

# Quick Reference Guide to Posting an EHRA Non-Faculty Position Description

## Steps:

1. Login to NinerTalent, ensure you are logged in as an Initiator.
2. Ensure you are in the “Applicant Tracking” module (blue background).
3. Hover over the Postings tab and select “EHRA Non-Faculty”.
4. Click the Orange “Create New Posting” button on the top right hand side.
5. **Always** select “Create from Position Description”
6. Select position description by clicking the orange “Actions” link and selecting “Create From” next to the position you want to post.
7. Review “New Posting” information page and click “Create New Posting”
8. Enter all information and route to another Initiator or an Approver

## Helpful tips:

- **Remember to Plan your Recruitment**
  - Review position description in the Position Management module. If updates are needed, complete a “[Modify Position Description](#)” action.
  - Finalize search committee.
  - Set your selection criteria (this should be based on the position requirements).
- **Advertising and Outreach**
  - Advertising is a key component to attracting a large and diverse pool of qualified candidates.
  - Outreach efforts should include targeting sources that will help attract Veterans, individuals with disabilities, and minorities.
    - Work directly with Graystone Advertising: [ads@graystoneadv.com](mailto:ads@graystoneadv.com).
    - Human Resources is available to consult with you on advertising sources.
- **Supplemental Questions**
  - Supplemental questions are used to help screen the applicant pool. You have the option to add multiple questions, related to your selection criteria, that will help you to determine who is among the best qualified applicants.
- **Required vs. Optional documents**
  - Any document you make required, the applicant will have to upload and they will not be able to complete their application without it.
  - Always set the Resume/Curriculum Vitae and the Cover Letter/Letter of Interest as required documents.
- **Search Committee vs. Guest User tabs**
  - Guest user should be used for **external** members of the search committee.
  - Search Committee should be used for **internal** members of the search committee.