The process for creating a staff posting includes a workflow for approvals prior to the position being posted on the Applicant Portal.

Step 1: Obtain approval from your supervisor and/or Vice President to fill the position.

Step 2: Review/draft/update the job description and send it to HR. HR will finalize it, enter it in the Staff Applicant Tracking System (ATS) and notify the Hiring Manager when it is complete.

Step 3: Login to the ATS home page at https://hmc.peopleadmin.com/hr and enter your HMC Credentials [Firefox or Chrome are the best browsers to use with the system.]. Click on **Create New Posting** in the Shortcuts box. *[Make sure your user role is **Hiring Manager**. If you need to change it, select the **Hiring Manager** role from the drop down box and click on the refresh button.]*

Step 4: When the **Create New** box pops up, select **Create from Position Description**.

Step 5: Search for the position description and either click on the title or select **View** from the drop down **Actions** box on the far right of the screen.

Step 6: Select **Create Posting from this Position Description**.

Step7: On the New Posting page make sure the Division and Department are correct, update if necessary, and click on the orange **Create New Posting** button. *[Note: Accept online applications? remains checked.]*

Step 8: **Complete required fields.** You may enter information in the optional fields. *[If you need to make changes to the position description, please notify Human Resources.]*

Account Numbers: You will be required to enter an account number from which salary is paid and one from which advertising costs are paid (if any).

> **Where to find account numbers:**
>
> - **Salary:** you can ask the department Administrative Assistant/Coordinator for the account number, supervisors can access the account number in CUConnect (if they have an account) or in Ultipro (sequence: My Team, employee name, Jobs, Other Company Information), or you can contact the Budget Director.
> - **Advertising:** Usually the department account number with the following last four digits: 5030 (advertising), unless you wish to charge it to a different object code and/or account number.

Step 9: You may elect to add job-related supplemental questions to your posting. You may select existing ones or create new ones. If you don't add them at this step, Human Resources will check with you before the position is posted. You can select **Search Committee** members and/or **Guest Users**, and develop **Ranking Criteria** now or later. [*Refer to separate guides on how to add supplemental questions, select search committee members, and add ranking criteria.*]

Step 10: Select the documents you want applicants to include with their application.

Step 11: When you reach the **Summary Tab**, any tab with an exclamation point (!) next to it has missing required information that must be entered before you can move forward.

Step 12: Toggle over the **Take Action On Posting** button and select the appropriate next step in the workflow. [NOTE: BAO division Hiring Managers send the posting to HR; non-BAO Hiring Managers send the posting to the VP.] You may add a comment for the recipient of the next workflow step. Comments become a permanent part of the recruitment record and cannot be deleted. [see attached **Staff Posting Review/Approval Workflow** diagram.]

HARVEY MUDD COLLEGE
HUMAN RESOURCES OFFICE

STAFF POSTING REVIEW/APPROVAL WORKFLOW
STAFF APPLICANT TRACKING SYSTEM (ATS)

BEFORE POSTING:
Hiring Manager (1) obtains VP approval to post, and
(2) updates position description and emails it to HR.

At each step of the review/approval workflow, the recipient may move the posting to the next step or return it to the previous step if further action is required at that step.

HR reviews and enters final position description in the ATS and notifies Hiring Manager

Hiring Manager creates job posting; sends to VP (BAO depts. send posting to HR)

Non-BAO Depts.:
VP reviews/approves and sends to HR

HR reviews, completes posting and sends to Budget Director

Admin. & Finance reviews /approves and sends to HR

Budget Director reviews/approves and sends to Admin. & Finance for final approval

HR posts the job in the Applicant Portal

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