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# EJobs Upgrade – Starting a Posting

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## Starting a Posting

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1. Log onto the eJobs system using your ETSU username and password.
2. Verify or select your Current Group (Hiring Manager, Dean/Administrative Unit, Department Chair/Director or Vice President/President)

Current Group: Hiring Manager ▼ [logout](#)

3. From the Home screen, use one of the “Shortcuts” to select the type of posting to create (Support Staff, Administrative Staff and Faculty). You will have three options to create a new posting.

### Shortcuts

[Create New Support Staff Posting](#)  
[Create New Administrative Staff Posting](#)  
[Create New Faculty Posting](#)  
[My Reports](#)

### Create New

What would you like to use to create this new posting?

#### Create from Position Type

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

#### Create from Posting

Uses an existing posting as a template and automatically copies in most information.

#### Create from Position Description

Copies in most of the information from a position description.

## Create from Position Type

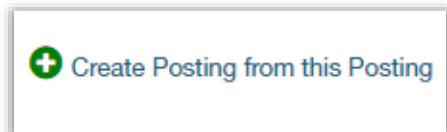
Creating from Position Type starts a posting from scratch with mostly blank fields. Choose “Create from Posting” or “Create from Position Description” to start a posting with pre-populated fields.

## Create from Posting

To create a posting from another posting, first search the posting list by posting number or title. To the right of the selected posting, hover over the “Actions” menu and select **Create From**.



You can also choose “View Posting”. From the posting view screen select **Create Posting from this Posting**.



## Create from Position Description

Use this option when creating a posting for an existing, budgeted position, either currently vacant or not yet vacant. To create a posting from an existing position description, first search the position description list by position number or title. To the right of the selected position description, hover over the “Actions” menu and



select **Create From**.

You can also choose “View”. From the position description view screen select **Create Posting from this Position Description**.



## Completing the Posting Forms

### New Posting Screen

Before continuing, verify on the navigation banner at the top that you are creating a posting for the desired position type (Support Staff, Administrative Staff, Faculty).



1. Provide the required information:
  - Position Title
  - Division
  - College/Administrative Unit
  - Department
2. If this position requires references, complete the Reference section as shown here:

 A screenshot of the 'References' section in the EJobs system. The section is titled 'References' in blue. It contains three main sections:
 

- Reference Notification**: A dropdown menu set to 'Solicit Letters of Recommendation' with a question 'Request References to submit Recommendation when candidate reaches selected workflow state?' below it.
- Recommendation Workflow**: A dropdown menu with a question 'When all Recommendations have been provided, move to selected workflow state?' below it.
- Recommendation Document Type**: A dropdown menu set to 'Reference Letter' with a question 'Allow a document upload when a reference provider submits a Recommendation?' below it.

 A yellow box highlights the three dropdown menus.

3. Leave all other fields unchanged and click **Create New Posting**.

## Posting Information Pages

**Editing Posting**

- Position Details**
- Recruitment Plan
- Budget Information
- Reference Collection
- Supplemental Questions
- Documents Needed to Apply
- Posting Documents
- Search Committee
- Evaluative Criteria
- Guest User
- Summary

**Position Details** Save Next >>

[ABC Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

**\* Required Information**

**Classification Information**

Classification Title	Information Research Tech 1
Classification Code	42800

Starting with the Position Details page, complete the information on each screen. Use the ‘Check spelling’ feature to spellcheck the page and then click **Next** to save and move to the next screen OR click **Save** and navigate to another screen using the menu. You must click either Next or Save to save your changes on each screen.

## Special Instructions

### Applicant Reviewer

The new system has two new user roles, **Applicant Reviewer** and **Search Committee Member**. The Applicant Reviewer will typically be the supervisor or search committee chair and will perform the role of moving applicants in the workflow (e.g. Recommend for Interview). As a best practice, the Hiring Manager can be added as an Applicant Reviewer in addition to the supervisor or search committee to assist with the workflow process.

**Applicant Reviewer Access**

*Define which Applicant Reviewer(s) need access to this posting.*

**Note:** On the Position Details page, you must list one or more Applicant Reviewers on the “Position Details” page

## Search Committee

On the “Search Committee” page, the new system allows you to search and add ETSU employees to a Search Committee and to designate a Search Committee Chair. To add an ETSU employee to a search committee,

1. Select **Add Existing User**
2. Search using the user’s last name or department
3. Next to the selected user’s name, check ‘Committee Chair’ if appropriate.
4. Select **Add Member**. **CAUTION:** The search committee member/chair will get an automatic email immediately when you select ‘Add Member’. You can remove someone from the list but they do not get a follow-up email. Please select carefully.

The screenshot shows a search interface with a text box containing 'smith' and a 'Search' button. Below the search box is a 'Department:' dropdown menu and a checkbox labeled 'Display search committee user group members only' which is checked. Below this is a table with columns: Last Name, First Name, Email, Department, Committee Chair, and (Actions). The table lists two users: Joseph Smith (University Relations) and Rebecca Smith (University Counsel). For each user, there is a checkbox in the 'Committee Chair' column and an 'Add Member' button in the '(Actions)' column. The first row is highlighted in yellow, and the 'Add Member' button for Joseph Smith is circled in orange.

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Smith	Joseph	emailaddress@zed.zed	University Relations	<input type="checkbox"/>	Add Member
Smith	Rebecca	emailaddress@zed.zed	University Counsel	<input type="checkbox"/>	Add Member

Search committee members who are ETSU employee will then log into the system using their ETSU username and password to review applicants.

For non-ETSU reviewers or search committee members, use the “Guest User” tab to create a guest user login. Enter the reviewer’s email address and click **Update Guest User Recipient List**. When the position is posted, the guest user will receive an automatic email with the guest username and password and the posting link.

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## Submit the Posting

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To submit the posting for approval:

1. Go to the “Summary” page and review the posting for errors or missing data. (Note: All required fields must be complete before submitting the posting. Red X’s next to the page name indicate missing data.)
2. Review the summary for errors and completion. A red X will appear next to the name of any page that has missing required data. Click on the page name to complete the required field and then return to the “Summary” page.
3. Hover your mouse over the **Take Action On Posting** button and select the appropriate approval step (e.g. **Submit for Approval (move to Dept. Chair/Director)**).
4. On the popup window, click **Submit**. By default, the posting will automatically be added to your Watch List.

The screenshot shows a small popup window with a checkbox labeled 'Add this posting to your watch list?' which is checked. Below the checkbox are two buttons: 'Submit' and 'Cancel'.