

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

- Intercollegiate Athletics
- Officer of Instruction
- Officer of Research
- Officer of the Libraries
- Postdoctoral Researcher / Scientist
- The School, K-8
- Waiver: Officer of Instruction

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

Quick Start Guide: Position Posting

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 is 01, CUIMC is 02, LDEO is 04, Nevis is 05, Manhattanville is 06

Position Type

Officer of Instruction

Open Date *

Apr 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

body p

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Application Instructions



This field is optional. If you provide applicant instructions please make sure they are clear and easy for applicants to understand.

body p

Equal Employment Opportunity Statement

Columbia University is an Equal Opportunity Employer / Disability / Veteran

Things to Remember:

- Use Location Codes – Morningside 01, CUIMC 02, LDEO 04, Nevis 05, Manhattanville 06, Other 70
- Rolling Deadline=Open until Filled; Specific Date= The posting will close on a specific date
- Within the Position Description field include the Anticipated Start Date
- The Qualifications field is mandatory

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.	 
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[+ 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.

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

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Things to Remember:

- Every job posting must require applicants to upload a CV. You must add this document to the required list
- 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

Search Committee

+ Add Member

+ Add Manager

2 Committee Members

Committee Manager	Committee Manager	x
Faculty Evaluator	Evaluator	x

✓ Save & Continue

Skip Step

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 –

– 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

Position Term Length

– Select Term –

Anticipated Start Date

Jul 1, 2021

Salary Range or Pay Grade

e.g, \$80,000 – \$100,000; GS-8


Optional

Funding Source

e.g, Vice-President's Office, Grant Foundation

Optional

Hiring Plan



Place advertising information in this field using the following format. The job opening must be posted to at least two external sites for a minimum of thirty (30) days.

Advertising / Marketing Source Name 1

- Dates the employment posting will run. [April 1, 2021 to June 30, 2021].
- Website where the employment posting is listed [www.chronicle.com].

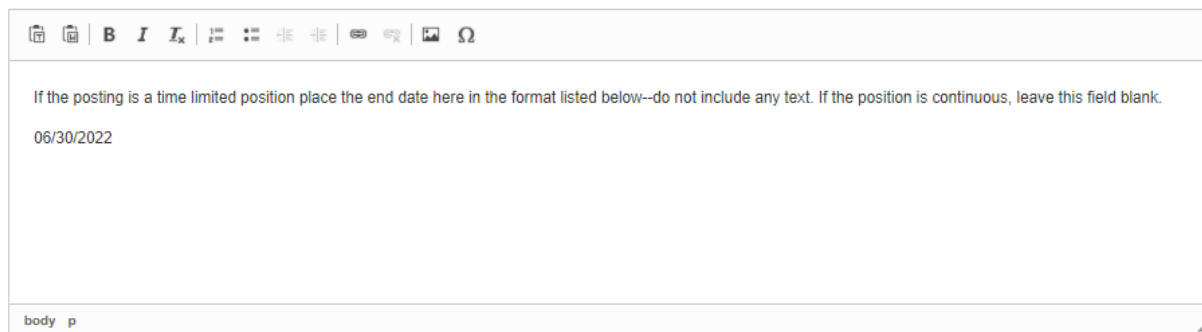
Advertising / Marketing Source Name 2

- Dates the employment posting will run. [April 1, 2021 to June 30, 2021].
- Website where the employment posting is listed [www.chronicle.com].

body ul li

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General Notes



The screenshot shows a rich text editor interface. At the top, there is a toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert image, and a help icon. Below the toolbar, the main text area contains the following text: "If the posting is a time limited position place the end date here in the format listed below--do not include any text. If the position is continuous, leave this field blank." followed by the date "06/30/2022". At the bottom left of the text area, the text "body p" is visible, indicating the current text format.

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)
- 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