

TAM REFERENCE GUIDE

Creating, Posting and Approving a Job Opening

TAM Series: Guide 1

ROLES: RECRUITER AND CHIEF DIVERSITY OFFICER



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Office of Human Resources Management
Professional Development & Learning Management

TABLE OF CONTENTS

TALENT ACQUISITION MANAGER	1
Overview For Recruiter.....	1
Overview for the Applicant	2
ROLES AND RESPONSIBILITIES IN TAM	3
WHAT IS CUNY’S RECRUITING PROCESS?	6
CLONE THE JOB OPENING	9
Overview.....	9
View the Job Code Table and Job Opening Template	10
Clone a Job Opening Template.....	11
ACCESS THE NEW JOB OPENING	17
MODIFY THE NEW JOB OPENING	19
View/Add Job Details.....	19
Add Education and Work Experience	24
Add Licenses, Certificates, and Languages	26
View Screening Questions	27
View/Modify the Job Posting	35
Input Hiring Team – Recruiter and Chief Diversity Officer	40
Input Hiring Team – Search Committee, Hiring Manager, Campus Budget Officer, and Interested Party (After Review/Close Date Has Passed).....	42
SUBMIT THE JOB OPENING FOR APPROVAL	45
Submit The Job Opening For Approval.....	45
View the Approval Workflow	46
OHRM as a Final Approver and Add a Approver/Reviewer to Job Opening Approval Workflow	47
APPROVE A JOB OPENING	49
View Job Opening Details	49

Modify, Approve, or Deny a Job Opening	52
ADD NOTES, ATTACHMENTS, AND EXPENSES TO JOB OPENING	53
View and Add a Note to the Job Opening	53
Add an Attachment to the Job Opening	55
Add Expenses Incurred for the Job Opening	57
View the Job Opening's Status History.....	58
VIEW SAMPLE JOB OPENING NOTIFICATIONS	59
CANCELING A FAILED SEARCH.....	60

TALENT ACQUISITION MANAGER

OVERVIEW FOR RECRUITER

CUNYfirst’s Talent Acquisition Manager (TAM) is a complete, integrated system that enables CUNY to effectively recruit, screen, and hire employees. TAM allows recruiters to efficiently manage hiring from the first stage of creating a job opening to the last step of preparing the applicant for hire. CUNYfirst standardizes these procedures and allows for campuses and applicants to have a simple and effective hiring process.

Campuses use TAM to:

- Clone and manage job openings
- Receive online applications from applicants
- Enter and manage applicant information for those applicants who may need assistance
- Manage and approve job postings
- Search for job openings and applicants
- Screen applicants for minimum and preferred qualifications
- Manage applicant interviews
- Enter applicant interview evaluations
- Manage and approve job offers
- Prepare applicants for hire



OVERVIEW FOR THE APPLICANT

While the recruiter uses TAM to post job openings, the applicant will use the **CUNY or Campus Career Websites** to perform all aspects of searching and applying for a job opening in CUNY. TAM and the **CUNY / Campus Career Websites** connect through the job opening posting.

Applicants use TAM to:

- View job openings online
- Create / update applicant profiles
- Apply for jobs online
- Upload and submit resumes and attachments
- Track the statuses for their job applications
- Save job openings for future use
- Create job search preferences
- View interview schedules
- Email job openings to friends

The screenshot displays the CUNY Career Website interface. At the top, there is a navigation bar with links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), [My Career Tools](#), and [Logout](#). Below this, the main content area is divided into several sections:

- Careers Home**: A sub-header with a personalized welcome message: "Welcome Ada".
- Employment Opportunities**: A list of job categories: [Faculty](#), [Executive](#), [Managerial and Professional](#), [Support Staff](#), [Information Technology/Technical](#), and [More Options To Search For CUNY Jobs](#).
- My Career Tools**: A summary of user activity: [1 Applications](#), [1 Cover Letters and Attachments](#), [1 Saved Resumes](#), and [My Profile](#).
- Notifications**: A message stating "You do not have any notifications."
- Job Listing**: A detailed view of a job opening:
 - Job Title:** Assistant Professor - History
 - Job ID:** 7170
 - Location:** Bronx Community College
 - Full/Part Time:** Full-Time
 - Regular/Temporary:** Regular
 Below the listing are buttons for [Email to Friend](#), [Add to Job Cart](#), [Apply Now](#), and [Return to Previous Page](#).
- FACULTY VACANCY ANNOUNCEMENT**: A detailed text block describing the position's duties and qualifications.

Performs teaching, research and guidance duties in area(s) of expertise. Shares responsibility for committee and department assignments including administrative, supervisory, and other functions.

Full-time tenure track position beginning Fall 2013, to teach History of the Modern World. Additionally, candidates should have a specialization in either African-American History, American History, Caribbean History or Asian History. Evening, early morning, or weekend teaching may be required. The position also entails departmental and college service, including student guidance and committee assignments.

QUALIFICATIONS

Ph.D. degree in area(s) of experience or equivalent. Also required are the ability to teach successfully, demonstrated scholarship or achievement, and ability to cooperate with others for the good of the institution.

ROLES AND RESPONSIBILITIES IN TAM

Ad-Hoc Approvers

- Can be part of the approval process (In order to complete certain TAM business processes or requests, approvals by supervisors/hiring team are mandatory. In some instances, a supervisor may want other parties to take part in the approval process. Inserting an ad-hoc approver allows other members of CUNY to take part in the approval process.)

Applicant

- Uses CUNY, campus employment, or job websites to perform all aspects of searching and applying for a job opening in CUNY
 - Internal Applicants – All current CUNY staff should use their CUNYfirst Self Service > Careers page to apply to jobs
 - External Applicants – These applicants are external to CUNY and are considered as first time applicants. Since they do not have a CUNYfirst login, they apply through CUNY, campus employment, or job websites

Campus Budget Officer

- Performs the following tasks done under Position Management
 - Validates that the position is approved in the budget for recruitment
 - Assigns and maintains the Position Number
 - Assigns the Budget Line Number
- Performs the following tasks done under TAM
 - Examines relevant data, e.g., position number
 - May approve the Job Opening

College President or Designee

- Examines relevant data and details about the job offer.
- Approves the Job Offer
- Each campus has at least two people assigned to this role

Chief Diversity Officer

- Examines relevant data, including underutilization, overall representation, and hiring patterns to determine the appropriate level of outreach
- Approves the **Recruitment Plan** before the search begins (Basic Information, Job Posting, Position Description, Search Committee, Advertising and Outreach, Timeline, and Approvals/Authorizations)
- Approves the Job Opening in TAM
- Charges the Search Committee
- May monitor response to the job posting and confer with others as needed

- Corresponds with candidates using the correspondence section in TAM
- Upon the Closing Date or Review Date, ensures the Search Committee can begin their review by confirming that members' information has been entered into TAM
- After the Search Committee rates and selects candidates to interview, the Chief Diversity Officer reviews the applicant list using the Recruitment Analysis Report, and if there are no issues, "certifies" the applicant pool

Department Head

- First level of approver on Job Opening
- Examines relevant data is correctly entered in Job Opening
- Approves the Job Opening

Hiring Manager

- Initiates the Recruitment Process
- Validates that the position is approved for recruitment
- Prepares the Search Form, Recruitment Plan, and Organizational Chart
- Receives notification that the Job Opening has been approved
- Examines relevant data is correctly entered in Job Opening

Interested Party

- Listed as a member of the Hiring Team (optional) to perform administrative tasks for Search Chair
- Is not part of the approval or workflow process

Recruiter/College HR

- Confirms that the vacancy is assigned to the Hiring Manager
- Determines the appropriate Job Opening Template
- Clones and posts the Job Opening posting
- Examines and edits all data relevant to the particular opening
 - Department/location
 - Target and available openings
 - Position number
 - Salary information
 - Hiring Team
- Approves the Job Opening (the Recruiter Group members approve the Job Opening)
- Tracks the responses to the job posting
- Runs screening levels and applies results
- Once the screening process is run and results have been applied, the Recruiter or Chief Diversity Officer ensures that the Search Committee Chair and Search Committee are

entered into the Hiring Team in CUNYfirst so that the Committee can begin the search process

- Downloads resumes (The Recruiter is not required to download any resumes / attachments as Search Committee has access to perform assessment of candidates)
- Reviews Applicant statuses, which TAM will automatically update as the applicant moves through the recruitment process (The only status required to be manually changed is "Offer Accepted")
- Sends Applicant correspondence at various stages of the process
- Documents interview scheduling
- Prepares the employment offer
- Prepares the Applicant for hire

Search Chair

- Search Committee Chair is indicated by a check mark in the Search Chair field by the member's name in the Interviewer section of the Hiring Team
- Serves as a liaison for the Search Committee and the Hiring Manager, College HR, Chief Diversity Officer
- Ensures the charge of the Chief Diversity Officer is carried out
- Calls and chairs meetings
- Maintains adequate records of the search and selection process in CUNYfirst
- Manages interview schedules
- Tallies / assesses evaluation data offline
- Enters final evaluation for each interviewed candidate in TAM

Search Committee/Interviewers

- Reviews applicants' resumes and attachments
- Selects individuals to interview and conducts interviews
- Recommends finalists for consideration

WHAT IS CUNY'S RECRUITING PROCESS?

Request to Fill a New or Existing Position

The Department Chair or Office Head (Hiring Manager) determines the need to fill a new or existing position based on staffing requirements and a review of available department vacancies. The Department Chair meets with HR to discuss the position detail and Job Opening Template/Job Code. (If a template doesn't exist that can accommodate the position, the Recruiter contacts ORD/OHRM to request that a new template be created for the specific position.) HR then verifies that the position can be filled.

The Hiring Manager/Recruiter inputs the new/modified position into CUNYfirst. College Human Resources (HR) and the College Budget Department perform reviews and approvals, with the College Budget Department adding financial information to complete the process. A Position Number is assigned in CUNYfirst. All activities related to positions such as initiation/request and approval for positions are done in Position Management. A Job Opening should not be submitted in CUNYfirst before the Recruiter receives notification of the approved position in CUNYfirst. The Recruiter can save the Job Opening in Draft until the position number is approved.

Gather and Communicate Recruitment Information

The Hiring Manager gathers recruitment information, which includes job and budget information, a recruitment plan, search committee members, and an organizational chart. The information is gathered from and approved by College HR, Chief Diversity Officer, and College Budget Officer.

Select and Job Clone a Job Opening Template

The College Recruiter will clone an existing Job Opening Template based on the needs identified by the Hiring Manager. The Job Opening Templates are created by the Office of HR Management. The Recruiter (1) finds an existing Job Opening Template, (2) clones the Job Opening Template, and then (3) modifies the new Job Opening.

College HR submits the Job Opening for approval in CUNYfirst. The Department Head, Chief Diversity Office, Recruiter Group can approve, deny, or pushback with suggestions on edits to the Job Opening.

Post the Job Opening

Once the Job Opening has been approved, the job is posted on the CUNY website, external websites, newspapers, and agencies listed on the Recruitment Plan.

Apply for the Job

Employees and non-employees will respond to job postings viewed on the CUNY website, external websites, newspapers, and agencies.

It is strongly recommended that CUNY employees use their CUNYfirst Self-Service account to view and apply for job postings.

Manage Applicants

The Recruiter, College HR, and the Chief Diversity Officer will be able to manage many activities for the specific Job Opening such as reviewing applicants, linking applicants to the Job Opening, adding and linking any applicants who may need assistance into TAM, and adding notes, attachments and

expense data. They can also send correspondence from the Job Opening (any correspondence sent via TAM is recorded under the Contact Notes) so they can refer to the email/letter at a later stage. Contact Notes can only be seen by the person who created the contact note, not by others at the College or Central Office.

There are many times in the recruiting process that the Recruiter will need to communicate with the applicant(s). For example, the Recruiter can send an email to candidates who were interviewed but not selected for a job opening. The Send Correspondence action enables the Recruiter to send a message and attachments to applicants through CUNYfirst.

Screen Applicants

Soon after the Closing Date/Review date, the Recruiter reviews the list of applicants who applied for a specific Job Opening and performs the following actions: (1) Screens applicants for minimum qualifications; (2) Screens applicants for preferred qualifications; and (3) chooses to apply results or not for the minimum or preferred qualifications, depending upon the number of applicants that passed the minimum and/or preferred qualifications. After the results have been applied, applicants who do not pass the screening will have their disposition status automatically changed to "Not Selected."

Begin the Search Committee Review

As the search process begins, the Chief Diversity Officers discusses the search with the Search Committee (which is called, "Charging the Committee"). It is a good opportunity for the Recruiter to provide any needed training in using TAM.

Following the automated Review/Closing date, either the Recruiter or the Chief Diversity Officer will enter data on the Search Committee which will give them security access to review individual applications. Search Committee members are notified by email.

Search Committee members review applications with a disposition of Applied or Screen. They may either download the application materials or view them on-line (details will be covered in training).

Complete Initial Screening and Review Applicant Pool

The Search Committee reviews applications based on the job posting. They maintain an "Applicant Flow Log" which notes results of their review. They identify candidates to interview.

The Chief Diversity Officer monitors the diversity of the applicant pool using the Recruitment Analysis report. Once candidates are selected for interviews, the CDO will either certify the applicant pool as adequate, or confer with the Recruiter and Search Chair about next steps.

At this point, many activities take place outside the scope of TAM. The exact activities depend on the position, campus practices, and individual circumstances, but generally include the following:

- Search Committee identifies one or more "preferred" candidates
- Additional interviews and/or reviews can take place with one or more candidates
- Various campus approvals are processed
- A final selection is confirmed
- The Search Committee completes its work and provides required records and documentation

As soon as it becomes clear that candidates will no longer be considered for this position, the Recruiter must change their dispositions in CUNYfirst to “Not Selected” (if not already updated by the screening results) and send email notification through TAM. This process is not automatic.

Creating and Presenting the Job Offer

The College Official will prepare and manage the job offer for the candidate outside of CUNYfirst.

Once the final offer has been made by and accepted by the applicant, the Recruiter will record the job offer into CUNYfirst. The Chief Diversity Officer, Recruiter, Campus Budget Officer, Department Head, and Campus President will all be responsible for approving or denying the job offer in CUNYfirst.

As communications progress with the selected candidate(s), Recruiters may need to update the disposition in TAM; for example, to “Withdrawn” or “Offer Accepted”.

Preparing for Hire

Once the offer has been accepted by the candidate, College HR will be able to manage pre-hire activities and the Prepare for Hire function in TAM. College HR verifies the Employee ID in CUNYfirst (determines a new hire from a re-hire). Other verifications may take place outside of CUNYfirst at this point, including verification of degrees received. Once the Prepare for Hire has been completed, an HR employee will perform the Manage Hire process in the Workforce Administration module of HCM (Human Capital Management).

After the applicant is hired in CUNYfirst, the Job Opening is Filled/Closed and the search is closed out in TAM. At this point, whatever candidates have not had a status change to “Not Selected” will have their disposition changed as part of the close-out process. Recruiters must complete any notifications to candidates who were not selected; this is not automatic.

CLONE THE JOB OPENING

OVERVIEW

After speaking with the Hiring Manager and identifying his/he hiring needs, the Recruiter begins the *Create a Job Opening* process by viewing the list of existing Job Templates to determine which Job Opening to clone for the current vacancy. Recruiters can easily search for the templates by selecting **COCOM** as the Business Unit.

Job Opening Templates are standard templates created by the Office of Human Resource Management (OHRM). The Job Opening Templates represent standard job specifications associated to each job existing within the University's workforce structure. Currently, there is a Job Opening Template for every job that exists within CUNY. If the Recruiter cannot find an appropriate Job Opening Template, he/she should contact OHRM.

Rather than creating a Job Opening from scratch, Recruiters clone the Job Opening Template and add college-specific details to the Job Opening. After the Recruiter clones the Job Opening Template, adds college-specific information (department, location, target and available openings and position), determines the qualifications, establishes the hiring team, and cross checks the screening questions, the Job Opening will be submitted for approval. The Department Chair, Chief Diversity Officer and Recruiter are part of the approval workflow in CUNYfirst.

The Recruiter should note the Job ID and the Job Code Number are both listed on the Job Code Table and/or Recruiting Templates. Both of these fields are useful when finding the Job Opening Template in CUNYfirst.

VIEW THE JOB CODE TABLE AND JOB OPENING TEMPLATE

You will find a current Job Code Table on the CUNY Academic Commons website. Type or copy and paste the following link into your internet browser: <http://commons.gc.cuny.edu/>. If you haven't previously used the Academic Commons, you will need to register as a new member. After registering, you will be able to join the [HR Recruiting Network](#) group accessed through the **Groups** menu at the top of the Academic Commons screen. Once you have accessed the HR Recruiting Network group, use the **Files** link (located on the left side of the screen) to find and download the **CUNYfirst Titles and Job Posting IDs** reference document. The HR Recruiting Network contains useful reference documents to use in the recruiting process.

Job Code Table

A	B	C	D	E	F	G	H	I
Job Code	Type	Job Code Long Name	Contract Title	FLSA	Template Job IC	Union Code	Labor Agreement	
400618	HEO/Non-Teaching Inst	Academic Accreditation Spec (HEOa)	HE Assistant	A	1009	P14	PSC	
400148	HEO/Non-Teaching Inst	Academic Advising Coord (aHEO)	Assistant to HEO	N	1085	P14	PSC	
400669	HEO/Non-Teaching Inst	Academic Advising Dir (HEO)	HE Officer	M	1086	P14	PSC	
400147	HEO/Non-Teaching Inst	Academic Advising Mgr (HEA)	HE Associate	M	1087	P14	PSC	
301013	HEO/Non-Teaching Inst	Non Teaching Adjunct 1	Non-Teaching Adjunct 1	N	1117	P14	PSC	
301014	HEO/Non-Teaching Inst	Non Teaching Adjunct 2	Non-Teaching Adjunct 2	A	1130	P14	PSC	
301015	HEO/Non-Teaching Inst	Non Teaching Adjunct 3	Non-Teaching Adjunct 3	A	1130	P14	PSC	
301016	HEO/Non-Teaching Inst	Non Teaching Adjunct 4	Non-Teaching Adjunct 4	A	1130	P14	PSC	
301017	HEO/Non-Teaching Inst	Non Teaching Adjunct 5	Non-Teaching Adjunct 5	A	1130	P14	PSC	

Job Opening Template

CITY UNIVERSITY OF NEW YORK

CAREER OPPORTUNITY

JOB TITLE Non-Teaching Adjunct (Levels 1 – 5)

JOB ID

LOCATION

FULL / PART TIME Full-Time

REGULAR / TEMPORARY Regular

GENERAL DUTIES

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

Contract Title Non-Teaching Adjunct

Job Code Title Non-Teaching Adjunct Levels 1 – **301013** – 01017 (Five Levels)

FLSA Exempt

CAMPUS-SPECIFIC INFORMATION

MINIMUM QUALIFICATIONS

Bachelor's degree required. Additional requirements may exist depending on level.

PREFERRED QUALIFICATIONS

COMPENSATION

HOW TO APPLY

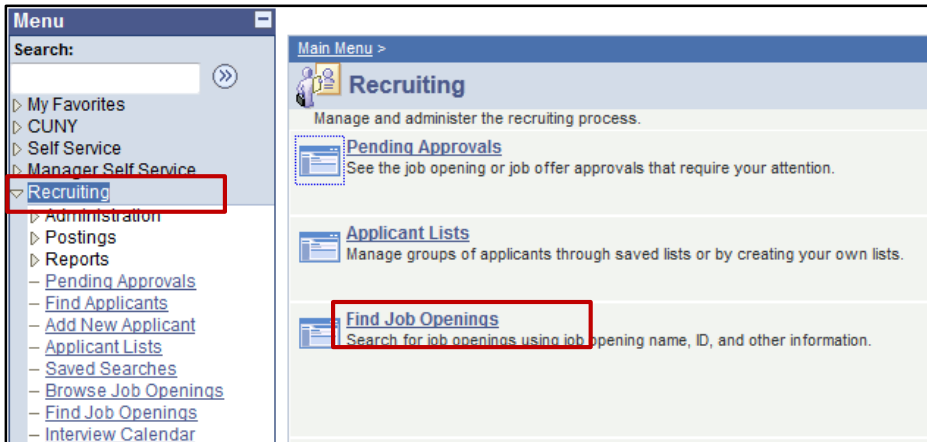
CLOSING DATE

CLONE A JOB OPENING TEMPLATE

It is best practice to preview job details, job posting information and screening criteria before cloning the template to validate that the selected template meets the criteria for the vacant position. All the fields on the template will automatically populate in the new Job Opening after the cloning has been completed.

1. OPEN THE FIND JOB OPENINGS PAGE

- From the main menu, click [Recruiting](#), [Find Job Openings](#)



2. ENTER THE CRITERIA IN THE FIND JOB OPENINGS PAGE

- Keep the **Status** as Open
- Enter the search criteria for the Job Opening Template you want to find (e.g., input the Job Opening ID into the **Job Opening ID** field and/or the **Job Code Number** or part of the Posting Title in the **Title** field)
- Click the **Business Unit's** magnifier icon and select **COCOM**

Note: All Job Opening Templates are located in the COCOM business unit.

- Click the **Search** button

Example with Job Opening ID 3012 used as criteria and COCOM listed as Business Unit



3. SELECT THE APPLICABLE JOB OPENING

- Select the applicable Job Opening by clicking on the [Job Opening](#) link

Find Job Openings

Click icon to open Job Opening Search Criteria

1 Results Found

Job Opening	ID #	Type	Location	Created
Art Center-Museum Specialist (HEOa) - 400689	3021	Standard Requisition		06/02/2010

Select All Deselect All Select Action... Go

[Browse Job Openings](#) [Find Job Postings](#)

4. PREVIEW THE STAFFING AND SALARY INFORMATION

- Click the [Job Opening Details](#) link from the light blue bar, if not already selected
- Click [Job Details](#) link, if not already selected
- Scroll down to the **Additional Job Specifications** section to read Staffing and Salary information

Job Opening

Posting Title: Art Center-Museum Specialist (HEOa) - 400689 Job Opening ID: 3021
 Job Opening Status: 010 Open Job Type: Standard
 Job Title: Art Center-Museum Spect Job Code: 400689
 Position Number:
 Business Unit: COCOM Central Office Comm Colleges
 Job Family: THARTS Theatres Arts and Museums

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

Job Details Educ & Exp Approvals Accomplishments Screening Job Postings

Postings	Primary Posting Title
Art Center-Museum Specialist (HEOa) - 400689	<input checked="" type="checkbox"/>

Additional Job Specifications

Job Code: 400689 Primary Job Code

Staffing Information

Region: USA
 Schedule Type:
 Regular/Temporary: Regular
 Begin Date:
 End Date:
 Shift:
 Hours: 35.00
 Work Period: Weekly
 Travel Percentage: None

Salary Information

Salary Admin Plan: P018
 From Grade: HES
 From Step:
 To Grade:
 To Step:
 Salary Range From: 42,873.000000 (Default From Job Code)
 Salary Range To: 81,645.000000 (Default From Job Code)
 Pay Frequency: Year
 Currency: US Dollar

5. PREVIEW THE JOB POSTING

- Click the [Job Opening Details](#) link from the light blue bar, if not already selected
- Click [Job Postings](#) link
- Under the Job Postings heading in the middle of the screen, click the job's [Posting Title](#)
- Scroll down the screen to read all the required Posting Descriptions
- Scroll to the bottom of the page and click the **Preview** button to view the posting
- Click [Return to Previous Page](#)
- Click **OK** to return to the Job Opening page

Job Opening

Posting Title: Art Center-Museum Specialist (HEOa) - 400689 Job Opening ID: 3021

Job Opening Status: 010 Open Job Type: Standard

Job Title: Art Center-Museum Spec Job Code: 400689

Position Number:

Business Unit: COCOM Central Office Comm Colleges

Job Family: THARTS Theatres Arts and Museums

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

Job Details Educ & Exp Accomplishments Screening Job Postings

Hiring Team Approvals

Job Postings

Postings	Primary Posting Title
Art Center-Museum Specialist (HEOa) - 400689	<input checked="" type="checkbox"/>

Job Vacancy Notice

Job Title: Art Center-Museum Specialist (HEOa) - 400689

Job ID: 3021

Location: Central Office

Regular/Temporary: Regular

[Return to Previous Page](#) [Switch to Internal View](#)

GENERAL DUTIES

Administers the operations of a museum, gallery, or art facility.

- Manages preservation, documentation, and management of a collection (e.g., acquisition, records management, cataloging, storage, security, maintenance and repair)
- Prepares in-house and/or traveling exhibits, including all necessary documentation, installation, and exhibition materials
- Responds to requests for information and/or loan, and all educational materials, researching the collection as needed
- Administers gallery activities, such as maintaining computerized records on equipment, materials, and other inventory; updating web pages, etc.
- Participates in organizing events, promotional efforts, and exhibition marketing
- Supervises daily gallery operations and maintenance of the collection
- Performs related duties as assigned.

CONTRACT TITLE

Higher Education Assistant

FLSA

Exempt

MINIMUM QUALIFICATIONS

Bachelor's degree and four years' related experience required.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-

6. ACCESS THE SCREENING PAGE

- Click the [Job Opening Details](#) link, if not already selected or greyed out
- Select [Screening](#) link

Job Opening

Posting Title: Art Center-Museum Specialist (HEOa) - 400689 Job Opening ID: 3021

Job Opening Status: 010 Open Job Type: Standard

Job Title: Art Center-Museum Spec Job Code: 400689

Position Number:

Business Unit: ABC01 ABC College

Job Family: THARTS Theatres Arts and Museums

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

Job Details Educ & Exp Accomplishments Screening Job Postings

Hiring Team Approvals

7. VIEW THE SCREENING QUESTIONS THAT HAVE BEEN ADDED TO THE TEMPLATE

- Scroll down to the **Screening Questions** section below the Additional Job Specifications heading and see the questions listed in the Screening Questions grid
- In the example on the next page, the Baccalaureate Degree, Related Bachelor’s Degree, Advanced Degree and Experience screening questions are already added to the template

Additional Job Specifications Find | View All First 1 of 1 Last

Job Code: 40013 Primary Job Code

Screening Questions

*Question	View	Answers
Edu-Bachelor's Minimum	View	Answers
Edu-Bachelor's Related	View	Answers
Edu-Advanced Degree	View	Answers
Exp-HEOa Min	View	Answers

[+ Add Screening Questions](#) [+ Load from Question Sets](#)

Applicant Screening

Job Code: 40013 Art Center-Museum Spect

Max Ttl Pts: 100 Must Pass Previous Levels

Applicant Screening

Sequence	Screening Levels
1	Minimum Qualifications
2	Preferred Qualifications

[+ Add Screening Options](#)

8. VIEW MINIMUM QUALIFICATIONS

Note: Applicants will be required to answer the selected questions when completing their online applications. In the example below, only the Bachelor’s Minimum is a Minimum Qualification.

- Scroll down to the **Applicant Screening** section
- Click the [Minimum Qualifications](#) link
- The **Use In Screening** box is selected for each question that should be included as a screening question on the online application
- The **Required** box is selected to indicate that a correct answer to the question is required in order for the applicant to pass the screening process
- Click **OK**

Screening Requirements		Customize	Find		
Screening Type	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: Edu-Advanced Degree	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Edu-Bachelor's Minimum	Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
Screening Question	Question: Edu-Bachelor's Related	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Exp-HEOa Min	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Minimum Grade : HES		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Minimum Salary : 42873 - Year		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Regular / Temp : Regular		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Standard Hours : 35		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Travel Percent : None		<input type="checkbox"/>	<input type="checkbox"/>	0

9. VIEW PREFERRED QUALIFICATIONS

Note: Applicants will be required to answer the selected questions when completing their online applications. In the example below, the Advanced Degree, Bachelor's Related, and Experience are the Preferred Qualifications.

- Scroll down to the **Applicant Screening** section
- Click the [Preferred Qualifications](#) link
- The **Use In Screening** box is selected for each question that should be included as a screening question on the online application
- The **Required** box is selected to indicate that a correct answer to the question is required in order for the applicant to pass the screening process
- Click **OK**

Screening Type	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: Edu-Advanced Degree	Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
Screening Question	Question: Edu-Bachelor's Minimum	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Edu-Bachelor's Related	Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
Screening Question	Question: Exp-HEOa Min	Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
General Requirement	Minimum Grade : HES		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Minimum Salary : 42873 - Year		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Regular / Temp : Regular		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Standard Hours : 35		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Travel Percent : None		<input type="checkbox"/>	<input type="checkbox"/>	0

10. BEGIN THE CLONING PROCESS

- From the Job Opening page, click the [Clone](#) link towards the top of the Job Opening screen

Job Opening

Posting Title: Art Center-Museum Specialist (HEOa) - 400689 **Job Opening ID:** 3021

Job Opening Status: 010 Open **Job Type:** Standard

Job Title: Art Center-Museum Spec **Job Code:** 400689

Position Number:

Business Unit: COCOM Central Office Comm Colleges

Job Family: THARTS Theatres Arts and Museums

[Save](#)
 [Clone](#)
 [Create New](#)
 [Previous Job Opening](#) |
 [Next Job Opening](#) |
 [Job Opening List](#)

[Manage Applicants](#) |
 [Find Applicants](#) |
 [Activity & Attachments](#) |
 Job Opening Details

[Job Details](#)
 [Educ & Exp Approvals](#)
 [Accomplishments](#)
 [Screening](#)
 [Job Postings](#)

[Hiring Team](#)

11. VIEW AND CONFIRM THE CLONING DETAILS

- View the **Job Opening ID** of the template that will be cloned
- View **Number of New Job Openings** is 1
- Click the **Clone Job Opening** button

The screenshot shows a web interface for cloning a job opening. At the top, it says "Job Opening" and "Clone Job Opening". Below this is a section titled "Enter Details" with a light blue header. Inside this section, there are two input fields: "Job Opening ID:" with the value "3021" and "Number of New Job Openings:" with a dropdown menu set to "1". A red box highlights these two fields. At the bottom of the form, there are two buttons: "Clone Job Opening" and "Cancel".

12. COMPLETE THE CLONING PROCESS

- View the message that indicates the Job Opening was successfully cloned
- Write down the new **Job Opening ID** that was created and note its status of **005 Draft***
- Click the **Cancel** button to exit the Clone Job Opening screen

**Note: You will need the new Job Opening ID and the Draft status to continue with the next step which is to access the job opening.*

The screenshot shows the same "Clone Job Opening" form as in step 11, but now with a success message. The message reads: "Job Opening successfully cloned." followed by a green checkmark icon and the text: "Job Opening 7468 has been created, with a status of 005 Draft. Access the new Job Opening via the Job Opening pages." A red box highlights this message. Below the message is the "Enter Details" section, which is identical to the previous screenshot, showing "Job Opening ID: 3021" and "Number of New Job Openings: 1". The "Clone Job Opening" and "Cancel" buttons are still present at the bottom.

ACCESS THE NEW JOB OPENING

1. ACCESS THE FIND JOB OPENINGS PAGE

- From the main menu, click [Recruiting](#), [Find Job Openings](#)




2. ENTER THE CRITERIA IN THE FIND JOB OPENINGS PAGE

Note: The system defaults to finding only those job openings in your business unit. You do not have to input the business unit

- Enter the Job Opening ID into the **Job Opening ID** field
- Click the **Status** pull-down arrow and select **Draft**
- Click the **Search** Button

The screenshot shows the 'Find Job Openings' search form. At the top, there are 'Search' and 'Reset' buttons. Below, the 'Job Opening ID' field contains the value '7468' and is highlighted with a red box. The 'Status' dropdown menu is also highlighted with a red box and shows 'Draft' selected. Other fields include 'Most Recent Activity', 'Job Opening Type', 'Display Jobs', 'Manager', 'Recruiter', 'Originator', 'Business Unit', 'Position #', 'Title', and 'Recruitment Contact'. At the bottom, there are another 'Search' and 'Reset' buttons.

*Note: The Recruiter can also access the Job Opening by navigating to the CUNYfirst menu and selecting **Recruiting > Browse Job Openings >** from the Display fields: **Job Associated to me, Draft, Active Within***

View All >  - **Refresh Icon.** Follow Step 3 on the next page to select the Job Opening.

3. SELECT THE APPLICABLE JOB OPENING

- Select the applicable Job Opening by clicking on the [Job Opening](#) link beneath the Job Opening header

Find Job Openings

▶ Click icon to open Job Opening Search Criteria

✔ 1 Results Found

Job Opening	ID #	Type	Location	Created
Art Center-Museum Specialist (HEOa) - 400689	7468	Standard Requisition		03/04/2013

[Select All](#) [Deselect All](#)
Select Action...

4. VIEW THE JOB DETAILS ON THE JOB OPENING SCREEN

- Click the [Job Details](#) link in the blue header bar, if not already selected/greyed out
- Scroll down the screen to view the following sections: **Opening Information, Positions, Employees Being Replaced, Additional Job Specifications, Staffing Information, and Salary Information** (many of the fields are pre-populated from the template)

Job Opening

Posting Title: Art Center-Museum Specialist (HEOa) - 400689 **Job Opening ID:** 7468
Job Opening Status: 005 Draft **Job Type:** Standard
Job Title: Art Center-Museum Spect **Job Code:** 400689
Position Number:
Business Unit: COCOM Central Office Comm Colleges
Job Family: THARTS Theatres Arts and Museums

[Job Details](#) [Educ & Exp](#) [Accomplishments](#) [Screening](#) [Job Postings](#)
[Hiring Team](#)

Opening Information

Job Opening Type: Standard Requisition
Created By: 10848756 Jazzmine Clarke-Glover
Created: 03/04/2013
***Openings to Fill:** Limited
Target Openings: 1

MODIFY THE NEW JOB OPENING

VIEW/ADD JOB DETAILS



1. MODIFY THE INFORMATION IN THE OPENING INFORMATION SECTION

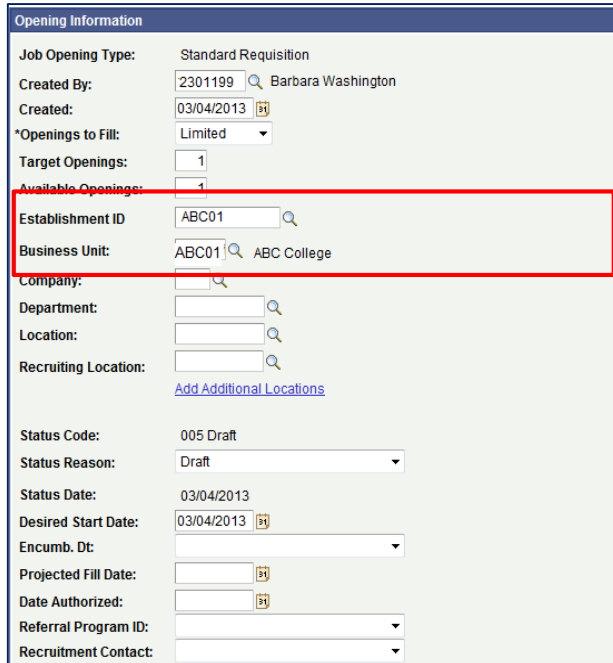
Created and Openings Fields

- Note the **Created by** and **Created** fields indicate the person who created the Job Opening and the date it was created
- View the **Openings to Fill** field. The system defaults to “Limited” which indicates that a defined number of openings are available. The **Openings to Fill** field works with the **Target Openings** and **Available Openings** fields
- View the **Target Openings** field. The system defaults to 1, which is the number of hires desired. Increase this number if there is more than one opening for the job
- View the **Available Openings** field. The **Available Openings** defaults to the number in the **Target Openings** field. This number will decrease when positions are filled. The system closes the job opening when the Available Job Opening is filled

Opening Information	
Job Opening Type:	Standard Requisition
Created By:	2301199 Barbara Washington
Created:	03/04/2013
Openings to Fill:	Limited
Target Openings:	1
Available Openings:	1
Establishment ID	ABC01
Business Unit:	ABC01 ABC College
Company:	
Department:	
Location:	
Recruiting Location:	 Add Additional Locations
Status Code:	005 Draft
Status Reason:	Draft
Status Date:	03/04/2013
Desired Start Date:	03/04/2013
Encumb. Dt:	
Projected Fill Date:	
Date Authorized:	
Referral Program ID:	
Recruitment Contact:	


Establishment and Business Unit Fields


- Click the **Establishment ID**  and select the College that will be posting the position
- Click the **Business Unit ID**  and select the College that will be posting the position



Opening Information

Job Opening Type: Standard Requisition


Created By: 2301199  Barbara Washington


Created: 03/04/2013 


*Openings to Fill: Limited


Target Openings: 1


Available Openings: 1


Establishment ID ABC01 

Business Unit ABC01  ABC College

Company: 

Department: 


Location: 


Recruiting Location:  [Add Additional Locations](#)


Status Code: 005 Draft


Status Reason: Draft


Status Date: 03/04/2013


Desired Start Date: 03/04/2013 

Encumb. Dt: 

Projected Fill Date: 

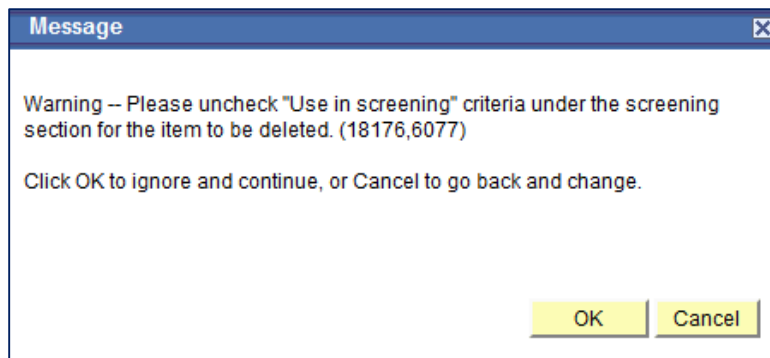
Date Authorized: 

Referral Program ID: 

Recruitment Contact: 


- If the Job Opening has screening questions pre-loaded, you will get a Warning message regarding “Use in screening.” Click **Cancel** to continue

*Note: Do not select **OK** because all the screening criteria will be removed.*

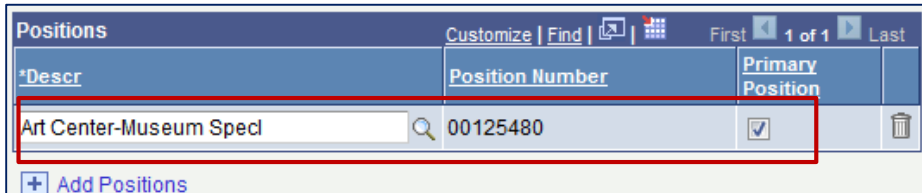


2. ENTER THE POSITION NUMBER

Note: The Position Number pre-populates many of the fields in the Job Opening Screen. Therefore, it is best practice to input the Position Number after inputting the Business Unit.

- Scroll down to the **Positions** box
- In the Positions box, click the **Descr**  to display the Look Up Position Number screen
- Either input the Position Number in the Position Number field and select the Look Up button, or scroll down the Search Results grid to find the Position Number

- Select the correct **Position Number**
- Click in the check box to select **Primary Position**



- Notice that after entering the Position Number and selecting Primary Position, the following fields will automatically populate: the Company, Department, Location, Recruiting Location and Job Code
- Input the **Establishment ID** if it no longer displays

Note: If you do not input the Position Number at this point, enter the the following fields:

- Click **Company** and select CUNY State for four-year college and CUNY City for community college
- Click **Department** and input the Department the job opening is in
- Click the **Location** and select a location code for the location of this job opening
- Click the **Recruiting Location** and select a recruiting location to be displayed when an applicant searches for a job opening

Status and Date Fields


- Notice the **Status Code** defaults to **Draft**, **Status Reason** defaults to **Draft** and **Status State** defaults to the date on which the status went into effect

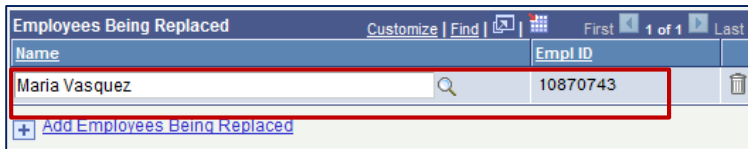
Note: The Status fields will automatically update with the Job Opening's current status as the Job Opening moves through the recruiting process. When the Job Opening is filled and the employee is hired, the Status Code will automatically be set to Filled/Closed, the Status Reason, Filled; and the Status Date, the current date.

- Click the **Desired Start Date** and enter the date the job begins
- Optional, if your Campus uses Commitment Accounting for budgeting, indicate how the system budgets for the unfilled position. Select one of these options:
 - Authorization Date: Start budgeting for the position from the date that it is authorized, as indicated in the Date Authorized field
 - Project Fill Date: Start budgeting for the position from the date that you expect to fill the position as indicated in Projected Fill Date field
- The **Date Authorized** will default to the date the job opening reaches final approval and will automatically be updated once the job opening is approved
- Notice the following fields are not currently being used in CUNYfirst: **Referral Program ID** and **Recruitment Contact**

3. ENTER THE EMPLOYEE BEING REPLACED (IF APPLICABLE)









Note: If an employee is being replaced for this Job Opening, input the employees name and/or EMPL ID, if not leave this field blank.









- In the Employees Being Replace box, click the **Name**  to display the Look Up Employee screen
- Either input the employee’s name or EMPLID in the criteria field or scroll down the Search Results to find the employee
- Select the correct employee



4. ENTER ADDITIONAL JOB SPECIFICATIONS (STAFFING INFORMATION)




Note: Most of the fields in the Staffing Information section will be pre-populated from the Position Number and Job Code. Only input the fields that are blank.

- Notice the Job Code is pre-populated from the Job Opening Template
- Click **Schedule Type**  and input Full or Part time
- Click **Regular/Temporary**  and select whether this is a Regular or Temporary position
- Click **Begin Date**  and enter the date that the job is to begin. This field is compared to the Start Date field on the Job Opening page
- Click **End Date**  and enter the date the job is scheduled to end. This field is for temporary job openings
- Click **Shift**  and select the shift for this job opening
- Click **Hours**  and enter the default number of hours in a normal work week for this job. The field defaults to the number associated with the job code
- Click **Work Period**  and select the time period in which employees must complete the standard hours
- Click **Travel Percentage**  and enter the percent of travel required by the job






Staffing Information	
Region:	USA 
Schedule Type:	Full-Time 
Regular/Temporary:	Regular 
Begin Date:	05/01/2013 
End Date:	
Shift:	1 
Hours:	35.00
Work Period:	Weekly 
Travel Percentage:	None 

5. ENTER ADDITIONAL JOB SPECIFICATIONS (SALARY INFORMATION)

Note: Most of the fields in the Salary Information section will be pre-populated from the Job Code. Only input the fields that are blank.

- In the Salary Information box, the **Salary Admin Plan** displays the salary plan associated with the position
- The **From Grade** field is the pay grade for the job opening. If there is a range of pay grades, the low end of the range may be used. The default value is the pay grade that is associated with the position
- The **From Step** field is the beginning step for the job opening. If there is a range of steps, the low end of the range may be used. The default value is the step that is associated with the position
- The **To Grade** field is the high end pay grade for job openings with a range of pay grades
- The **To Step**  field is the high end step for job openings with a range of pay grades
- The **Salary Range From** field is the salary range from the Job Code table
- The **Salary Range To** field is the salary range from the Job Code table
- Click **Pay Frequency**  and select the pay frequency in which this job is paid
- Click **Currency**  and select the currency in which this job is paid
- Click **Save as Draft**

Salary Information

Salary Admin Plan:	<input type="text" value="P034"/>		
From Grade:	<input type="text" value="1&2"/>		
From Step:	<input type="text"/>		
To Grade:	<input type="text"/>		
To Step:	<input type="text"/>		
Salary Range From:	<input type="text" value="70,816.200000"/>		(Default From Job Code)
Salary Range To:	<input type="text" value="88,106.200000"/>		(Default From Job Code)
Pay Frequency:	<input type="text" value="Year"/>		
Currency:	<input type="text" value="US Dollar"/>		

ADD EDUCATION AND WORK EXPERIENCE

The Education & Experience fields display the highest level of education required for the position and the minimum years of work experience required. These fields are optional and are currently used as reference for the Hiring Team.

1. SELECT THE EDUC & EXP LINK IN THE BLUE HEADER

Job Opening

Posting Title: Art Center-Museum Specialist (HEOa) - 400689 **Job Opening ID:** 3021

Job Opening Status: 010 Open **Job Type:** Standard

Job Title: Art Center-Museum Spec **Job Code:** 400689

Position Number: ABC01 ABC College

Business Unit: THARTS Theatres Arts and Museums

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | Job Opening Details

[Job Details](#) **Educ & Exp** [Accomplishments](#) [Screening](#) [Job Postings](#)
[Hiring Team](#) [Approvals](#)

2. ENTER THE HIGHEST EDUCATION LEVEL

- Click **Highest Education Level** and select the highest level of education that an applicant must have completed to be eligible for this job. Education levels are defined on the Recruiting Template under Minimum Qualifications

Additional Job Specifications Find | View All First 1 of 1 Last

Job Code: 400689 **Primary Job Code**

Work Experience & Education Customize | Find | First 1 of 1 Last

*Highest Education Level	Minimum Years of Work Exp	Maximum Years of Work Exp
G-Bachelor's Level Degree <input type="text"/>	<input type="text"/>	<input type="text"/>

3. ENTER THE WORK EXPERIENCE

- Click in the **Minimum Years of Work Exp** field
- Enter the Minimum Years of Work Experience required for this job. Minimum Years of Experience is defined on the Recruiting Template under Minimum Qualifications
- Click the [Add Work Experience & Education](#) link to add another row to the Work Experience & Education grid

The screenshot shows the 'Additional Job Specifications' interface. At the top, there is a search bar with '400689' and a 'Primary Job Code' checkbox. Below this is the 'Work Experience & Education' grid. The grid has a header row with columns for '*Highest Education Level', 'Minimum Years of Work Exp', and 'Maximum Years of Work Exp'. The first row in the grid shows 'G-Bachelor's Level Degree' in the first column and '4.0' in the second column. A red box highlights the '4.0' value. At the bottom of the grid, there is a '+ Add Work Experience and Education' link.

*Highest Education Level	Minimum Years of Work Exp	Maximum Years of Work Exp
G-Bachelor's Level Degree	4.0	

ADD LICENSES, CERTIFICATES, AND LANGUAGES

The Accomplishment fields display the required licenses, certificates and/or languages required for the position. These fields are optional and are currently used as reference for the Hiring Team.

1. SELECT THE ACCOMPLISHMENTS LINK IN THE BLUE HEADER

Job Opening

Posting Title: Art Center-Museum Specialist (HEOa) - 400689 Job Opening ID: 3021

Job Opening Status: 010 Open Job Type: Standard

Job Title: Art Center-Museum Spec Job Code: 400689

Position Number: ABC01 ABC College

Business Unit: ABC01 ABC College

Job Family: THARTS Theatres Arts and Museums

Save Clone Create New Previous Job Opening | Next Job Opening | [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | Job Opening Details

[Job Details](#) Educ & Exp **Accomplishments** Screening Job Postings

[Hiring Team](#) Approvals

2. ENTER ANY LICENSES OR CERTIFICATES THAT ARE REQUIRED FOR THIS POSITION

- Click **License or Certificate** and select any Licenses and/or Certificates, if applicable, the employee needs for the position. Licenses and Certificates are defined on the Recruiting Template under Minimum Qualifications

Additional Job Specifications Find | View All First 1 of 1 Last

Job Code: 400689 Primary Job Code

Licenses & Certificates Customize | Find | First 1 of 1 Last

*1 License or Certificate

Teacher Cert-Professional

[Add Licenses/Certifications](#)

3. ENTER THE ANY LANGUAGES THAT ARE REQUIRED FOR THIS POSITION

- Click **Language** and select any language, if applicable, that is required for the position. Language qualifications are defined on the Recruiting Template under Minimum Qualifications

Languages Customize | Find | First 1 of 1 Last

*Language

Spanish

[Add Languages](#)

VIEW SCREENING QUESTIONS

Screening is the process used by recruiters to evaluate a list of potential candidates and narrow the list to a group of qualified candidates that can be interviewed for a job opening. When an applicant applies online, he/she will be required to answer the screening questions.

OHRM created screening question sets that are added to all HEO series templates for a given (contract) title. For these templates, the required screening questions will automatically populate in the Question boxes.

When you cloned the Job Opening from the template, you were instructed to view the screening questions that were preloaded from the template. It is a good idea to check that the new Job Opening also has the screening questions preloaded as well.

1. DISPLAY THE SCREENING PAGE

- In the Job Opening screen, select [Screening](#) link in the light blue header bar

The screenshot shows the 'Job Opening' details page. At the top, there is a title 'Job Opening' and a list of details including Posting Title, Job Opening ID, Job Opening Status, Job Title, Position Number, Business Unit, and Job Family. Below the details, there are navigation links: Save, Clone, Create New, Previous Job Opening, Next Job Opening, and Job Opening List. A light blue header bar contains links for Manage Applicants, Find Applicants, Activity & Attachments, and Job Opening Details. At the bottom, there is a navigation bar with links for Job Details, Hiring Team, Educ & Exp Approvals, Accomplishments, Screening (highlighted with a red box), and Job Postings.

2. VIEW THE SCREENING QUESTIONS THAT HAVE BEEN PRELOADED FROM THE TEMPLATE

- Scroll down to the **Screening Questions** section below the Additional Job Specification heading and see the questions that are listed in the Screening Questions grid
- In the example on the next page, the four questions were preloaded from the Job Opening Template for this HEO position.

Additional Job Specifications Find | View All First 1 of 1 Last

Job Code: Primary Job Code

Screening Questions		
*Question		View Answers
Edu-Bachelor's Minimum	<input type="text"/>	View Answers <input type="checkbox"/>
Edu-Bachelor's Related	<input type="text"/>	View Answers <input type="checkbox"/>
Edu-Advanced Degree	<input type="text"/>	View Answers <input type="checkbox"/>
Exp-HEOa Min	<input type="text"/>	View Answers <input type="checkbox"/>

[+ Add Screening Questions](#) [+ Load from Question Sets](#)

Applicant Screening

Job Code: 40013 Art Center-Museum Spec

Max Ttl Pts: Must Pass Previous Levels

Applicant Screening		
Sequence	Screening Levels	
1	Minimum Qualifications	<input type="checkbox"/>
2	Preferred Qualifications	<input type="checkbox"/>

[+ Add Screening Options](#)

3. VIEW MINIMUM QUALIFICATIONS

- Scroll down to the **Applicant Screening** section
- Click the [Minimum Qualifications](#) link

Additional Job Specifications Find | View All First 1 of 1 Last

Job Code: Primary Job Code

Screening Questions		
*Question		View Answers
Edu-Bachelor's Minimum	<input type="text"/>	View Answers <input type="checkbox"/>
Edu-Bachelor's Related	<input type="text"/>	View Answers <input type="checkbox"/>
Edu-Advanced Degree	<input type="text"/>	View Answers <input type="checkbox"/>
Exp-HEOa Min	<input type="text"/>	View Answers <input type="checkbox"/>

[+ Add Screening Questions](#) [+ Load from Question Sets](#)

Applicant Screening

Job Code: 40013 Art Center-Museum Spec

Max Ttl Pts: Must Pass Previous Levels

Applicant Screening		
Sequence	Screening Levels	
1	Minimum Qualifications	<input type="checkbox"/>
2	Preferred Qualifications	<input type="checkbox"/>

[+ Add Screening Options](#)

4. VIEW THE JOB OPENING SCREENING CRITERIA SCREEN FOR MINIMUM QUALIFICATIONS

Note: The Job Opening Screening Criteria Screen is divided into four sections: the Job Opening information at the top, the Screening Option Description, the Scoring Definitions and the Screening Requirements.

Job Opening

Job Opening Screening Criteria

Posting Title: Art Center-Museum Specialist (HEOa) - 400689 Job Opening ID: 3021

Job Opening Status: 010 Open Job Type: Standard

Job Title: Art Center-Museum Spec Job Code: 400689

Position Number: 00125480 Art Center-Museum Spec

Business Unit: ABC01 ABC College

Job Family: THARTS Theatres Arts and Museums

Screening Option Description

Name: Minimum Qualifications 1002

Pass Status: Screen Pass Reason: MINIMUM

Fail Status: Not select Fail Reason: MIN QUALS

Letter:

Scoring Definition

Assign Points

Percent Needed to Pass:

Use Raw Points

Maximum Points to Assign:

Points Assigned for Pass:

Points Assigned for Fail:

Manually Assign Status

Screening Requirements Customize | Find |

Screening Type	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: Baccalaureate Degree	Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
Education & Experience	Education: G-Bachelor's, Minimum 4 Yr of Exp		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Accomplishment	Spanish		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Accomplishment	Teacher Cert-Professional		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>

← Job Opening Information

← Screening Option Description

← Scoring Definitions

← Screening Requirements – List of Screening Questions

5. VIEW THE SCREENING OPTION DESCRIPTION FIELDS

Note: The Pass and Fail fields in the Screen Option Description section are populated and should not be changed.

- The **Name** field identifies the screening level, i.e., Minimum Qualifications
- The **Pass Status** (Screen) is the status that will be assigned to the applicant’s disposition if he/she passes the Minimum Qualifications screening; the **Pass Reason** (Minimum) is the reason assigned to the applicant when passing
- The **Fail Status** (Not Selected) is the status that will be assigned to the applicant’s disposition if he/she fails the Minimum Qualifications screening; the **Fail Reason** (Min Quals) is the reason assigned to the applicant when failing

Screening Option Description

Name: Minimum Qualifications 1002

Pass Status: Screen Pass Reason: Minimum

Fail Status: Not select Fail Reason: Min Quals

Letter: [dropdown]

6. VIEW THE POINTS NEEDED FOR THE MINIMUM QUALIFICATIONS

Note: The fields in the Assign Points section have already been populated.

- Notice the **Points Assigned for Pass** as 100 to indicate the points that should be given to an applicant for passing the Minimum Qualifications screening level and **Points Assigned for Fail** as 0

Scoring Definition

Assign Points

Percent Needed to Pass: 100

Use Raw Points

Maximum Points to Assign: 100

Points Assigned for Pass: 100

Points Assigned for Fail: 0

Manually Assign Status

7. VIEW WHICH MINIMUM QUALIFICATIONS SCREENING QUESTIONS WILL BE USED IN THE SCREENING PROCESS

Note: Applicants will be required to answer the selected questions when completing their online applications.

*Note: The questions added to the Screening Questions list are automatically displayed in the Screening Requirements. The Screening Requirements grid is used to identify which question should be used for the screening level and if the question is required. If **Use in Screening** is selected, the system uses the screening process to evaluate whether applicants meet criteria for this item. If the criteria is marked as **Required**, the applicant must have this criteria to pass the screening level. If the system determines that the applicant does not have the criteria (or incorrectly answers the question), the applicant fails the screening level.*

Note: These fields will already be filled out if the screening questions were preloaded from the template and should not be changed.

Scroll down to the **Screening Requirements** box

- Notice that the question(s) used for the Minimum Qualifications has the **Use In Screening** box checked to indicate the system will use this question during the Minimum Qualification screening process
- For each screening question, the **Required** box is checked which indicates the applicant must answer the question and have this criteria to pass the screening level
- Click the **Edit Details** for each question to view the answer to the question, click OK to exit the Question Details screen

Note: The points column is not used for Screening Questions

- Click **Apply** and **OK** to return to the Screening page

Screening Requirements					
Screening Type	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: Edu-Bachelor's Minimum	Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
General Requirement	Regular / Temp : Regular		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Standard Hours : 35		<input type="checkbox"/>	<input type="checkbox"/>	0

Note: When the applicant applies for this Job Opening, he/she will be required to answer the question(s) listed above on the online application.

8. VIEW WHICH PREFERRED QUALIFICATIONS SCREENING QUESTIONS WILL BE USED IN THE SCREENING PROCESS

- On the Screening page, scroll down to the Applicant Screening section

*Note: If using Preferred Qualifications, the **Must Pass Previous Levels** selection box tells TAM that an applicant must pass the previous (Minimum Qualifications) screening level before being evaluated by the next screening level (Preferred Qualifications).*

- Click the [Preferred Qualifications](#) link under the Screening Levels heading

Applicant Screening

Job Code: 301013 Admin Non-Teaching Adjunct 1

Max Ttl Pts: 100 **Must Pass Previous Levels**

Sequence	Screening Levels	
1	Minimum Qualifications	
2	Preferred Qualifications	

[+ Add Screening Options](#)

9. VIEW THE SCREENING OPTION DESCRIPTION FIELDS

Note: The Pass and Fail fields in the Screen Option Description section are pre-populated and should not be changed.

- The **Name** displays the name of the screening level, i.e., Preferred Qualifications
- The **Pass Status** (Screen) is the status that will be assigned to the applicant's disposition if he/she passes the Preferred Qualifications screening; the **Fail Reason** (Preferred) is the reason assigned to the applicant when passing
- The **Fail Status** (Not Selected) is the status that will be assigned to the applicant's disposition if he/she fails the Preferred Qualifications screening; the **Fail Reason** (Pref Quals) is the reason assigned to the applicant when failing.

Screening Option Description

Name: Preferred Qualifications 1005

Pass Status: Screen Pass Reason: Preferred

Fail Status: Not select Fail Reason: Pref Quals

Letter:

10. VIEW THE POINTS NEEDED FOR THE PREFERRED QUALIFICATIONS

Note: The fields in the Assign Points section have already been populated.

- Notice the **Points Assigned for Pass** as 100 to indicate the points that should be given to an applicant for passing the Preferred Qualifications screening level and **Points Assigned for Fail** as 0

Scoring Definition

Assign Points

Percent Needed to Pass:

Use Raw Points

Maximum Points to Assign:

Points Assigned for Pass:

Points Assigned for Fail:

Manually Assign Status

11. DETERMINE WHICH SCREENING QUESTIONS SHOULD BE USED IN THE PREFERRED SCREENING PROCESS

Note: Applicants will be required to answer the selected questions when completing their online applications.

*Note: The Screening Requirements grid is used to identify which question should be used for the Preferred screening level and if the question is required. If **Use in Screening** is selected, the system uses the screening process to evaluate whether applicants meet criteria for this item. If the criteria is marked as **Required**, the applicant must have this criteria to pass the screening level. If the system determines that the applicant does not have the criteria (or incorrectly answers this questions), the applicant fails the screening level.*

Note: These fields will already be filled out if the screening questions were preloaded from the template.

- Scroll down to the **Screening Requirements** box
- Notice that the questions used for the Preferred Qualifications have the **Use In Screening** box checked to indicate the system will use this question during the Preferred Qualification screening process
- For each screening question, the **Required** box is checked which indicates the applicant must answer the question and have this criteria to pass the Preferred screening level
- Click the **Edit Details** for each question to view the answer to the question, click OK to exit the Question Details screen

Note: The points column is not used for Screening Questions

- Click **Apply** and **OK** return to the Screening page

See next page for example

Screening Requirements					
Screening Type	Description	Edit Details	Use in Screening	Required	Points
Screening Question	Question: Exp-aHEO Pref	Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
Screening Question	Question: Edu-Bachelor's Related	Edit Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
General Requirement	Regular / Temp : Regular		<input type="checkbox"/>	<input type="checkbox"/>	0
General Requirement	Travel Percent : None		<input type="checkbox"/>	<input type="checkbox"/>	0

Note: When the applicant applies for this Job Opening, he/she will be required to answer the questions listed above on the online application.

12. OPTIONS FOR NOT USING PREFERRED SCREENING QUESTIONS

If it is determined that the Preferred screening will not be used for this Job Opening, you have two options:

- leave the Preferred screening requirements on, and either don't perform the Preferred screening when preparing the Job Opening for the Search Committee or perform the Preferred screening but don't apply the results
- deselect the Use in Screening and Required boxes for the Preferred Qualifications in the Screening Requirements section

Note: Option 1 is preferred since this will give you the ability to use the Preferred screening if necessary. If you use Option 2, you will not be able to perform the Preferred screening.

13. EXIT SCREENING AND RETURN TO THE JOB OPENING

- Click **OK** to exit the Job Opening Screening Criteria page and return to the Job Opening

VIEW/MODIFY THE JOB POSTING

Job posting information consists of the posting title, one or more posting description types, and one or more posting destinations. Most of the information on the job posting has been pre-populated from the Job Opening Template and cannot be changed. However, there are several posting descriptions types that can be added, i.e. Other Qualifications.

1. SELECT THE JOB POSTING

- From the Job Opening screen, click the [Job Opening Details](#) link in the blue header
- Click [Job Postings](#) link
- Click the **Function Title** under the Job Postings heading to display the Job Posting screen

Posting Title:	Art Gallery Specialist (Art Center Specialist)	Job Opening ID:	6966
Job Opening Status:	005 Pending Approval	Job Type:	Standard
Job Title:	Art Center-Museum Spec	Job Code:	400689
Position Number:			
Business Unit:	ABC01 ABC COLLEGE		
Job Family:	THARTS Theatres Arts and Museums		

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Job Details](#) | [Educ & Exp Approvals](#) | [Accomplishments](#) | [Screening](#) | [Job Postings](#)

Opening Information

Job Opening Type: Standard Requisition
Created By: 10888882 Barbara Washington
Created: 06/02/2013
***Openings to Fill:** Limited

Postings	Primary Posting Title
Art Center-Museum Specialist (HEOa) - 400689	☑

[+ Add Job Postings](#)

2. VIEW THE JOB VACANCY NOTICE THAT WILL BE POSTED FOR THIS JOB OPENING

- Scroll to the bottom of the Posting Information screen
- Click **Preview**

Note: Notice that the following Description Type sections have been populated by the Recruiting Template and cannot be edited by the campuses: General Duties, Contract Title, FLSA, Minimum Qualifications, Benefits, Job Search Category, and Equal Employment Opportunity Statement.

- Click the [Return to Previous Page](#) link to return to the Posting Information screen

Note: OHRM is in the process of updating the JOB OPENING TEMPLATES. Displayed below is a Job Vacancy Notice using the OLD TEMPLATE.

JOB VACANCY NOTICE – OLD TEMPLATE

Job Vacancy Notice

Job Title: Art Center-Museum Specialist (HEOa) – 400689
Job ID: 3021
Location: ABC College
Full/Part Time: Full Time
Regular/Temporary: Regular

[Return to Previous Page](#) [Switch to Internal View](#)

GENERAL DUTIES
 Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

CONTRACT TITLE
 Non-Teaching Adjunct

FLSA
 Non-exempt

MINIMUM QUALIFICATIONS
 Bachelor's Degree required.

BENEFITS
 CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

JOB SEARCH CATEGORY
 CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
 We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.

JOB VACANCY NOTICE – NEW TEMPLATE

Job Vacancy Notice

Job Title: Registrar Coordinator - Data Integrity
Job ID: 13257
Location: Central Office
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Return to Previous Page](#) [Switch to Internal View](#)

POSITION DETAILS

The Office of the University Registrar is responsible for coordinating and regularizing policies and processes of the Registrar's Offices at CUNY's colleges and schools assuring that the University's students are provided with consistent, high-quality services aligned with CUNY's efforts to maximize student success.

Reporting to the University Registrar, the Registrar Coordinator will provide top-level administrative support in the management of the office functions, assist the University Registrar in developing, drafting, and providing information to the CUNY colleges and the central administration, and serve as liaison between the University Registrar and the colleges and Central Office.

Other duties include, but will not be limited to the following:

- Collect and compile university-wide information, analyze data, and prepare reports and charts
- Research and compile registration-related documents, and assist with statistical activities
- Draft and communicate policy implementation guidelines and other policy related documents.
- Manage the National Student Clearinghouse calendars and central processing
- Review and respond to Audit inquiries and findings
- Manage CUR Course and Curriculum updates and communications for data configuration integrity
- Update and maintain document policy documents repository
- Coordinate Registration Appointment cycles and Academic Calendar production and distribution ensuring accurate implementation in CUNYfirst
- Research and compile registration-related documents, and assist with statistical activities
- Perform data entry and run reports
- Create and organize files and databases to ensure accuracy
- Draft and distribute correspondence and reports
- Manage the University Registrar's calendar and arrange/schedule meetings.

QUALIFICATIONS

Bachelor's Degree required.

The successful candidate will have the following knowledge, skills and abilities:

- Two years of related experience in college admissions, application processing or academic credential evaluations preferred
- Strong aptitude for working in an online environment with customized internal computer programs and/or systems
- Familiarity with the issues typically associated with curriculum, governance, transfer admissions, such as transfer admission requirements, evaluation of transcripts, and the granting of transfer credit
- Strong writing, verbal, and interpersonal skills to work and interact effectively, collaboratively, and cooperatively, including the ability to deliver effective presentations and facilitate small groups
- Experience using databases and reporting tools (i.e. CRM, Oracle/PeopleSoft and Crystal Reports)
- Strong analytical, evaluative, and research skills
- Detail oriented and accurate with strong organizational skills and ability to establish plans, manage multiple assignments with conflicting priorities, and meet deadlines in a time-sensitive and student responsive office
- Commitment to service excellence and professionalism
- Proficiency using computers and standard office programs and e-mail/scheduling programs.

CUNY TITLE OVERVIEW

Provides operational support for registration operations.

- Provides advice on academic and administrative registration requirements
- Interprets and communicates academic, registration and enrollment policies and procedures
- Assists with registration and provides information to prospective and enrolled students in registration and records-related areas
- Compiles, generates, and updates various reports, catalogs, and inventories
- Maintains compliance with established record release procedures, including the Family Education Rights and Privacy Act (FERPA)
- Collaborates with College and University offices to address inquiries and concerns and resolve student registration and record problems
- May participate in activities related to course scheduling and maintaining course databases
- May monitor and revise the content of web pages and other communication materials
- Performs related duties as assigned.

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

For full consideration, submit a cover letter and résumé online via CUNY's web-based job system, addressing how your experience and credentials fulfill the responsibilities and qualifications outlined.

The direct link to the job opening from external sources is:
https://home.cunyfirst.cuny.edu/psp/cnyepprd/GUEST/HRMS/c/HRM_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=13257&SiteId=1&PostingSeq=1

CLOSING DATE

August 1, 2015

3. ADD AN OPTIONAL DESCRIPTION TYPE SECTION

Note: Campuses can add campus-specific information in the optional Posting Descriptions. The following Posting Descriptions can be added: Campus Specific Information, Closing Date, Compensation, How to Apply and Other Qualifications. Recruiters should speak with their HR Managers to discuss the information that should be included in these fields.

*Note: When using the Preferred Screening questions, be sure to add the Other Qualifications description type and add the preferred qualifications into the description, i.e., **Related work experience is preferred.***

- Decide where the new Description should appear on the Posting Information page. The new field will appear immediately below the [Add Postings Description](#) link
- Click the [Add Postings Description](#) link
- Click **Visible:** and select Internal, External, or Internal and External. In the CUNYfirst Career Website, Internal is visible to only internal applicants, External is visible to only external applicants, and Internal and External is visible to both internal and external applicants
- Click **Description Type:** and select a Description Type. The choices available are predefined and cannot be edited
- Click **Description ID:** and select a Description ID. The system automatically populates the Description ID with the options that are connected to the Description Type. After finding and selecting the ID, the Description field will either populate or be a Free Form Text field
- Click in the Description box and input the text, e.g., input the Preferred Qualifications if using that screening requirement

Note: Begin again with the Step 3 to add additional Description Types.

- After all optional Description Types have been added, click the **Preview** button to ensure that all the information is displayed properly for the External view

Note: When previewing the posting, you will notice that the order of the Description Types are preset regardless of their order on the Posting Information page.

- Click the [Return to Previous Page](#) link

The screenshot displays two instances of the 'Add Posting Descriptions' form. Each instance includes the following fields:

- *Visible:** A dropdown menu set to 'Internal and External'.
- *Description Type:** A dropdown menu. The first instance is set to 'BENEFITS' and the second to 'COMPENSATION'.
- *Description ID:** A search field. The first instance contains 'Benefits' and the second contains 'Compensation - Free Form Text'.
- Description:** A text area. The first instance contains a detailed paragraph about CUNY's benefits package. The second instance contains 'Salary commensurate with experience'.
- + Add Posting Descriptions:** A button highlighted with a red box in both instances.

4. ADD THE POSTING DESTINATION - INTERNAL

Note: All searches must be at least University-side. Colleges can still receive applications from their own websites, but applicants responding online to those postings will be automatically linked to CUNYfirst TAM.






- Click the **Destination** and select **Internet** for all openings that should post to CUNY’s website
- Click the **Posting Type** and select **Internal** for postings that should be viewed by persons who have a CUNYfirst User ID and are able to view Internal postings
- Click the **Relative Open Date** and select **Approve DT** for the job posting to appear on the CUNY website the day it is approved,
- Notice the **Post Date**, which is the date when the Job Opening gets posted. It is populated based on Relative Open Date and cannot be edited
- Leave the **Remove Date** blank. The system will automatically calculate the Remove Date after the Posting Duration is inputted
- Input the Posting Duration

Note: Recruiters should refer to the CUNY HR Handbook to determine how long job postings should be posted. This amount will change depending on the type and classification of the job opening.

5. ADD THE POSTING DESTINATION - EXTERNAL

Note: The External Destinations allows persons who have not been given a CUNYfirst UserID to view the job posting.

- Click [Add Posting Destinations](#) link to add another posting row
- Click the **Destination** and select **Internet** for all openings that should post to CUNY’s website
- Click the **Posting Type** and select **External**
- Click the **Relative Open Date** and select **Approve DT** for the job posting to appear on the CUNY website the day it is approved
- Notice the **Post Date**, which is the date when the Job Opening gets posted. It is populated based on Relative Open Date and cannot be edited
- Leave the **Remove Date** blank. The system will automatically calculate the Remove Date after the Posting Duration is inputted
- Input the Posting Duration
- Click **OK** to save and complete the Job Posting Destinations

Job Posting Destinations						Customize Find  	First <input type="text"/> 1-2 of 2 <input type="text"/> Last
*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)		
Internet <input type="text"/>	Internal <input type="text"/>	Approve D <input type="text"/>	02/10/2013	03/12/2013	<input type="text"/> 30		
Internet <input type="text"/>	External <input type="text"/>	Approve D <input type="text"/>	02/10/2013	03/12/2013	<input type="text"/> 30		

[+ Add Posting Destinations](#)

INPUT HIRING TEAM – RECRUITER AND CHIEF DIVERSITY OFFICER

The Hiring Team consists of the following: Recruiter, Hiring Manager, Chief Diversity Office, Campus Budget, Search Committee Chair, Interviewers (Search Committee Members), and Interested Party (person assigned to assist Search Committee Chair).

When creating the Job Opening, the Recruiter inputs the Recruiting Team and Chief Diversity Officer into the Hiring Team. It is CUNY policy that these are the only members of the Hiring Team who have access to the Job Opening before the Review/Closing Date has reached.

When the Review/Closing Date for a job posting has passed, the Recruiter or Chief Diversity Officer will then add the Campus Budget Officer, Hiring Manager, Search Chair and Search Committee Members to the Job Opening Hiring Team

Read the **Roles and Responsibilities in TAM** section in the beginning of this guide to view the entire list of the Recruiter's and Chief Diversity Officer's responsibilities in TAM.

1. ACCESS THE JOB OPENING, IF NOT ALREADY DISPLAYED ON THE SCREEN

- From the CUNYfirst menu, select [Recruiting](#), select [Find Job Openings](#), input the [Job Opening ID](#), select [Draft Status](#), click [Search](#), select the [Job Opening](#)

2. CLICK THE HIRING TEAM LINK IN THE BLUE HEADER

Job Opening

Posting Title:	Art Center-Museum Specialist (HEOa) - 400689	Job Opening ID:	3021
Job Opening Status:	010 Open	Job Type:	Standard
Job Title:	Art Center-Museum Spec	Job Code:	400689
Position Number:	ABC01 ABC College		
Business Unit:	THARTS Theatres Arts and Museums		


[Save](#)
[Clone](#)
[Create New](#)
[Previous Job Opening](#)
[Next Job Opening](#)
[Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | Job Opening Details

[Job Details](#)
[Educ & Exp](#)
[Approvals](#)
[Accomplishments](#)
[Screening](#)
[Job Postings](#)


Hiring Team

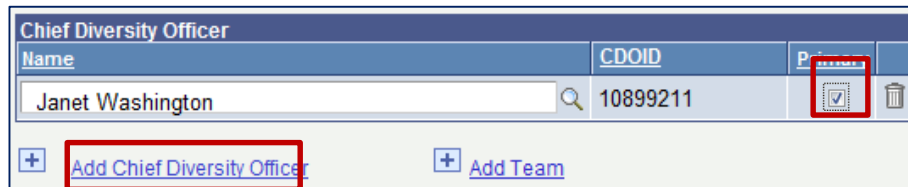
3. INPUT THE RECRUITER

- Select the [Add Recruiters](#) link
- Click the **Recruiter** 
- Find and select the Recruiting group members for the job opening.
- Select the Primary selection box to identify the Recruiter as the primary recruiter for this Job Opening



4. INPUT THE CHIEF DIVERSITY OFFICER

- Select the [Add Chief Diversity Officer](#) link
- Click the **Chief Diversity Officer** 
- Find and select the Chief Diversity Officer for the Job Opening.
- Select the Primary selection box to identify the Chief Diversity Officer as the primary CDO for this Job Opening



INPUT HIRING TEAM – SEARCH COMMITTEE, HIRING MANAGER, CAMPUS BUDGET OFFICER, AND INTERESTED PARTY (AFTER REVIEW/CLOSE DATE HAS PASSED)

It is CUNY policy that the Search Committee, Search Chair, Hiring Manager, Campus Budget Officer and Interested Party do not have access to the Applicant List until the Job Opening’s Review/Closing Date has passed.

When the Job Opening’s Review/Closing Date has passed, the Recruiter or Chief Diversity Officer can then add these roles to the Job Opening’s Hiring Team.

Read the **Roles and Responsibilities in TAM** section in the beginning of this guide to view the complete list of TAM responsibilities for each member of the Hiring Team.

1. ACCESS THE JOB OPENING, IF NOT ALREADY DISPLAYED ON THE SCREEN

- From the CUNYfirst menu, select [Recruiting](#), select [Find Job Openings](#), input the [Job Opening ID](#), select [Draft Status](#), click [Search](#), select the [Job Opening](#)

2. CLICK THE HIRING TEAM LINK IN THE BLUE HEADER

Job Opening

Posting Title:	Art Center-Museum Specialist (HEOa) - 400689	Job Opening ID:	3021
Job Opening Status:	010 Open	Job Type:	Standard
Job Title:	Art Center-Museum Specl	Job Code:	400689
Position Number:	ABC01 ABC College		
Business Unit:	THARTS Theatres Arts and Museums		
Job Family:	THARTS Theatres Arts and Museums		

[Save](#)
[Clone](#)
[Create New](#)
[Previous Job Opening](#)
[Next Job Opening](#)
[Job Opening List](#)


[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

[Job Details](#)
[Educ & Exp](#)
[Accomplishments](#)
[Screening](#)
[Job Postings](#)

[Hiring Team](#)
[Approvals](#)

3. INPUT THE CAMPUS BUDGET OFFICER



Note: Only people with the Campus Budget Officer role should be listed in the Campus Budget field.

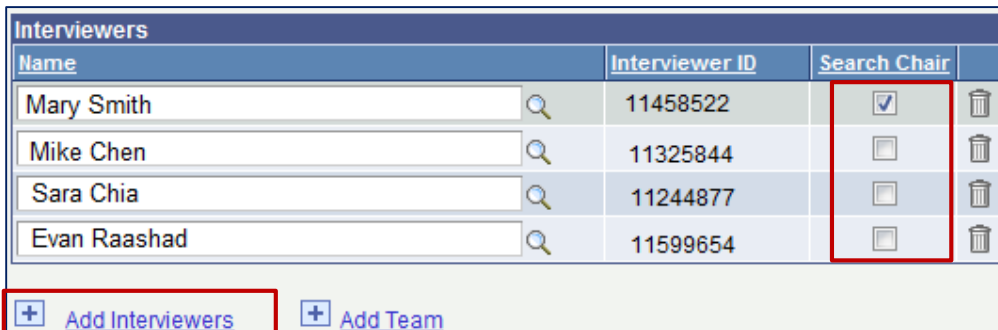
- Select the [Add Campus Budget](#) link
- Click the **Campus Budget** 
- Find and select the Campus Budget for the Job Opening.
- Select the Primary selection box to identify the Campus Budget Officer as the primary Budget Officer for this Job Opening



4. INPUT THE SEARCH COMMITTEE CHAIR AND SEARCH COMMITTEE MEMBERS


Note: The Search Committee Members are Interviewers in the Job Opening. When adding the Search Committee Chair, select the Search Chair selection box to indentify the member as the Search Committee Chair.

- Select the [Add Interviewers](#) link
- Click the **Interviewer** 
- Find and select the Search Committee Chair for the job opening
- Select the Primary check box to identify the Search Committee Chair for this job opening
- To add additional members, click the [Add Interviewers](#) link, click the **Interviewer**  , and find and select the Search Committee member



5. INPUT THE HIRING MANAGER

Note: Only people with the Hiring Manager role should be listed in the Hiring Manager field.


- Select the [Add Hiring Managers](#) link
- Click the **Hiring Manger** 
- Find and select the Hiring Manager for the job opening. If more than one Hiring Manager is listed, select the Primary check box to identify the primary Hiring Manager for this Job Opening

Hiring Managers		
Name	Manager ID	Primary
Jose Gonzalez	10822123	<input checked="" type="checkbox"/>

[+ Add Hiring Managers](#) [+ Add Team](#)

6. INPUT THE INTERESTED PARTY

Note: The Interested Party acts on behalf of the Search Committee Chair. He/she will be able to access the Job Opening and handle all CUNYfirst tasks on behalf of the Search Committee Chair.

- Select the [Add Interested Party](#) link
- Click the **Interested** 
- Find and select the Interested Party for the job opening. If more than one Interested Party is listed, select the Primary check box to identify the primary Interested Party for this Job Opening

Interested Party		
Name	Empl ID	
Carol Kelly	11092119	<input type="checkbox"/>

[+ Add Interested Parties](#) [+ Add Team](#)

SUBMIT THE JOB OPENING FOR APPROVAL

SUBMIT THE JOB OPENING FOR APPROVAL

In order for a Job Opening to be posted, it will have to go through the approval process. The Department Chair is the first approver. The approval workflow will then go to the Chief Diversity Officer, the Recruiter and then to OHRM. The Job Opening will post after OHRM approves the Job Opening.

1. CHECK JOB OPENING FIELDS AND SUBMIT THE JOB OPENING

- Navigate to the Job Opening, if not already displayed on screen
- Be sure following sections have been correctly completed: Job Details, Education & Experience, Accomplishments, Screening, Job Postings, and Hiring Team
- Click the **Save & Submit** button
- The Job Opening has been submitted to the first member of the hiring Team. He or she will review the Job Opening and either Approve or Deny.
 - If the Job Opening is denied, it will come back to the Recruiter
 - If the Job Opening is approved it will continue to the next person in the workflow

*Note: Once the Job Opening has been submitted for approval, it is no longer in Draft status. It is now in the **006 Pending Approval** status. If you need to review this Job Opening, the Pending status will have to be listed as a search criteria.*

*Note: If you are not ready to submit the Job Opening, click the **Save as Draft** button and return to the Job Opening at a later date to submit it.*

Job Opening

Posting Title:	Art Center / Museum Coordinator (aHEO) - Job Opening ID: 7469 400692	
Job Opening Status:	006 Pending Approval	Job Type: Standard
Job Title:	Art Center-Museum Coord	Job Code: 400692
Position Number:		
Business Unit:	ABC01 ABC College	
Job Family:	THARTS Theatres Arts and Museums	

Job Details
[Educ & Exp](#)
[Accomplishments](#)
[Screening](#)
[Job Postings](#)

[Hiring Team](#)

Save & Submit

Save as Draft

Delete

Previous Step

Next Step

VIEW THE APPROVAL WORKFLOW

It is best practice to view the Job Opening approvers and workflow after submitting the Job Opening.

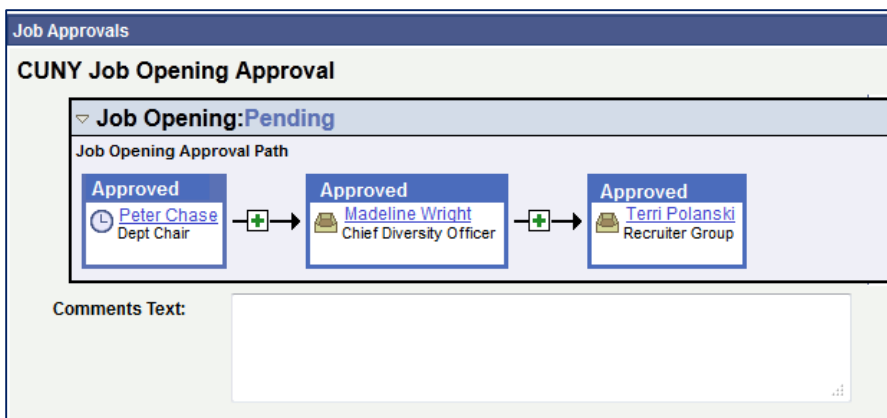
1. ACCESS THE JOB OPENING, IF NOT ALREADY DISPLAYED ON THE SCREEN.

- Click the [Approvals](#) link in the blue header



The Job Opening has been submitted to the first member of the Approval Workflow. There will be a Pending status in the Approval box. The first member of the Approval Workflow will review the Job Opening and either Approve or Deny


- If the Job Opening is denied, it will come back to the Recruiter
- If the Job Opening is approved it will continue to the next person in the workflow

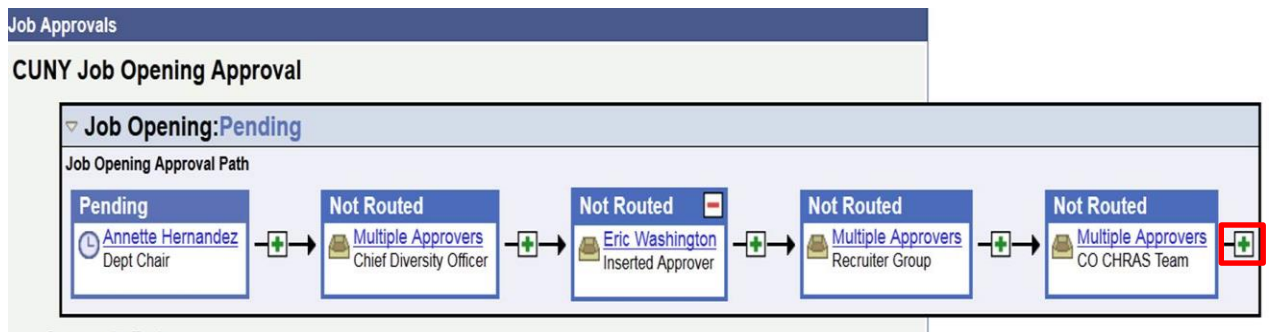


OHRM AS A FINAL APPROVER AND ADD A APPROVER/REVIEWER TO JOB OPENING APPROVAL WORKFLOW

Each of the approvers will have the capability to add an additional person to the approval workflow as either an additional Approver or Reviewer. The Approver will be part of the approval workflow. The Reviewer gets notified of the Job Opening approval but cannot approve or deny the Job Opening.

1. ADD AN APPROVER TO THE JOB OPENING APPROVAL WORKFLOW


- From the Job Opening page, click the [Approvals](#) link on the blue heading bar.
- Click the plus icon  to the right of the last approval box to display the additional Approver or Reviewer menu.



- Click the User ID magnifier icon to search for and select the person to add into the Approval Workflow.
- Select **Approver**.
- Click **Insert**.


Insert additional approver or reviewer

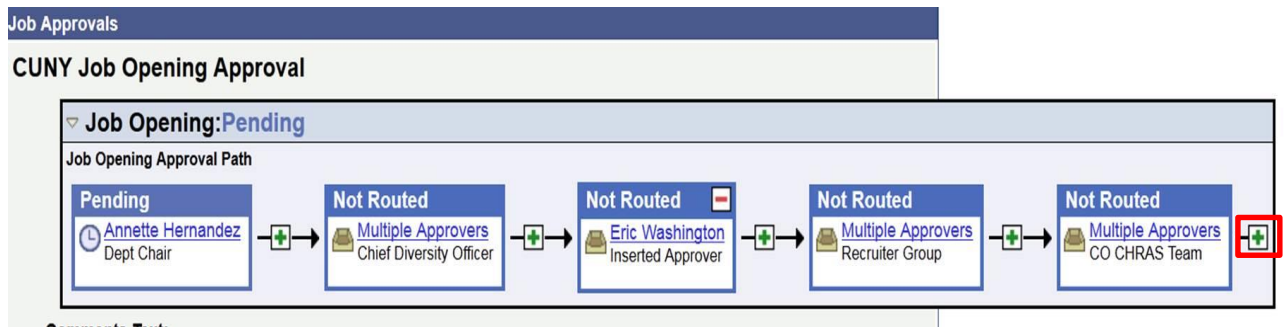
Choose an approver or reviewer to insert

User ID:  John Smith

Insert as: Approver
 Reviewer

2. ADD A REVIEWER TO THE JOB OPENING APPROVAL WORKFLOW

- From the Job Opening page, click the [Approvals](#) link on the blue heading bar
- Click the plus icon  to the right of the CHRAS Team approval box to display the Approver or Reviewer menu.



- Click the User ID magnifier icon and select the person
- Select **Reviewer**.
- Click **Insert**.

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:  John Smith

Insert as: Approver
 Reviewer

- The person is listed as a reviewer in the workflow

APPROVE A JOB OPENING

VIEW JOB OPENING DETAILS

An automated approval process is generated once the job opening has been submitted. Approvers can approve, deny or pushback the Job Opening during the approval process. Additionally, approvers will be able to provide comments and TAM will record a time stamp (date/time) of the approver’s activity.

The approval process is initiated when the last approver completes the Job Opening and clicks the Save and Submit button. TAM sets the job opening status to "Pending Approval" while the job opening is being approved.

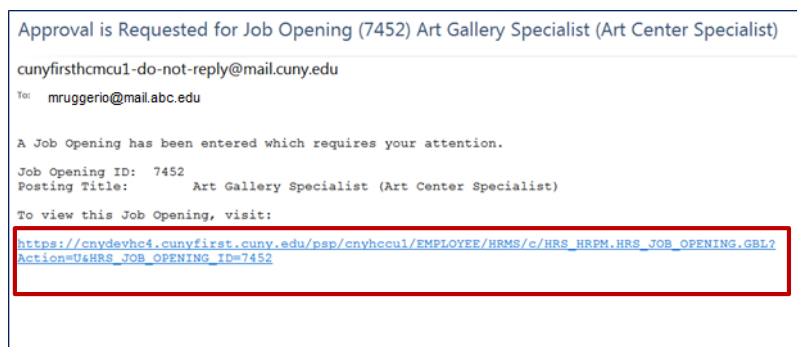
The following people are part of the Job Opening Approval workflow: Department Head, the Chief Diversity Officer, the Recruiter, and OHRM. Each approver in approval workflow will get an email indicating that the Job Opening is awaiting his/her approval. The first approver in the Job Opening approval workflow is the Department Head. Approvers can either:

- Approve the Job Opening, which routes the opening to the next approver or, if all approvals are complete, sets the job opening status to Open
- Deny the Job Opening, which sends a notification to the primary hiring manager
- Push back the Job Opening, which notifies the previous approver that the Job Opening has been pushed back and needs his or her attention. The first approver cannot push back the job opening

The Job Opening approval workflow can be accessed by the Approvals link in the Job Opening page, the Pending Approvals page or the email notification.

1. ACCESS THE APPROVAL PAGE FROM THE APPROVAL REQUEST EMAIL

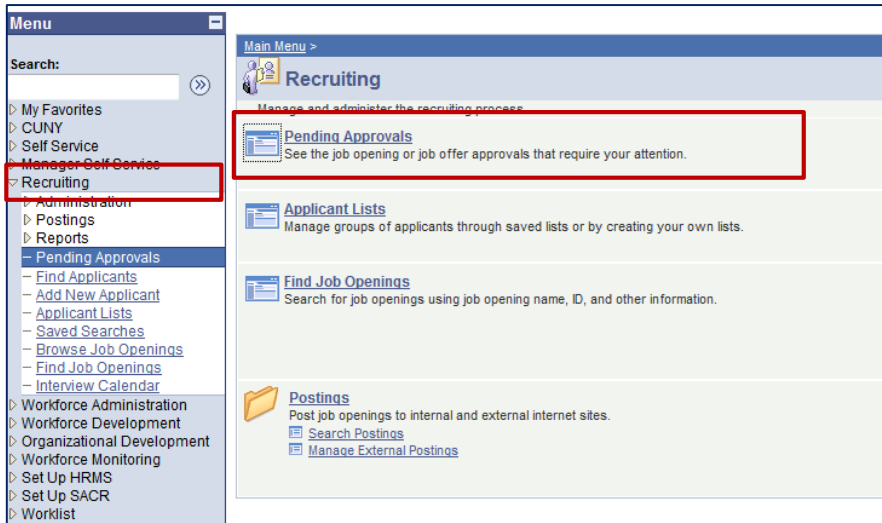
- From the Approval Request email, click [Job Opening link](#)
- Log into CUNYfirst to display the Job Opening, if not already logged in



- Continue with Step 3

2. ACCESS APPROVAL PAGE FROM THE PENDING APPROVALS PAGE

- From the main menu, click [Recruiting](#), [Pending Approvals](#)



- View the list of Job Opening approvals that require attention
- Click the [Job Approval](#) link below the Subject header to display the Job Opening you want to approve

Pending Approvals				
Pending Approvals View All First 1-3 of 3 Last				
	ID #	Sender	Received	Subject
<input type="checkbox"/>	2234	Maria Ruggerio	2/11/2013	Job Approval: Art Gallery Specialist (Administrative Specialist)

Select All Deselect All Select... Go

- Continue with Step 3

3. VIEW THE JOB OPENING INFORMATION

Click the following links in the blue heading to review all the Job Opening details:

- **Job Details:** lists Business Unit, Desired Start Date, Position Number, Employees Being Replaced, Job Specifications, and Salary Information
- **Education & Experience:** lists the highest level of education, and minimum and maximum years of work experience
- **Accomplishments:** lists the licenses, certificates, and languages required for the job
- **Screening:** lists the screen questions, screening levels, and points needed to pass or fail the screening
- **Job Postings:** lists all the Description Types that will appear on the job posting, i.e., Contract Title, FLSA, General Duties, Benefits, EEO, and Minimum Qualifications, as well as the dates for the relative open date, posting date, removal date, and duration
- **Hiring Team:** lists the employees that will be able to either view, modify, and/approve the job opening
- **Approvals:** lists the approval workflow and buttons for the approver Approve, Pushback to Approve the Opening, as well as a comment box for Approver's notes

Posting Title:	Art Gallery Specialist (Art Center Specialist)	Job Opening ID:	6966
Job Opening Status:	005 Pending Approval	Job Type:	Standard
Job Title:	Art Center-Museum Spec	Job Code:	400689
Position Number:			
Business Unit:	ABC01 ABC COLLEGE		
Job Family:	THARTS Theatres Arts and Museums		
Previous Job Opening Next Job Opening Job Opening List			
Manage Applicants Find Applicants Activity & Attachments Job Opening Details			
 Job Details Educ & Exp Accomplishments Screening Job Postings Hiring Team Approvals 			
Opening Information			
Job Opening Type:	Standard Requisition		
Created By:	10888882	Barbara Washington	
Created:	06/02/2013		
*Openings to Fill:	Limited		
Target Openings:	<input type="text" value="1"/>		
Available Openings:	<input type="text" value="1"/>		
Establishment ID	ABC01	ABC01	
Business Unit:	ABC01	ABC01	
Company:	NYS	CUNY State	
Department:	75065	Financial Aid	

MODIFY, APPROVE, OR DENY A JOB OPENING

After reading the job details, the approver can either approve or deny the Job Opening.

1. APPROVE OR DENY THE JOB OPENING

- From the Job Opening page, click the [Approvals](#) link on the blue heading bar
- Input a comment for the other Approvers
- Select a Status: Approve or Deny (or Pushback if enabled)

Note: If the first approver approves the job opening, CUNYfirst will notify the next approver that a Job Opening is waiting for his/her approval. The Job Opening will continue through the approval workflow until it gets to the final approver. The second and third approvers will also have the option to Pushback the Job Opening Approval to the previous approver if there is an issue that needs to be resolved before he/she approves the Job Opening.

The screenshot shows the 'Job Approvals' section for a 'CUNY Job Opening Approval'. The 'Job Opening: Pending' status is shown. The approval path consists of three steps: Peter Chase (Dept Chair, 4/23/2013 - 3:58 PM) with a green checkmark and 'Approved' status; Madeline Wright (Chief Diversity Officer, 4/23/2013 - 4:02 PM) with a green checkmark and 'Approved' status; and Teri Polanski (Recruiter Group) with a clock icon and 'Pending' status. Below the path are three buttons: 'Approve', 'Pushback', and 'Deny'. A 'Status' dropdown menu is set to '(Invalid Value)' and a 'Comments Text' field is empty.

Note: Once the Job Opening has been approved by the final approver, the following message will appear

The screenshot shows the 'Job Approvals' section for a 'CUNY Job Opening Approval'. The 'Job Opening: Approved' status is shown in a green box. The 'Status' dropdown menu is set to '(Invalid Value)' and the 'Comments Text' field is empty.

*Note: Once the Job Opening has been approved, the Job Openings status will be **Open***

The screenshot shows the 'Job Opening' details page. The 'Job Opening Status' is highlighted as '010 Open'. Other details include: Posting Title: Art Center-Museum Spec; Job Opening ID: 6966; Job Type: Standard; Job Title: Art Center-Museum Spec; Job Code: 400689; Position Number: 00125480; Business Unit: ABC01; Job Family: THARTS. At the bottom, there are links for 'Save', 'Clone', 'Create New', 'Previous Job Opening', 'Next Job Opening', and 'Job Opening List'. A management bar at the very bottom contains links for 'Manage Applicants', 'Find Applicants', 'Activity & Attachments', 'Job Opening Details', 'View Applicants', 'Screen Applicants', and 'Interview Schedule'.


ADD NOTES, ATTACHMENTS, AND EXPENSES TO JOB OPENING

VIEW AND ADD A NOTE TO THE JOB OPENING

The Activity and Attachments section of the Job Opening page allows the Recruiter and Chief Diversity Officer to associate notes, attachments, and expense information to the Job Opening.

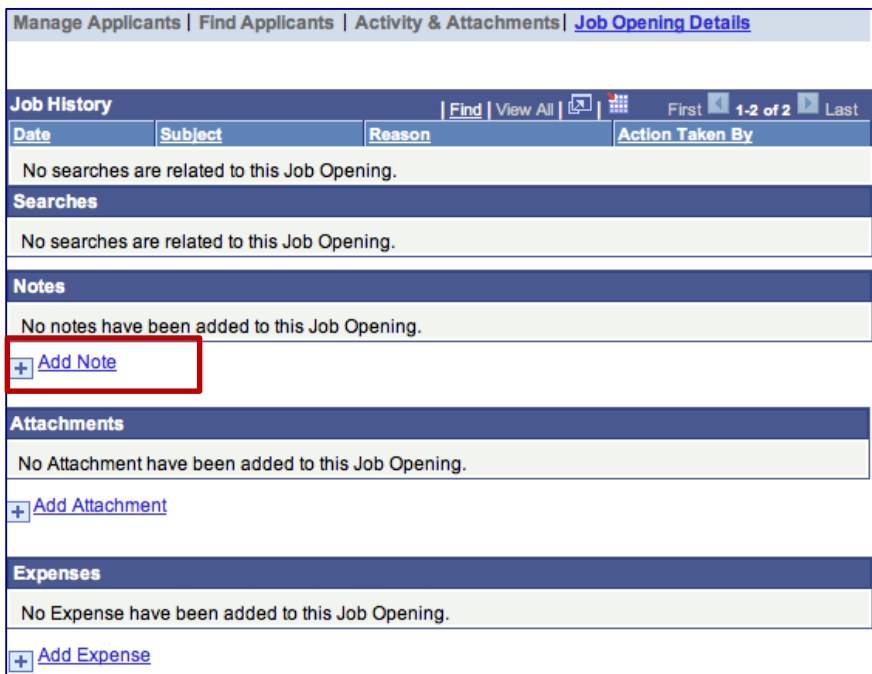
Chief Diversity Officers can use this screen to add a note that the Applicant List has been certified.

1. ACCESS THE JOB OPENING, (IF NOT ALREADY DISPLAYED)


- From the CUNYfirst menu, navigate to and select: Recruiting > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the selected Job Opening

2. ADD A NOTE

- Click the [Activity and Attachments](#) link
- Click the [Add Note](#) link



Manage Applicants | Find Applicants | Activity & Attachments | [Job Opening Details](#)

Job History | Find | View All |  | First 1-2 of 2 Last

Date	Subject	Reason	Action Taken By
No searches are related to this Job Opening.			

Searches

No searches are related to this Job Opening.

Notes

No notes have been added to this Job Opening.

[+ Add Note](#)

Attachments

No Attachment have been added to this Job Opening.

[+ Add Attachment](#)

Expenses

No Expense have been added to this Job Opening.

[+ Add Expense](#)

3. INPUT THE NOTE

- The **Note Date** defaults to the current date
- Leave the Audience as **Private** which allows for the Recruiter and Chief Diversity Officer to read each other’s notes regarding the Job Opening
- Input the **Subject** and type the **Note**
- Click **Save and Return**

4. READ A NOTE

- From the Job Opening page, click the [Activity and Attachments](#) link
- Note: If any notes are attached to the Job Opening, they will appear in the Notes section.*
- Click the [View Notes](#) link in the Notes grid to view the note


Notes					Find	View All	First	1 of 1	Last
ID#	Subject	Note Date	Author	View Notes	Delete				
1	Interview	04/04/2013	Maria Suarez	View Notes					

[+ Add Note](#)

ADD AN ATTACHMENT TO THE JOB OPENING

From the Job Opening page, you can scan and attach a form or document to a Job Opening.

1. ACCESS THE JOB OPENING (IF NOT ALREADY DISPLAYED)

- From the CUNYfirst menu, navigate to and select: Recruiting > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the specific Job Opening

2. ADD AN ATTACHMENT

- Click the [Activity and Attachments](#) link
- Click the [Add Attachment](#) link



Manage Applicants | Find Applicants | Activity & Attachments | **Job Opening Details**

Job History | Find | View All |  | First Last

Date	Subject	Reason	Action Taken By
No searches are related to this Job Opening.			

Searches

No searches are related to this Job Opening.

Notes

No notes have been added to this Job Opening.

[Add Note](#)

Attachments

No Attachment have been added to this Job Opening.

[Add Attachment](#)

Expenses

No Expense have been added to this Job Opening.

[Add Expense](#)

3. UPLOAD THE DOCUMENT

- Click the **Browse** Button and find the file to upload
- Click the **filename** and then click **Open**
- Click **Upload**



File Attachment [X]

documents\Form.docx [Browse...]

[Upload] [Cancel]

- Input a Description describing the document
- Click down triangle for the **Audience** field and select Private:

Attachments					
File Name	Description	Audience	Updated	Uploaded By	Delete
Form.docx	Form A	Private ▾	03/12/2013 12:37PM	Barbara Washington	

4. VIEW THE ATTACHMENT


- Click the [Attachment](#) link in the Attachments grid

Attachments					
File Name	Description	Audience	Updated	Uploaded By	Delete
Application.docx	Application	Private ▾	03/12/2013 12:45PM	Barbara Washington	
Form.docx	Form.docx	Private ▾	03/12/2013 12:45PM	Barbara Washington	

ADD EXPENSES INCURRED FOR THE JOB OPENING

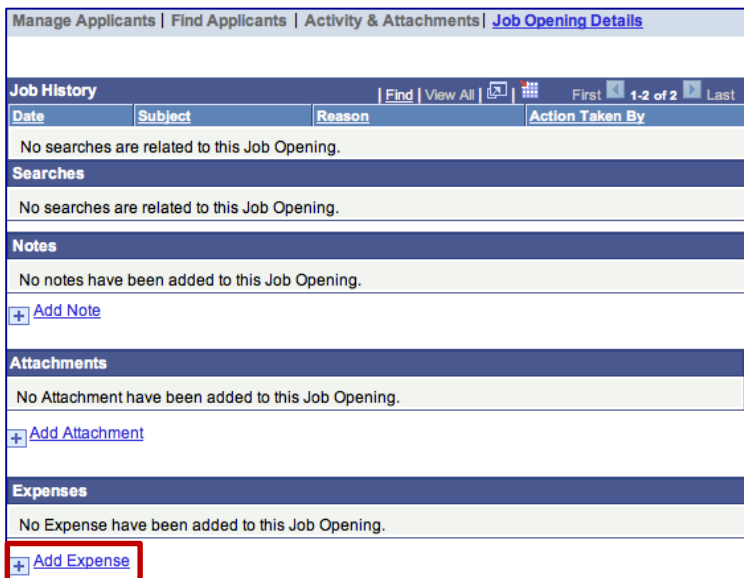
You can add and keep track of expenses that are associated with the Job Opening.

1. ACCESS THE JOB OPENING, (IF NOT ALREADY DISPLAYED)

- From the CUNYfirst menu, navigate to and select: Self Service > Recruiting Activities > Browse Job Openings > Jobs Associated to Me, Open, View All and  > the Job Opening

2. ADD EXPENSE

- Click the [Activity and Attachments](#) link
- Click the [Add Expense](#) link



Manage Applicants | Find Applicants | Activity & Attachments | **Job Opening Details**

Job History | Find | View All | First 1-2 of 2 Last

Date	Subject	Reason	Action Taken By
No searches are related to this Job Opening.			

Searches

No searches are related to this Job Opening.

Notes

No notes have been added to this Job Opening.

[+ Add Note](#)

Attachments

No Attachment have been added to this Job Opening.

[+ Add Attachment](#)

Expenses

No Expense have been added to this Job Opening.

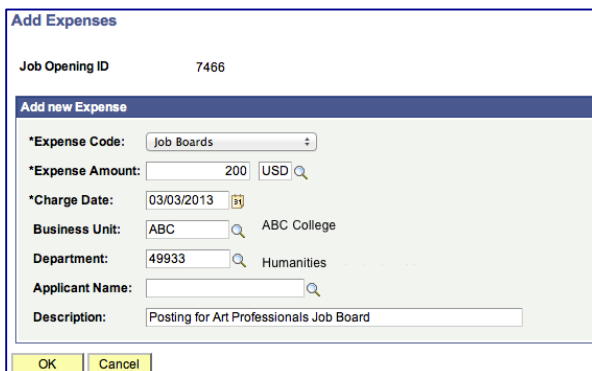
[+ Add Expense](#)

3. INPUT THE EXPENSE

- Click the **Expense Code** down triangle
- Input the amount, business unit, department, applicant's name, and description

Note: When adding expense notes to the Job Opening, you can omit the applicant name if the expense was incurred when recruiting for the position and has no association with a particular applicant.

- Click **OK**



Add Expenses

Job Opening ID: 7466

Add new Expense

*Expense Code: Job Boards

*Expense Amount: 200 USD

*Charge Date: 03/03/2013

Business Unit: ABC College

Department: 49933 Humanities

Applicant Name:

Description: Posting for Art Professionals Job Board

OK Cancel

4. VIEW THE EXPENSE

- Click the [Expense Details](#) link to display the expense

Expenses						
Expense	Amount	Currency	Date	Display Name	Expense Details	
Job Boards	\$200.00	USD	03/03/2013		Expense Details	
+ Add Expense						

VIEW THE JOB OPENING'S STATUS HISTORY

The Job History section displays the various statuses of the Job Opening. It is useful to see when a Job Opening has been created, approved opened or closed.

1. ACCESS THE JOB OPENING, (IF NOT ALREADY DISPLAYED)

- From the CUNYfirst menu, navigate to and select: Recruiting > Browse Job Openings > Jobs Associated to Me, Open, View All and > the selected Job Opening

2. ADD A NOTE

- Click the [Activity and Attachments](#) link
- View the [Job History](#) grid

Job History			
Date	Subject	Reason	Action Taken By
2/20/2013	006 Pending Approval	Pending Approval	John Howard
2/1/2013	005 Draft	Draft	John Howard

VIEW SAMPLE JOB OPENING NOTIFICATIONS

Hiring Team Update Notification for the Job Opening ID - 7508 - NEZUniv Financial Aid Specialist (HEOa) - 400833

cunyfirsthcmcu1-do-not-reply@mail.cuny.edu

To: Natacha.Unelus@mail.cuny.edu; ARLENA.YUEN@MAIL.CUNY.EDU; fchan@jay.cuny.edu; fchan@jay.cuny.edu; fchan@jay.cuny.edu

Wednesday, March 06, 2019

Hello,

This is to inform you of a change in Hiring Team membership for the position of NEZUniv Financial Aid Specialist (HEOa) - 400833, Job Opening 7508.

Name	Role	Action
Natacha Unelus	Recruiter	Added
	Primary Recruiter	Changed
Arlena Yuen	Affirmative Action Officer	Added
Arlena Yuen	Primary AAO	Added

Please note that Search Committee members are listed above as "Interviewers".

For a summary of the current status of the hiring team, see:

https://cnydevhc4.cunyfirst.cuny.edu/psp/cnyhccul/EMPLOYEE/HRMS/c/HRS_HRPM.HRS_JOB_OPENING.GBL?Page=HRS_JOB_OPENING&Action=U&HRS_JOB_OPENING_ID=7508

This is an automated message; please do not reply. For further information, please contact the recruiter or the Search Committee Chair's designated administrator.

Thank you for your participation.

cunyfirsthcmcu1-do-not-reply@mail.cuny.edu

To: Alice.Murphey@mail.cuny.edu

A Job Opening has been entered which requires your attention.

Job Opening ID: 7485
 Posting Title: 4 Univ Financial Aid Specialist (HEOa) - 400833

To view this Job Opening, visit:

https://cnydevhc4.cunyfirst.cuny.edu/psp/cnyhccul/EMPLOYEE/HRMS/c/HRS_HRPM.HRS_JOB_OPENING.GBL?Action=U&HRS_JOB_OPENING_ID=7485

Job Opening ID (7508) NEZUniv Financial Aid Specialist (HEOa) - 400833 has been Approved

cunyfirsthcmcu1-do-not-reply@mail.cuny.edu

To: Alice.Murphey@mail.cuny.edu; ARLENA.YUEN@MAIL.CUNY.EDU; Natacha.Unelus@mail.cuny.edu

The following Job Opening has been "Approved".

Job Opening ID: 7508
 Posting Title: NEZUniv Financial Aid Specialist (HEOa) - 400833

To view this Job Opening, visit:

https://cnydevhc4.cunyfirst.cuny.edu/psp/cnyhccul/EMPLOYEE/HRMS/c/HRS_HRPM.HRS_JOB_OPENING.GBL?Action=U&HRS_JOB_OPENING_ID=7508

CANCELING A FAILED SEARCH

The search has failed and the job opening must be canceled as determined by the College Diversity Officer who has the CUNYfirst CDO role (formerly AAO). The Diversity Officer may change the job opening status code on the job opening details from open (code 010) to canceled (120). (A recruiter can only see the drop down based on the current status of the job opening.)

The selected **Status Reason** should be either **Budgetary** or **Job Classification**. If neither of those is appropriate, this section may remain blank. In addition, OHRM must be notified of the canceled search. Please advise the HRAS and ORD teams.

Status Code:	010 Open
Status Reason:	New Authorization
*Status Date:	06/20/2012
Desired Start Date:	06/19/2012
Encumb. Dt:	
Projected Fill Date:	
Date Authorized:	06/20/2012
Referral Program ID:	
Recruitment Contact:	



Status Code:	120 Canceled
Status Reason:	
*Status Date:	11/15/2012
Desired Start Date:	06/19/2012
Encumb. Dt:	
Projected Fill Date:	
Date Authorized:	06/20/2012
Referral Program ID:	
Recruitment Contact:	