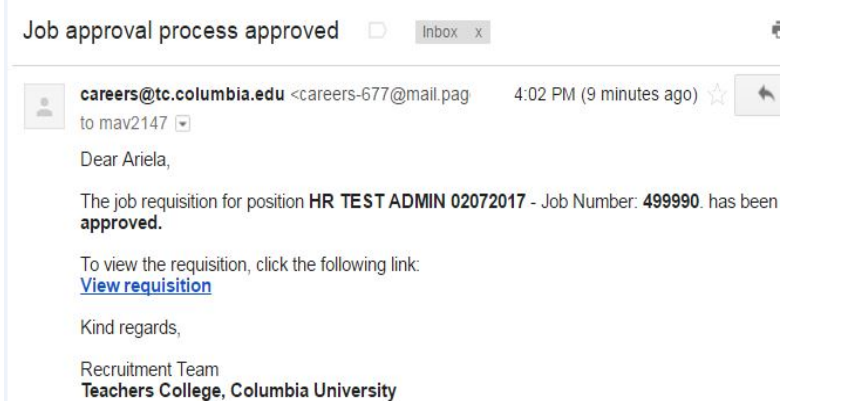
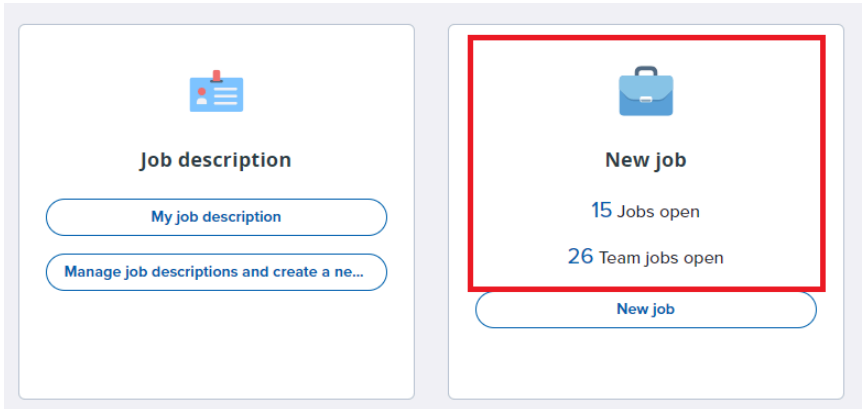
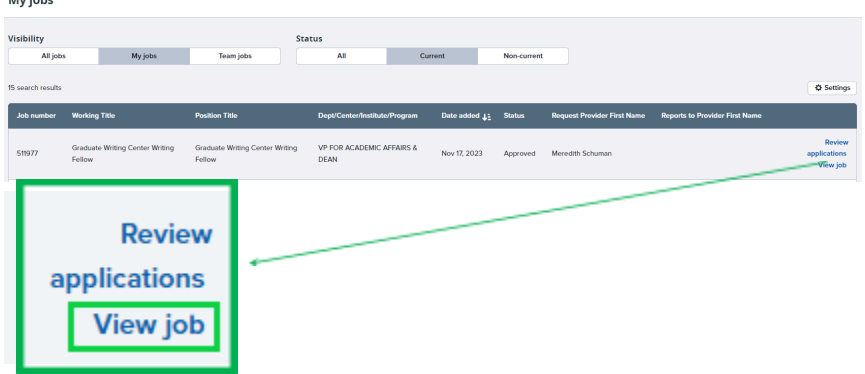


Posting a Job

This guide includes instructions for posting non-student jobs. For instructions for student positions, see the [Posting a Student Job](#) guide. After a Requisition has been approved by all parties, it must be posted to the **TC Careers Portal*** *This is the responsibility of the hiring manager.*

What you need to do	What you will see																				
<p>STEP 0: The below steps are intended for use after receiving approval for a requisition. If you have received an approval (example email right), please proceed with Step 1.</p> <p>If you have not received approval for your requisition, please refer to the Creating a Requisition User Guide.</p>	 <p>Job approval process approved</p> <p>careers@tc.columbia.edu <careers-677@mail.pag> 4:02 PM (9 minutes ago)</p> <p>Dear Ariela,</p> <p>The job requisition for position HR TEST ADMIN 02072017 - Job Number: 499990 has been approved.</p> <p>To view the requisition, click the following link: View requisition</p> <p>Kind regards,</p> <p>Recruitment Team Teachers College, Columbia University</p>																				
<p>STEP 1: Navigate to your open requisitions.</p> <p>From your hiring manager dashboard, navigate to the New Job tile. From there, click the Jobs open link.</p> <p>This will prompt you to the 'My Jobs' menu (see step 2).</p> <p>Note: To post to an external job board OR waive the job from being posted, you must first reach out to your department's HR Representative (if you do not know who your HR Rep is, click here to search).</p>	 <p>Job description</p> <p>My job description</p> <p>Manage job descriptions and create a ne...</p> <p>New job</p> <p>15 Jobs open</p> <p>26 Team jobs open</p> <p>New job</p>																				
<p>STEP 2: Navigate to the specific requisition.</p> <p>In the 'My Jobs' menu, find the approved requisition that you would like to create a job posting for.</p> <p>Once located, click the 'View job' link to select the job. This will open the requisition.</p>	 <p>My jobs</p> <p>Visibility: All jobs My jobs Team jobs</p> <p>Status: All Current Non-current</p> <p>15 search results</p> <table border="1"> <thead> <tr> <th>Job number</th> <th>Working Title</th> <th>Position Title</th> <th>Dept/Center/Institute/Program</th> <th>Date added</th> <th>Status</th> <th>Request Provider First Name</th> <th>Reports to Provider First Name</th> <th>Review applications</th> <th>View job</th> </tr> </thead> <tbody> <tr> <td>519977</td> <td>Graduate Writing Center Writing Fellow</td> <td>Graduate Writing Center Writing Fellow</td> <td>VP FOR ACADEMIC AFFAIRS & DEAN</td> <td>Nov 17, 2023</td> <td>Approved</td> <td>Meredith Schuman</td> <td></td> <td>Review applications</td> <td>View job</td> </tr> </tbody> </table> <p>Review applications</p> <p>View job</p>	Job number	Working Title	Position Title	Dept/Center/Institute/Program	Date added	Status	Request Provider First Name	Reports to Provider First Name	Review applications	View job	519977	Graduate Writing Center Writing Fellow	Graduate Writing Center Writing Fellow	VP FOR ACADEMIC AFFAIRS & DEAN	Nov 17, 2023	Approved	Meredith Schuman		Review applications	View job
Job number	Working Title	Position Title	Dept/Center/Institute/Program	Date added	Status	Request Provider First Name	Reports to Provider First Name	Review applications	View job												
519977	Graduate Writing Center Writing Fellow	Graduate Writing Center Writing Fellow	VP FOR ACADEMIC AFFAIRS & DEAN	Nov 17, 2023	Approved	Meredith Schuman		Review applications	View job												

STEP 3: Add the posting channel.

After locating and opening the requisition, click the [Posting](#) tab.

Click ‘**Add posting channels**’ and the Posting Channels window will pop up (please ensure you have pop-ups enabled for pageUp).

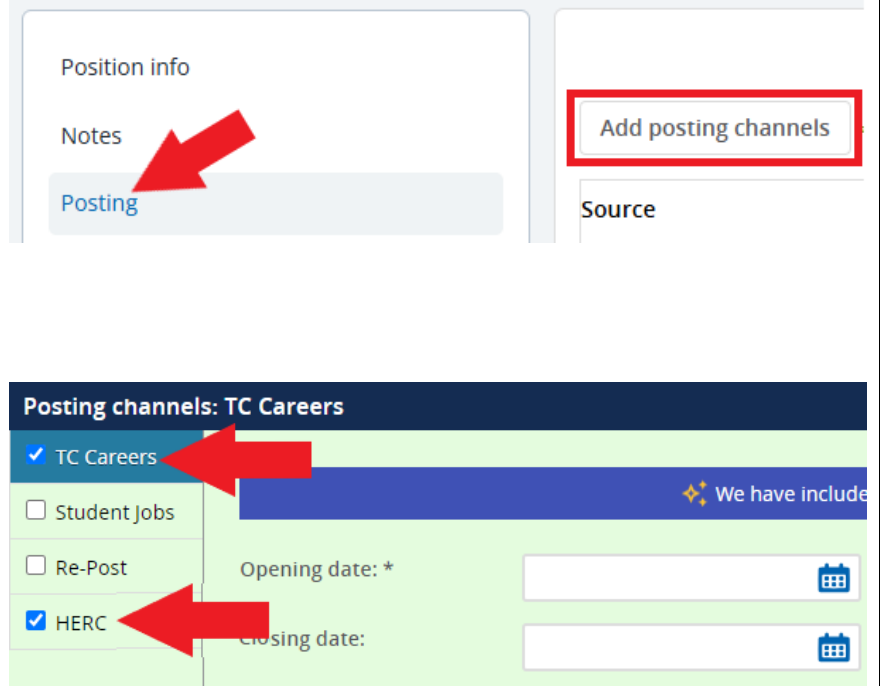
In the top left corner, check off the applicable posting channel(s).

Check the box for **TC Careers** & the box for **HERC**. (This ensures the job is posted to both sites)

Note: *Requisitions should only be posted to their respective channels. There should be no overlap between **Student Jobs** and **TC Careers**.*

Additional posting options include:

- **Re-Post:** It allows hiring managers to update the “Opening” or posting date of a requisition and refresh the job’s positioning on the job board.
- **HERC:** Will post the requisition to the HERC job board at no cost to the department.

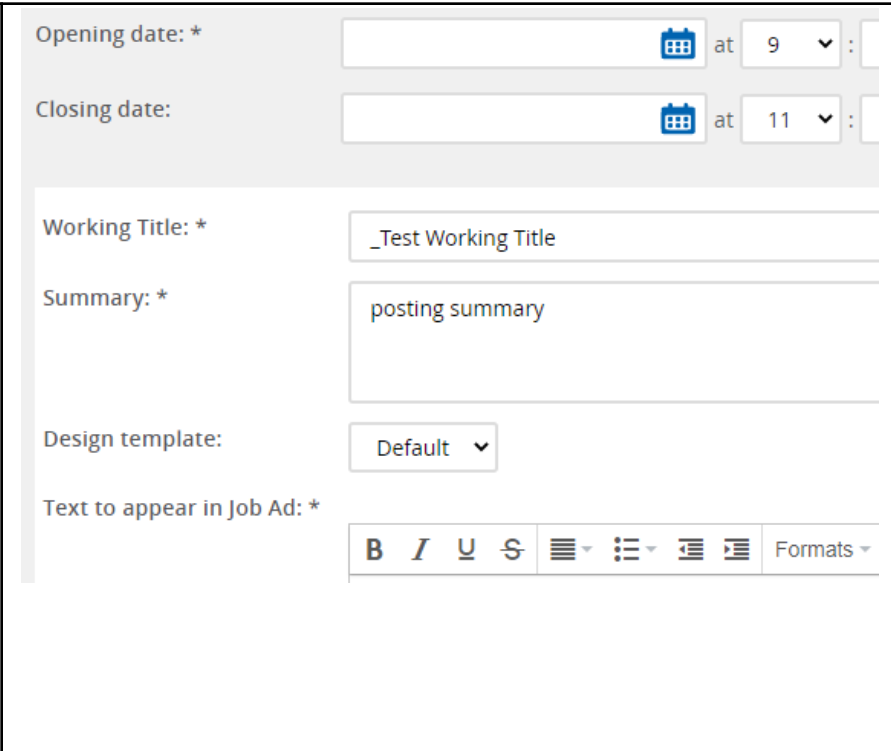


The screenshot shows the HR system interface. At the top, there are tabs for 'Position info', 'Notes', and 'Posting'. A red arrow points to the 'Posting' tab. To the right, there is a red-bordered button labeled 'Add posting channels'. Below this, there is a 'Source' field. The main part of the screenshot shows the 'Posting channels: TC Careers' window. It has a dark blue header. Below the header, there are four checkboxes: 'TC Careers' (checked), 'Student Jobs' (unchecked), 'Re-Post' (unchecked), and 'HERC' (checked). Red arrows point to the 'TC Careers' and 'HERC' checkboxes. To the right of these checkboxes, there are two date pickers: 'Opening date: *' and 'Closing date:'. A blue banner with a star icon and the text 'We have include' is partially visible on the right side of the window.

Step 4: Fill out the posting details.
 Information from the Posting Details section of the requisition will populate some of the fields. Additional fields must be completed and mandatory fields are indicated by an asterisk.

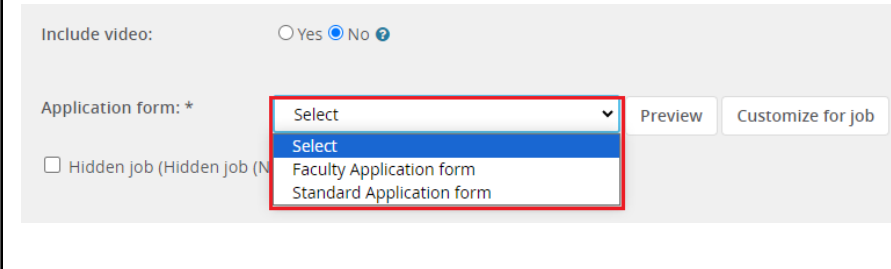
Please note the following:

- **Opening date:** is the first day the job will be posted to your selected job board.
- **Closing date:** will be the last day the job will be posted to the selected job board.
- **Posting details:** Pulled from requisition.



STEP 5: Select Application Form.

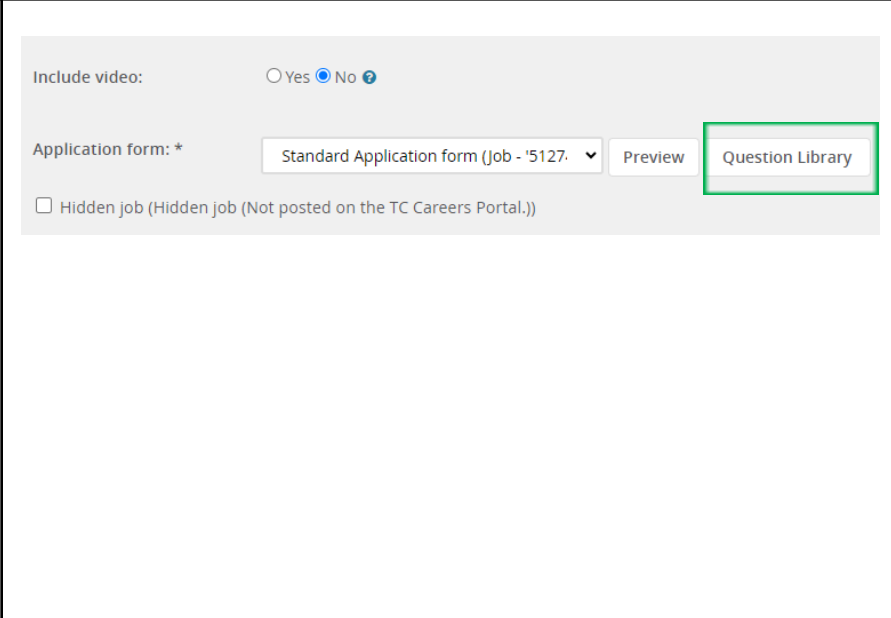
From the drop down menu select **Faculty** or **Standard**.



STEP 6a (optional): Customize Application for Specific Job
 This allows you to request additional documents (i.e. Research Statement, Publication, Writing Samples) from your applicants. If you do not require additional questions, please skip to step 7.

Click on the **Question Library** button. A new window will appear.

make sure pop ups are allowed on your computer



STEP 6b (optional): Customizing Job Posting continued - Question Library.

A pop up will bring you to the Question Library. Scroll through the questions and click **Add** to include any you wish on the application.

Click the **Selected** tab to review the questions you have already added, then **Library** to return to the list of available questions.

Click **Save** once you are done.

Question Library

Search for a specific question here

Pages

All

Library **Selected**



Have you been awarded federal work-study for the term in which a work-study position is being sought?	Last used Aug 19, 2024	<input type="button" value="Add"/>
Are you a student matriculated in a TC degree program?	Last used Aug 19, 2024	<input type="button" value="Add"/>
Are you taking at least 5 credits (or equivalent, which includes full-time equivalent offerings - HBSK 6480, CCPJ 6480, CCPX 6480, or any 8900 course)?	Last used Aug 19, 2024	<input type="button" value="Add"/>
Are you a Full-time TC employee?	Last used Jul 12, 2024	<input type="button" value="Add"/>
How many years experience do you have in a front-facing customer service position?	Last used May 28, 2024	<input type="button" value="Add"/>

STEP 6c (optional): Preview Application Form

If you would like to preview your application form, click the preview button near the bottom of the page. Review as needed.

Once satisfied, proceed to step 7.

Include video: Yes No

Application form: *

Hidden job (Hidden job (Not posted on the TC Careers Portal.))

STEP 7: Classifying Work Modality, Search Categories, and Work Types

These are ***Mandatory** fields.

Be sure to check a box in each of the Search Category groupings. **Click the green plus sign (+)** to review and select an option from each of the below groups:

- **Work Modality** - Select *only* what matches the corresponding dropdown on the requisition.
- **Ungrouped** - Potential candidates filter through job postings using these categories
- **Position types** - Select one option from the list.

Applicants use these selections to filter postings to their areas of interest.

Selecting accurate categories simplifies applicants' searches, enabling easier access to your requisition.

Your selections:

Locations:

- United States
- Select all
- New York
- New Orleans

Search categories: *

- Work Modality
- Select all
- Hybrid
- Onsite
- Remote
- Faculty
- Student Employee - Onsite
- Ungrouped
- Select all
- Academic Advising/Support
- Academic/Faculty Affairs
- Administrative/Professional
- Admissions
- Arts
- Business/Accounting/Finance
- Career Education/Services
- Communications/Public Relations/Marketing
- Development/Alumni Affairs
- Development/External Affairs
- Early Childhood Education
- Education/Instructional
- Engineering/Computer Science
- Executive/Director/Management
- Facilities/Skilled Trades
- Financial Aid
- Grants Management
- Health Profession
- Human Resources
- Information Systems/Technology
- Library
- Office/Clerical
- Public Safety
- Publishing/Press
- Other
- Research
- Social/Behavioral Sciences
- Student Affairs/Services

Position types: *

- Select all
- Faculty
- Federal Work Study
- FT Instructor
- FT Lecturer
- Interim
- PT Instructional
- Staff
- Student (Non-Work Study)
- Temporary

Applicant Filters:

Filters By

Position type

- Faculty (2)
- Federal Work Study (26)
- FT Lecturer (1)
- Interim (8)
- PT Instructional (5)
- Staff (28)
- Student (Non-Work Study) (11)
- Temporary (1)

Locations

United States

- New Orleans (1)
- New York (76)

Categories

- Academic Advising/Support (6)
- Academic/Faculty Affairs (1)
- Administrative/Professional (18)
- Business/Accounting/Finance (5)
- Communications/Public Relations/Marketing (6)
- Development/Alumni Affairs (2)
- Development/External Affairs (2)
- Education/Instructional (7)
- Human Resources (1)
- Information Systems/Technology (4)
- Library (1)
- Office/Clerical (2)
- Other (7)
- Research (13)
- Student Affairs/Services (3)

Work Modality

- Hybrid (33)
- Onsite (21)
- Student Employee - Onsite (18)

STEP 8 (optional): Making Job Postings Hidden

If you have received a waiver from HR which exempts you from the five business day posting requirement, check the box for **Hidden Job**.

Clicking this box will prevent the posting from being included on the public site, but it will still allow anyone who has received the direct link to apply (step 10 below).

If you have not received a waiver, this box should remain blank.

Include video: Yes No

Application form: * Standard Application form Preview Customize for job

Hidden job (Hidden job (Not posted on the TC Careers Portal.))

STEP 9: Review Posting Channel Information and Save.

Thoroughly review the details of the entire posting tab. Click **Save** to post the job to the TC Careers site.

The job posting is properly set up when you see two things:

1. Your posting listed in the Source section of the Posting tab window.
2. A green check mark displayed in the Posted column on the Jobs page (B).

Note: There is about a 20 minute lag between time posted and time published onto the TC Careers site.

Save **Cancel** **Spell check**

Add posting channels Show advanced options

Source	Opening date	Closing date
TC Careers	Dec 12, 2023, 9:00am	Aug 31, 2024, 11:55pm

B. **Jobs** **People** **Settings** **Recent items** ▼

Closing date	Hiring manager	Posted
Dec 14, 2023		✗
Dec 29, 2023		✗
Aug 31, 2024		✓
Dec 20, 2023		✗

STEP 10 (optional): Send direct link to applicant.

You may send a potential applicant a direct link to your posting (primarily for requisitions with posting waivers or for previously-identified candidates).

Open the requisition and click the Posting tab. On the right side of an active posting, click the *Actions* dropdown and from the list select Link.

The ensuing pop-up window presents two URLs:

Link: A direct link to the req’s application

Careers Link: Link to the job posting. This allows the applicant to review the posting first.

Copy and paste the URL you would like to share.

