Posting Jobs to TC Careers

After a Requisition has been approved by all parties, it must be posted to the **TC Careers Portal** or the **Student Jobs Portal**. *This is the responsibility of the hiring manager.*

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
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</thead>
</table>

**STEP 0:**
The below steps are intended for use after receiving approval for a requisition. If you have received an approval (example email right), please proceed with Step 1.

If you have not received approval for your requisition, please refer to the [Creating a Requisition User Guide](#).

**STEP 1: Navigate to your open requisitions.**

From your hiring manager dashboard, navigate to the **New Job** tile. From there, click the **Jobs open** link.

This will prompt you to the ‘**My Jobs**’ menu (see step 2).

**Note:** To post to an external job board OR waive the job from being posted, you must first reach out to your department’s HR Representative (if you do not know who your HR Rep is, click [here](#) to search).

**STEP 2: Navigate to the specific requisition.**

In the ‘**My Jobs**’ menu, find the approved requisition that you would like to create a job posting for.

Once located, click the ‘**View job**’ link to select the job. This will open the requisition.
### STEP 3: Add the posting channel.
After locating and opening the requisition, click the **Posting** tab.

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

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

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

**For Student roles:** Check the box for **Student Jobs**.

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

Additional posting options include:

- **Re-Post:** Allowing hiring managers to update the “Opening” or posting date of a requisition and refresh the job’s positioning on the job board.
- **HERC:** Will post the requisition to the HERC job board at no cost to the department.
**Step 4: Fill out the posting details.**
Information from the Posting Details section of the requisition will populate some of the fields. Additional fields must be completed and mandatory fields are indicated by an asterisk.

Please note the following:

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

<table>
<thead>
<tr>
<th>Opening date</th>
<th>Closing date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Calendar] at 9</td>
<td>[Calendar] at 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Working Title</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Test Working Title</em></td>
<td>posting summary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Design template</th>
<th>Text to appear in Job Ad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td></td>
</tr>
</tbody>
</table>

**STEP 5:**
**Select Application Form.**
From the drop down menu select **Faculty** or **Standard**.

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

Click on the **Customize for Job** button. A new window will appear.

*make sure pop ups are allowed on your computer*
**STEP 6b (optional): Customizing Job Posting continued - Question Library.**

You will be prompted to an Item Library menu. Click on the **Question Library** button.

Another pop up will bring you to the Question Library page.

Scroll through the question library. Identify any questions you would like to request. Once identified, click **Add**.

Click the Selected tab to review the questions you have selected.

Click **Save** once you are done.

**STEP 6c (optional): Preview Application Form**

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

Once satisfied, proceed to step 6.
**STEP 7: Classifying Work Modality, Search Categories, and Work Types**

These are *Mandatory fields.*

Be sure to check a box in each of the Search Category groupings:

- **Work Modality** (Select *only* what matches the corresponding dropdown on the requisition)
- **Ungrouped** (Potential candidates filter through job postings using these categories)
- **Position types**

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

**Accurate category selections simplify applicants’ searches for your requisition.**

### Your selections:

**Locations:**
- United States
  - Select all
  - New York
  - New Orleans

**Search categories:** *
- **Work Modality**
  - Select all
    - Hybrid
    - Onsite
    - Remote
    - Student Employee - Onsite
- **Ungrouped**
  - Select all
    - Academic Advising/Support
    - Administrative/Professional
    - Arts
    - Business/Accounting/Finance
    - Communications/Public Relations/Marketing
    - Development/Alumni Affairs
    - Development/External Affairs
    - Education/instructional
    - Engineering/Computer Science
    - Executive/Director/Management
    - Externship
    - Facilities/Skilled Trades
    - Health Profession
    - Human Resources
    - Information Systems/Technology
    - Library
    - Office/Clerical
    - Public Safety
    - Publishing/Press
    - Other
    - Research

**Position types:** *
- Select all
  - College Work Study
  - Faculty
  - FT Instructor
  - FT Lecturer
  - Interim
  - PT Instructional
  - Staff
  - Student
  - Temporary

### Applicant Filters:

**Filters By**
- Collapse

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

**Locations**
- United States
- New Orleans (1)
- New York (76)

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

**Work Modality**
- Hybrid (33)
- Onsite (21)
- Student Employee - Onsite (18)
## STEP 8 (optional): Making Job Postings Hidden

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

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

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

## STEP 9: Review Posting Channel Information and Save.

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

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

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

Note: There is about a 20 minute lag between time posted and time published onto the TC Careers site.
STEP 10 (optional): Send direct link to applicant.

You may send an applicant a direct link to your posting or its application (i.e. hidden jobs or previously identified candidates).

Go to the requisition and click the Posting tab. Navigate to the active posting channel in the Source section. On the right side, go to Actions and select the drop down menu. From that listing, select Link.

From the pop-up window, you will be presented two URLs:

- **Link**: A direct link to the application form
- **Careers Link**: Link to the job posting. This allows the applicant to review the posting first.

Copy and paste whichever URL you would like to share.

**Note**: If sharing the **Careers Link** to a student job, the user must first log into the **On-Campus Student Employment** website (Student Resources tab of MyTC, see screenshot) to access the link.