1. **INTRODUCTION (PART ONE)**

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. You can also find the link to our UACareers Provisioning Tool on the lower right-hand side of the UACareers homepage.

My Links
- Applicant Portal
- UACareers Provisioning Request
- Close/Fill a Posting
- Creating Minimum and Preferred Qualifications
- 7 Quick Tips – Posting Jobs

2. **ACCESSING A POSTING TEMPLATE OR PREVIOUS POSTING**

Visit [https://uacareers.com/hr/sessions/new](https://uacareers.com/hr/sessions/new) and select "Click here to Log in with your UA NetID."

1. At the top of the UACareers homepage you will see a blue bar with a “Postings” tab. Click & select the type of posting you want to create.
2. Click the orange “Create new posting” button on the upper right-hand side.
3. Next, click on "Create from Posting" popup.

Using the general posting search feature, select the posting you would like to use as your starting point for the new posting. You can use a standard template or clone an old posting. Note: you can only clone old postings from your department(s).
It is recommended that you use templates when creating a new posting to ensure you have the most up-to-date information. A template is a posting sample that has never been published. It is prepopulated with related job information. Departments can create their own position summary, job duties and enter other relevant information. To locate posting templates, open the "Saved Searches" drop-down and click on "(Global) - Templates."

To locate a previous posting, select "(Global) All Postings" and enter the posting number/title. Next, click "Search."

**Tip:** When cloning an old posting, review all fields carefully and update them as necessary. You may want to check your fields against the posting template to ensure you have updated everything.
3. CREATING A POSTING

Double-click on the title of the posting or template you wish to use. Note: Templates will reflect a status of "Template" under "Workflow State."

Next, click on "Create Posting from this Posting" to the right of the posting title.
The next page title "New Posting" will ask you to provide more information regarding the position. All fields with an orange asterisk are required. Each field is described in detail below:

New Posting

1. **Title**: For classified staff positions the title is preloaded, but you can add tags, such as "Extended Temporary" or "UA Internal Only" as appropriate. Be sure to retain the main staff title to match the [Classified Staff Job Description Table](#). You can find a list of existing faculty and appointed titles in UAccess Analytics. Postdoc positions are generally advertised at level one (i.e., Postdoctoral Research Associate I). New titles will require additional vetting. Please contact Human Resources for more details.

2. **Organizational Unit**: Be sure to select your Branch, Division, and Department. **The choices you make here determine who has access to review the posting.** If you leave these fields as "Template," automated emails will be triggered to all University UACareers system approvers.

3. **Applicant Workflow**: This is the default status for all submitted applications—provided the applicant is not disqualified by a supplemental question(s).
4. **References:** You have the option to use the automatic reference letter collection feature. This feature will auto-generate emails requesting a letter of reference from the references listed by your applicant(s). You have three set-up options:

   a. If your department wants to request reference letters for all candidates immediately upon submission of their application, the "Reference Notification" drop down should be "Under Review by Department." The "Recommendation Workflow" should be "Reference(s) Received" and the "Recommendation Document Type" should be "Reference Letter."
b. If your department wants to trigger the automated reference letter request only for a select group of candidates or your finalist, the "Recommendation Notification" drop down should be "Reference(s) Requested." The "Recommendation Workflow" should be "Reference(s) Received" and the "Recommendation Document Type" should be "Reference Letter:"

c. If your department plans to collect references manually, the "Reference Notification" and "Recommendation Workflow" drop down should be blank. The "Recommendation Document Type" should be "Reference Letter":

Note: Once a posting has been processed, you will not be able to apply changes to these settings.

5. **Online Applications:** This box should always be checked unless your department is working with a search firm. Be sure to consult with Human Resources in the latter cases to ensure your department is collecting all necessary information.

6. **Accepted Application Forms:** This section allows you to elect the type of application your department would prefer:

   a. **Consolidated Application:** allows your applicant(s) to enter their biographical and contact information (e.g., mailing address, phone number, email).

   OR

   b. **Full Application:** allows your applicant(s) to enter all the information present in the consolidated application plus information on their educational history, training, skills, talents, certifications, and prior employment history.

**Note:** The choice to select an application form will only be available for staff and appointed positions. Only one application form should be selected. Postdoc and faculty position automatically default to a Consolidated Application. You will also have the choice to require supplemental documents (e.g., resume, cover letter, CV, etc.) later in the posting process.

Once you have entered all the relevant information on this page, click the orange "Create New Posting" button in the upper or lower right.