

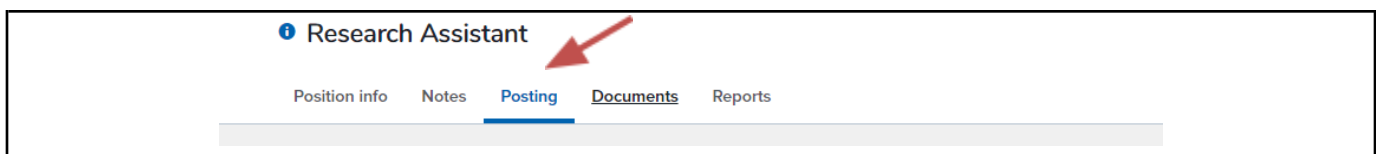
## How to Post a Job

This job aid provides step-by-step directions for posting a job on the Careers website and external job boards. Permission groups Levels 3 and 4 can post jobs. If you have questions regarding your permission group, contact your Client Manager.

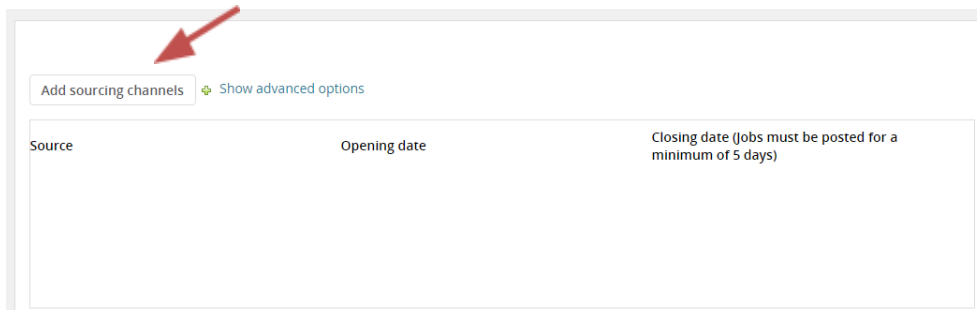
When posting a job, first complete all fields in the “Position Info” tab of the requisition. Refer to ***How to Create a Requisition*** for guidance.

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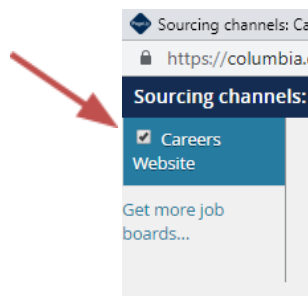
1. Click the “Posting” tab of the requisition in progress.



2. Click “Add sourcing channels” to advertise a job to applicants.



3. Select “Careers Website” in the left column of the **Sourcing channels** window. This box must always be selected to post a requisition on the Careers website.



4. **Do not change** the opening date. The posting is pre-filled to go live on the careers page the following day at 11:00 am. This will allow CUHR the opportunity to review the salary range posting.
  - CUHR will be reviewing and releasing requisitions during the day. Any requisitions generated after 5 pm will be reviewed and released the following business day.
5. Confirm that the Salary Range information appears in the Job Ad field:

6. Adding a **Closing date** is optional.

**Do not change the Title, Summary, or Text to appear in the Job Ad fields. The design template should be “Default.”**

**Note:** Videos can be added to a posting (optional). If you want to add a video, click the “Yes” button in the **Include video** field. Add a Youtube or Vimeo link in the **Video Link** field; select “Below ad” for the **Video position**, so the video does not interfere with advertising text. If you must have a video on the top of a job posting, add it when creating the job description. Do not add it here.

7. Select an Application form type:
  - **CU Application for Employment** – Standard application used for most postings. This form type will automatically disqualify applicants without high school diplomas or equivalent criteria.
  - **HS Internship Application** – Use for high-school-student-paid internship postings.
  - **No HS Diploma Application** – Use for positions that do not require a high school diploma. This is typically for short-term casual hires.
8. To add additional questions, click on customize for job

Application form: \* CU Application for Employment (Job - ' Preview Customize for job

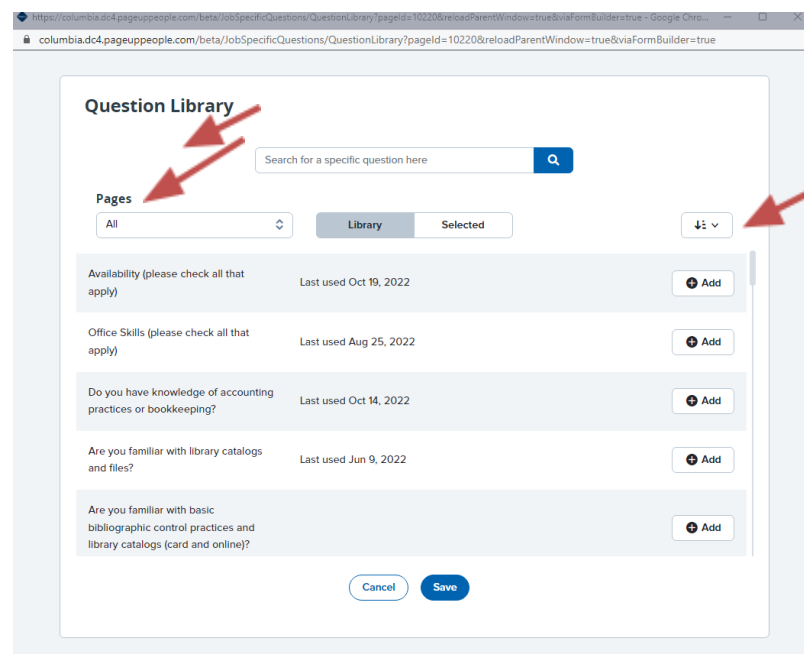
Blind requisition for waiver (hidden from career site) (only visible when searched for by job number)

9. Click the “Question Library” button to add supplemental questions to the application for this posting (optional).



- Search by keyword in the **Search** field or scroll through the list.
- Click the drop-down menu under “Pages” to search the various clusters of questions.
- You can search for keywords in
- Click the “Add” button next to the question(s) you would like to add.
- Click the “Save” button to record all additions.

**Note:** If you do not find a question that meets your needs, contact your Sr. HR Business Partner.



Question Library view

10. Skip the **Blind requisition for waiver** box if the position is not a waiver. If the position is a waiver, click the **Blind requisition for waiver** box.

The screenshot shows a job requisition form for a "Research Assistant" position. The form includes the following sections:

- Title:** Research Assistant
- Summary:** A research assistant is sought to provide support for assigned clinical trial and observational research protocols in the Huntington's disease Center.
- Design template:** Default
- Text to appear in Job Ad:** A rich text editor containing a "Position Summary" for the Research Assistant role.
- Include video:** Radio buttons for Yes and No (No is selected).
- Application form:** A dropdown menu set to "CU Application for Employment (Job...)" with "Preview" and "Question Library" buttons.
- Blind requisition for waiver:** A checkbox labeled "Blind requisition for waiver (hidden from career site) (only visible when searched for by job number)". A red arrow points to this checkbox.

At the bottom of the form are "Save" and "Cancel" buttons.

**Note:** A **Blind requisition for waiver** is not a public posting. But an applicant can view if:

- an HR User provides the Requisition number to search;
- an HR User provides a system-generated, direct link to the application. See step 13.

11. Go to the categories checklist in the right column. Select at least one option within “Search categories” appropriate to the position. **Location** and **Work Type** will already be selected. Applicants will use these criteria to search for positions on the Careers website.

**Locations:**

- Campus
- Select all
- Morningside
- Medical Center
- Manhattanville
- Lamont-Doherty Earth Observatory
- News
- Other - US Locations

**Search categories (At least one option MUST be selected): \***

- Ungrouped
- Select all
- Administrative Support
- Athletics
- Commun/PR/Editorial
- Compliance
- Development/Alumni Relations
- Facilities/Maint/Trades/RealEs
- Finance/Accounting
- Food Services
- General Administration
- Health/Clinical
- Human Resources
- Information Technology
- Legal
- Libraries
- Maritime
- Marketing/Sales
- Other
- Pubs/Printing/Graphic Design
- Research (Lab and Non-Lab)
- Security
- Stint Affairs/Educational Admn
- Summer Position
- Teacher/School

**Work types: \***

- Select all
- Full Time
- Part Time

Categories checklist view

12. Click the “Save” button after all fields are filled in.
13. Confirm the Careers website is listed under **Source**. If it is not, the requisition will not appear on the Careers website, nor will it be picked up by the external sourcing channels: HERC and DirectEmployers.com. Review the details in the **Sourcing channels** window, correct any issues and save again.

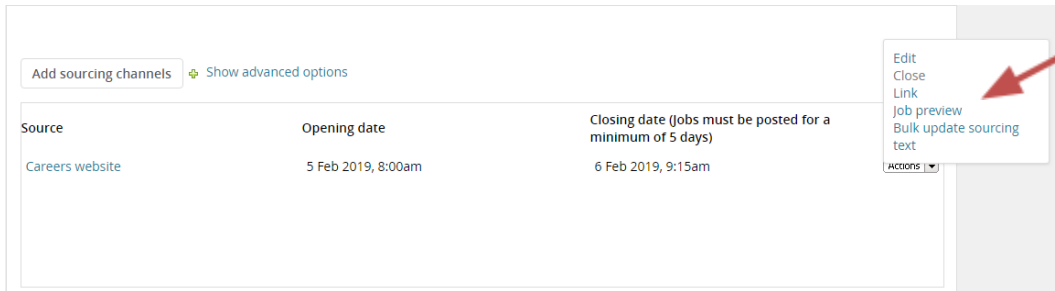
Add sourcing channels [Show advanced options](#)

Source	Opening date	Closing date (Jobs must be posted for a minimum of 5 days)	Actions
Careers website	5 Mar 2019, 9:00am	--	

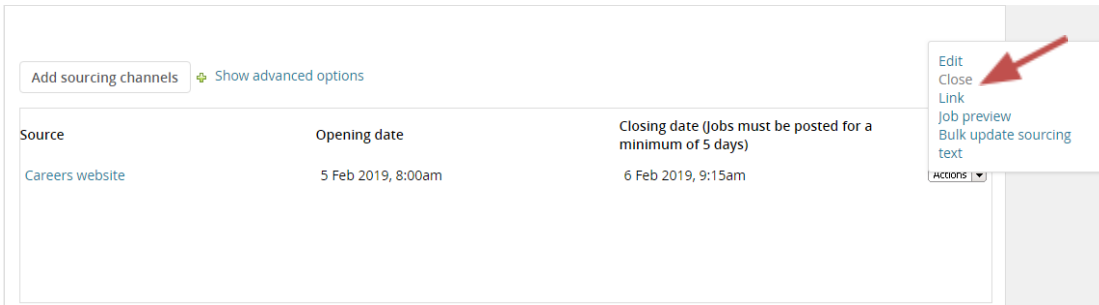
**TalentLink Tip:** Another place to confirm a requisition is posted is the **Manage Requisitions** page, accessed through the menu (three horizontal lines). A green checkmark in the “Sourced” column indicates that the corresponding requisition is posted. A red X indicates that the corresponding requisition is not posted.

Job No.	Date created	User	Title	School/Dept	Department	Status	Applications	Site	Opening date	Closing date	Initiator	Sourced
492489	15 Mar 2019	MG	Technician B	Vagelos College of Physic	Pathology and Cell Bi	Approved	0	Columbia Univ Med	23 Mar 2019	31 Mar 2019	Training Tester	✗
492490	17 Mar 2019	MG	Technician B	Vagelos College of Physic	Pathology and Cell Bi	Approved	1	Columbia Univ Med	20 Mar 2019		Virginia Kaplan	✓

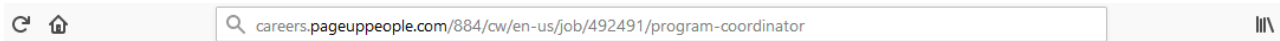
14. Preview the posting by clicking the “Actions” dropdown and clicking “Job preview”. If changes need to be made, contact your Sr. HR Business Partner.



15. Click “Link,” also in the “Actions” dropdown, for the system-generated, direct link to the application (bypassing the job posting details). This is typically used when a requisition is a waiver (see step 8). To send, copy (hit Ctrl and C on your keyboard or right-click and follow prompts) and paste the link in an email.



**TalentLink Tip:** To send a direct link to the job posting details, when viewing the job posting on the Careers website, copy the complete URL in the address field of your browser, and paste into an email.



After a requisition has been posted, the next step will be to manage applicants. Refer to **How to Manage Applicants** for guidance.