Quick Start Guide: Position Posting

Create a Position

On the Positions page, select “New Position” in the top right corner.

Create Position

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

**Type**

- Select position type

<table>
<thead>
<tr>
<th>Intercollegiate Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer of Instruction</td>
</tr>
<tr>
<td>Officer of Research</td>
</tr>
<tr>
<td>Officer of the Libraries</td>
</tr>
<tr>
<td>Postdoctoral Researcher / Scientist</td>
</tr>
<tr>
<td>The School, K-8</td>
</tr>
<tr>
<td>Waiver: Officer of Instruction</td>
</tr>
</tbody>
</table>

**Search For or Select Unit**

- Columbia University Test

**What kind of position would you like to create?**

- A new position
- Clone from an existing position

Create | Cancel

**Things to Remember:**

- Choose the appropriate position type, this is the only way to indicate the Officer Type for reporting purposes
- You will only have access to the units where you work in the “Search For or Select Unit.” If you are missing a unit email academicrecruiting@columbia.edu for assistance
- Select “A new position” if this is the first time you are creating the posting

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Descriptions and Dates

Position Title *
Official University Position Title (do not include departments, subunits, etc. if it is not a part of the formal title)

Location *
Use Location Code - Morningside 01, CUIMC 02, LDEO 04, Nevis 05, Manhattanville 06

Position Type
Officer of Instruction

Open Date *
April 26, 2021

Deadline
- Rolling Deadline
- Specific Date

Position Description *

Add Approved Job Description

Qualifications

Minimum Qualifications:
You can use paragraphs to describe the minimum qualifications or bullet points. Please include degree requirements in this section.

Preferred Qualifications:
You can use paragraphs to describe the preferred qualifications or bullet points

Things to Remember:

- Use Location Codes – Morningside 01, CUIMC 02, LDEO 04, Nevis 05, Manhattanville 06, Other 70

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Application Instructions

- Rolling Deadline=Open until Filled; Specific Date= The posting will close on a specific date
- The Job Description and Qualifications fields are mandatory
- Placing the Hiring Salary Range: [$ minimum hiring salary] - [$ maximum hiring salary] as the first line in the Application Instructions field is required. As of November 1, 2022 the NYC Pay Transparency Act requires that all employment opportunities in NYC include a salary range.

Required Documents

1 Documents Required

Drag and drop the documents in the list below to change the order they will appear in the application requirements.

1

C.V.

+ Add Requirement

Additional Applicant Options

- Applicants may add additional documents
  You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don’t require as part of the application, you should select this choice.
- Send a message on application submission.

Things to Remember:

- Every job posting must require applicants to upload a CV. You must add this document to the required list.
- Non-confidential letters of recommendation and confidential letters of recommendation are different, please make sure to select confidential letters of recommendation if you do not want the applicant to be able to view the contents of the letter.

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Evaluation Settings

**4 Criteria**
Drag and drop the criteria in the list below to change the order they will appear in the application review process.

*Note: at least one criterion must be created in order to rate candidates.*

- Scholarship
- Teaching Experience
- Research
- Use of Inclusive Practices in the classroom

[+] Add Criterion

**Blind Review**
- Evaluators should not see others' comments and ratings

*Things to Remember:*

- Evaluation Criteria is not mandatory, if you use this feature you can add up to five (5) criteria
- Blind review may be turned on or off depending on the search committee’s preference

Application Forms

**0 Forms Required**
Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

[+] Add Form

- [ ] Applicants must complete an Equal Employment Opportunity form

EEO-1/Affirmative Action Voluntary Self Identification Form

*Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.*

*Things to Remember:*

- The EEO form is locked and cannot be edited
- Application Forms is another name for Supplemental Questions
- Once you add an Application Form to a posting and the posting goes live, it cannot be edited

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Search Committee

Things to Remember:

- You must include at least one Committee Manager (typically the person who created the post)
- You must include at least one Evaluator (Search Committee Member)
- You must have an Evaluator and a Committee Manager listed in order to receive automatic AA Clearance
- All Evaluators should be listed in this section prior to moving an applicant to “Selectee”

Internal Notes

Position ID or Requisition Number
Leave blank

Appointment Type

- Select Appointment Type —
  - Fixed Term
  - Continuing
  - Tenure Track
  - Tenured

Title
e.g., Visiting, Clinical, Research
Leave blank

Discipline
List the discipline or subunit where the role is located

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Things to Remember:

- Internal Notes will not post to Careers at Columbia
- Under Appointment Type please only use: Fixed Term or Continuing. Do not use Tenure or Tenure-track. This field is reportable.
- Please include an Anticipated Start Date (this is important for our Internal Reports). This field is required.
- Two Advertising sources in a minimum requirement, please advertise more broadly if feasible.
- Skip Position Term Length, when the posting is a time limited position please and include the end date in the General Notes field

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