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Creating a Staff or Professional Posting

You will need to have an approved temporary position description before you can hire a temporary employee. (See Position Description Guide)

To begin login to the site at https://jobs.wm.edu/hr. On the Home Page, from the Shortcuts box, select Create New Staff/PPF Posting.

This box will appear for you to choose **Create from Position Description**
Creating a Staff or Professional Posting
(Continued)

Choose the Role Title or Position Title of the position you want to use to create this new posting and hover over Actions to View the position description. If you do not see the position you wish to create the posting from you can utilize the search box. First click “More search options” to expand your search. Enter the position number in the search box and click “search”.

Choose “Create From” by hovering over and clicking to select.
**New Posting Settings**

The Position Title will default from the approved Position Description. The Department field may be a drop-down depending on the user’s permissions. If you have more than one department as part of your user assignments a drop-down box will allow you to choose from those departments. If you have one department assigned, that department will default to the field.

```
New Posting

* Required Information

Position Title

Organizational Unit

Division *

Department *

Applicant Workflow

Workflow State
When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

Division should always be “Default Division”
```
Posting Details Tab

You will need to create a draft posting for the temporary position. (See Posting Guide) You will need to complete most of the posting information even though this position will not be recruited but only offered to your selected applicant.

*Please complete at least the Posting Details and Applicant Documents tabs.

Once the draft posting is complete you can select the option to send it to Employment. When you submit the posting to Employment, include in your comments the name of the individual along with their email address so your Employment Specialist can contact the selected applicant and provide them with the Internal Link to the posting for them to submit their application.

*If you need to recruit to fill this temporary position, the process is the same as for any other position. (See Posting Guide)
Managing Applicants

Once the applicant has completed the application, you will manage them by updating their status and moving them eventually to Finalist – begin HP.

To view the application, check the box next to the Full Name of an applicant and then hover over “Actions” to see the link to “View Application”.

After clicking on the “View Application” the full application can be viewed. You can move this applicant to “Pending Interview”.
The following “Take Action” screen will appear for you to choose “Submit”.

Next you can move the applicant to “Interview” by making that selection by hovering over “Take Action on Job Application”.

The following “Take Action” screen will appear for you to choose “Submit”.

Managing Applicants
(Continued)
Managing Applicants  
(Continued)

Next, hover over “Take Action on Job Application” and move this applicant to “Finalist – Begin HP”.

The following “Take Action” screen will appear for you to choose “Submit”.

Hover over “Take Action on Job Application” and select “Start Staff/PPF Hiring Proposal”.

Any approved position description available for you to select will appear in your “bucket”.

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Managing Applicants
(Continued)

Choose the appropriate Temporary position by selecting the “radio button” next to the position Role Title and then selecting “Select Position Description”.

![Position Descriptions table]

- None

- Role Title
- Position Title
- Department
- Employment Category
- Hiring Official
- Position Number
- Last Updated
- Actions

Select Position Description
Creating the Hiring Proposal

Completing the Hiring Proposal – the fields marked with a ★ below must be completed.

Then choose ▼ Save ▼ Next >> to move the the next page.
Creating the Hiring Proposal
(Continued)

Completing the Budget Information – This will also require the Banner Funding Source.

Then choose to move the next page.
Review the Hiring Proposal before choosing to hover over “Take Action on Hiring Proposal”. The next step in the approval process is to “Send to Compensation”.

Provide any comments and choose “Submit”.

Staff Hiring Proposals for W&M will go through approvals by Compensation, Level 1, Level 2, and VP of Admin before it is sent to Employment. You will be notified by Employment when you can proceed with extending the offer. Staff Hiring Proposals for VIMS will go through approvals by Compensation, Level 1, and Level 2 before it is sent to Employment.

PPF Hiring Proposals for both W&M and VIMS will go through approvals by Compensation, Level 1, Level 2 and the Provost before it is sent to Employment.

Please Note that if your requested offer exceeds the original approved budget amount, any Hiring Proposal must receive further financial approval based on funding, i.e. Budget, Sponsored Programs and/or Investment Administration prior to being sent to Employment.

Employment will handle any criminal history background check required and coordinate with the Hiring Official for ensuring all details are completed so the temporary employee can begin working.