Posting Process for Faculty Class 1 and Class 7 Positions

**CREATING A POSTING [For Class 1 Faculty & Class 7 PTL-New]**

1. Log into https://jobs.rutgers.edu/hr/ and enter your NetID and Password.
2. Select the role you want to view the system in (upper-right hand side of the screen next to your name).
3. Choose from the following roles:
   a. *Initiator-Faculty, Authorizer 01-Faculty, Authorizer 02-Faculty*
4. Check that you are in the APPLICANT TRACKING module (upper right side of the screen above your name) – the top banner will be blue.
5. Toggle over Postings tab and select the Faculty position type from the drop down box.
6. Select the orange **Create New Posting** button (right side of the screen).
7. Select from the following:
   a. **Create from Position Type** in order to create a new position
   b. **Create from Posting** in order to clone an existing position.
8. The following page acts as a cover page for the posting; enter a ‘Posting Title’, and select the appropriate unit.
9. Complete the various required fields of the posting (indicated with an asterisk (*))
10. When you reach the “Summary Tab”, any tab that has an exclamation point (!) next to it indicated required information is missing and must be completed before moving forward.
11. From the “Summary Tab” toggle over the orange “Take Action on Posting” button, and select the appropriate workflow state.
12. Add any additional comments in the “Comment Box” keeping in mind these comments appear in the e-mail message to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.
13. The *Authorizer 02-Faculty* proceeds with moving the posting to “Posted”.

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CREATING A POSTING [For Class 7 PTL-Recurring]

1. Log into https://jobs.rutgers.edu/hr and enter your NetID and Password.
2. Select the role you want to view the system in (upper-right hand side of the screen next to your name).
3. Choose from the following roles:
   a. Initiator-Faculty, Authorizer 01-Faculty, Authorizer 02-Faculty
4. Check that you are in the APPLICANT TRACKING module (upper right side of the screen above your name) – the top banner will be blue.
5. Toggle over Postings tab and select the Faculty position type from the drop down box.
6. Select the orange “Create New Posting” button (right side of the screen).
7. Select from the following:
   a. “Create from Position Type” in order to create a new position
   b. “Create from Posting” in order to clone an existing position.
8. The following page acts as a cover page for the posting; enter a ‘Posting Title’, and select the appropriate unit.
9. Complete the various required fields of the posting (indicated with an asterisk (*))
10. When you reach the tab titled “Reference Letters”, DO NOT SELECT ANY REQUIRED REFERENCES. PLEASE SKIP OVER THIS TAB AND GO TO NEXT PAGE.
11. When you reach the tab titled “Applicant Documents”, DO NOT SELECT ANY REQUIRED DOCUMENTS. PLEASE SKIP OVER THIS TAB AND GO TO NEXT PAGE.
12. When you reach “Summary Tab”, any tab that has an exclamation point (!) next to it indicates requires information is missing and must be completed before moving forward.
13. From the “Summary Tab” toggle over the orange “Take Action on Posting” button and select the appropriate workflow state.
14. Add any additional comments in the “Comment Box” keeping in mind these comments appear in the e-mail message to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.
15. The Authorizer 02-Faculty proceeds with moving the posting to “Approved Internal”.
16. ROCS generates a link.
17. Departments provides link to those recurring PTL’s so that they may apply.
## Dispositioning Applicants and EEO Review

### Steps

1. Log in as one of the following user groups: “Authorizer 02-Faculty” or “Applicant Reviewer”.
2. Toggle over Postings tab and select “Faculty”. Select the posting and click into “Applicants” tab.
3. Individuals identified for interviews should be selected and moved to the workflow state “EEO Review for Interview” prior to interviewing.
4. Once EEO approves candidate for interview; a generated email will be sent to all Applicant Reviewers associated with the posting.
5. Any applicants not selected for interview should be dispositioned into an *Inactive* state and select the appropriate reason (i.e. Not Interviewed, Not Selected).
6. Once a Finalist(s) is selected in ROCS, an email is generated to the UHR Background Check team.

### Notes:

- Workflow states that end in “Email Now” will generate an automated rejection e-mail to the candidate moved to that state.
- Workflow states that end in “Email when Filled” will generate an automated rejection e-mail to the candidates in that state when the posting is moved to the ‘Filled’ state.
- Options in the bold font will move the applicant forward in the workflow. Non-bold options remove the candidate from the applicant pool.
- There are two user groups that can review applicants in ROCS:
  - Applicant Reviewer: This group can review all applicants that applied to the posting and move them in the above workflow.
  - Search Committee: This group can review all applicants that applied to the posting; however, they cannot move applicants in the workflow.

### Dispositioning Applicants and EEO Review Steps

<table>
<thead>
<tr>
<th>Applicant’s State:</th>
<th>Action Takes:</th>
<th>Responsible Role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review by Search Committee</td>
<td>1. SC Def’d Did Not Meet Min Quals- Email Now (move to Search Committee Def’d Did Not Meet Min Quals- Email Now) 2. SC Def’d Did Not Meet Min Quals- Email when posting is filled (move to Search Committee Def’d Did Not Meet Min Quals- Email when posting is filled) 3. EEO Review for Interview (move to EEO Review for Interview)</td>
<td>Applicant Reviewer</td>
</tr>
<tr>
<td>EEO Review for Interview</td>
<td>EEO has two options: 1. Candidate Approved for Interview (move to Candidate Interview Approved) 2. Return to Search Committee (move to Under Review by Search Committee)</td>
<td>EEO</td>
</tr>
<tr>
<td>Candidate Interview Approved</td>
<td>Applicant Reviewer has three options: 1. SC Def’d Did Not Meet Min Quals- Email Now (move to Search Committee Def’d Did Not Meet Min Quals- Email Now) 2. SC Def’d Did Not Meet Min Quals- Email when posting is filled (move to Search Committee Def’d Did Not Meet Min Quals- Email when posting is filled) 3. Initial Interview (move to Initial Interview)</td>
<td>Applicant Reviewer</td>
</tr>
<tr>
<td>Initial Interview</td>
<td>Applicant Reviewer has three options: 1. Interview- Not Selected- Email at Filled (move to Interview- Not Selected- Email when filled) 2. Interviewed-Not Selected- No Email (move to Interview-Not Selected- No Email) 3. On Campus Interview (move to On Campus Interview)</td>
<td>Applicant Reviewer</td>
</tr>
<tr>
<td>On Campus Interview</td>
<td>Applicant Reviewer has three options: 1. Interview- Not Selected- Email at Filled (move to Interview- Not Selected- Email when filled) 2. Interviewed-Not Selected- No Email (move to Interview-Not Selected- No Email) 3. Finalist</td>
<td>Applicant Reviewer</td>
</tr>
<tr>
<td>Finalist</td>
<td>UHR Faculty Role has two options: 1. Initiate Background Check 2. Background Check Not Required</td>
<td>UHR Faculty Role</td>
</tr>
<tr>
<td>Initiate Background Check</td>
<td>BGI Role has one option: 1. Background Check in Progress</td>
<td>BGI</td>
</tr>
<tr>
<td>Background Check in Progress</td>
<td>BGI Role has four options: 1. Background Check Cleared 2. Background Check Failed 3. Background Check No Response 4. BGI – Candidate Did Not Supply Required Info</td>
<td>BGI</td>
</tr>
<tr>
<td>Background Check Cleared</td>
<td>UHR Faculty Role has one option: 1. Hired</td>
<td>UHR Faculty Role</td>
</tr>
<tr>
<td>Hired</td>
<td>UHR Faculty Role will send the BGI certification e-mail to the department.</td>
<td>UHR Faculty Role</td>
</tr>
</tbody>
</table>

Applicant hired; Move the posting to filled to generate automated e-mails to the applicant pool.
Background Check Process

1. UHR Faculty Coordinator receives ROCS generated “Finalist” email.
2. UHR Faculty Coordinator checks internal system for the candidate’s eligibility.
3. If candidate is eligible for employment, UHR Faculty Coordinator moves the candidate to “Initiate Background Check” workflow state. If candidate does not pass internal eligibility check, the department will be notified and the candidate will be moved to an Inactive state.
4. UHR Background Check team will facilitate background check process through a third-party vendor.
5. If Background Check results are clear, candidate will be moved to the state “Background Check Cleared” by the UHR Background Check team and then moved to the state of Hired. If Background Check results are not clear, candidate will be moved to the state “Background Check Failed” by the UHR Background Check team and the candidate will be moved to the state of “Interviewed Not Selected”.

Faculty Posting Guidelines (Class 1 and Class 7)

- All new Class 1 and Class 7 postings are required to be posted within ROCS, any other Faculty positions are optional at this time.
- Postings should be open to the public for 5 full business days.
- For Class 7 postings, with multiple openings departments may select multiple Finalists against one posting.
- For Class 7 – PTL-Recurring posting
  - Only applies to those PTL’s that teach consecutive semesters (i.e. fall/spring)
  - Posting should be “approved internal” only
  - Multiple hires can be made against this posting
  - No upload of documents is required
  - Applicants need to only apply one time
- All applicants must be approved by EEO prior to being interviewed. All applicants must be dispositioned into the appropriate state.
- Authorizer 02 - Faculty is responsible for the following:
  - Posting the position
  - Making sure dispositions are complete for all applicants
  - Moving the position through the appropriate workflow states (i.e. Filled, Canceled, etc.)
- On Faculty postings the individual and email identified in the background check recipient will receive any correspondence in regards to the background check.
- Please add the following verbiage to all Class 1 and Class 7 offer letters:
  “Offer is contingent upon successful completion of all pre-employment screenings”
- Individuals hired into any University staff or faculty position will be required to have a background check performed prior to the commencement of employment, with results deemed acceptable by the University as a condition of employment. This requirement is applicable to:
  a) Individuals who have never been employed previously by the University in any capacity;
  b) Individuals who have been employed previously by the University in any capacity but have never undergone a background check;
  c) Individuals who have been employed previously by the University and have undergone a background check but have had a break in service of over 365 days from their last date of pay listed in the University’s payroll system;
  d) Individuals who have previously held non-permanent positions and are applying for permanent positions; and/or
  e) Individuals who are currently employed by the University and are moving to a new position that requires a background check as per state or federal law and/or as a qualification for the position.

An offer of employment will not be final and commencement of employment not permitted until the completion of the background check with results deemed acceptable by the University, unless an exception is sought by the department and granted under extraordinary circumstance or for specific purposes by the Senior Vice President for Human Resources and Organizational Effectiveness or his or her designee. Employment may be denied or rescinded based upon the results of the background check.