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1. **INTRODUCTION (PART THREE)**

This guide highlights the steps of creating a new job posting and is comprised of three parts. You will need to be provisioned in UACareers as a Department Contact, Department Approver, College Dean/VP Approver, or HR Partner. To update your provisioning, please submit a [One-Minute Request](#) to Human Resources.

## 2. COLLECTING REFERENCES

Minimum Requests: The minimum request number should be 3. This will dictate that the applicant must provide contact information for at least 3 references in order to submit the application. Non-competitive hires have been given an exception and can have a minimum of 0 requests.
**Maximum Requests:** The maximum request number should be greater than or equal to the minimum request number. This will dictate the maximum number of references an applicant can list.

**Provider Special Instructions:** This field is applicable only if the posting will be collecting reference letters through the UACareers system. You can include specific information for the references here, such as a due date. This information will be included in the automated reference letter collection email.

**Confirmation Message to Provider:** This field is applicable only if the posting will be collecting reference letters through the UACareers system. You can include a personalized acknowledgment email here. This information will be included in the automated reference letter confirmation email.

**Tip:** Be sure to hit “Save” when you reach the bottom of the page. If you continue to the next page without saving, you will lose all the information you have entered.

### 3. ASKING SUPPLEMENTAL RANKING OR DISQUALIFYING QUESTIONS

Supplemental questions allow HR and each department the opportunity to collect important applicant data. Each posting contains the following preloaded question, “How did you first learn about the position?”

Every posting should have at least one question related to the minimum qualifications for the position. For classified staff positions, this would be the Arizona Board of Regents Minimum Qualifications question (this is preloaded).
Departments may also add additional questions, if needed. To add a question, click “Add a question.” An extensive list of preloaded questions will appear.

Narrow this list by selecting a category, such as “Experience,” from the drop-down menu, or by typing in a keyword or both. Once you find the question you want, check “Add” then click “Submit.” When you return to the supplemental questions page, your question will appear. Make sure to check the “Required” box for all questions you add.

If the question you want does not exist, click on the “Add Question” button to create an open-ended or predetermined choice question. Note: custom questions will not be available for use until approved by Human Resources.

Once the question has been added to the posting, click on the question to view the response options and settings. Any minimum qualifications-based questions should be disqualifying. For questions based on preferred qualifications, you may assign points based on the applicant’s responses. This will assist the selection committee in ranking candidates.
To delete a question, click the gray “x” at the right of the question. The system will prompt you to confirm the deletion. Select "Yes" and then click the "Save" button to ensure the change is applied.

4. SELECTING DOCUMENTS NEEDED TO APPLY

The “Documents Needed to Apply” section will allow you to specify what documents an applicant will need to include with their application.

All documents will default to “Not Used.” Change the selection to “Required” for any documents you want included in the application. The “Optional” selection should only be utilized in instances where the department is allowing flexibility for applicants in mode of submission (e.g., you may submit your portfolio via UACareers, mail or email). Department should require the same documents from all applicants to ensure consistency in the evaluation process.
5. ADDING GUEST USERS

Guest Users are individuals who do not have a UA Net ID, but will participate as search committee members (e.g., community stakeholders). By activating the guest user feature, your department will enable a unique username and password that can be shared with any external search committee member. If everyone on your search committee has a UA NetID, you can skip this section.

To activate the Guest User feature, select “Create Guest User Account”.

Enter the email addresses of all the individuals that will use these credentials and click “Update Guest User Recipient List.” Once the position is posted, the system will send each of them an automated email with their login information.
6. ASSIGNING SEARCH COMMITTEE MEMBERS

All search committee members with a UA NetID should be included in this area. These individuals will receive a system notification once the position is posted.

To add a search committee member, click on the “Add Existing User” button.

Enter the person’s full name or email address in the search box, uncheck the "Display search committee user group members only" box, and click “Search.” Once you have identified the correct individual, click “Add Member.” Note: check the “Committee Chair” box to identify them as the search committee chair, if applicable.

If the person you wish to add does not show up in the Existing User search, use the “Create New User Account” button:

Enter the required information and click “Add Member to SearchCommittee”: 
The new search committee member user will be approved by HR at time of review.

7. REVIEWING AND TAKING ACTION ON POSTING

The final screen allows you to review your posting. If there are any blank required fields or errors in any section, an orange symbol will appear next to the appropriate section alerting you to make edits.

Click the “Edit” link to make the necessary correction(s). The system will highlight the problem area(s) in red and include a red banner with information at the top of the screen:
If you are satisfied with your posting, click the orange "Take Action On Posting" button and route your posting to the next step for approval. Note: Your routing options will differ depending on your provisioning and the role you used to create the posting (e.g., Department Contact, Department Approver, or College Dean/VP Approver).