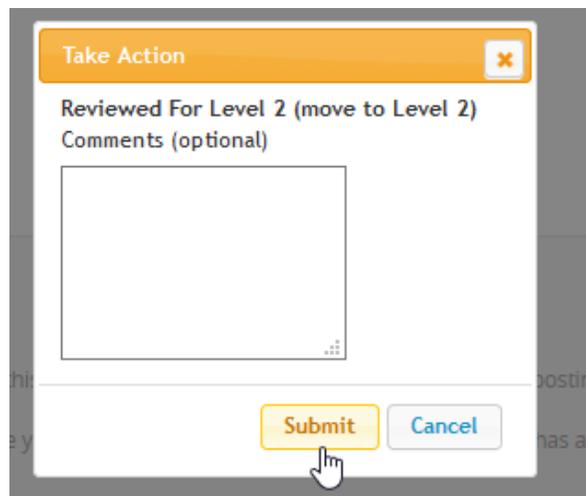


19. Once all sections are complete and the posting has been reviewed, you are ready to submit your posting through the proper workflow. In the right-hand corner, click on the 'Take Action on Posting' button and select 'Reviewed for...' option from the populated list.

Options given in this list will vary depending on the user group of the individual submitting the posting for review. For example, Level 1 users will select 'Reviewed for Level 2' as shown below as they are the next to review and approve the posting.



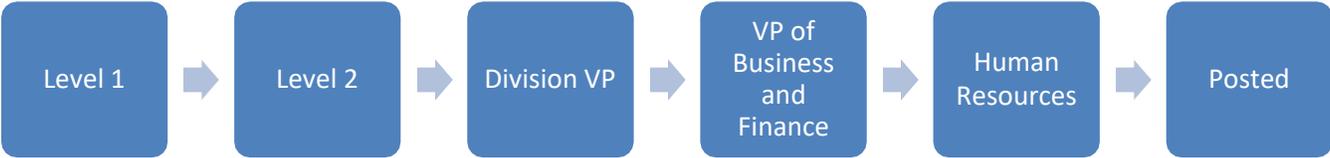
20. You may add comments for the next reviewer if desired. Click submit. Your posting has now been forwarded to next user for review and approval.



Workflow of Posting Approval

Below are workflows for the review and approval process for postings when created by the different user groups.

When a Level 1 user creates a posting:



When a Level 2 user creates a posting:



When a Division VP user creates a posting:

