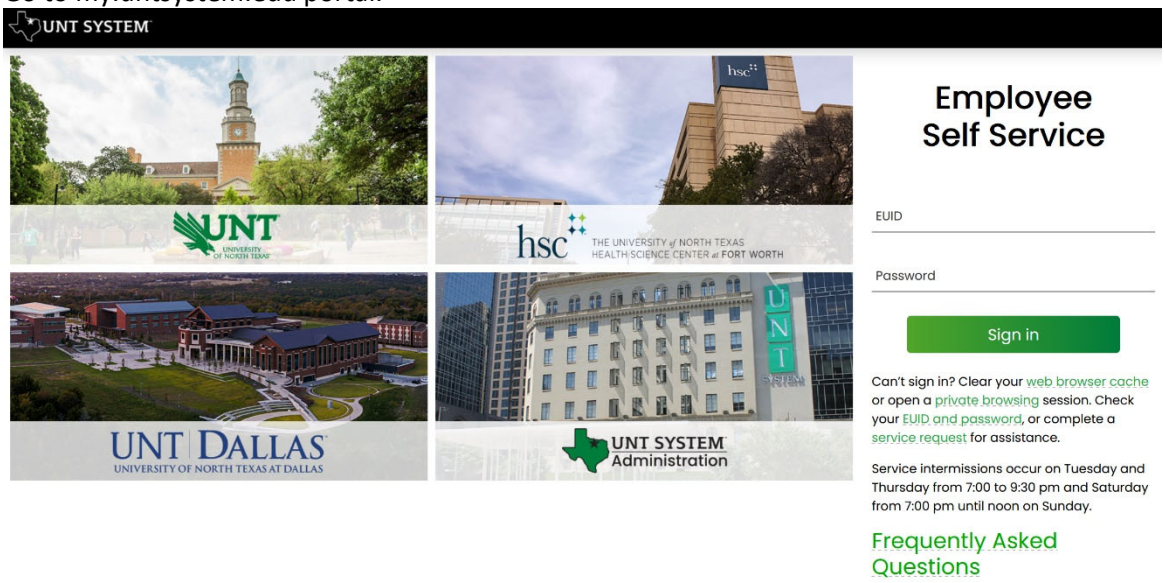
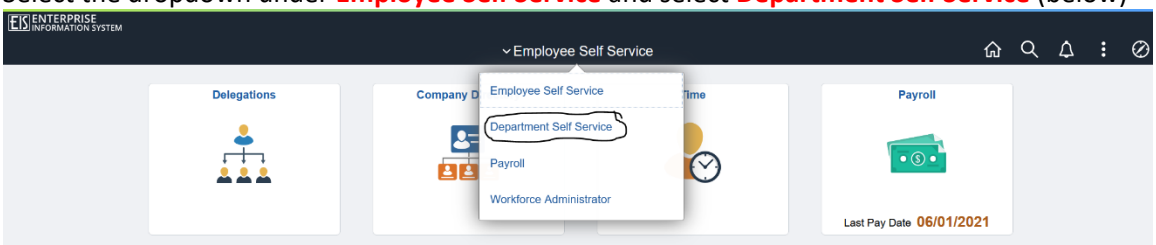
Search Chair/Initiator Step-by-Step Guide

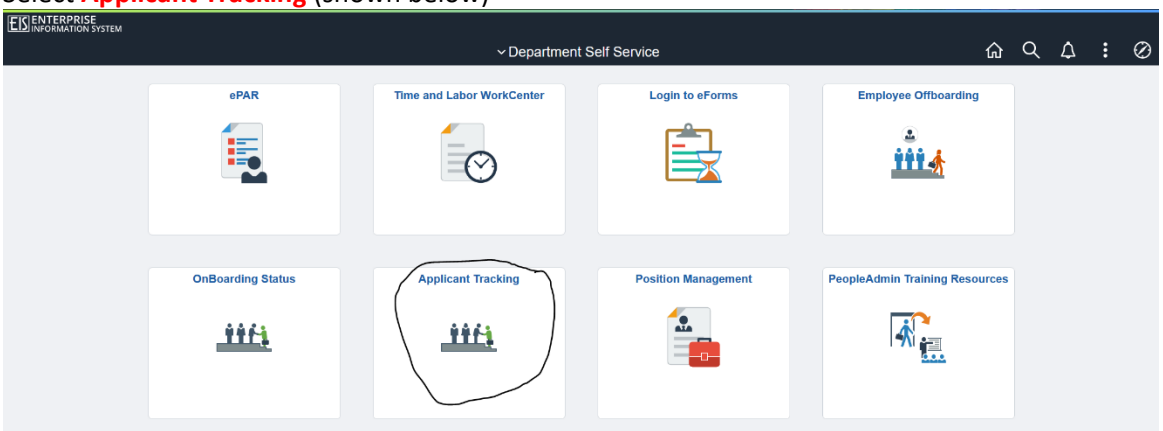
1. Go to my.untsystem.edu portal.



2. Log in with your EUID and password in the fields shown above.
3. Select the dropdown under **Employee Self Service** and select **Department Self Service** (below)

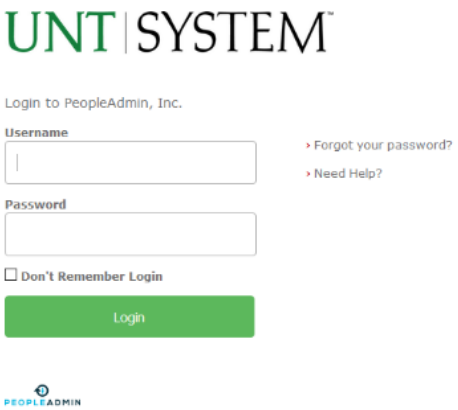


4. Select **Applicant Tracking** (shown below)

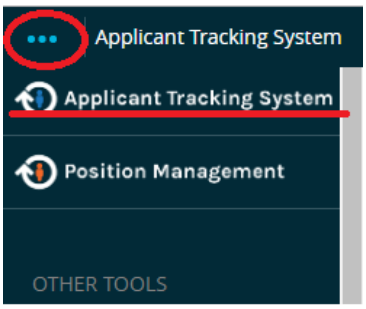


Please note your options above may look slightly different than mine, but you should still have the relevant options.

5. You will then need to log in using your Account Management System (AMS) credentials (EUID and password).

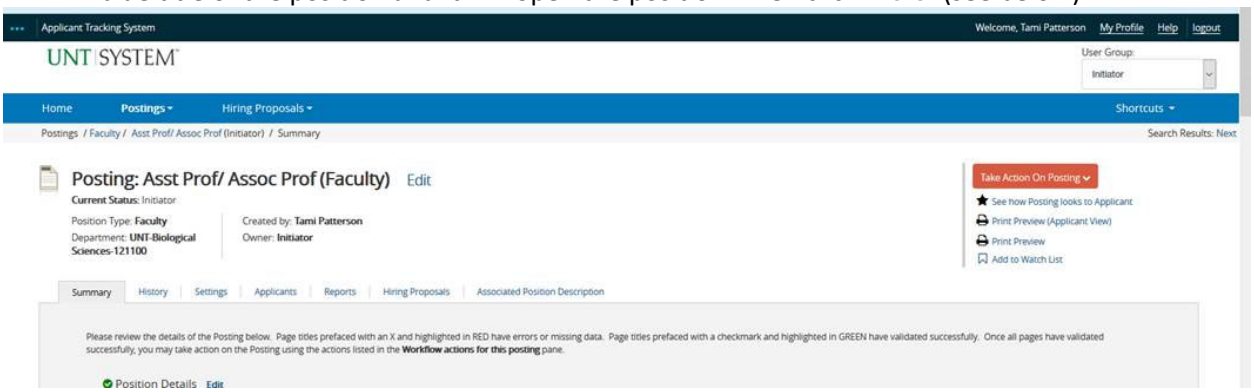


6. You will need to check your system view in the top left hand corner, it should say **Applicant Tracking System.** If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.

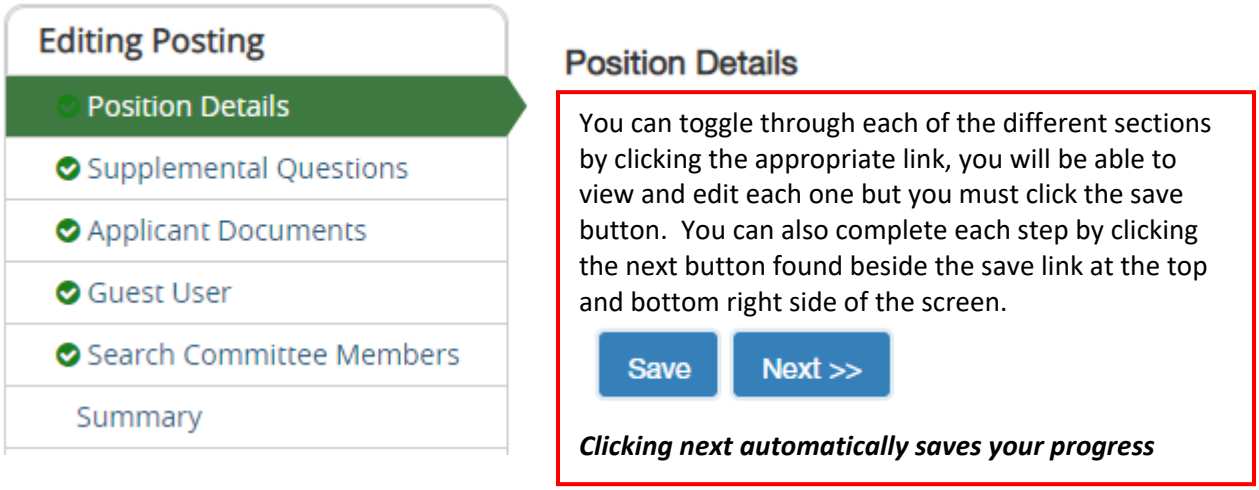


7. You will also need to ensure that you are logged in under the correct user group. To check your user group, look at the top right hand corner of the screen and you will see the user group drop down menu, if it is saying anything other than **Initiator**, you will click the down arrow and select **Initiator** from the list.

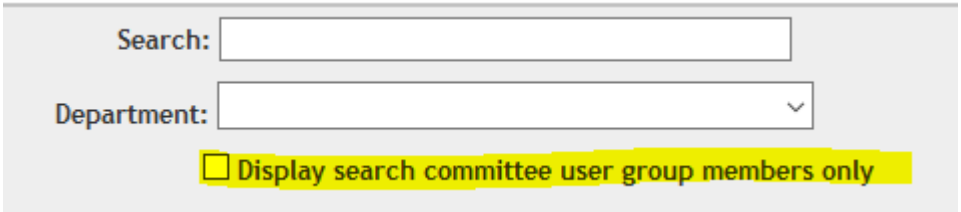
8. Your posting should be available on the home page under your **Inbox**. Click on the highlighted blue title of the position and it will open the position. Then click "**Edit**" (see below).



9. This will open the **Position Details** where you will view the information and make all the necessary edits. Scroll through the **Position Details** and enter the required information.

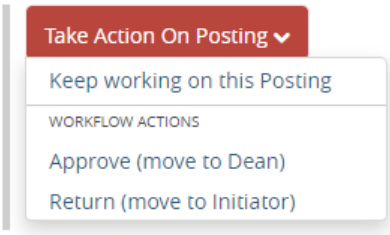


10. You are required to enter the **Department Summary** field. This should be a short paragraph about your department, taken from either external ads, departmental websites, or drafted by the chair.
11. If desired, you may also complete the following optional fields:
    - Preferred Qualifications
    - Required License/Registration/Certification
    - Physical Requirements
    - Special Instructions to Applicants
    - Venues Requested for External Advertising (*departments are responsible for placing these ads and paying for them – Academic Resources does not provide this service*)
12. Then you can go to the next tab and enter Supplemental Questions, if desired.
13. Then you need to select your Required and Optional Applicant Documents (next tab).
14. Then you can go to the next tab and enter a Guest User, if desired. This is used for members who are *not* employed at UNT as either staff, faculty, or graduate students.
15. Then go to the next tab to enter Search Committee Members. You are required to enter Search Committee Members for any non-internal, faculty postings. Please enter members here.
    a. Please note that you need to uncheck the "*Display search committee user group members only*" box when you search for members (see below).



16. Review summary page.

17. If everything is complete, go to the dropdown "**Take Action On Posting**" and choose "**Approve (move to Supervisor)**." You can add comments, if desired.



18. Once it goes through prior approvers, Academic Resources will then either post it to the web or return it to the initiator for edits. Once approved, the approvers will all receive email alerts.

The approval workflow is:

Initiator → Supervisor/Chair → Dean → Equity & Diversity → TA/Academic Resources