

## SAS 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*
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. BGI Cert Recipient: [BGI@SAS.rutgers.edu](mailto:BGI@SAS.rutgers.edu), your department email
11. 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.
12. From the “Summary Tab” toggle over the orange “Take Action on Posting” button, and select the appropriate workflow state.
13. 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.
14. Postings will be approved by Director of Administration under Budget Approver.
15. The *Authorizer 02-Faculty* proceeds with moving the posting to “Posted”.

## 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*
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 the Posting Title as “**PTL Recurring**”, and select the appropriate unit.
9. Complete the various required fields of the posting (indicated with an asterisk (\*))
10. BGI Cert Recipient: [BGI@SAS.rutgers.edu](mailto:BGI@SAS.rutgers.edu), your department email
11. When you reach the tab titled “Reference Letters”, ***DO NOT SELECT ANY REQUIRED REFERENCES. PLEASE SKIP OVER THIS TAB AND GO TO NEXT PAGE.***
12. When you reach the tab titled “*Applicant Documents*”, ***DO NOT SELECT ANY REQUIRED DOCUMENTS. PLEASE SKIP OVER THIS TAB AND GO TO NEXT PAGE.***
13. 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.
14. From the “Summary Tab” toggle over the orange “Take Action on Posting” button and select the appropriate workflow state.
15. 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.
16. Postings will be approved by Director of Administration under Budget Approver.
17. The *Authorizer 02-Faculty* proceeds with moving the posting to “Approved Internal”.
18. ROCS generates a link.
19. Departments provides link to those recurring PTL’s so that they may apply.