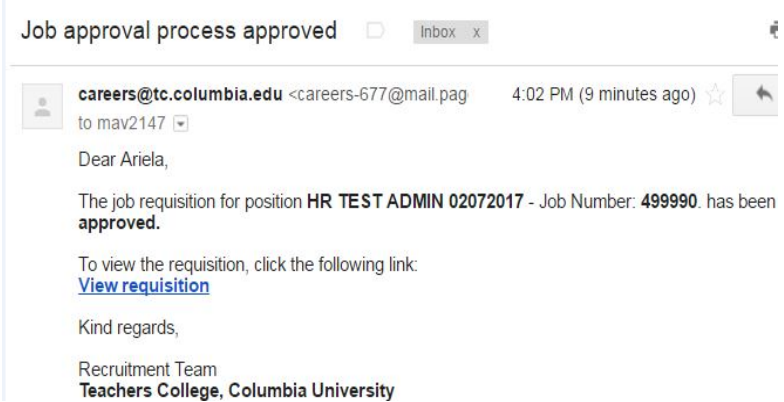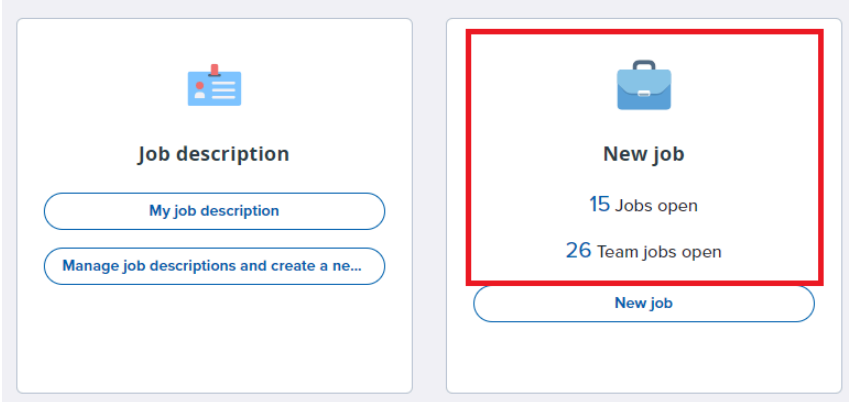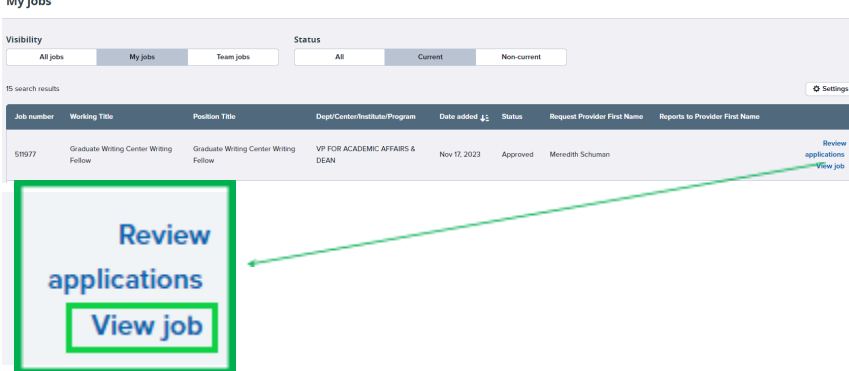# Teachers College
COLUMBIA UNIVERSITY

Posting a Job

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*.**

What you need to do	What you will see
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.	Job approval process approved ☐ Inbox x careers@tc.columbia.edu <careers-677@mail.pag to mav2147 4:02 PM (9 minutes ago) Dear Ariela, The job requisition for position **HR TEST ADMIN 02072017** - Job Number: **499990**. has been **approved.** To view the requisition, click the following link: View requisition Kind regards, Recruitment Team **Teachers College, Columbia University**
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).	**Job description** My job description Manage job descriptions and create a ne... **New job** **15** Jobs open **26** Team jobs open New job
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.	My jobs Visibility: All jobs / My jobs / Team jobs Status: All / Current / Non-current 15 search results ⚙ Settings Job number / Working Title / Position Title / Dept/Center/Institute/Program / Date added / Status / Request Provider First Name / Reports to Provider First Name 511977 / Graduate Writing Center Writing Fellow / Graduate Writing Center Writing Fellow / VP FOR ACADEMIC AFFAIRS & DEAN / Nov 17, 2023 / Approved / Meredith Schuman / / Review applications / View job **Review applications** **View job**

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).

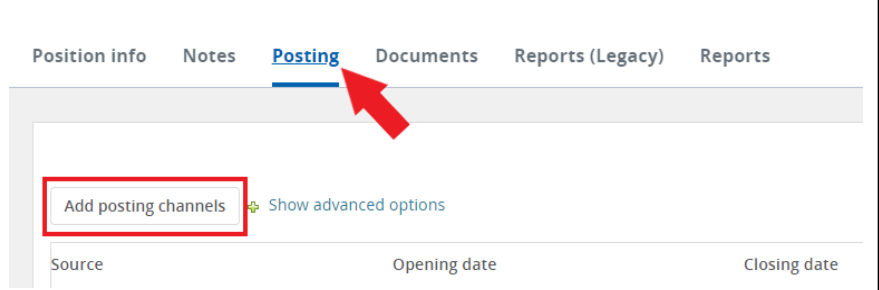In the top left corner, check off the applicable posting channel(s).

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: First click on the words "Student jobs," to select the appropriate channel (see the blue highlighted box to the right). Next, 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:** *This channel is not for student jobs.* It allows 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.

Position info	Notes	Posting	Documents	Reports (Legacy)	Reports

Add posting channels ✦ Show advanced options

Source	Opening date	Closing date

For Staff & Academic roles:

Posting channels: TC Careers
- ✓ TC Careers
- ☐ Student Jobs
- ☐ Re-Post
- ✓ HERC

✦ We have include

Opening date: *
Closing date:

For Student roles:

Posting channels: Student Jobs
- ☐ T[...]
- ✓ Student Jobs
- ☐ Re-Post
- ☐ HERC

✦ We have include

Opening date: *
Closing date:

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.	Opening date: * ▢ at 9 ⌄ : Closing date: ▢ at 11 ⌄ : Working Title: * _Test Working Title Summary: * posting summary Design template: Default ⌄ Text to appear in Job Ad: * **B** *I* U S ☰▾ ☰▾ ☰ ☰ Formats ▾
STEP 5: **Select Application Form.** From the drop down menu select **Faculty** or **Standard**.	Include video: ○ Yes ◉ No ❓ Application form: * Select ⌄ Preview Customize for job ☐ Hidden job (Hidden job (N Select Faculty Application form Standard Application form
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*	Include video: ○ Yes ◉ No ❓ Application form: * Standard Application form (Job - '5004 ▾ Preview Customize for job ☐ Blind job (A blind requisition does not appear on the TC Career Portal.)

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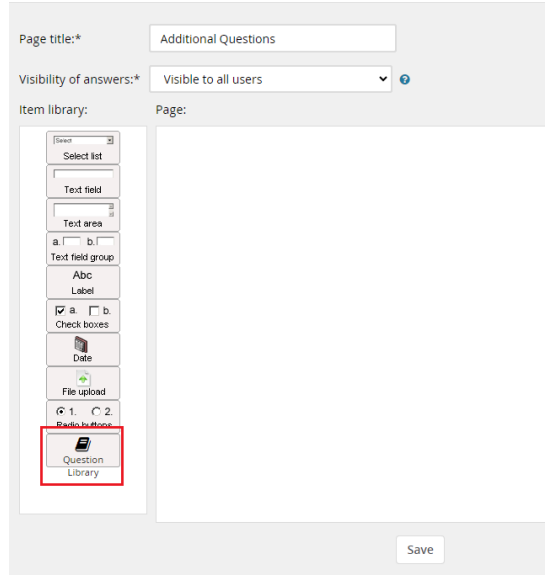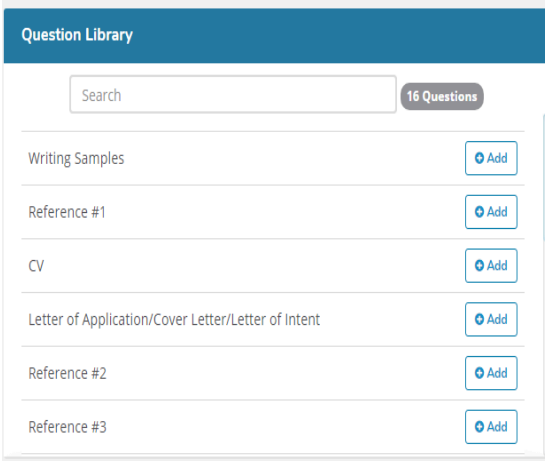**STEP 6b (optional): Customizing Job Posting continued - Question Library.**
You will be prompted to an Item Library menu. Click on the **Question Library** button.

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**.

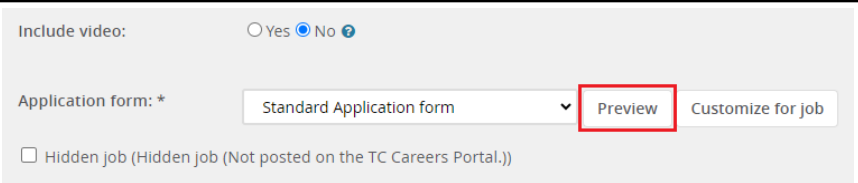Click the Selected tab to review the questions you have selected.

Click **Save** once you are done.

Page title:* [Additional Questions]

Visibility of answers:* [Visible to all users]

Item library: Page:

Select list
Text field
Text area
Text field group
Abc
Label
Check boxes
Date
File upload
Radio buttons
Question Library

Save

Question Library

[Search]   16 Questions

Writing Samples   ⊕ Add

Reference #1   ⊕ Add

CV   ⊕ Add

Letter of Application/Cover Letter/Letter of Intent   ⊕ Add

Reference #2   ⊕ Add

Reference #3   ⊕ Add

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.

Include video: ○ Yes ● No ❓

Application form: *   [Standard Application form ▼] [Preview] [Customize for job]
☐ Hidden job (Hidden job (Not posted on the TC Careers Portal.))

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. **Click the green plus sign** ( ) to review and select an option from each of the below groups:

- **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.

Selecting accurate categories simplifies applicants' searches, enabling easier access to 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)
☐ Academic/Faculty Affairs (1)
☐ 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)
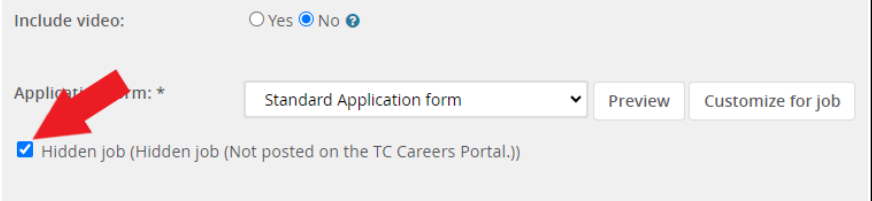☐ Research (13)
☐ Student Affairs/Services (3)

Work Modality
☐ Hybrid (33)
☐ Onsite (21)
☐ Student Employee - Onsite (18)

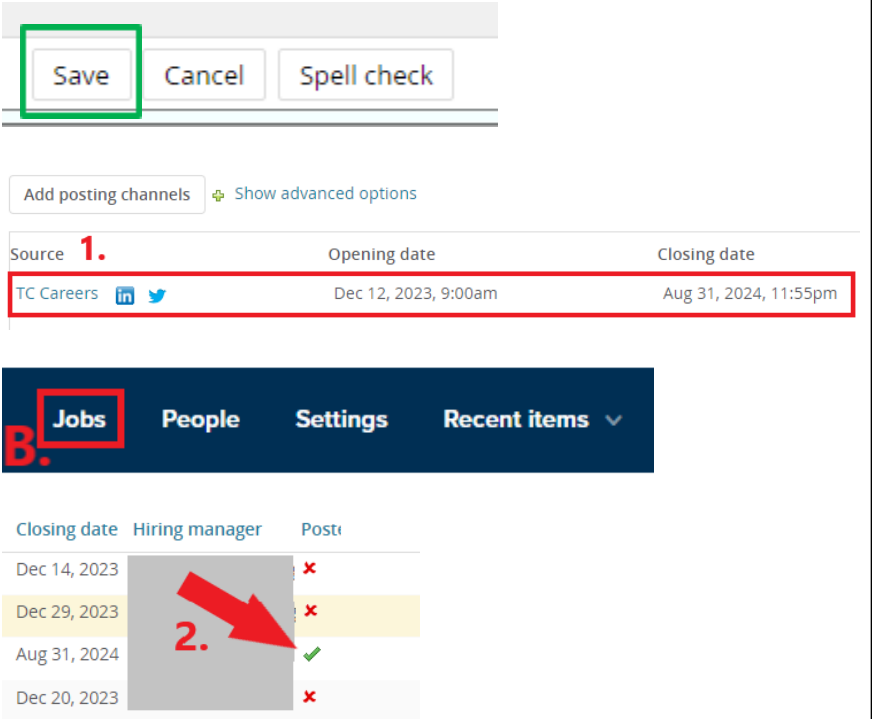|	
STEP 8 (optional): Making Job Postings Hidden If you have received a waiver from HR which exempts you from the five business day posting requirement, check the box for **Hidden Job**. Clicking this box will prevent the posting from being included on the public site, but it will still allow anyone who has received the direct link to apply (step 10 below). If you have not received a waiver, this box should remain blank.	Include video: ○ Yes ●No ❔ Application ~~form~~: * [Standard Application form ▾] [Preview] [Customize for job] ☑ Hidden job (Hidden job (Not posted on the TC Careers Portal.))
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.	[Save] [Cancel] [Spell check] [Add posting channels] ➕ Show advanced options Source **1.** Opening date Closing date TC Careers 💼 🐦 Dec 12, 2023, 9:00am Aug 31, 2024, 11:55pm **B.** [Jobs] People Settings Recent items ⌄ Closing date Hiring manager Post Dec 14, 2023 ✗ Dec 29, 2023 ✗ Aug 31, 2024 **2.** ✓ Dec 20, 2023 ✗

STEP 10 (optional): Send direct link to applicant.

You may send a potential applicant a direct link to your posting (primarily for requisitions with posting waivers or for previously-identified candidates).

For student jobs, see the **Note** at the bottom of this section

Open the requisition and click the Posting tab. On the right side of an active posting, click the *Actions* dropdown and from the list select Link.

The ensuing pop-up window presents two URLs:

> **Link:** A direct link to the req's application

> **Careers Link:** Link to the job posting. This allows the applicant to review the posting first.

Copy and paste the URL you would like to share.

Note: If sharing a direct link to a student job, the student must first login on the *On-Campus Student Employment* website.

To access the site, you can provide them with the above link or they can go to the Student Resources tab of MyTC and click the link in the On-Campus Student Employment box (see screenshot).