



Time to Fill step by step

Creating Job Postings in RMS:

The Think 50 timeline starts here, when the job is transitioned into a posted status the clock starts.

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Creating and Editing Postings

APPLICANT TRACKING: Postings

Home Postings Pools

- Staff
- Faculty
- Student

Learn more: [About Postings](#)

Terms that might not match what you see

Many elements on your PeopleAdmin site can be renamed to match your organization's terminology, so the buttons, menu tabs, and other elements of your site might not match the terms used in the help.

Posting is a customizable term. Common synonyms: **announcement, requisition, workforce request, or open position.**

Supplemental questions is a customizable term. Common synonyms: **screening questions or minimum qualification questions.**

Ranking criteria is a customizable term. Common synonyms: **evaluative criteria or interview questions.**

Assessment criteria is a customizable term. Common synonyms: **tests, hurdles, exams, or exam plans.**

To create a posting

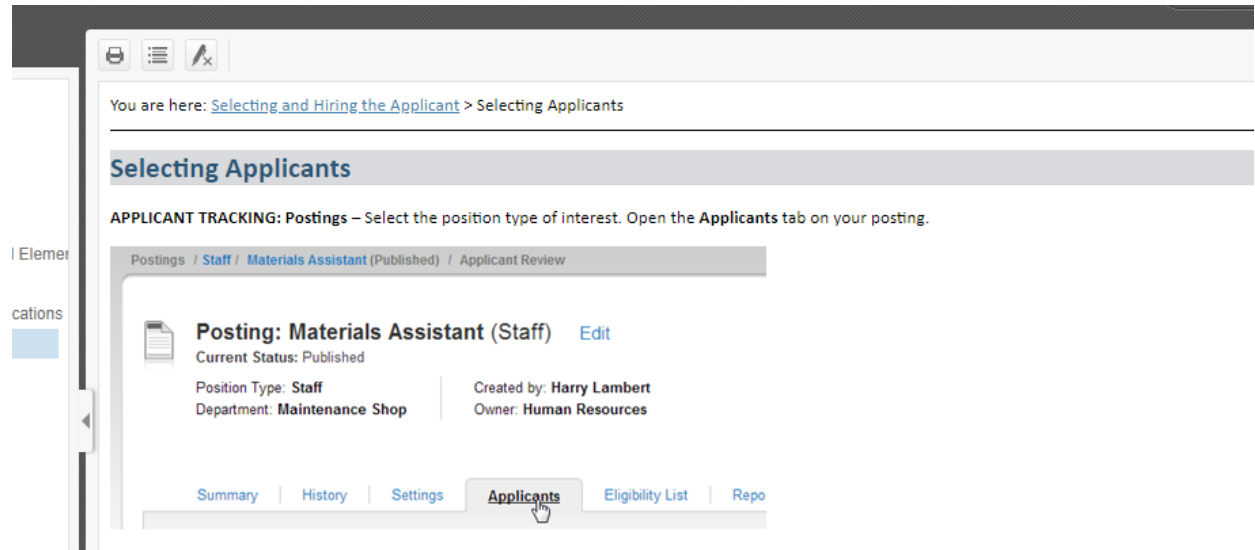
You may need to choose how you will create the posting. If you are not sure which option to choose, see [Ways to Create Postings](#).



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Screen applications:

Follow your normal recruitment process for reviewing applications.



Conduct phone screens and interviews:

1. From the list of all applicants on the posting, check the boxes associated with the applicants of interest.
2. From the **Actions** menu, select **Move in Workflow**. The Editing Workflow States page opens.
3. Do one of these things:
 - Use the Change for all applicants box to select the workflow state for all the applicants you selected, or
 - For each applicant listed on this page, select the new workflow state.
4. If required, select the reason that best explains why you are moving the applicants in the workflow. You can select a reason for each applicant even if you moved all of them in the workflow together.
5. When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them.



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Hiring Proposal Process:

Once a candidate is selected, complete and approve the hiring proposal.

Since each organization's processes are unique, the workflow steps related to hiring proposals vary from one customer to the next. The procedures for working with hiring proposals are presented in very general terms because of this.

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Applicant is a customizable term. Common synonyms: **candidate or job seeker.**

To access a hiring proposal from a posting

1. Open your posting and select the **Hiring Proposals** tab. If you are hiring more than one person on this posting, there may be more than one hiring proposal listed.

2. Select the hiring proposal of interest. The hiring proposal opens.

Update RMS and close search process:

At this point, you will want to go to the job position and move it to filled, this will complete the close out process of your posting. This will transition the job to a final state, the date this action occurs is used to calculate the time to hire.

To take the action, select the appropriate Workflow Action by hovering over the orange 'Take Action' on the 'Posting' section. You may also click the posting to open 'Watch Log' in the action bar tool drawer. When you are ready to submit your posting, click on the 'Submit' button. To get the posting 'Done' on the left, click on the 'Section Name' in the Summary Section. This will take you directly to the Posting Page with an expiration point, you will need to review this section and make necessary corrections before moving to the next step in the process.

Position Information	
Working Title	On Call Physician
Role Title	Physician (3215)
Hiring Range	See Special Instructions
EEO Code/Category	B - Professionals
Job Type	Hourly/Wage
Job Type Detail	Part Time Selected - 9
Does this position have telework options?	No
Does this position have a bilingual or multilingual skill requirement or preference?	No
Pay Band	07
Is this position funded in whole or in part by the Commonwealth?	

- applicants) (move to Posted (Managers can not view applicants))
- MOVE DIRECTLY TO...
- Draft
- Hiring Manager
- Agency HR Restricted (No Posting/No User)
- Human Resources
- Approved for Non-Recruitment (Managers can view applicants while posted)
- Approved (Manager can not view applicants while posted)
- Posted (Managers can view applicants)
- Closed
- Closed by DHRM
- Position Filled
- On Hold (Removed from Web)
- Canceled
- Posted (Commonwealth View Only)
- Closed (Commonwealth View Only)
- Position Filled (Commonwealth

Prepare for on-boarding for new employee:

Follow your internal onboarding process and file all necessary documents for the applicant.



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To access onboarding events

1. Open the **Employment Events** menu and select the appropriate position type. The employment events dashboard opens for that position type.
Onboarding Events

Search:

Below is a list of onboarding events in the system. To view any of these onboarding events, click on the event name.

Position Type: Status:

Progress	Employee Name	Position	(Actions)
(1 of 10 complete)	Kevin Smith	Materials A	Actions
(5 of 10 complete)	John Kitna	Material	Actions
(4 of 10 complete)	Jim Smith	Materials A	Actions
(1 of 11 complete)	Sharon Taylor	AM Lige	Actions
(1 of 11 complete)	Steven Loosle	Comput	Actions

2. Use the Position Type and Status filters to change the search results as needed – for example, you can narrow your search results by specifying a status, or see all onboarding events by setting both status and position type to **Any**.
3. To view the details of an event, open its **Actions** menu and select **View employment event**.
4. To open the event for editing, open its **Actions** menu, and select **Edit employment event**. The event opens to its summary page.

To create an employment event for a new hire

1. From the approved hiring proposal, select **Create Employment Event**. A dialog box opens.
2. Select the employment event definition to use as a template for the new employee's employment event