One Page Guide for Creating a Posting in RAPS

1) From the User site, choose **Create from Template** under the **Create Posting** header.

2) Fill in the Posting Details
   a. When finished, click **Continue to Next Page**

3) Fill in Advertising Venues
   a. When finished, click **Continue to Next Page**

4) Create a "Guest User" log-on ID, if appropriate, then click **Continue to Next Page**

5) Enter the names of all of the search committee members, by clicking **Add New Entry**.

6) Add screening question(s) (optional…to skip, click **Continue to Next Page**)
   a. From "Screening Questions" section, click **Add A Question**
   b. Click **Search**
   c. Select one of the previously entered questions, or click **Create A Question**
   d. Enter the text of the question
   e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
   f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
   g. Click **Submit Question** to attach the question to the Posting
   h. Enter additional screening questions, or click **Continue to Next Page**

7) Review template-level questions (optional…to skip, click **Continue to Next Page**)

8) Add reference letter requirements
   a. To have RAPS request and collect reference letters choose "Letters accepted" in first field.
   b. To require a minimum number of letters (optional), select the number. Applicants will be required to provide this number (or more) of reference provider names and email addresses before proceeding with their submissions.
   c. Provide additional instructions for applicants and reference providers, as needed.
   d. When finished, click **Continue to Next Page**

9) Enter approval names in appropriate fields. Check the box below the name after this person has reviewed and approved the posting details.

10) Review the posting and edit if necessary. When finished, select the appropriate step, then click **Confirm** on the following screen.

One Page Guide for Changing Applicant Statuses and Submitting a Selectee for Clearance

1) Find the posting and click "view." The first tab that appears on the screen is the applicant tab.

2) To change the status of a single applicant:
- Click "Change Status" in the Status column next to the applicant's name.
- Choose a new status from drop down menu. If you are dispensing with the candidate ("Not Interviewed, Not selected" or "Interviewed, Not Selected"), then you must also choose a reason for non-selection from that dropdown menu.
- Click "Continue to Confirm Page" and then confirm the change.

3) To change the statuses of multiple applicants:
- Click the check box in the right hand column next to the names of applicants whose status you want to change.
- At bottom of list, click "Change Multiple Applicant Statuses." You may change all applicants statuses at once (at the top of the table), or change each one individually.
- Continue as in (2) above.

4) To submit a Selectee for approval and clearance
- Change the status of the Selectee to "Selectee".
- Dispense will all other applicants and provide reasons for non-selection. You may leave candidates at the status of "Finalist", if they would be considered subsequent choices should the Selectee turn down an offer.
- Click "Save and Stay on this Page."
- Go to the "Selectee Information" tab. Click "Add New Entry." Selectee name should appear as default option for name. Fill out form and click "Add Entry."
- Click "View Posting Summary" at bottom of page. Review the information in the posting. Choose "Send Selectee to VP/Dean/Director" and confirm your choice. You will receive an email when the VP/Dean/Director approves the selectee and submit that person for AA clearance. You will receive another email after the AA clearance process is completed.

5) To fill a position:
- After the selectee has accepted the offer, change that person's status to "Hired."
- If you left other candidates at the status of "Finalist, dispense with those candidates and provide reasons for non-selection.
- Click "Voice Posting Summary" and change the status of the posting to "Filled" and confirm your choice.
- Filled positions will appear on your "Historical Postings" list.