

Careers must be the authoritative post 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 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. Fully approved Critical Hiring Justification (CHJ)
3. Search Committee established

Select the appropriate posting template for the position:

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.

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:

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:

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 posting.

1. **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 Job Summary should:

- Be unique to the department and specific to the position being advertised
- Include a detailed narrative of the specific role (similar to what would be included in the Description field of the Critical Hire Justification form)

2. **Required Qualifications**

- Usually “Master’s degree in ____ or a related field OR terminal degree in ____ or a related field”

3. **Required Documents to Attach**

- In addition to those required by the Template ID

4. **Location** (list the specific City, State or Country)

5. **Contact Information**

“For additional information about this job opening, please contact the Search Chair, Dr. George P. Burdell, gpb1@gatech.edu.”

- Both name and email address are best practice; e-mail should be included at a minimum

6. **EEO Statement** (copy/paste the USG-mandated language below)

“Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities. Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests.”

Add the Hiring Team.

The search committee members should be added at the time the Job Opening is created.

❑ 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-level HR (if applicable) and Faculty Affairs, then click “save”.

❑ Add any required attachments to the Job Opening, including CHJ approval:

1. Exit the Job Opening.
2. Re-enter the Job Opening, and the “Activities & Attachments” tab will appear next to the tab titled “Details”.
3. **Critical Hire Justification**
CHJ approval email (including date approved) must be uploaded with the Job Opening transaction in Careers for all faculty positions 75%+ FTE including limited-term positions.

TIPS & JOB AIDS

- Use Arial font, size 12 when copying and pasting into Careers from documents.
- 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 shows the 'Manage Job Opening' interface. At the top, there is a navigation bar with buttons for 'Save', 'Return', 'Recruiting Home', 'Search Job Openings', 'Next', 'Create New', 'Clone', 'Add Note', and 'Print Job Opening'. Below this, the job details are displayed: Job Opening ID 223298, Job Posting Title Research Engineer I, Job Code 212X43 (Research Engineer I), and Position Number 40015007 (Research Engineer I). The status is '008 Denied'. The Business Unit is 03000 (Georgia Institute Technology) and the Department is partially redacted. Below the details, there are tabs for 'Activity & Attachments' and 'Details'. A breadcrumb trail shows 'Job Details | Questionnaire | Job Posting | Required Attachments | Hiring Team | Approvals'. At the bottom, there is a section for 'Opening Information' with a help icon.

- [How to Create a Job Opening for Faculty \(non-GTRI\)](#)
- [How Do I Post an Open Rank Faculty Position?](#)
- [How Do I Generate a Job Posting URL?](#)
- [MSS Recruiting & Hiring Webinar Recordings](#)