Electronic Job Posting Request, How-To Guide

This replaces the paper ERF forms

Before you start:

- Make sure you have a PCN (Position Control Number). This is typically a 4-digit number with "00" added at the end. If the position does not have a PCN, you will need to request a new PCN using a New Position Request Form.
- If applicable, submit a terminating Personnel Recommendation (PR) for the person who previously held the position.
- Determine whether this is a Classified or Non-Classified/Faculty position. Please be aware that Classified and Non-Classified/Faculty have different requirements and processes.
  - Contact your HR Consultant or UBO if you need assistance in determining the position type.
- Make sure you have an updated job description that includes the following: Primary Purpose, Key Responsibilities, Minimum Qualifications, and Preferred Qualifications.

How to find the Job Posting Request:

1. Go to the Talent Management System by logging into Bengalweb and going to the "Employees" tab, select "Actions & Information," then "Access Talent Management System."
2. Hover the mouse over "Recruit" and click on "Job Posting Request."
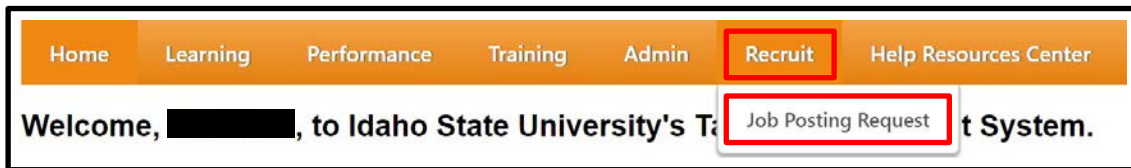
3. To begin, select "Create New Request." Note: you can also view, copy, or delete past requests here.
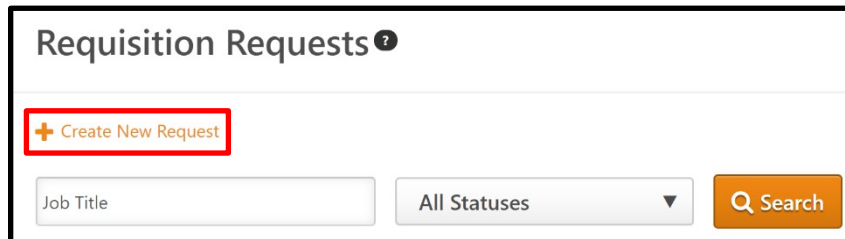
4. Fill out the form and submit the request.

Details Needed for the Job Posting Request Form:

Job Title: Click on "Position." A new window will open where you can search by Title or ID (PCN). This will match what the job is called in Banner. If you search by title and get multiple results, be sure to select the title with the correct ID (PCN).
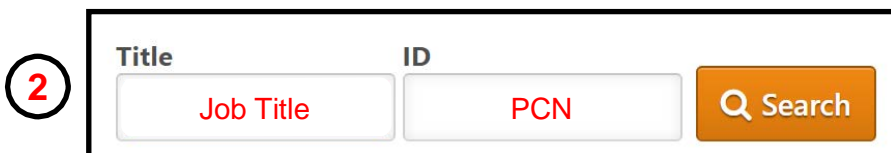
Display Job Title: What you would like the job title advertised as.
- Classified: this should match the Job Title in Banner.
- Non-Classified/Faculty: this does not need to match the Job Title in Banner.

Division: Click on "Division." A new window will open where you can search for your division or department.

Employment Type: Select the number of months worked per year, full-time or part-time.

Position Type: Select if this is Classified, Non-Classified, Faculty, etc.

Full-time employee equivalent (FTE): Enter "1.000" for 40 hours/week, enter ".75" for 30 hours/week, etc.

Position Control Number (PCN): For UBO and HR purposes, re-enter the respective Position Control Number (PCN). This number should match the ID number as listed in the Job Title field. Please contact your HR Consultant if the desired PCN does not match what is listed in the Position Title/ID field.

A terminating Personnel Recommendation (PR) form for the incumbent has been submitted, if applicable: Verify that the appropriate ending PR form has been submitted to update the employment status of the prior incumbent.

Campus Location: Select the campus where the employee will report to work.

Advertised Date: Enter the date you anticipate launching the search.

Salary Range: For salary administration and planning purposes, please indicate the anticipated salary range for this hiring action. If there is no salary range, enter the budgeted amount in both fields.
- Classified: this should coincide with applicable pay grade information. Contact HR at x4828 if you need pay grade information.
- Non-Classified/Faculty: work with your UBO and HR consultant if you have questions or concerns about planning for a market-competitive, and internally equitable salary range.

Advertise Salary in Job Posting?

- Classified: the advertisement will contain applicable pay grade details as appropriate.
- Non-Classified/Faculty: please indicate if you would like to advertise an anticipated salary range.

Recruitment Sources: All jobs will be automatically posted to the ISU Jobs page and the Idaho Dept. of Labor and Division of Human Resources (DHR) websites. Additionally,all Classified positions will automatically be advertised in Idaho State Today. All Non-Classified/Faculty positions will be posted to HigherEdJobs.com at no cost to the department. Enter any additional department/industry-specific recruitment sources you would like to use here. Additional ideas for recruitment resources are available with the Office of Equity and Inclusion at this website: https://www.isu.edu/aaction/resources-for-recruiting-a-diverse-applicant-pool/ .

Priority Consideration Date: Applicants who apply before this date will receive priority consideration.
- Classified: not available.
- Non-Classified/Faculty positions: optional.

Close Date: Select when you would like the posting to be removed. If choosing "Other," enter the date below.
- Classified: required. Select an option that states "Classified Only."
- Non-Classified/Faculty: optional. Select an option that states "NC/Faculty Only."

Primary Purpose: Departments are encouraged to copy and paste the details from a current job description.
- Classified: state specifications will be used unless otherwise requested.
- Non-Classified/Faculty: enter a brief description of why the position exists.

Key Responsibilities: Departments are encouraged to copy and paste the details from a current job description.
- Classified: hiring departments are encouraged to provide department-specific duties and responsibilities. Otherwise, state specifications will be used.
- Non-Classified/Faculty: provide a brief description of the duties/responsibilities of the position.

Minimum Qualifications:
- Classified: state specifications will be used.
- Non-Classified/Faculty: include minimum education level, certifications, and years of experience.

Preferred Qualifications: Provide a list of preferred qualifications specific to this position. Applicants meeting these qualifications may receive preference. You can customize exam questions here. For Classified positions, suggested exam questions will be considered specialty requirements.

Application Materials to Be Submitted:
- Classified: not available.
- Non-Classified/Faculty: list anything you would like submitted beyond the standard materials of CV/resume, cover letter, and a list of professional references.

Index Code to Charge for Advertising: If splitting the index, you can list the split indexes by percentage.

Recruitment Type: If selecting "Promotional Opportunity," applicants will be limited as follows:
- Classified: limits the applicant pool to current ISU Classified employees that have completed probation (no student, temps, or outside applications will be accepted).
- Non-Classified/Faculty: promotional opportunities will prompt HR to screen out any applicants that are not current ISU faculty and staff.

Search Committee Information: It is recommended that you choose an odd number of committee members, typically five or seven. Please note that the Office of Equity and Inclusion recommends considering racial and gender diversity when choosing these members.

Pre-Screening Questions:
- Classified: not available.
- Non-Classified/Faculty: HR will develop standard pre-screening questions based on minimum education and experience qualifications. Departments have the option to add additional questions if needed.

Enter the remaining information regarding the respective management chain, submit the request, and you are done! Once you hit "submit", the form is sent to HR for initial review. The HR office will review the details for accuracy, consult on edits as necessary, and then route the Job Posting Request for review and approval of the respective management team. You will not be able to edit the request once it has been submitted. If you need to make changes or have questions, contact HR at x4828.