

BSU's HR-TMS

Help-At-A-Glance

<https://bsu.peopleadmin.com/help/>

POSTINGS – EDIT

To edit a posting

To format text, use RedCloth Textile wiki markup – not HTML. See [Formatting Text in Postings and Other Items](#) for details.

Do not paste formatted text into form fields. Text that you cut and paste from Word files or email messages contains hidden code that appears in reports as strings of random characters, making the reports difficult to work with.

1. View the posting of interest. The summary page opens.
2. Select **Edit** to open the posting for editing.
3. On each tab, add or change any information necessary. The information on the form and the way it is organized both depend on how your organization's postings form is designed. Information commonly available on posting forms includes:

- **Posting details** – includes information such as the posting title and number, open and close dates for the posting, duties and qualifications, and salary.

If you need to specify a hiring manager for this posting, and this person has been assigned the Hiring Managers group permission within the past hour, the name might not be included on the list of hiring managers. If you encounter this situation, open the posting again later. You will be able to add the new hiring manager within an hour.

- **Screening questions** (supplemental questions) and **interview questions** (ranking criteria) – Screening or supplemental questions are objective and may determine whether the applicant moves forward in the selection process. Interview questions or ranking criteria are objective and may measure the applicant against other applicants. Select or create the questions you need. Use the text field to number them in the order you want them to appear. Some postings may also include tabs for review boards and assessment criteria. For information on setting up these items, see [About Assessment Factors on Postings](#).
 - **Qualification groups** – Specify one or more sets of questions to use for more complex screening. For example, a qualification group might pass applicants whose work experience and education meet defined equivalent minimums for the position, such as a bachelor's degree and three years of experience or a master's degree and one year of experience.
 - **Applicant documents** – Specify the types of documents that applicants must submit to complete an application, those that applicants may choose to submit, and those that are not used (cannot be submitted) with this posting.
 - **Supporting internal documents** – If necessary, attach supporting information such as an organizational chart. You can upload a document from your computer, choose a document that has already been uploaded, or create a document using the system's built-in document editor.
 - **Guest user or Search committee** – To include others in the applicant review process, you can set up a guest user account that can be shared by people who do not have SelectSuite® user profiles, or designate specific SelectSuite users as search committee members and identify the one who chairs the search committee. For information, see [Setting up a Search Committee or Guest Account on a Posting](#).
4. Use the **Previous** and **Next** controls to move through the tabs of the posting.
 5. Select **Save** before you navigate away from the posting.