How to Draft a Job in CGEMS
HOW TO DRAFT A JOB IN CGEMS

Faculty, Staff, or Executive Administrative Job Postings
Budget approval is required prior to drafting a Faculty, Staff or Executive/Administrative job in CGEMS through the use of a Position Justification Request form or a New Position or Summary Review Form.

- **The Position Justification Request Form** is used when you are requesting to refill a recently vacated position. It must be completed and moved through the budget approval process before a job posting can be drafted in CGEMS. It should be completed and signed by the department head and sent on to the Cabinet member. It will be presented to the budget committee for approval. Once it is approved, HR will notify the Supervisor that the job can be drafted in CGEMS.

- **New Position or Summary Review Form** is used when you are requesting to create and post a new position or if an existing position changes significantly in scope or responsibility and need to be reevaluated. The form is initiated by the head of the department and must also go through the budget approval process. Once it is approved, HR will notify the supervisor that the job can be drafted in CGEMS.

Student Postings
College Work Study Positions (CWSP) - The hiring manager or supervisor must first obtain approval from the Financial Aid Office before posting a CWSP position in CGEMS.

Student Assistants: The hiring manager is responsible for knowing if there is money in their budget prior to posting in CGEMS.
1. Log onto PeopleAdmin at http://ccga.peopleadmin.com/hr. Your username and password are the same that you would use to log onto your CCGA computer. Do not add “@ccga.edu” to your login name. Click “Login”.
2. Ensure that the panel is in “Applicant Tracking” (screen banner will be blue at the top). Choose the selection in the dropdown box to the right of your screen for the user role that you will hold for this posting. It is important that the role you choose is the highest level that you hold within your department when posting a position. If your options are Hiring Manager and Cabinet Member, choose Cabinet Member which is the higher level. User roles and the next level approvers are listed on the last page of these instructions.
3. Click “Postings” then choose the type of posting that you will draft.
3. Click “Create New Posting”.

[Image of a webpage with a section titled 'Staff Postings' and a button labeled 'Create New Posting']
4. Click “Create from Position Type”.

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.
5. The “New Posting” page will open.
a. **Position Title:** Make sure the position title is accurate. Example: A student assistant position in Human Resources (HR) would be titled Student Assistant for Human Resources. A College Work Study position would be titled College Work Study for Human Resources. Faculty and Staff positions would be the title of the position without mention of department in the position title.

b. **Organizational Unit:** Choose your correct organizational unit if it is not already chosen for you. Contact HR if your unit is incorrect.
c. **Division:** Choose your correct Division if it is not already chosen for you. Contact HR if your division is incorrect.

d. **Department:** Choose your correct Department if it is not already chosen for you. Contact HR if your department is incorrect.

e. **Applicant Workflow:** Under Review.

f. **Reference Notification:** Leave blank.

g. **Online Applications:** Should remain checked unless we are not accepting application on this site.

h. **Special Offline Application Instructions:** Pre-populated do not change or remove.

6. Click “Create a New Posting”.
7. Posting Details

a. **Position Title:** The position title that you entered previously carries over to this screen.

b. **Posting Number:** This is auto generated by the system when the posting is officially posted.

c. **FLSA:** Choose one.
   - “Exempt” (salaried position)
   - “Non-Exempt” (hourly position)

d. **Pay Rate:** Leave blank

Choose a **Pay Type.**
e. Recruitment Type:
   • Internal - Open to current CCGA employees only
   • External - Open to all
   • CCGA students only

f. Employment Type:
Choose type.

g. Benefits: Choose yes or no

❖ If you have questions call the HR Office ext. 5741.
a. **Nature of Work**: A summary of the position. Use information from the job description.

b. **Essential Duties**: List the job duties. Use information from the job description.

c. **Minimum Qualifications and Training**: Include the minimum requirements from the job description. These should be qualifications and trainings that can be verified.

d. **Preferred Qualifications and Training**: Include preferred qualifications if any from the job description.
8. Position Summary Information (continued)

e. **Work hours:** Enter the work hours. Example: M-F 8 am to 5pm and/or other hours if needed.

f. **Special Instructions to Applicant:** You may add a paragraph above the prepopulated text. Do not remove existing text. Normally there is nothing to add here.

g. **CCGA Information:** Do not add, remove or change anything.

- If you have questions please call the HR Office ext. 6-5741.
9. Posting Detail Information

a. **Open date:** Enter the date expected to post.

b. **Choose a Close Date OR Open until filled but not both.**
   - “Open until Filled” – is normally used for full time Faculty and Senior level Admin postings.
   - Part time Faculty closes May 31st.
   - When using a close date: Exempt (monthly) is externally recruited for a minimum of 10 business days. Non-exempt (bi weekly) is recruited for a minimum of 5 business days.
   - Internal Recruitment: 5 business days.

c. **Pass and Fail Message:** Don’t Change

d. **Requested Advertising Sources:** Leave blank.
9. Posting Detail Information (continued)

e. **Advertising Sources:** Choose those appropriate for posting type.

- Entry level staff postings and manual labor: Brunswick News and the GA-Department of Labor website.

- Administrative Staff, Faculty, and Senior level Admin postings also include those mentioned above and HigherEdJobs.com, InsideHighered.com, and USG Applicant Clearinghouse.

- A cost to your department is associated with the Chronicle, Diverse Jobs, Hispanic Outlook, Times Union, Savannah News, Tribune & Georgian (St. Mary’s)

- The Times Union and the Savannah News are very expensive.
10. **Budget Information**

   a. **Position #**: Position # is not the same as the Posting#.

   b. **Posting#** is auto generated by CGEMS after your job has been posted, and is used for tracking purposes only.

   c. **Position #** defines the budget from which your employee will be paid. You may obtain the position number for this position from the budget office.

      - Faculty, Staff and Executive/Administrative positions: Leave blank because the Budget Officer will enter this information.

      - Student Assistant positions: You need to enter the position number. If you don’t know it, contact the budget office.

      - CWSP positions- Leave blank.
10. Budget Information (continued)

d. **Department Charged:**
   Department's name

e. **Pay Grade:** Leave blank

f. **Budgeted Pay Range:** Leave blank. Filled in by Budget officer.

g. **New/Replacement:** Choose one.
   - Required: You **must** enter justification for filling the position. In addition to the justification, enter the name of the person being replaced if this is a replacement.

Click “Next” to automatically save your work and advance to the next page.
11. Posting Specific Questions – There are standard questions that cannot be removed. You may add additional questions.

a. Click the orange “Add a Question” button and choose from those already loaded in the question bank.

b. Search for specific questions by typing a word in the “Key Word” search box.

c. Select your question, click “Submit”. The question will load. Checking the “Required” box will require the applicant to answer the question. Click “Save”. Continue this process and save after each added question.

d. Make every effort to use questions already available in the question bank. If your question is not in the bank, click “Add a new one” at the bottom of the question bank page and you will be taken to the following screen.
11. Posting Specific Questions (Continued)

e. **Name** - an example would be “Eligibility” or “Experience”.

f. **Status** - “Pending” will remain pending until HR approves it.

g. **Category** - Choose the best fit.

h. **Question** - Type your question.

i. **Possible Answers** - Choose one
   - “Open Ended Answer” Allows the applicant to type their response in a text box.
   - “Predefined Answer” - List one answer per line. Example
     Line 1: YES
     Line 2: NO

Click Submit
j. Some questions have disqualifiers to help you filter applicants who do not meet minimum qualifications. Click on the question after you have loaded it in your list of questions and choose the disqualifier. Click “Save” after every action taken on this page.

k. If posting a CWSP job, the following 3 questions must be loaded into your choice of questions and the “Required” box must be checked.

- Did you complete a Free Application for Federal Student Aid (FAFSA) for the current academic year? After loading this question, choose “No” as a disqualifier.

- Will you be enrolled in at least 6 credit hour for the semester which this job would employ you? After loading this question, choose “No” as a disqualifier.

- Has Federal College Work Study funds been offered to you on your award letter in COAST? You will need to upload a copy of your award letter when prompted to do so.

l. Click “Next”
12. Applicant Documents

a. Choose documents that the applicant should include.

b. Selecting the “Optional” box allows the applicant the choice to upload or not upload the document. If “Required” is selected, the applicant will not be able to submit the application without attaching the document.

c. Click “Next”

- **Internal Documents: For HR use only.**

13. **Guest User – HR use only.**
HR will use this page to setup your search committee member who is not a CCGA employee.
14. **Search Committee Members**

a. Click “Add Existing User”. Type the first name of the CCGA employee in the search box then click “Search”.

b. Choose the correct person from the returned list and click “Add Member”.

c. You can make this person the search chair by checking the “Committee Chair” box.

d. If your search does not produce the correct person, contact HR. ***Do not attempt to create new user account for this person.***

e. Continue this process to add all of your search members.

f. **New Search Committee Member- HR use only. Do not use.**

g. Click “Next”
15. Summary

A summary page of your posting is returned. Review it for errors. Green check marks indicate an area has been completed correctly. Orange exclamation marks indicate an area that needs your attention. If you have green check marks skip to # 20.
Summary (Continued)

Orange exclamation marks indicate an area that needs your attention.
16. If you have an orange exclamation mark in the “Specific Questions” area, disregard. One or more of your questions are pending and waiting for HR approval.

17. If you have an orange exclamation mark in any other area, click the edit link in that area.
   - A red banner at the top of the page will explain items in that area that require your attention. Enter or correct the information and click “Save”.
   - Scroll to the top of the page and click “Summary” which is on the left of the page to see any other areas with an orange exclamation mark.
   - Repeat these steps for any additional areas with the orange exclamation marks.
   - Make sure you have all blue check marks with the exception of “Specific Questions”

18. Click “Save”

19. Click “Summary”

20. If you are satisfied with your posting, move it along in the workflow to your supervisor who will approve it and move it to the next level approver or your supervisor may send it back to you with comments for changes.

21. To move the posting along to your supervisor, click “Take Action on Posting” (orange box to the top right side of your screen). Based on your level within your department, you will only be able to move the posting to someone who has authority to approve it. Generally, the authority to approve will be the first in the choices listed.
22. If the posting is sent back to you for changes, you will receive an email from jobs@ccga.edu alerting you that the posting needs your attention. Log in to CGEMS, access the posting and click the “History” tab, scroll down and look for a yellow folder for feedback from your supervisor. Make the changes, save them, and then resend it to your supervisor.

23. The posting will move through the workflow for all levels of approval. HR will post the position.

24. You may log in at any time to view the status of the posting.

- If you have questions or concerns please contact the Human Resource Office.

User roles in drafting a position – Next page
User roles in drafting a position

Your user role when drafting a job posting defines who your next level approver will be. You will move the posting forward in the workflow process to the next level approver or backwards if you want the sender to make edits. The Administrative Support person will only be able to move the posting forward.