St. Lawrence’s On-Line Recruitment System

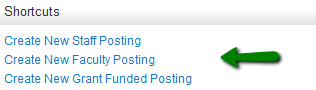
**Creating a Posting**

‘\*’ = required field

Login to <http://employment.stlawu.edu/hr> from your campus computer *(if you do not have a username and password for this system, email* [*humanresources@stlawu.edu*](mailto:humanresources@stlawu.edu) *to request an account. You will be contacted by Human Resources regarding the status of your account.)*

**Note: If you have multiple views in the system (requisition initiator, hiring manager, search committee member) make sure you are logged in as requisition initiator and hit the refresh button next to the field. **

1. Select the “Postings” tab at the top of the page. Select the orange “**Create New Posting**” link on the right side of the page. Note there are also shortcuts to these links on the right hand side of the page. On the right hand side of the home page there is a section titled “Shortcuts”, click on create a new staff posting.



1. You will be prompted to select the method you would like to use to create your recruitment request. An explanation of each method is available under the link. Select “Create from Position Type” or “Create from Posting” if the position has been previously posted.



1. You must complete all fields denoted by an asterisk and click the orange “Create New Posting” link when complete.



1. Complete the posting details and select next to continue. 
2. Screening feature – if interested in setting up screening questions for all applicants, you can add questions that all applicants will need to answer in the application process. See options below:

To Add New Posting Specific Question: Click on the button labeled “Add a Question". A pop up section will appear where you can add an existing question or create a new one.    
  
A new screen will pop up that will allow you to add a question by selecting the check box next to the question and hitting submit or create a new question using the “Add a new one” link pictured below. When all questions have been added click “Next” to advance.

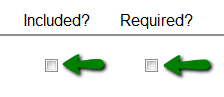


Please note – all newly created questions will have a status of “pending” until Human Resources approves the question.

To Add an Existing Posting Specific 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.   
  
To Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.   
  
Posting Specific Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

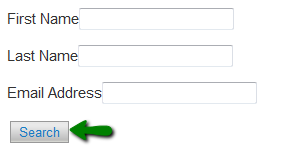
Select next to continue.

1. Under the Applicant Documents section select the documents the applicant will upload:
   1. Required Applicant Documents – if a document type is checked, the applicant will be **required** to attach one document file (PDF, MS Word, or Text) per document type selected.
   2. Optional Applicant Documents – if a document type is checked, the applicant **may** attach one document file (PDF, MS Word, or Text) per document type selected.



1. The department is responsible for uploading the advertisement and job description on the Posting Documents page. Once all documents have been successfully uploaded, click “Next” to advance.
2. The next screen allows you to give access to guest users, if the posting will not utilize this function click “Next” to advance. If there is a search committee member that will need access to the applicant data, click on the button “Create Guest User Account.” Prior to completing the recruitment request you will need to select “Activate Guest User” on the Summary page in order to activate this function. Select next to continue.
3. If assigning a search committee member to a current St. Lawrence employee, use the search function to add them as a search committee member. Use the new search committee member function to add an employee who does not already have an active account. You may also appoint an employee as the search committee chair. For both instances, Human Resources will be prompted to approve the account. After Human Resources approves the account it will be activated.

To add search committee members enter their first name, last name or email and hit search

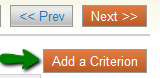


This will bring up a list of anyone with that name or email, select the correct user and hit the button to add to the search committee, if the person is the chair check the box that says search chair.



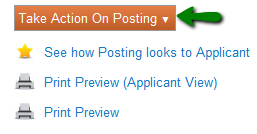
Please note, use this feature if you plan to use the ranking criteria function. Ranking criteria is discussed in step 10. Select next to continue.

1. Select “Add a criterion” and a list of approved criterions will appear. If the criterion you would like to use is not listed, select “add a new one.” Human Resources will be prompted to approve all new criterions. Select next to continue.



1. When you are ready to send the posting to the Hiring Manager for review, review your entries and do one of the three:
   1. Select “Edit” at the top left side of the page to make any changes.
   2. Select the orange “Keep working on this recruitment request” link which will allow you to return later to the posting and/or make edits.
   3. Select the orange “**Take Action on Posting**” link and select “Submit to Dean/Level 2 Approver” or the appropriate next level.

When you are ready to send the posting to the Hiring Manager for Review go to the summary page and hover over the orange box in the upper right hand corner that says “Take Action on the Posting”



1. Once you select “Submit to Dean/Level 2 Approver” or appropriate next level you ***must*** hit submit. Failure to submit may result in the loss of all data. The Recruitment Request has now been successfully completed and submitted to the next level for review and approval.