

Careers must be the authoritative posting for all new searches going forward. Once the Careers job posting is live, the [job posting URL](#) is available to be included in any external advertisements. All applicants should be directed to apply via Careers.

**❑ Processes to be completed prior to creating the Job Opening in Careers:**

1. Position Number update/approval

*Note: Use job code **888FAC** when posting an administrative or named appointment that is less than 50% administrative and does not require a title/position change for the incumbent. You can request positions with this job code to be used for the job posting. The positions can be reused for additional searches.*

2. Search Committee identified and established.

**❑ Draft Job Posting Advertisement utilizing standard [required template](#) via Faculty Affairs website.**

See <https://faculty.gatech.edu/faculty-affairs-reps/faculty-hiring/toolbox>

**❑ Initiate Careers Job Opening transaction, select the posting template as appropriate:**

Template ID	Attachments to be Required
1015	CV or Resume and Cover Letter
2015	CV or Resume only
2023	Resume and Cover Letter

These template IDs will not require the applicant to complete the “qualifications page.” The qualifications page is a digital job application which requires applicants to type their work experience into standardized fields. This is not required for faculty applicants.

The default template (2014) requires applicants to complete the “qualifications page.”

❑ **The official job title field is where you list the business/working title as advertised.**

If advertising for multiple and/or open rank positions, the Job Opening should state if there are multiple positions and/or the position is open rank/title. *Examples:*

For Open Rank Tenured/Tenure-Track Faculty Positions (multiple openings):

***“multiple open-rank tenured/tenure-track faculty positions of/in [discipline/sub-discipline]”***

For Open Rank (single position):

***“open-rank Assistant/Associate/Professor of/in [list discipline/sub-discipline]”*** OR  
***“open-rank tenured/tenure-track positions of/in [list discipline/sub-discipline]”***

❑ **Complete the Required Fields for all Job Postings using language from the standard [required template](#) via Faculty Affairs website:**

Break out each section of the job posting (“posting descriptions”) by clicking the “Add description” box and then use the drop-down field to choose each category for the Careers posting.

1. **About Us** – includes Overview, About Georgia Tech, GT Mission and Values, and About School/Department sections.
2. **Location** – must list the specific City, State or Country; if virtual/hybrid, state that here.
3. **Job Summary** – *generic summary pulls in automatically, created for internal use only; delete this title and add a new summary specific to the job posting being created, then delete the generic summary field.*

The new narrative Job Summary should:

- Be unique to the department and specific to the position being advertised
- Include a detailed narrative of the specific role

4. **Required Qualifications – Minimum (required) and Preferred (optional)** – insert specific job requirements; may include one or more of the Student Success Criteria from the job posting [template](#).

- Typically: “Master’s degree in \_\_\_\_ or a related field” OR “Terminal degree in \_\_\_\_ or a related field”
- Reference open rank/title information, if applicable.
- For open rank non-tenure track academic or research faculty positions, reference associated Faculty Handbook policy, as appropriate. Examples:

This position vacancy is an open rank announcement. Final job offer will be dependent on candidate qualifications in alignment with Research Faculty ranks as outlined in section 3.2.1 of the Georgia Tech Faculty Handbook (<https://www.policylibrary.gatech.edu/faculty-handbook/3.2.1-research-faculty-hiring-and-promotion-guidelines>).

OR

This position vacancy is an open rank announcement. Final job offer will be dependent on candidate qualifications in alignment with Non-tenure Track Academic Faculty ranks as outlined in section 3.2.2 of the Georgia Tech Faculty Handbook (<https://www.policylibrary.gatech.edu/faculty-handbook/3.2.2-non-tenure-track-academic-faculty-members-hiring-and-promotion-guidelines>).

5. **Required Documents to Attach** – see Application Requirements section of required job posting [template](#).
  
6. **Contact Information**  
*“For additional information about this job opening, please contact the Search Chair, Dr. George P. Burdell, [gpb1@gatech.edu](mailto:gpb1@gatech.edu).”*
  - Both name and email address are best practice; e-mail should be included at a minimum
  
7. **USG Core Values** -- copy/paste the USG-mandated language from job posting [template](#).
  
8. **EEO Statement** – copy/paste the USG-mandated language from job posting [template](#).

## **Add the Hiring Team.**

The search committee members should be added at the time the Job Opening is created. *Note: Only the HR/FA contact should be designed as the “Primary” hiring manager (not the PI/supervisor).*

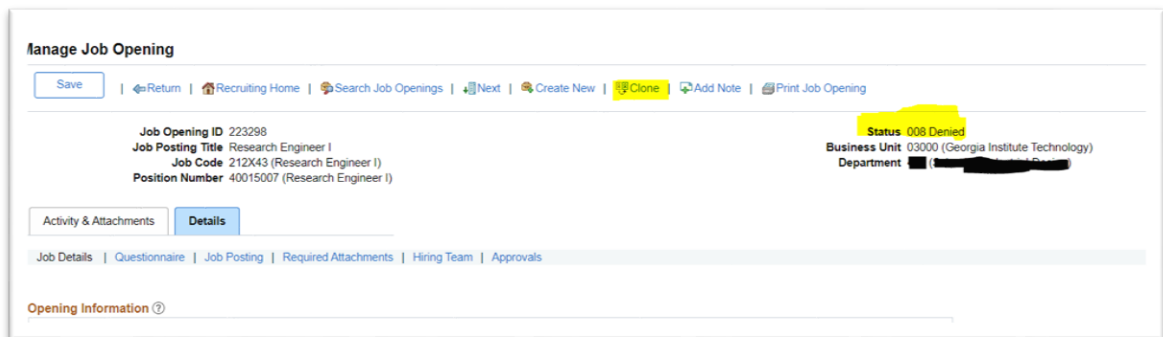
## **Submit the Job Opening and update the approval path.**

After submitting the Job Opening to the approval path, you must ad-hoc in your college or division-level FA/HR contact (if applicable) and appropriate Faculty Affairs Manager, then click “save”.

## TIPS & ADDITIONAL JOB AIDS

- Use Arial font, size 12 when copying and pasting into Careers from documents.
- Line spacing settings: 0 pts before, 0 pts after, single line spacing
- If using bullets or numbering within posting narrative:
  - Insert first as plain text
  - Add bullets or numbering after text is copied into the Job Opening field
- Review text of the opening for any unusual characters that are transcribed into the opening (such as upside-down ?s) and correct prior to submitting.
- If the Job Opening is denied, you can clone the posting to avoid reentering everything again (so long as the position number does not need to be updated or changed).

A cloned Job Opening will not carry over Accurate Reference Codes nor posting date (relative open date, post date, remove date, etc.) to the new job opening.



The screenshot displays the 'Manage Job Opening' interface. At the top, there is a navigation bar with a 'Save' button and several menu items: 'Return', 'Recruiting Home', 'Search Job Openings', 'Next', 'Create New', 'Clone', 'Add Note', and 'Print Job Opening'. Below this, the job details are listed: 'Job Opening ID 223298', 'Job Posting Title Research Engineer I', 'Job Code 212X43 (Research Engineer I)', and 'Position Number 40015007 (Research Engineer I)'. To the right, the status is '008 Denied', the business unit is '03000 (Georgia Institute Technology)', and the department is redacted. Below the details, there are tabs for 'Activity & Attachments' and 'Details'. A horizontal menu at the bottom includes 'Job Details', 'Questionnaire', 'Job Posting', 'Required Attachments', 'Hiring Team', and 'Approvals'. At the very bottom, there is a link for 'Opening Information' with a help icon.

- [Creating a Standard Job Opening](#)
- [How Do I Generate a Job Posting URL?](#)
- [MSS Recruiting & Hiring Webinar Recordings](#)