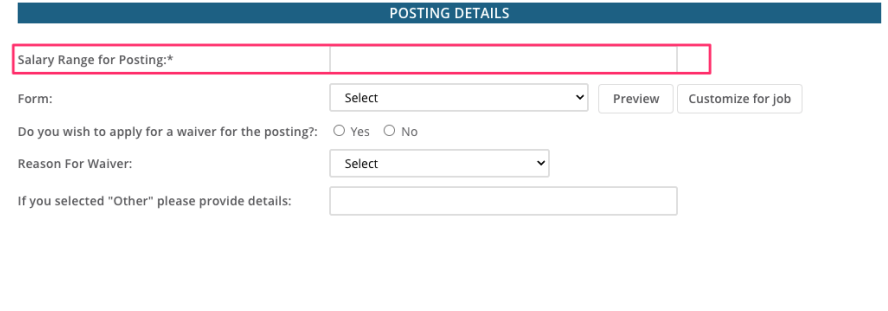
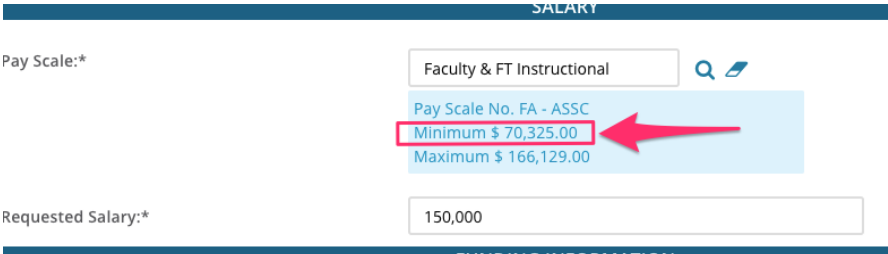
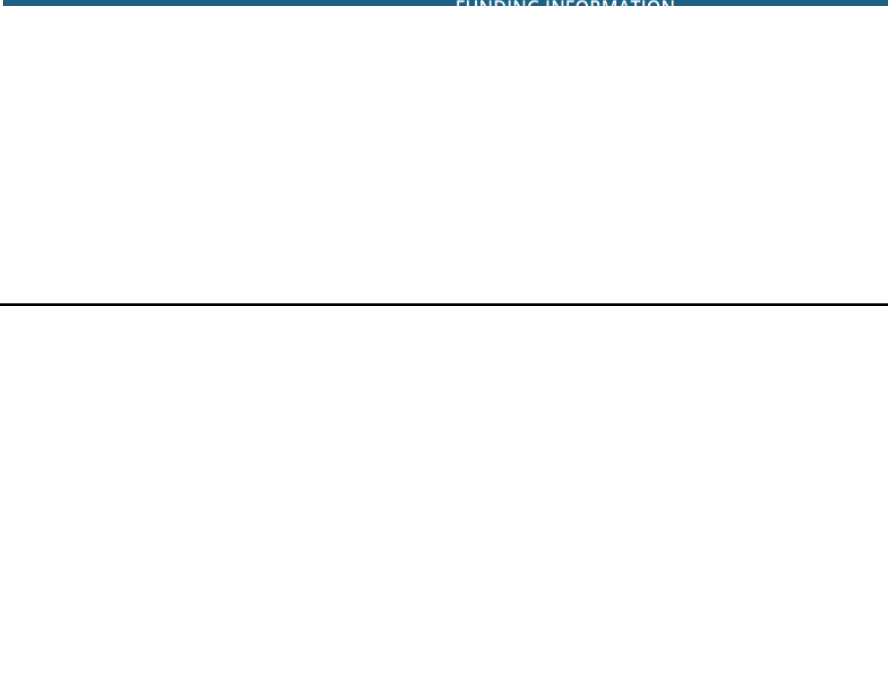


Entering the Salary Range for Job Posting

What you need to do	What you will see
<p>STEP 1: Go to applicable requisition and complete as you normally do.</p> <p>In the Posting Details section, you will see a new field called “Salary Range for Posting”</p> <p>You will be entering the minimum and maximum amounts.</p>	
<p>STEP 2: Determine the minimum for the salary range for posting.</p> <p>Go to the “Salary” section of the requisition.</p> <p>Using the minimum amount on the pay scale as a guide, determine the appropriate amount that is not below the minimum pay scale nor below the minimum wage.</p> <p>**Please reach out to your HR Rep if you need guidance in this.</p>	<p>Minimum Amount:</p> 
<p>STEP 3: Determine the maximum for the salary range for posting.</p> <p>Using the maximum amount on the pay scale as a guide, determine the appropriate amount that is not above the maximum pay scale nor above the maximum budgeted</p>	

amount you are willing to pay for the position.

You can work with your budget administrator to determine this number.

*If the maximum budget amount available is lower than the minimum of the pay scale, please consult with your HR Generalist.

STEP 4: Go back to the “Salary Range for Posting” field.

Manually enter the minimum and maximum amounts determined in steps 2 and 3.

Note:

If there is a large discrepancy between the maximum budgeted amount and the listed pay scale, please consult with your HR Generalist. This could mean that your budget is not competitive enough to attract candidates with the current market rate.

POSTING DETAILS

Salary Range for Posting:*

Form: Preview Customize for job

Do you wish to apply for a waiver for the posting?: Yes No

Reason For Waiver:

STEP 4.1: Process for Union Positions

For union positions in 2110, 707, or 32BJ, enter the minimum starting hourly rate as per the contract. Your HR Generalist will confirm the rate before the position is posted.

Ex., \$25.00 - \$25.00 / hr

POSTING DETAILS

Salary Range for Posting:*

Form: Preview Customize for job


Do you wish to apply for a waiver for the posting?: Yes No

STEP 4.2: Process for Faculty Positions

For Faculty positions, enter the salary range based on the rank. If a position is posted with more than one rank, list all applicable salary ranges. "Compensation commensurate with experience" should be entered after the salary range. The Provost Office will confirm the rate(s) before the position is posted:

Ex. For Assistant/Associate Professor, enter: "Assistant Level: \$103,500 - \$139,725, Associate Level: \$119,025 - \$155,543, Compensation commensurate with experience"

POSTING DETAILS

Salary Range for Posting:* 

Form:


Do you wish to apply for a waiver for the posting?: Yes No

STEP 4.3: Process for Hourly, non union positions

For hourly positions that are non - union, enter the maximum hourly rate, and a minimum hourly rate that is not below the minimum wage of \$15 per hour.

Ex., \$22.50 - \$30.00 / hr

POSTING DETAILS

Salary Range for Posting:* 

Form:


Do you wish to apply for a waiver for the posting?: Yes No

STEP 5: Complete the rest of the fields.

Please note: The posting channels ticked off in this section are only a wish list. Please work with your HR rep to discuss posting to these channels.

POSTING DETAILS

Salary Range for Posting:*

Do you wish to apply for a waiver for the posting?: Yes No 

Reason For Waiver:

If you selected "Other" please provide details:

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

If you plan to advertise in addition to the TC website indicate the advertising source:

<input type="checkbox"/> TC Careers	<input type="checkbox"/> Academic Jobs Today
<input type="checkbox"/> Baruch	<input type="checkbox"/> Brown
<input type="checkbox"/> Careerbuilder	<input type="checkbox"/> Chronicle
<input type="checkbox"/> Columbia Business School	<input type="checkbox"/> CUNY
<input type="checkbox"/> Dice	<input type="checkbox"/> Harvard
<input type="checkbox"/> Higher Ed	<input type="checkbox"/> Higher Ed Jobs
<input type="checkbox"/> Hunter	<input type="checkbox"/> Idealist
<input type="checkbox"/> Indeed	<input type="checkbox"/> Monster
<input type="checkbox"/> NACUBO	<input type="checkbox"/> NYU
<input type="checkbox"/> Princeton	<input type="checkbox"/> The Chronicle of Higher Education
<input type="checkbox"/> University of Chicago	<input type="checkbox"/> UPENN

If "Other" please list any other sources:

STEP 5.1: Generate the job posting information.

Click the **Generate Description** button.

This will pull all the info you input in the posting details section together and will appear in the job posting.

Note: You will set up the job posting AFTER the requisition has been approved.


Job Summary/Basic Function:

Minimum Qualifications:













Preferred Qualifications:

Posting Summary:*

Posting Description:*



Posting Description:*

B *I* U ~~S~~            

Posting Summary:
Posting Summary Sample

Job Summary/Basic Function:
Job Summary Sample

Minimum Qualifications:
Minimum Qualifications Sample

Preferred Qualifications:
Preferred Qualifications Sample

Salary Range:
\$70,325.00 - \$150,000