Posting a Temporary/03 Job

FIELD REFERENCES

GENERAL REQUISITION INFORMATION

- At the main menu select “New Requisition”

- If responsible for more than one department, select the appropriate Department for the Job being posted in the “Team Link”. Otherwise, department will default to current department

- If there are no existing templates for the Job, skip Campus and Template, scroll down to the bottom and click on the “Next” button (this will open up the requisition)
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- Enter a job code in the position number field (**Position numbers for temporary positions**)
- See Job code listing to the right for Temporary/03 job codes

***Tip: Be sure to always allow-pop-ups in PageUp

- Select Campus "Univ of Mass Lowell"
- Select the appropriate department from the drop-down menu
- Re-enter the job code in the position number field in the "Number of Positions" section
- If you are pre-approved to search for more than one job, enter the number of additional jobs/positions in the box to the right of the word “New” and click “Add”
- Enter the job codes for additional job/position(s)

**REQUISITION INFORMATION**

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HH0514</td>
<td>Hourly Classified Non-clerical</td>
</tr>
<tr>
<td>HH0100</td>
<td>Accountant</td>
</tr>
<tr>
<td>HH0300</td>
<td>Technical</td>
</tr>
<tr>
<td>HH0800</td>
<td>Artist</td>
</tr>
<tr>
<td>HH1600</td>
<td>Researchers/Post Docs</td>
</tr>
<tr>
<td>HH1601</td>
<td>Research Assistants</td>
</tr>
<tr>
<td>HH1900</td>
<td>Management Consultants</td>
</tr>
<tr>
<td>HH2000</td>
<td>Medical Consultant</td>
</tr>
<tr>
<td>HH2200</td>
<td>Planners, Researchers</td>
</tr>
<tr>
<td>HH2300</td>
<td>Professional</td>
</tr>
<tr>
<td>HH2800</td>
<td>Writer</td>
</tr>
<tr>
<td>HJ0500</td>
<td>Athletic Officials</td>
</tr>
<tr>
<td>HJ2300</td>
<td>Investigators / Inspectors</td>
</tr>
<tr>
<td>HJ2500</td>
<td>Laboratory Services</td>
</tr>
<tr>
<td>HJ3300</td>
<td>Photographic Services</td>
</tr>
<tr>
<td>HJ4000</td>
<td>Security Services</td>
</tr>
<tr>
<td>HJ4600</td>
<td>Clinical Services</td>
</tr>
<tr>
<td>HJ5000</td>
<td>Instructor/Lecturer/Trainer</td>
</tr>
<tr>
<td>HJ5900</td>
<td>Librarians / Archivists</td>
</tr>
<tr>
<td>HJ6000</td>
<td>Licensed Tradespeople</td>
</tr>
</tbody>
</table>

**NUMBER OF POSITIONS**

- Select the amount of positions required: New (additions to existing pool), Replacement (replacing an existing employee)

**Reason:**

- Select Reason
- Enter the current/previous incumbent’s name (if a replacement position)
- Enter the termination date of the previous incumbent “if applicable”
- Enter the Working Title/Posting title
- If the appointment has an initial term appointment end date, enter date
- If temporary, specify duration

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**Position Details**
- Select “Staff Part Time” from the Position Classification dropdown menu
- Skip “Date opened”
- Skip “Date filled”
- “Is this a 52 week position?” Select “No”
- Skip “Shift and Daily Work Schedule”
- Skip “Pay Grade”
- Enter proposed pay rate in “Salary range”
- Select “NO” radio button – “Benefited Position”
- In the “Benefit Status” dropdown menu select “Non-Benefited – Non-Union”
- In the “Recruitment process” dropdown menu select “Lowell – Temporary/Adjunct Hires”

**Funding Information**
- Select the “Position Funding Information/Salary Source” from the dropdown menu
- Enter Speed Type/HR combo code for the Job/Position - If grant funded, enter % or grant information
- Skip “Union-Lowell”

- Select “Yes” or “No” radio button – “Do you wish to utilize a search committee?” (not required for Temp/03 positions)
- Enter “Search committee chair” name (if known)
- Add search committee member names in the search committee member names box.

***Search committee member names can be added by Search Advisor after posting***
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**Posting Details**

- Select Posting Options from the dropdown menu
- Enter the Speed Type that will be used for Advertising
- Select any advertising sources that apply
- List any other advertising sources, discipline specific journals/publications/online websites
- Select “UMass Lowell” from the Posting location dropdown menu
- Search for the campus location by clicking on the magnifying glass and searching for building name in the “site name” search box

**Job Posting Text**

- Enter a posting summary — this will show on the main jobs page to give a brief description of the job
- To format the posting click on “Click HERE” — a word document will open up. Enter the details of the posting in the appropriate sections of the word document, then copy and paste into the Posting text box
- If you would like to add a recruiting video to the posting, please contact us at employment@uml.edu

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**Users and Approvals**

- Enter the name of the Department Admin responsible for updating and posting requisition (if applicable) in the Administrative Support field or enter the hiring manager’s name.
- Enter the name of the hiring manager (supervisor for this position).
- **Magnifying glass search feature – to find Hiring Manager/Administrative Support name**
- Select “Lowell PT Staff - Temp” from the “Approval process” dropdown menu.
- In the Dean search box, enter or search for the Dean of your college *this will default for subsequent job requisitions*

**Be sure that you’ve selected the appropriate approval process before clicking “submit”**

**Notes Tab**

- To add a note, click “Next page” at the bottom of the requisition or scroll up to the top of the page and click on the Notes tab.
- Select “note” and add your note.
- Notes can be emailed directly to user(s).
- Files/documents can be attached to notes.
- **Notes remain with the requisition and are visible to anyone who can access the job requisition.**

**Documents Tab**

- To attach the word version of the Job Description, click “Next page” at the bottom of the requisition or scroll up to the top of the page and click on the Documents tab.
- Select “Document from a file” from the drop down menu.
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- Select the Document category of “Position description”
- A title can also be entered – name of position/job title recommended
- Then click on the “Upload file” button to attach

**Be sure that you’ve selected the appropriate approval process before you click “Submit”**

<table>
<thead>
<tr>
<th>Save a draft</th>
<th>Submit</th>
<th>Submit and exit</th>
<th>Cancel</th>
<th>Spell check</th>
</tr>
</thead>
</table>

- Save a draft can be used when you need to save the requisition you are working on without starting the approval process
- Submit will save and begin the approval process on your requisition
- Submit and exit will save and begin the approval process and exit your screen back to the home screen
- Cancel will exit the requisition without saving