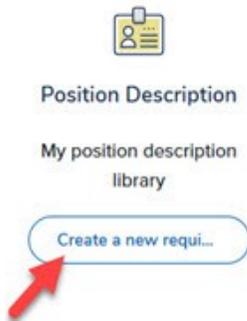


Filling out the Job Card:

1) View all position descriptions in the library by selecting **Create a new requisition** in the **Position Description** box:



2) Search for the position using the boxes at the top of the page, then click **Search**:

3) Make sure you have the correct position by clicking on the **View** link next to the position. Then, view the **Details** blue box area:

PD No.	Title	Position Number	Date modified	Approval status	
PD-32	Academic Advisor	SSADVIADFT	13 Sep 2018	Approved	View

ACADEMIC ADVISOR

Details

Position no: SSADVIADFT
Position: ACADEMIC ADVISOR
Department: ADVISING
Contract Length: 12 Months
Grant Funded: No
FLSA: Exempt
Position Type: Full-Time Staff / Administration
Location: Springfield Campus
Retirement Plan: PEERS
Salary Range:

Note: Pay close attention to **FLSA, Location, Retirement, etc.**

4) Once the correct position has been located, start recruiting for this position by selecting **Recruit for position** to the far right of the position title:



5) Fill out all **required fields** and any other **applicable fields** at the top of the next page:

REQUISITION INFORMATION

Job Title*: ASSOCIATE VICE CHANCELLOR - HUMAN RESOURCES & WORKFORCE DEV
 Requisition Number: Leave blank to automatically create a reference No.
 Preferred start date*: 18 Oct 2018
 If temporary, specify duration:
 Reason*: Resignation
 If other, please specify:
 Please list the employee you are replacing, or enter "N/A" if you are not replacing an employee: Billy Bob
 If applicable, please list their last day of employment: 10/31/18
 Department*: HUMAN RESOURCES
 Location*: Springfield Campus
 Contract Length*: 12 Months
 Retirement Plan*: PFRS
 Yes No
 Position Type*: FTS
 Recruitment Process*: Full-time Hire

Auto Populate

Note: The **Department, Location, Contract Length, Retirement Plan, Grant Funded, and Position Type** fields will auto populate and cannot be changed.

6) Continue filling out information under the **HEADCOUNT MANAGEMENT** section. Use the drop-down box to select if the position is **New** or **Replacement**:

Positions:*

Position no	Type:*	Applicant	Application status
1	EXVICWDFT		

Cancel

New: Replacement: Add more

Note: If the position requires more than one hire, use the **New** and **Replacement** boxes at the bottom to fill in the number, and select **Add more**.

7) Fill in the boxes under **ADVERTISING INFORMATION** (if additional posting length or sources are needed):

ADVERTISING INFORMATION

For external postings, your job will be advertised on the following sites: CTC jobs Website, Indeed.com, Glassdoor, Missouri Career Center and Springfield Chamber of Commerce. External postings will be removed after 14 calendar days.
 Internal postings will be advertised only on the CTC internal jobs Website and will be removed after 3 calendar days.

Please specify here if you would like any additional sources or posting time: Please leave posted for 30 days

Posting Location*: Springfield, MO

Advertisement text: This is a great job. Please apply.

8) Under **SEARCH COMMITTEE**, add yourself as the **Search Committee Chair**, then add **Search Committee Members** according to the guidelines:

SEARCH COMMITTEE

Search Committee Chair: Harry Hire
 Email address: alexal+1@pageuppeople.com

Search Committee Members:
 Rules - Five committee members minimum for faculty and director level (or above) positions;
 Three committee members minimum for all other positions.

Search Committee Members:
 Add Search Committee Member

Recipient: Ozark; Jennifer Marshall-Hoggatt; Andrew Aberle
 Search Committee Member information: Remove all; Remove; Remove

9) In the **SELECTION CRITERIA** area, choose **Select Criteria**, and use the drop-down box to fill in items matching the requirements on the job description. Select **Add**.

SELECTION CRITERIA

Add

Needs to be able to calculate numbers.

Analytical Skills

Add

Select Criteria

Note: This criteria will be used by the committee to review applicants. All quantifiable required criteria for the position should be added. Preferred criteria is optional to add.

10) Under **USERS AND APPROVALS**, fill in the **Hiring Manager** and select the appropriate **Approval process**:

USERS AND APPROVALS

Department Admin (in lieu of Hiring Manager):

Hiring Manager:*

Jennifer Marshall-Hoggatt

Email address: marshalj@otc.edu

Approval process:*

Full-time Hire (Replacement)

Note: If you have an administrative assistant (or someone who assists with the hiring/onboarding), please list them in the **Department Admin** box.

11) After the **Approval process** has been selected, enter the appropriate individuals. Depending on the **Approval process** chosen, please do not change the default for HR, Finance, Chancellor, or HR Representative. Select **Save** at the bottom of the page:

1. Committee Chair:

Jennifer Marshall-Hoggatt

marshalj@otc.edu

2. Area Vice Chancellor:

Harry Hire

alexal-1@pageuppeople.net

3. Human Resources:

Tim Baltes

baltest@otc.edu

HR Representative:*

Joanna Urton

Email address: urtonj@otc.edu

Save a draft Save Save & exit Cancel

Note: Once **Save** has been selected, changes cannot be made to the job card.

12) After saving the job card, look in the **USERS AND APPROVALS** area to see where the posting is in the approval process:

Approval process:*

Full-time Hire (Replacement)

1. Committee Chair:

Harry Hire

Approved 10 Oct 2018

2. Area Vice Chancellor:

Harry Hire

You are here

Resend email to approver

3. Human Resources:

Tim Baltes

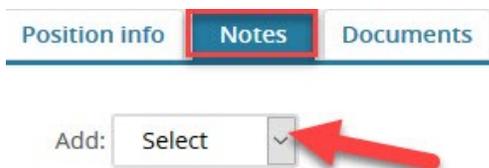
Cancel

Note: The listed approver will receive an email notification. The job can be approved three ways: 1) Reply to the email with the word **Approve** 2) Open the job card and **select Approve** 3) Visit the **Approval** box on the dashboard.

13) Select **Next page**:

[Next page >](#)

14) You will be taken to the **Notes** tab. Under this area you can add a **Note**. If the job card was approved by email, it will be listed in this area. **Disregard the Hold day option.**



Note: The **Notes** tab can only be viewed by Human Resources and the Hiring Manager.

15) Select **Next page**:

[Next page >](#)

16) The **Documents** tab will open. You can add a **document from a file, from library, or generate a selection report.**

Note: The **Documents** tab can only be viewed by Human Resources and the Hiring Manager.

17) Once the job has been approved, Human Resources will post the job. To see if your job has been posted, click on the Jobs tab in the top right of your screen:



18) You can see if the job has been posted in the **Sourced** column:

Date created	User	Hiring manager	Sourced
23 Feb 2018	RR	Harry Hire	✓
29 May 2018	RR	Harry Hire	✓
9 Jul 2018	JU	Greyson Foresee	✗
11 Sep 2018	JU	Harry Hire	✗

Note: The green check mark shows that the job has been posted.