

A) Logging in to the ROCS System

1. Navigate to the <https://jobs.rutgers.edu/hr/shibboleth> website.
Login using your Rutgers NetID and password.



NOTE: Ensure your Wi-Fi connection is secure.

NetID Login

NetID:

Password:

Ensure proper security — keep your password a secret

☐ I am at a public workstation, disable single sign-on

Log In

Forgot your NetID or password?
First-time users, activate your NetID.
Need more help?

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!



NOTE: If you do not have a Rutgers NetID or have guest user access, navigate to the <https://jobs.rutgers.edu/hr> website. Login using your Username and Password.

Contact ROCS@hr.rutgers.edu to request guest user access.

Rutgers University

[Click Here To Log In With Your Network ID](#)

Username

Password

Log In

Authenticate with single sign-on/SSO Authentication

B) Understanding Faculty Posting Initiation

The **Initiator** begins the job posting process by:

- Initiating the job posting
 - Selecting **Applicant Reviewer(s)**
 - Selecting **Search Committee Member(s)**
- Advancing the posting to **Authorizer 1-Faculty**



NOTE: In some scenarios, the **Initiator** and **Authorizer 1-Faculty** are the same person. In this situation, the **Initiator/Authorizer 1-Faculty** will send the posting to **Authorizer 2**.

There are two ways to initiate a faculty posting:

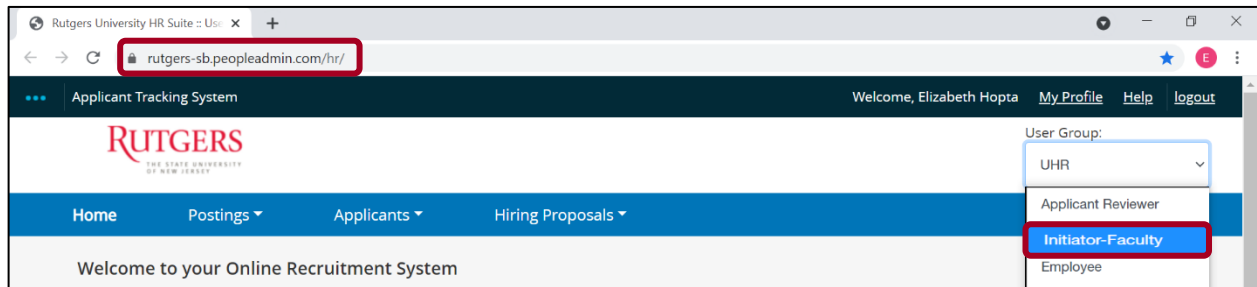
1. Initiate a new posting
2. Initiate a posting by cloning an existing posting

When initiating a new posting, all information must be entered by the **Initiator**.

When cloning a posting, most of the necessary information is already present; however, the **Initiator** needs to review and edit the information as needed.

C) Initiating a New Faculty Posting

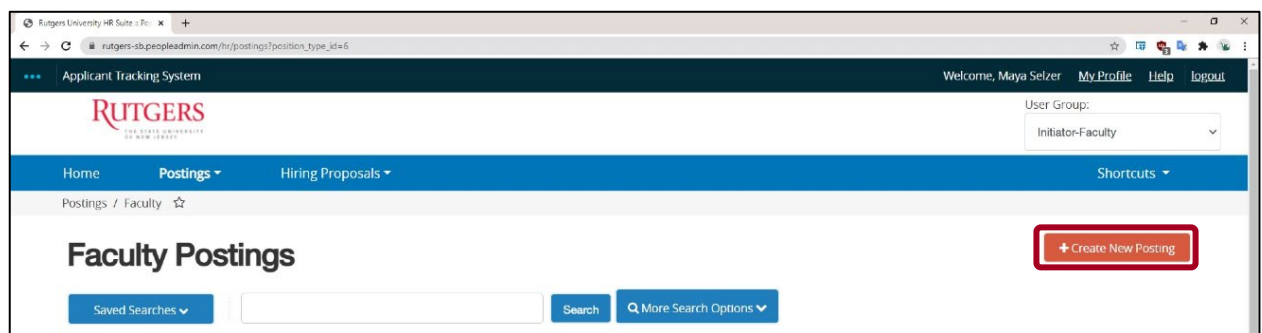
1. In the upper-right corner, select **Initiator-Faculty** for the **User Group**.



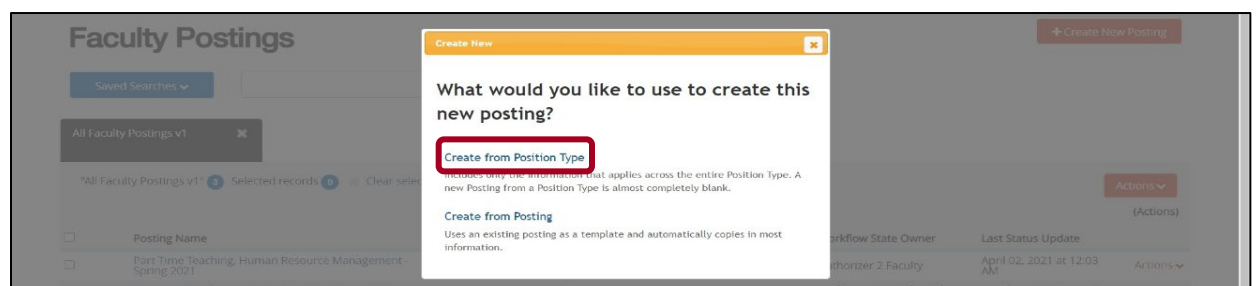
2. Select **Faculty** from the **Postings** menu.



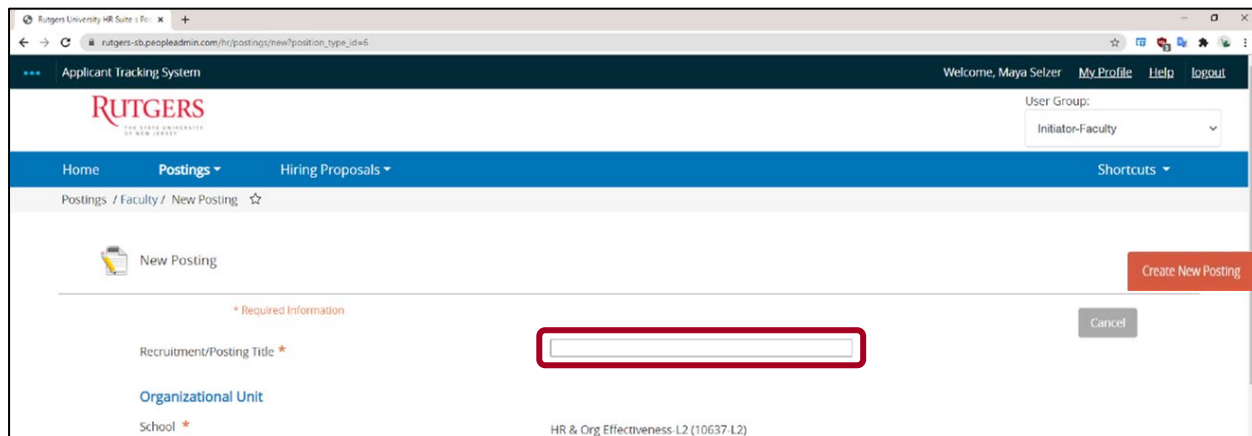
3. Click **Create New Posting**.



4. Click **Create from Position Type**.

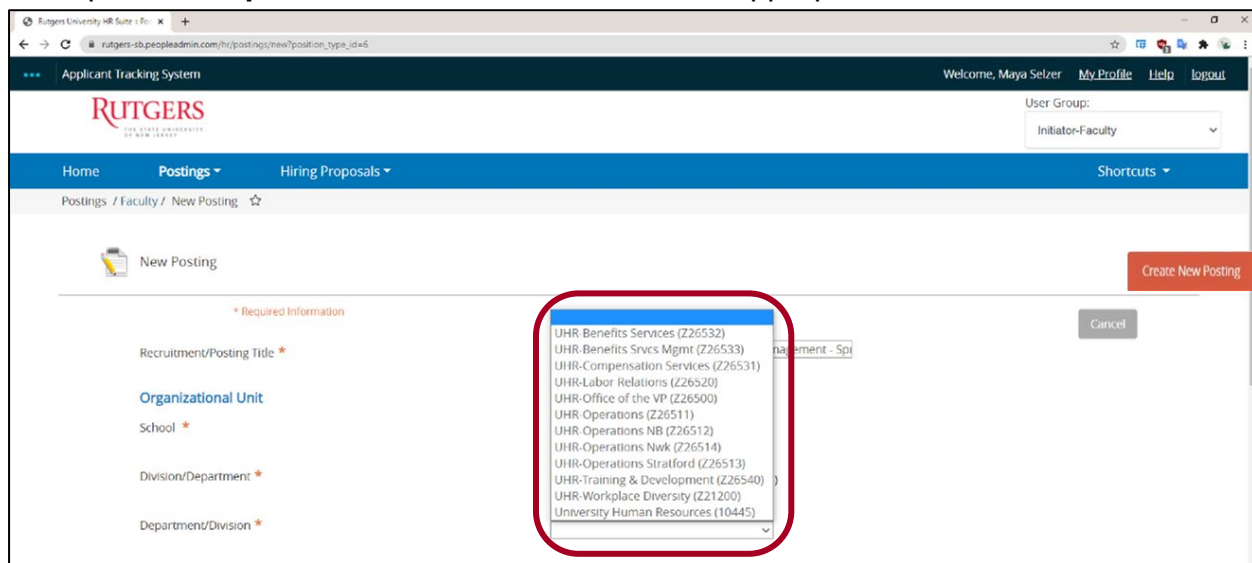


5. Enter a **Recruitment/Posting Title**.



The screenshot shows the 'New Posting' form in the Rutgers Applicant Tracking System. The form is titled 'New Posting' and includes a 'Create New Posting' button. The 'Recruitment/Posting Title' field is highlighted with a red rectangle. The form also includes fields for 'Organizational Unit' and 'School'. The 'Recruitment/Posting Title' field is currently empty.

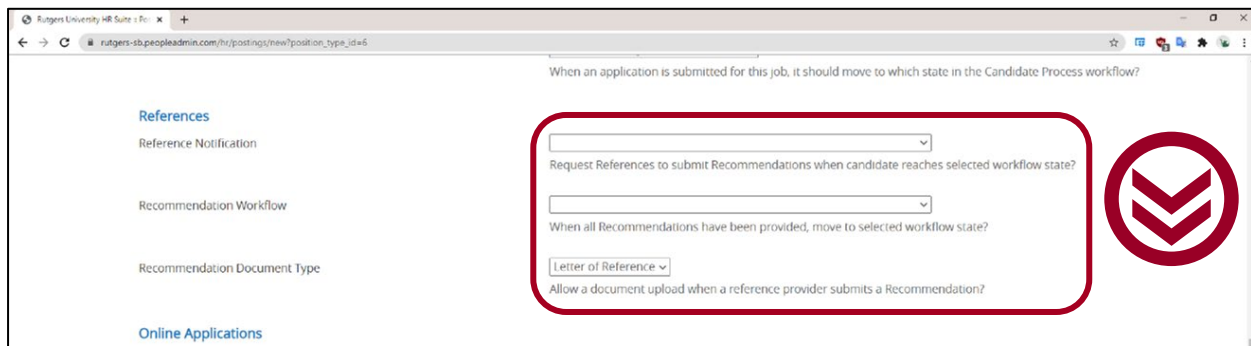
6. Open the **Department/Division** and select the appropriate choice.



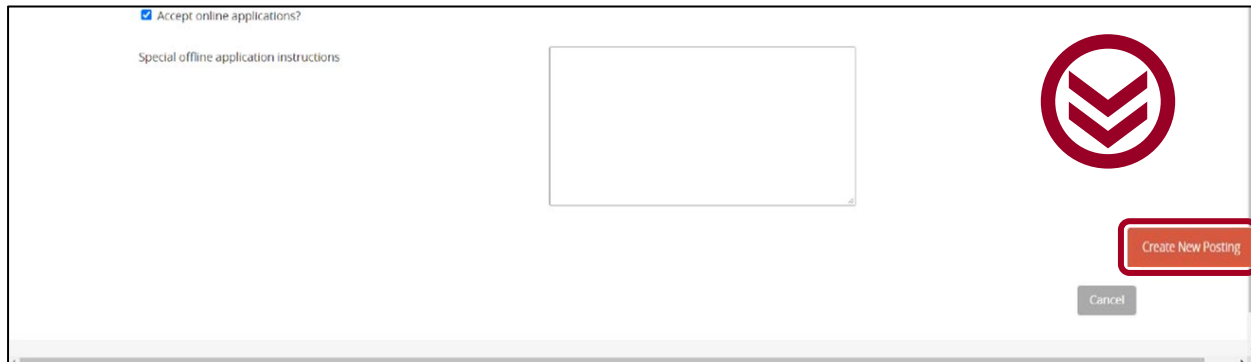
The screenshot shows the 'New Posting' form with the 'Department/Division' dropdown menu open. The dropdown menu is highlighted with a red rectangle. The dropdown menu lists the following options: UHR-Benefits Services (Z26532), UHR-Benefits Svcs Mgmt (Z26533), UHR-Compensation Services (Z26531), UHR-Labor Relations (Z26520), UHR-Office of the VP (Z26500), UHR-Operations (Z26511), UHR-Operations NB (Z26512), UHR-Operations Nwk (Z26514), UHR-Operations Stratford (Z26513), UHR-Training & Development (Z26540), UHR-Workplace Diversity (Z21200), and University Human Resources (10445). The 'Department/Division' field is currently empty.

8. Scroll down . The **References** section is optional. If desired, fill out the **References** section.

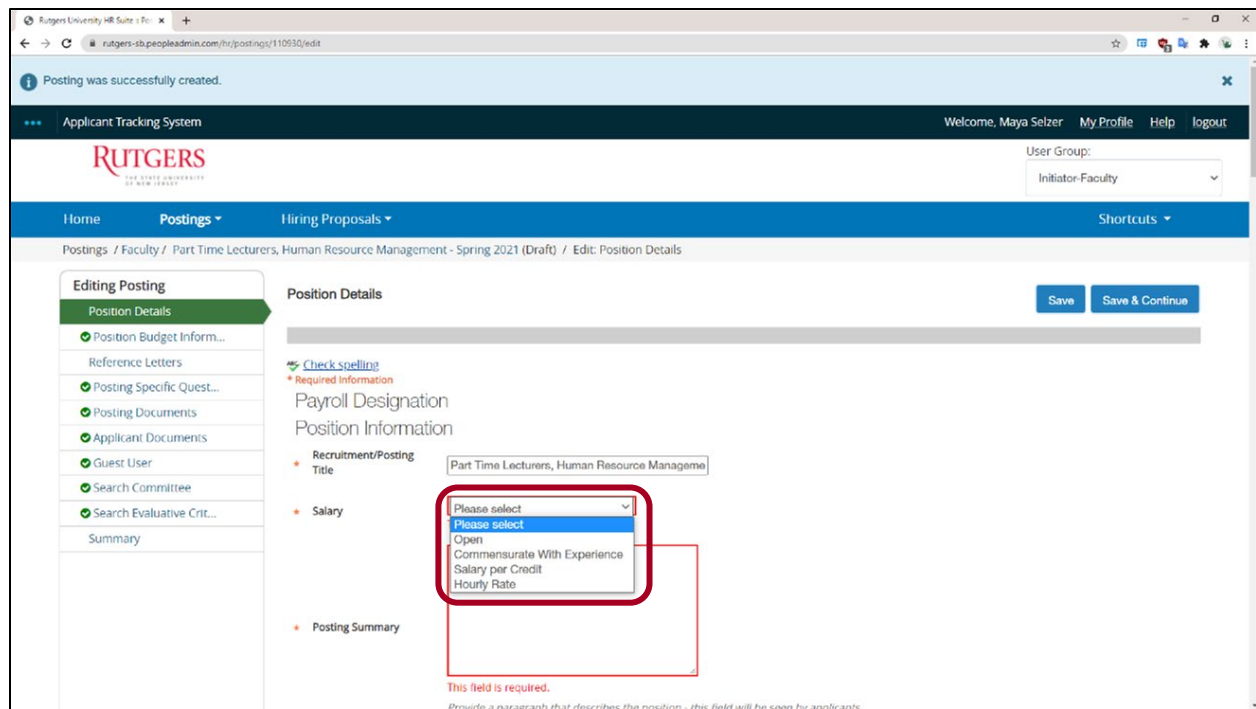
Menu	Definition
Reference Notification	After the Applicant reaches the selected Workflow State , the ROCS system will automatically request references.
Reference Workflow	After all the recommendations have been received, the ROCS system will automatically move the posting to the selected Workflow State .
Recommendation Document Type	Select the type of document that a reference can upload.



9. Scroll down and click **Create New Posting**.



10. Select a **Salary** from the dropdown menu.



Posting was successfully created.

Applicant Tracking System

Welcome, Maya Selzer My Profile Help Logout

User Group: Initiator-Faculty

Home Postings Hiring Proposals Shortcuts

Postings / Faculty / Part Time Lecturers, Human Resource Management - Spring 2021 (Draft) / Edit: Position Details

Editing Posting

- Position Details
- Position Budget Inform...
- Reference Letters
- Posting Specific Quest...
- Posting Documents
- Applicant Documents
- Guest User
- Search Committee
- Search Evaluative Crit...
- Summary

Position Details

Check spelling

Required Information

Payroll Designation

Position Information

Recruitment/Posting Title: Part Time Lecturers, Human Resource Managemen

Salary: Please select

Open

Commensurate With Experience

Salary per Credit

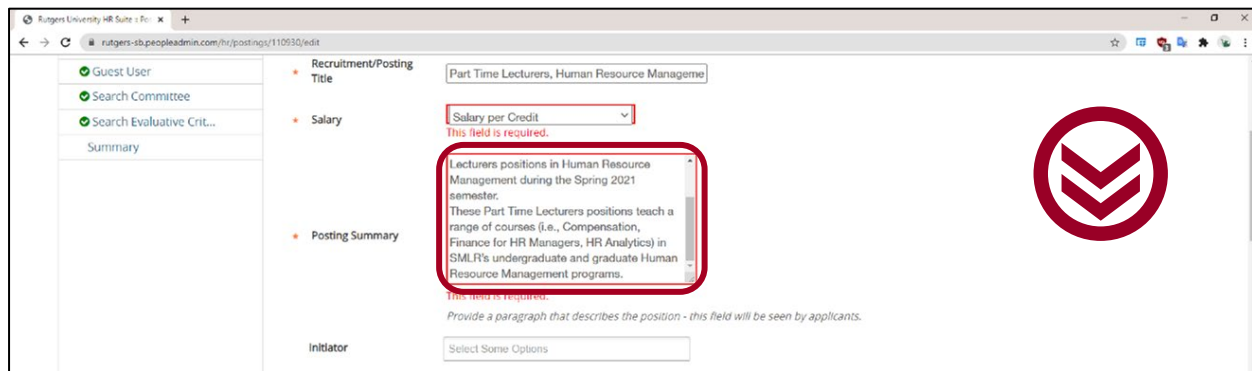
Hourly Rate

Posting Summary

This field is required.

Provide a paragraph that describes the position - this field will be seen by applicants.

11. Enter a **Posting Summary**. Then scroll down.



Guest User

Search Committee

Search Evaluative Crit...

Summary

Recruitment/Posting Title: Part Time Lecturers, Human Resource Managemen

Salary: Salary per Credit

This field is required.

Posting Summary

Lecturers positions in Human Resource Management during the Spring 2021 semester. These Part Time Lecturers positions teach a range of courses (i.e., Compensation, Finance for HR Managers, HR Analytics) in SMLR's undergraduate and graduate Human Resource Management programs.

This field is required.

Provide a paragraph that describes the position - this field will be seen by applicants.

Initiator: Select Some Options

12. Type a name in the **Initiator** field and select the appropriate person(s).

The screenshot shows the Faculty Posting form with the following fields and content:

- Posting Summary:** A text area containing a paragraph about Lecturers positions in Human Resource Management during the Spring 2021 semester. A red box highlights this text, and a red message below it states "This field is required." Below the text area, a note says "Provide a paragraph that describes the position - this field will be seen by applicants."
- Initiator:** A dropdown menu is open, showing a list of names and NetIDs: Allan, Alex (aaa123), Box, John (jod123), Cake, Maria (cam123), Dryer, Sam (das123), Ellis, Greg (eag123), Fruhan, Mary (fam123), Greece, Alicia (gaa123), Hen, Patricia (hap123), and Ignacio, Brandy (iab123). A red box highlights the entire dropdown menu.
- Applicant Reviewer:** A text field.
- Payroll Designation:** A text field.
- Semester:** A text field.
- Class:** A text field.
- Posting Number:** A text field.



NOTE: Initiators and Applicant Reviewers can be searched by First Name, Last Name, or NetID.

13. Type a name in the **Applicant Reviewer** field and select the appropriate person(s).

The screenshot shows the Faculty Posting form with the following fields and content:

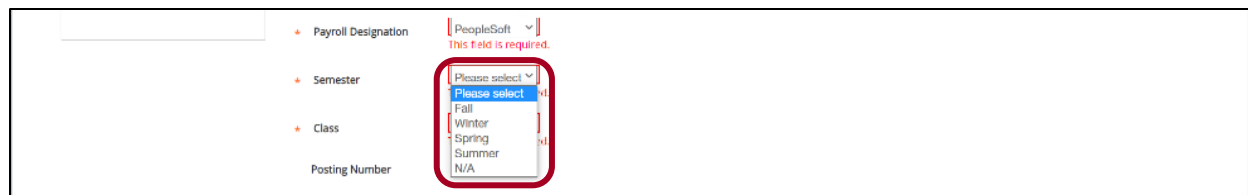
- Posting Summary:** Same as in the previous screenshot. A red box highlights the text, and a red message below it states "This field is required." Below the text area, a note says "Provide a paragraph that describes the position - this field will be seen by applicants."
- Initiator:** A dropdown menu showing "Doe, Jane (jod555)".
- Applicant Reviewer:** A dropdown menu is open, showing a list of names and NetIDs: Test, David (tad555) and Doe, Jane (jod555). A red box highlights the entire dropdown menu.
- Payroll Designation:** A dropdown menu showing "Please select". A red message below it states "This field is required."
- Semester:** A dropdown menu showing "Please select". A red message below it states "This field is required."
- Class:** A text field.
- Posting Number:** A text field.

14. Open the **Payroll Designation** menu and select the appropriate choice.

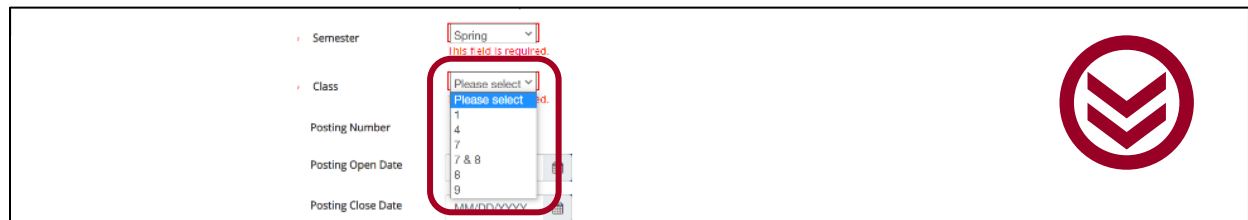
The screenshot shows the Faculty Posting form with the following fields and content:

- Posting Summary:** A text area.
- Initiator:** A text field.
- Applicant Reviewer:** A text field.
- Payroll Designation:** A dropdown menu is open, showing a list of choices: Please select, Banner, and PeopleSoft. A red box highlights the entire dropdown menu.
- Semester:** A text field.
- Class:** A dropdown menu showing "Please select". A red message below it states "This field is required."
- Posting Number:** A text field.

15. Open the **Semester** menu select the appropriate choice.



16. Open the **Class** menu and select the appropriate choice. Then scroll down.



17. Click the calendar icon  to enter the correct **Posting Open Date** and **Posting Closing Date**.



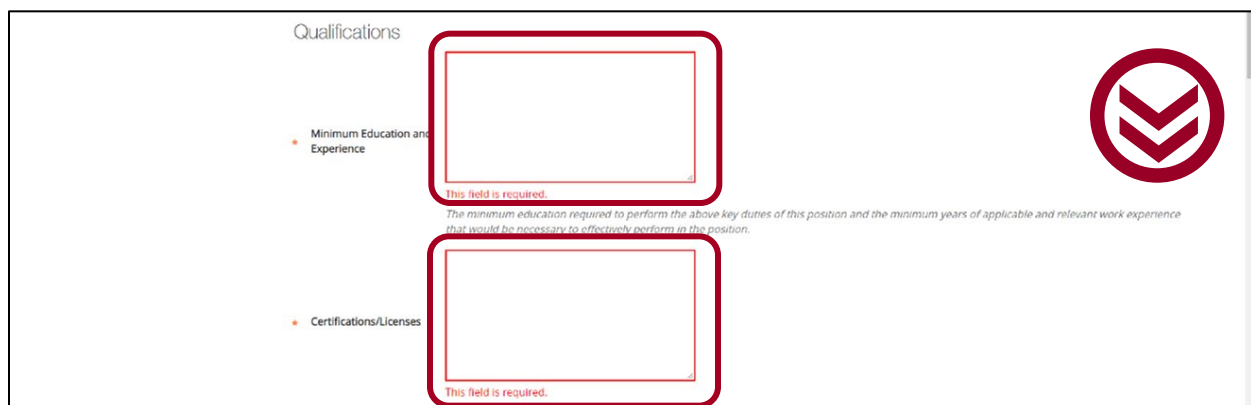

HINT: The calendar icon  will reveal a mini calendar. Use the calendar to select the correct date.

May 2021						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sort and edit options

>	Move forward one month
<	Move back one month
>>	Move forward one year
<<	Move back one year
⌵	Select month and year

18. Enter **Minimum Education and Experiences** and **Certifications/Licenses**. Then scroll



Qualifications

• Minimum Education and Experience

This field is required.

The minimum education required to perform the above key duties of this position and the minimum years of applicable and relevant work experience that would be necessary to effectively perform in the position.

• Certifications/Licenses

This field is required.

19. Enter an **Overview**. Then scroll down.

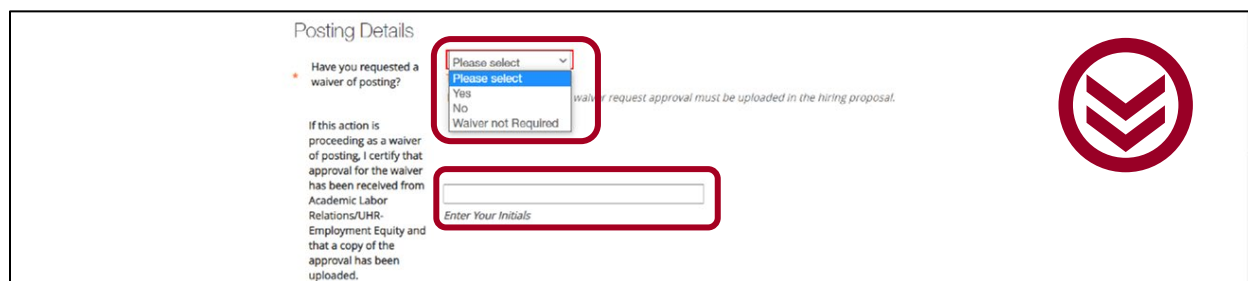


Physical Demands and Work Environment

Describe the physical demands and work environment, if any, that are representative of those that must be met by an employee to successfully perform the key functions of this position.

Overview

20. Select the appropriate response for the question **Have you requested a waiver of posting?** Then scroll down.



Posting Details

• Have you requested a waiver of posting?

Please select
Please select
Yes
No
Waiver not Required

If this action is proceeding as a waiver of posting, I certify that approval for the waiver has been received from Academic Labor Relations/UHR-Employment Equity and that a copy of the approval has been uploaded.

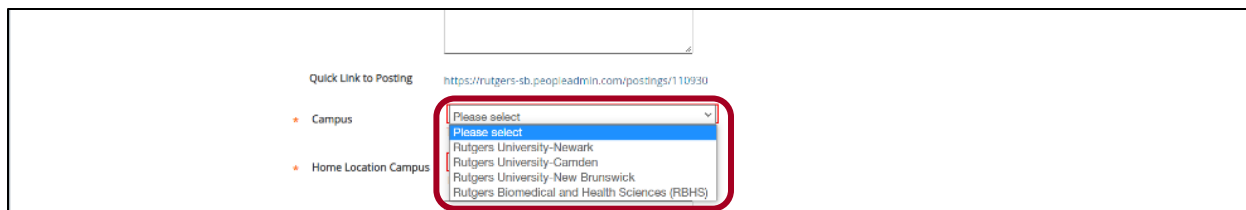
waiver request approval must be uploaded in the hiring proposal.

Enter Your Initials



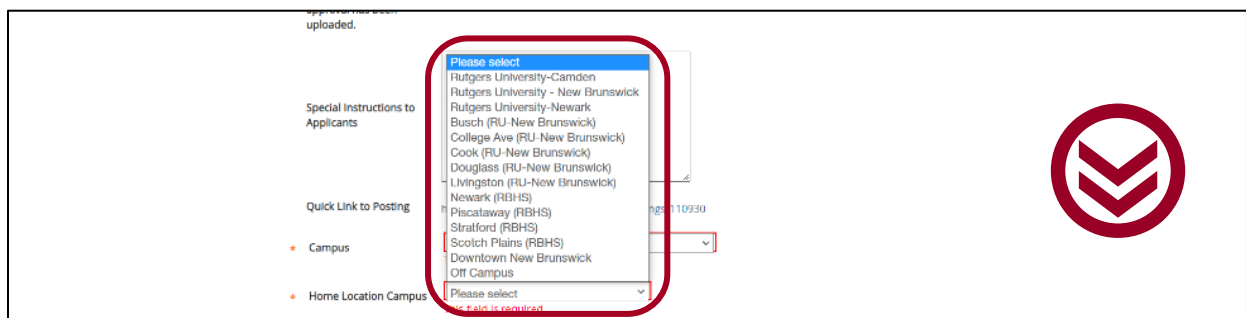
NOTE: If **Yes**, you must enter your initials in the field below.

21. Open the **Campus** menu and select the appropriate choice.



A screenshot of a web form with a dropdown menu open. The dropdown is titled "Please select" and lists five options: "Rutgers University-Newark", "Rutgers University-Camden", "Rutgers University-New Brunswick", and "Rutgers Biomedical and Health Sciences (RBHS)". The first option, "Rutgers University-Newark", is highlighted in blue. To the left of the dropdown, there are labels for "Campus" and "Home Location Campus". Above the dropdown, there is a "Quick Link to Posting" with a URL: <https://rutgers-sb.peopleadmin.com/postings/110930>.

22. Open the **Home Campus Location** menu and select the appropriate choice. Then scroll down.



A screenshot of a web form with a dropdown menu open. The dropdown is titled "Please select" and lists several options: "Rutgers University-Camden", "Rutgers University - New Brunswick", "Rutgers University-Newark", "Busch (RU-New Brunswick)", "College Ave (RU-New Brunswick)", "Cook (RU-New Brunswick)", "Douglass (RU-New Brunswick)", "Livingston (RU-New Brunswick)", "Newark (RBHS)", "Piscataway (RBHS)", "Stratford (RBHS)", "Scotch Plains (RBHS)", "Downtown New Brunswick", and "Off Campus". The first option, "Rutgers University-Camden", is highlighted in blue. To the left of the dropdown, there are labels for "Campus" and "Home Location Campus". Above the dropdown, there is a "Quick Link to Posting" with a URL: <https://rutgers-sb.peopleadmin.com/postings/110930>. A red circle highlights the "Home Location Campus" label and the dropdown menu. A red circle highlights the "Please select" text in the dropdown menu.

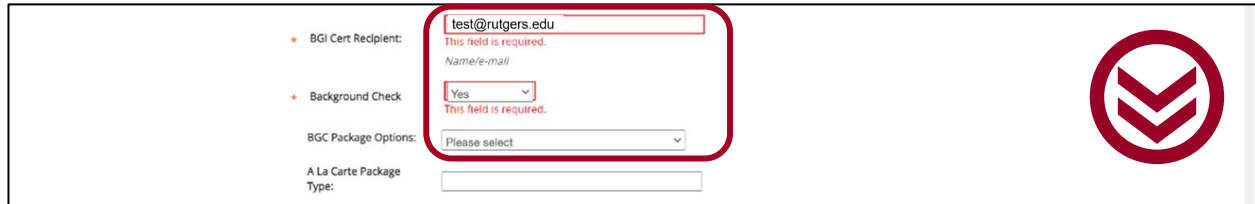
23. Open the **Job Category** menu and select the appropriate choice. Then scroll down.



A screenshot of a web form with a dropdown menu open. The dropdown is titled "Please select" and lists a long list of job categories, including "Academic - Academic", "Academic - Accounting", "Academic - Addiction Studies", "Academic - Advising & Counseling", "Academic - Agricultural Sciences", "Academic - Agricultural Sciences - Agricultural and Development Economics", "Academic - Agricultural Sciences - Agricultural Extension", "Academic - Agricultural Sciences - Agricultural Technology", "Academic - Agricultural Sciences - Animal Science", "Academic - Agricultural Sciences - Entomology", "Academic - Agricultural Sciences - Food Science and Technology", "Academic - Agricultural Sciences - Horticulture and Crop Science", "Academic - Agricultural Sciences - Other Agriculture", "Academic - Agricultural Sciences - Plant and Soil Science", "Academic - Agricultural Sciences - Veterinary Science", "Academic - Allied Health", "Academic - Allied Health - Art Therapy", "Academic - Allied Health - Community Health", and "Academic - Allied Health - Dental Assisting". The first option, "Academic - Academic", is highlighted in blue. To the left of the dropdown, there are labels for "Campus", "Home Location Campus", "Location Details", "Post to HERC?", and "Job Category". Above the dropdown, there is a "Quick Link to Posting" with a URL: <https://rutgers-sb.peopleadmin.com/postings/110930>. A red circle highlights the "Job Category" label and the dropdown menu. A red circle highlights the "Please select" text in the dropdown menu.

24. Enter the email address of the person receiving the results of the background check in the **BGI Cert Recipient** field. Select the appropriate response for **Background Check**. Then scroll down.

If a **Background Check** is necessary, select the appropriate choice from the **BGC Package** options.

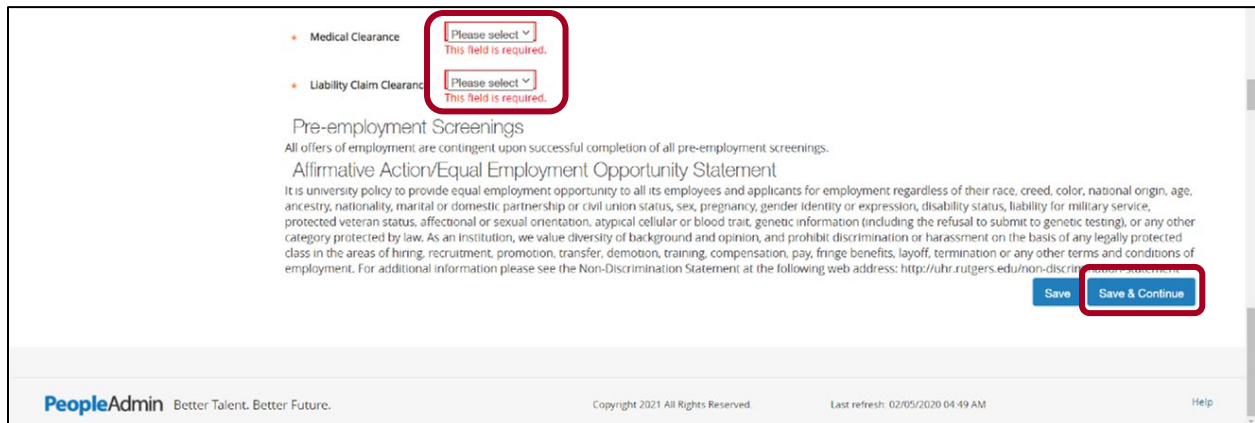


A screenshot of a web form. On the left, there are four sections: 'BGI Cert Recipient:', 'Background Check:', 'BGC Package Options:', and 'A La Carte Package Type:'. The 'BGI Cert Recipient:' field contains 'test@rutgers.edu' and has a red border and error message 'This field is required.'. The 'Background Check:' field has a dropdown menu with 'Yes' selected and a red border and error message 'This field is required.'. The 'BGC Package Options:' field has a dropdown menu with 'Please select' and a red border. The 'A La Carte Package Type:' field is empty. On the right side of the form is a large red circular logo with a white stylized 'V' or 'M' shape inside.



HINT: The BGI Cert Recipient is the person who will receive the results of the background check. If there are multiple people, separate the emails with a semicolon.

25. Select the appropriate response from the **Medical Clearance** and **Liability Claim Insurance** menus. Then click **Save & Continue**.



A screenshot of a web form. On the left, there are two sections: 'Medical Clearance' and 'Liability Claim Insurance'. Both have dropdown menus with 'Please select' and a red border and error message 'This field is required.'. Below these sections is a section titled 'Pre-employment Screenings' with a paragraph of text. At the bottom right of the form are two buttons: 'Save' and 'Save & Continue'. The 'Save & Continue' button is highlighted with a red border. At the bottom of the page, there is a footer with 'PeopleAdmin Better Talent. Better Future.', 'Copyright 2021 All Rights Reserved.', 'Last refresh: 02/05/2020 04:49 AM', and a 'Help' link.

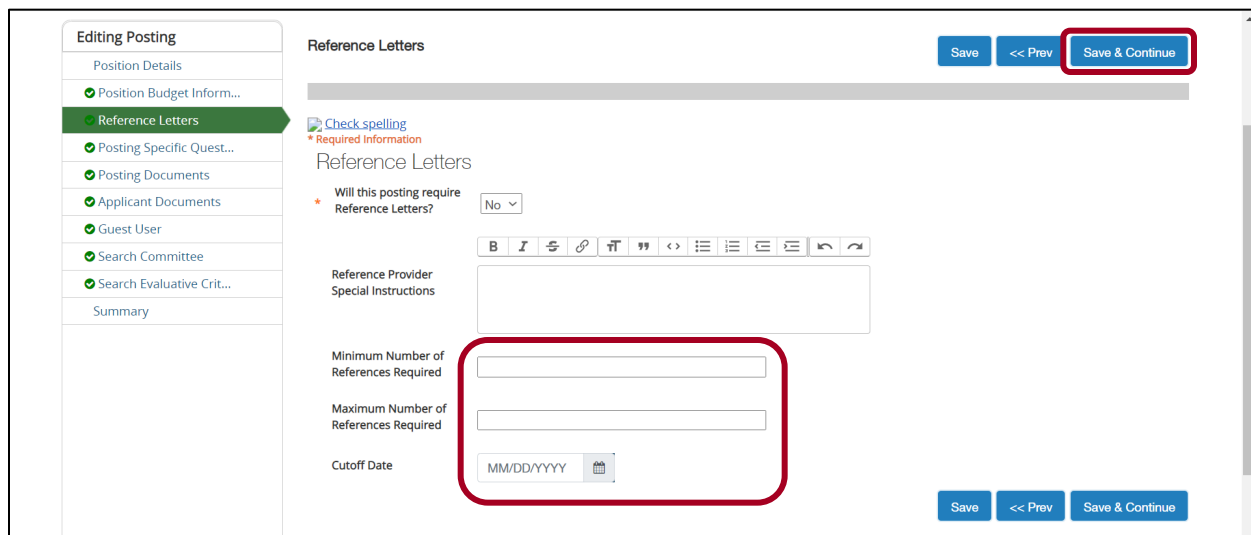
21. Answer the question **Will this posting require Reference Letters?** Then scroll down.

If **Yes**, add a value for:

- **Minimum Number of References Required**
- **Maximum Number of References Required**

If applicable, use the calendar icon  to select a date the reference letters must be submitted by.

When finished, click **Save & Continue**.



22. If applicable, add a **Posting Specific Question**. Click **Add a question**.




NOTE: Posting Specific Questions are always answered by the applicant. Questions can be required or optional.

a. A pop-up tab will appear. Choose a **Category** or enter a **Keyword** to find the appropriate question. Check the appropriate box and click **Submit** to add a question.

b. Once the question is submitted, it will be listed in **Included Supplemental Questions**. Click the question to expand it.

Check the **Required** box if the question is required. Check the **Disqualifying** box if the answer disqualifies an applicant from applying for this job.

Repeat these steps to add more questions.

When finished, click **Save & Continue**.

c. If applicable, click **Add a question** to create a new question.

d. Click **Add a new one** at the bottom.

The screenshot shows the 'Available Supplemental Questions' page in the Rutgers University Human Resources system. The page has a sidebar on the left with navigation links like 'Home', 'Postings', 'Applicants', and 'Hiring Process'. The main content area displays a list of questions with checkboxes for selection. The questions are categorized by 'Add Category' and 'Question'. At the bottom of the list, there is a link 'Add a new one' highlighted with a red box. Below the list, there are 'Submit' and 'Cancel' buttons.

e. Enter a **Name** for the question and type in the **Question**.

The screenshot shows the 'Posting Specific Questions' page in the Rutgers University Human Resources system. The page has a sidebar on the left with navigation links like 'Home', 'Postings', 'Applicants', and 'Hiring Process'. The main content area displays a form for adding a new question. The form has fields for 'Name', 'Status', 'Category', and 'Question'. The 'Name' and 'Question' fields are highlighted with red boxes. Below the 'Question' field, there are radio buttons for 'Possible Answers' (Open Ended Answers and Predefined Answers). At the bottom, there are 'Submit' and 'Cancel' buttons.

d. Open the **Status** menu and select **active**. Open the **Category** menu and select a category.

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 *

Status * pending

Category Please select a category

Question *

Possible Answers

☒ Open Ended Answers

☐ Predefined Answers

Submit Cancel

e. Select **Open Ended Answers** or **Predefined Answers**. If **Predefined Answers**, type in the selections that the **Applicant** can choose from.

Click **Submit**.

Repeat the steps to continue adding new questions.

Possible Answers

☐ Open Ended Answers

☒ Predefined Answers

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

Possible Answer 1:

Possible Answer 2:

Submit Cancel

d. If applicable, select the question to assign point values to **Predefined Answers**.

Check **Disqualifying** to automatically disqualify an **Applicant** who selects that **Predefined Answer**.

Assign a point value to a **Predefined Answer**. The point system tracks **Applicant** answers through points, which may help when reviewing applications. For example, if you ask **Do you have a Bachelor of Science degree?** and an **Applicant** answers **No**, that applicant will not be disqualified, but instead receive 1 point. **Applicants** who answer **Yes** will receive 2 points.

23. Upload internal **Posting Documents** as needed. When finished, Click **Save & Continue**.



NOTE: Applicants will never see these documents.

24. All items in **Applicant Documents** default to **Not Used**, make changes accordingly.

Scroll down to view the full list of available document choices. When complete, click **Save & Continue**.



NOTE: During the application process, the applicant will upload the selected documents.



HINT: To allow applicants to upload multiple documents of one type, select that document the correct amount of times. For example, to upload more than one **Certifications/Licenses** make sure to select **Certifications/Licenses**, **Certifications/Licenses 2**, and so on.

Order	Name	Not Used	Optional	Required
1	Resume/CV	+	☐	☐
2	Cover Letter/Letter of Application	+	☐	☐
3	Teaching Philosophy	+	☐	☐
4	Writing Sample 1	+	☐	☐
5	Curriculum Vitae	+	☐	☐
6	Transcript (Unofficial)	+	☐	☐
7	Other Document	+	☐	☐

25. In most cases, **Guest User** is skipped. Click **Save & Continue**.



NOTE: If **Guest User** access is needed, contact ROCS@hr.rutgers.edu.

Postings / Faculty / Part Time Lecturers, Human Resource Management - Spring 2021 (Draft) / Edit: Guest User

Guest User

Want to give guests access to view this posting?

[Create Guest User Account](#)

[Save](#) [Save & Continue](#)

26. Add **Search Committee Members** as needed. Click **Add Existing User**.



NOTE: Search Committee Members are assigned to help review applicants.

a. Enter a name or NetID into the search field and click **Search**.

Click **Add Member**.

Remove the name and enter a new name to continue adding members.

When finished, click **Close**.

27. When finished adding **Search Committee Members**, click **Save & Continue**.



NOTE: If applicable, select **Committee Chair(s)** by checking the box.

Postings / Faculty / Part Time Lecturers, Human Resource Management - Spring 2021 (Draft) / Edit: Search Committee

Editing Posting

- Position Details
- Position Budget Inform...
- Reference Letters
- Posting Specific Quest...
- Posting Documents
- Applicant Documents
- Guest User
- Search Committee**
- Search Evaluative Crit...
- Summary

Search Committee

Save << Prev **Save & Continue**

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Jane Doe	emailaddress@zed.zed	☐	approved	Actions ▾
Jane Doe	emailaddress@zed.zed	☐	approved	Actions ▾
Jane Doe	emailaddress@zed.zed	☐	approved	Actions ▾

Add Existing User Create New User Account

Save << Prev Save & Continue

28. Add **Search Evaluative Criteria** as needed. Click **Add a Criterion**.



NOTE: **Search Evaluative Criteria** provides **Search Committee Members** with specific criteria to help them narrow the applicants. For example, members may be asked to rank applicants.

Postings / Faculty / Part Time Lecturers, Human Resource Management - Spring 2021 (Draft) / Edit: Search Committee

Editing Posting

- Position Details
- Position Budget Inform...
- Reference Letters
- Posting Specific Quest...
- Posting Documents
- Applicant Documents
- Guest User
- Search Committee
- Search Evaluative Crit...**

Search Evaluative Criteria

Save << Prev **Save & Continue**

Included Evaluative Criteria

Add a Criterion

Category	Description	Weight	Workflow State	Status
----------	-------------	--------	----------------	--------

Save << Prev Save & Continue

a. Select a **Category** or enter a **Keyword** to search for specific criteria.

Click the **Description** to expand the criteria.

Check the box to select the criteria. Then scroll down.

Applicant Tracking System

Welcome, Maya Selzer My Profile Help Logout

Home Postings Hiring

Postings / Faculty / Co-Adjuncts, Human Resources

Editing Posting

- Position Details
- Position Budget Inform...
- Reference Letters
- Posting Specific Quest...
- Posting Documents
- Applicant Documents

Search

Include

Category

Available Evaluative Criteria

Category: Any Keyword:

Add Category Description

☐ Uncategorized Please provide any comments on the applicant.

☒ Uncategorized Provide a rank of the applicant on a scale of 1 (Not qualified and would not consider for interview) to 5 (Qualified and should be interviewed).

Possible Answers:

- 1. 1
- 2. 2
- 3. 3
- 4. 4
- 5. 5

Applicant workflow state

Under Review by Search Committee

Save << Prev Save & Continue

Add a Criterion

Weight Workflow State Status

b. Click **Submit**. Repeat the steps to continue adding criteria.

☐ Uncategorized Does the candidate have forecasting experience?

☐ Uncategorized Does the candidate have experience with Tableau?

☐ Uncategorized Primary Reader

Displaying all 13

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

Submit Cancel

29. When finished adding criteria, click **Save & Continue**.

Editing Posting

- Position Details
- Position Budget Inform...
- Reference Letters
- Posting Specific Quest...
- Posting Documents
- Applicant Documents
- Guest User
- Search Committee
- Search Evaluative Crit...

Search Evaluative Criteria

Save << Prev Save & Continue

Included Evaluative Criteria

Add a Criterion

Category Description Weight Workflow State Status

Save << Prev Save & Continue



KEY: The next actions advance the posting to the next step in the posting process. It is critical that these steps are completed in order to submit the posting for review.

30. Click **Take Action on Posting** and select **Authorizer 1 (move to Authorizer 1)**.

The screenshot shows the Rutgers Applicant Tracking System interface. The top navigation bar includes 'Home', 'Postings', and 'Hiring Proposals'. The main content area displays a posting titled 'Posting: Part Time Lecturers, Human Resource Management - Spring 2021 (Faculty)'. A dropdown menu titled 'Take Action On Posting' is open, showing options: 'Keep working on this Posting', 'Cancel (move to Cancelled)', 'Authorizer 1 (move to Authorizer 1)' (highlighted with a red box), 'Budget (move to Budget)', and 'Authorizer 2 (move to Authorizer 2)'.

31. Select the appropriate **Authorizer 1** and click **Submit**.



CAUTION: Never select **System Account**. Always select the appropriate **Authorizer 1** in your department. If **System Account** is the only option available, contact ROCS@hr.rutgers.edu

The screenshot shows the 'Take Action' dialog box with the title 'Authorizer 1 (move to Authorizer 1)'. It lists two options: 'Jane Doe' and 'Jane Doe' (highlighted with a red box). The 'Submit' button is visible at the bottom of the dialog.

32. A notification stating that the "Posting was successfully transitioned" will appear. Click **X** to close the notification.

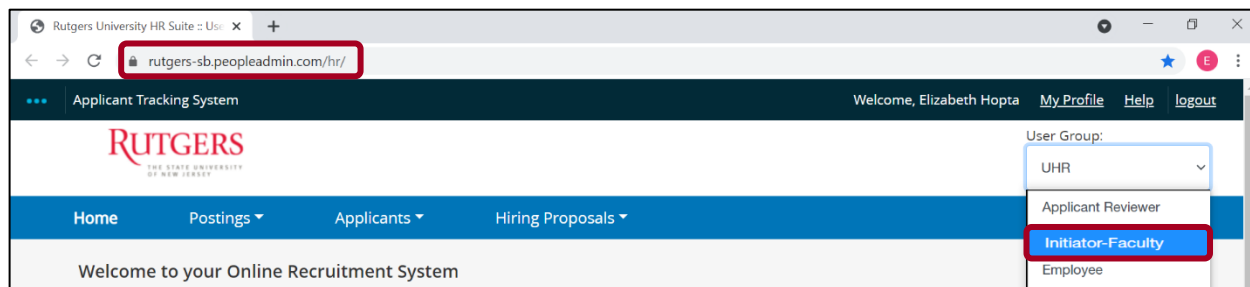
The screenshot shows the Rutgers Applicant Tracking System interface with a notification banner at the top stating 'Posting was successfully transitioned'. A red box highlights the 'X' button in the top right corner of the notification banner, used to close it. The main content area shows the updated posting status as 'Authorizer 1'.

D) Initiating a Posting from a Previously Posted Job

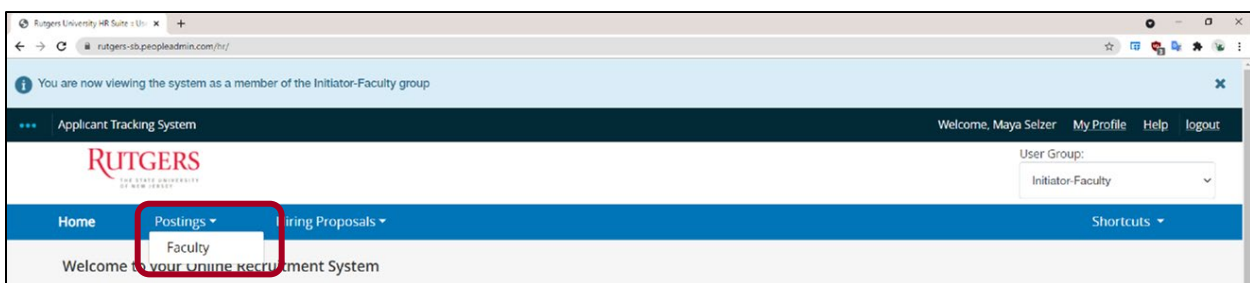


KEY: A posting can be initiated by cloning a previously posted job. A posting that is still in the review process cannot be cloned.

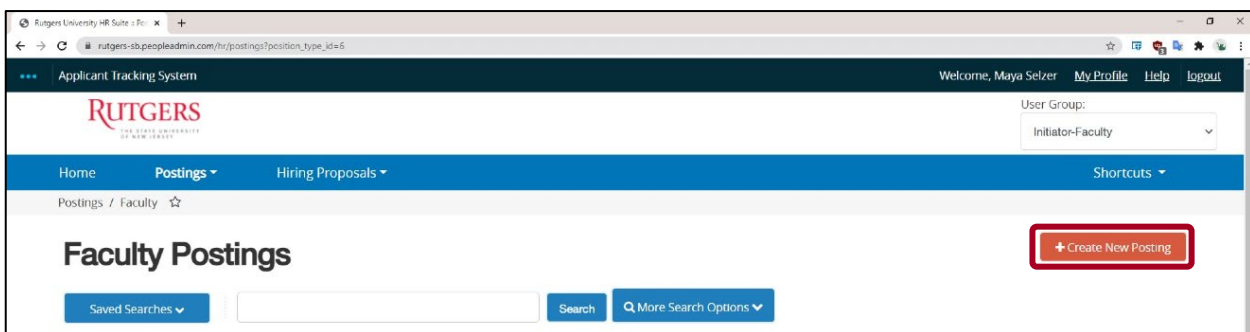
1. In the upper-right corner for the **User Group**, select **Initiator-Faculty**.



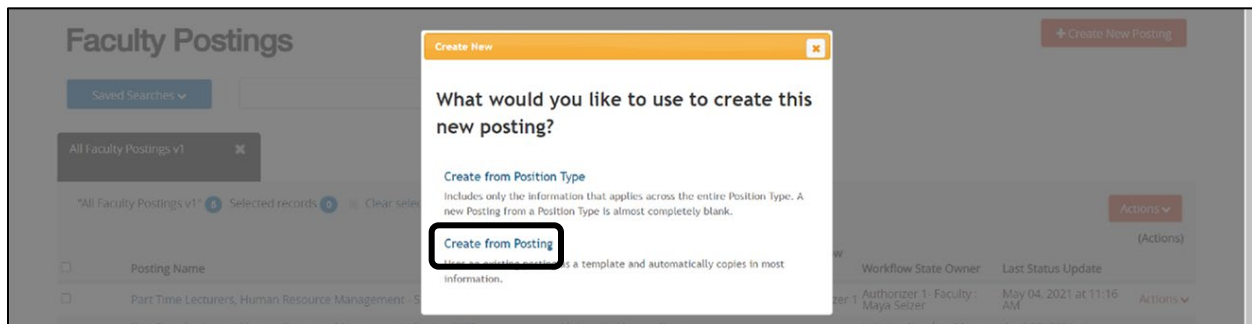
2. Select **Faculty** from the **Postings** menu.



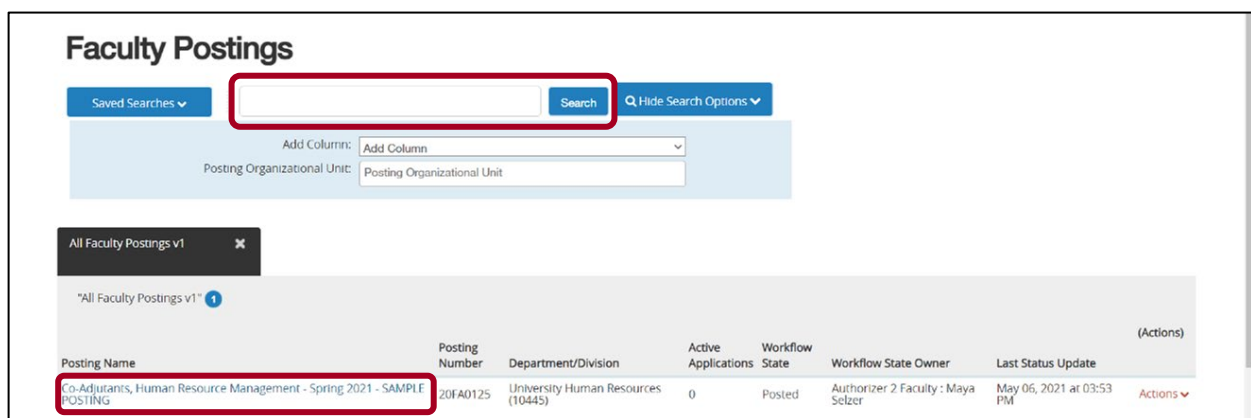
3. Click **Create New Posting**.



4. Click **Create from Posting**.

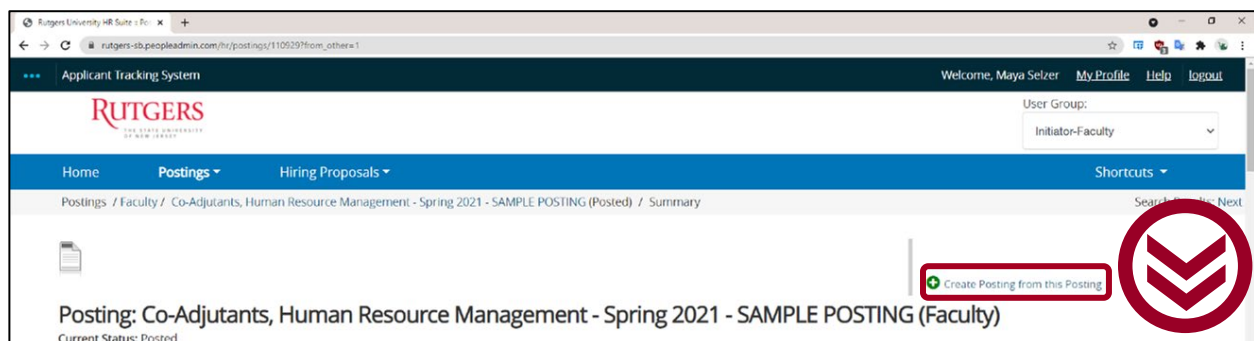


5. Search for the appropriate posting and click the **Posting Name**.



NOTE: The **Workflow State** of the original posting must be **Posted**, **Approved Internal/Waiver**, or **Filled**.

6. Click **Create Posting from this Posting**. Then scroll down.



7. Click **Create New Posting**.

Online Applications

☒ Accept online applications?

Special offline application instructions

Please upload a copy of your SHRM certification in the "Certifications/Licenses" document section.

Create New Posting

Cancel

8. Scroll down and remove the **Initiator** and **Applicant Reviewer**.

Type the blank space to select the new **Initiator(s)** and **Applicant Reviewer(s)**. Then scroll down.

Initiator: Doe, Jane (jd555) [X]

Applicant Reviewer: Test, David (td555) [X]

Applicant Reviewer: Doe, Jane (jd555) [X]

Payroll Designation: PeopleSoft

Semester: Spring

Class: 8

9. Click **Save & Continue**.

Pre-employment Screenings

All offers of employment are contingent upon successful completion of all pre-employment screenings.

Affirmative Action/Equal Employment Opportunity Statement

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information please see the Non-Discrimination Statement at the following web address: <http://uhr.rutgers.edu/non-discrim>

Save Save & Continue

10. Review each section of the **Editing Posting** menu. Click **Save & Continue** when finished with the review and edits of each section.



NOTE: All dates must be changed to the appropriate timeframe.

For information on how to edit specific sections, refer to the [Initiating a New Posting](#) section.

Posting was successfully updated.

Applicant Tracking System

Welcome, Maya Selzer My Profile Help Logout

User Group: Initiator-Faculty

Home Postings Hiring Proposals Shortcuts

Postings / Faculty / Co-Adjutants, Human Resource Management - Spring 2021 (Draft) / Edit: Position Budget Information

Editing Posting

- Position Details
- Position Budget Inform...**
- Reference Letters
- Posting Specific Quest...
- Posting Documents
- Applicant Documents
- Guest User
- Search Committee
- Search Evaluative Crit...
- Summary

Position Budget Information

Save << Prev Save & Continue

Check spelling

* Required Information

Budget Summary

* Account/Index Number 123456

Fund Number

* Percentage Funded 100

Enter a number with a maximum of 3 digits.

Position Number

Banner Only

Maximum Amount

Salary Component Please select

Banner Only

☐ Remove Entry?

11. After reviewing the **Editing Posting** menu, open the **Take Action on Posting** menu and select **Authorizer 1 (move to Authorizer 1)**.

Posting: Co-Adjutants, Human Resource Management - Spring 2021 (Faculty) Edit

Current Status: Draft

Position Type: Faculty

Department/Division: University Human Resources (10445)

Created: ...

Owner:

Summary History Settings Hiring Proposals

Take Action On Posting

- Keep working on this Posting
- WORKFLOW ACTIONS
- Cancel (move to Cancelled)
- Authorizer 1 (move to Authorizer 1)**
- Budget (move to Budget)
- Authorizer 2 (move to Authorizer 2)

12. Select the appropriate **Authorizer 1** and click **Submit**.



CAUTION: Never select **System Account**. Always select the appropriate **Authorizer 1** in your department. If **System Account** is the only option available, contact ROCS@hr.rutgers.edu



13. A notification stating that the “Posting was successfully transitioned” will appear. Click **X** to close the notification.

