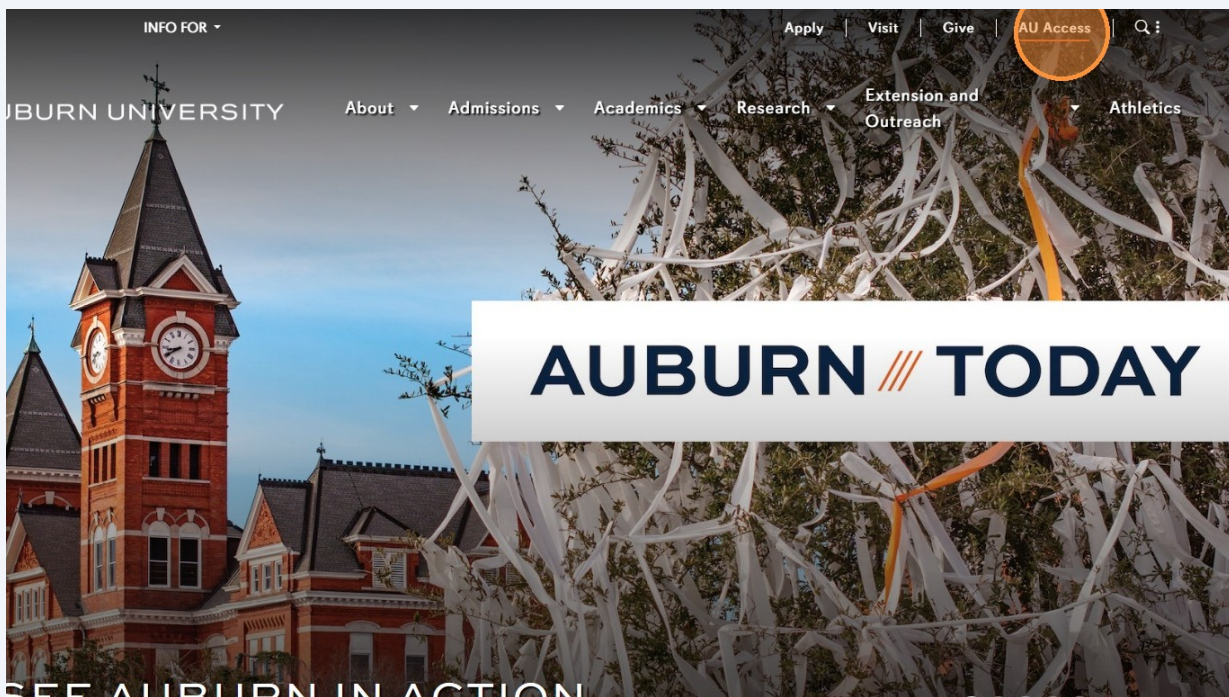


Create a Faculty Job Advertisement (Recruitment)

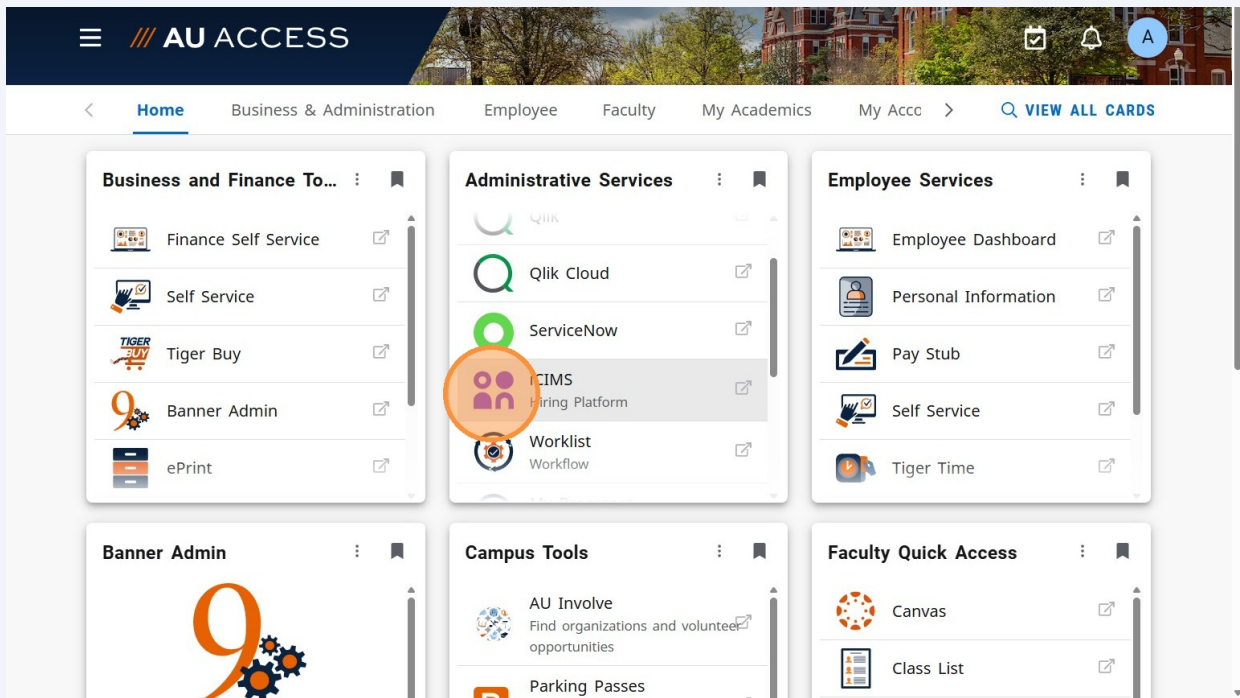
This guide details the steps to create and post a new faculty job in iCIMS.

1 Navigate to <https://www.auburn.edu/>

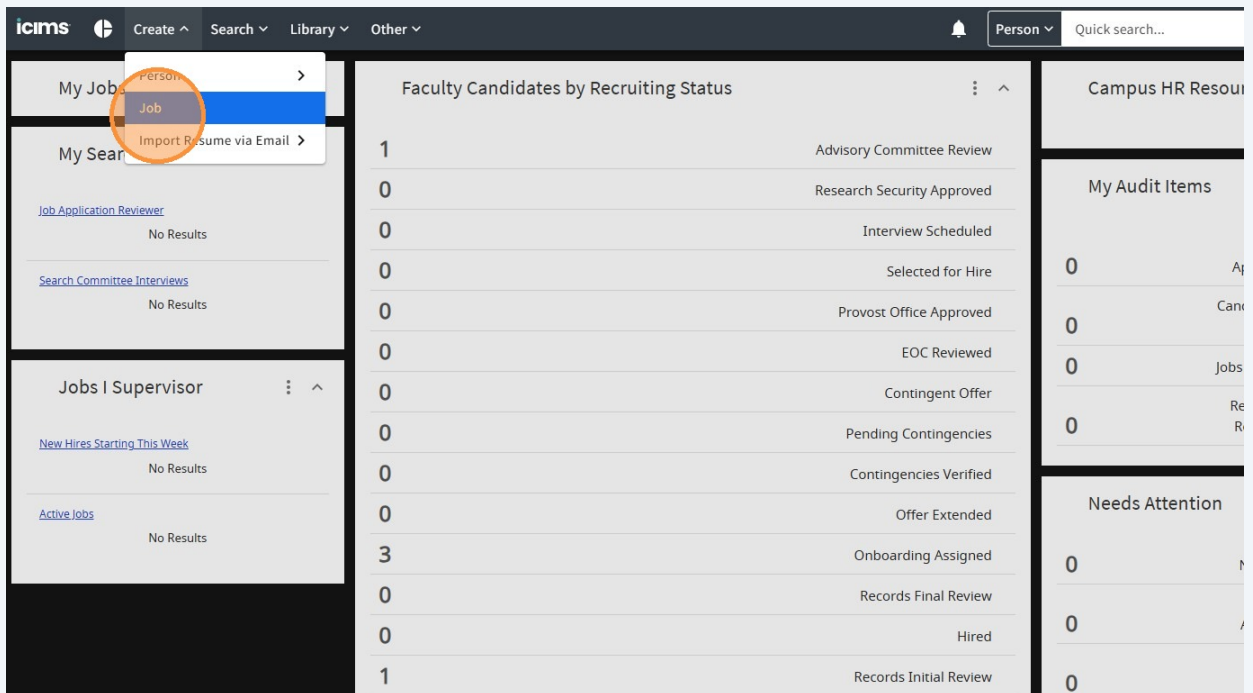
2 Click "AU Access"



3 Click the iCIMS Hiring Platform icon.



4 Click "Create". Click "Job".



5

Choose the applicable Job Template from the dropdown list.

The screenshot shows the 'Create Job' form in the icims system. The header includes the icims logo and navigation options: 'Create', 'Search', 'Library', and 'Other'. On the right, there is a 'Person' dropdown and a 'Quick search...' field. The main form area is titled 'Create Job' and contains a 'JOB TEMPLATE' section. Below this section, there is a 'Template' dropdown menu with the text '-Select-' and a downward arrow. An orange circle highlights the dropdown menu. At the top of the form, there are 'Cancel' and 'Next' buttons.

6

Click "Next".

The screenshot shows the 'Create Job' form in the ms system. The header includes the ms logo and navigation options: 'Create', 'Search', 'Library', and 'Other'. On the right, there is a 'Person' dropdown and a 'Quick search...' field. The main form area is titled 'Create Job' and contains a 'JOB TEMPLATE' section. Below this section, there is a 'Template' dropdown menu with the text 'Faculty Job Template - Auburn | Auburn' and a downward arrow. An orange circle highlights the 'Next' button at the top of the form. At the top of the form, there are 'Cancel' and 'Next' buttons.

7

Complete the Job Details form.

The screenshot shows the 'Create Job' form in the cims system. The form is titled 'GENERAL INFORMATION' and contains several fields:

- Employment Type: Faculty
- Selection Type: -Select- (highlighted with an orange circle)
- University: Auburn
- # of Openings: 1
- Tenure Type: -Select-
- Contract Type: -Select-
- Length of Term (In Months):
- Primary Position Number:



Tip! Please make sure to edit the "Job Description Field" for the exact rank and title that will be advertised on jobs.auburn.edu. The "Job Description Title" field and "Job Posting Title" should match.

8

Click "Add Search Advisory Committee or Application Reviewers" link to add the members of the Search Advisory Committee.

The screenshot shows the 'Create Job' form in the icims system. The form is titled 'Create Job' and has a navigation bar with 'Cancel' and 'Next' buttons. The form is divided into several sections: 'Campus HR Leader' with a dropdown menu showing 'Angela Cannon | arl0047@auburn.edu | HR Business Partner'; 'Supervisor' with a dropdown menu showing 'Amanda Malone | malonad@auburn.edu'; 'Search Committee or Application Reviewers' with a text area containing a link 'Add Search Committee or Application Reviewers' circled in orange; 'COMPENSATION' with fields for 'Posted Min Pay Rate' and 'Posted Max Pay Rate', each with a currency dropdown (USD \$) and a unit dropdown (Yr.); and 'ADDITIONAL SETTINGS' with an 'Offer Approval List' dropdown menu showing '-Select-'.

9

In the "FACULTY JOBS - Recruitment Plan" field, list any websites, job boards, listservs, or professional publications that will host this advertisement.

The screenshot shows the 'Create Job' form in the icims system. The form is titled 'Create Job' and has a navigation bar with 'Cancel' and 'Next' buttons. The form is divided into several sections: 'New Hire Category (Onboard Package)' with a dropdown menu showing 'Faculty'; 'FACULTY JOBS - Recruitment Plan' with a text area circled in orange; 'FACULTY JOBS - Job Description (For Approval) [Long Ad]' with a text area; and 'FACULTY JOBS - Job Description (For Approval) [Short Ad]' with a text area.

10

In the "FACULTY JOBS - Job Description (For Approval) [Long Ad]" field, copy of the text of the advertisement that will be sent to any websites, job boards, listservs, or professional publications that are not part of Auburn's standard employment recruitment package.

The screenshot shows a web form with several sections. At the top, there is a dropdown menu labeled "New Hire Category (Onboard Package)" with "Faculty" selected. Below this is a text area labeled "FACULTY JOBS - Recruitment Plan" containing the text "Recruitment through Isaacson Miller Search Firm". The next section is "FACULTY JOBS - Job Description (For Approval) [Long Ad]", which contains a large orange circle. Below that is another text area labeled "FACULTY JOBS - Job Description (For Approval) [Short Ad]". At the bottom of the form, there is a section labeled "JOB TEMPLATE INFORMATION".



Tip! Some websites, job boards, listservs, or professional publications have word or character limits. Use the "FACULTY JOBS - Job Description (For Approval) [Short Ad]" field to copy the text of those advertisements with word or character limits.

11

Chose which reference check process the Search Advisory Committee *may* utilize. "Auburn Faculty Reference Letter" will be an option for Search Advisory Committees to request letters of recommendation.

icims Create Search Library Other Person Quick search...

Create Job

Cancel Previous Next

Pending Approval

SCREENING

Reference Check Survey

Available Selected

- Accounts Receivable, v2
- Actuary, v2
- Acupuncturist, v2
- Adjunct Faculty, v2
- Administrative Managers, v3
- Administrative Professionals, v3
- Administrator
- Administrator, Clinical Services, v2
- Administrator, Non-Clinical Services, v2

Billing Code

Available Selected

- SS Auburn University
- SS Auburn University Montgomery
- 1197-124 Auburn Univ - HR, Non-Faculty
- 1197-129 Auburn Univ - HR Faculty, Graduate S
- 1197-135 Auburn Univ - HR Faculty, College of
- 1197-136 Auburn Univ - HR Faculty, College of
- 1197-137 Auburn Univ - HR Faculty, College of
- 1197-138 Auburn Univ - HR Faculty, College of

Background Check Package

Available Selected

- Internal
- Internal + Education
- Internal + Education + Finance

12

Choose TWO billing codes:

"SS (Faculty)" will connect the Reference Survey with your unit.

"Auburn Univ - HR Faculty" will connect the Background Check with your unit.

SCREENING

Reference Check Survey

Available Selected

- Accounts Receivable, v2
- Actuary, v2
- Acupuncturist, v2
- Adjunct Faculty, v2
- Administrative Managers, v3
- Administrative Professionals, v3
- Administrator, Clinical Services, v2
- Administrator, Non-Clinical Services, v2
- Admissions Officer, v2

Billing Code

Available Selected

- SS (Faculty) College of Nursing
- SS (Faculty) College of Pharmacy
- SS (Faculty) Library
- SS (Faculty) Provost & SeniorVP Academic Aff
- SS (Faculty) Assoc Prov & VP for Outreach
- SS (Faculty) Senior VP Research Econ Develop
- SS (Faculty) Agriculture Experiment Station
- SS (Faculty) AL Cooperative Extension System

Background Check Package

Available Selected

- Internal
- Internal + Education
- Internal + Education + Finance
- Internal + Education + Professional License
- Internal + Education + Professional License + F
- Internal + Finance
- Internal + Professional License
- Internal + Professional License + Finance

13 Chose "Standard" for the Truescreen Background Check Package.

SCREENING

Reference Check Survey

Available

- Accounts Receivable, v2
- Actuary, v2
- Acupuncturist, v2
- Adjunct Faculty, v2
- Administrative Managers, v3
- Administrative Professionals, v3
- Administrator, Clinical Services, v2
- Administrator, Non-Clinical Services, v2
- Admissions Officer, v2

Selected

- Administrator

Billing Code

Available

- SS (Faculty) College of Human Sciences
- SS (Faculty) College of Nursing
- SS (Faculty) College of Pharmacy
- SS (Faculty) Library
- SS (Faculty) Assoc Prov & VP for Outreach
- SS (Faculty) Senior VP Research Econ Develop
- SS (Faculty) Agriculture Experiment Station
- SS (Faculty) AL Cooperative Extension System

Selected

- 1197-155 Auburn Univ - HR Faculty, Provost
- SS (Faculty) Provost & SeniorVP Academic

Background Check Package

Available

- Internal + Finance
- Internal + Professional License
- Internal + Professional License + Finance
- MVR Only
- Standard
- Standard + Education
- Standard + Education + Finance
- Standard + Education + Professional License +
- Standard + Education + Professional Licensing

Selected

- Standard

14 Click "Next".

ms Create Search Library Other Person Quick search...

Create Job

Cancel Previous Next

Pending Approval

SCREENING

Reference Check Survey

Available

- Accounts Receivable, v2
- Actuary, v2
- Acupuncturist, v2
- Adjunct Faculty, v2
- Administrative Managers, v3
- Administrative Professionals, v3
- Administrator, Clinical Services, v2
- Administrator, Non-Clinical Services, v2
- Admissions Officer, v2

Selected

- Administrator

Billing Code

Available

- SS (Faculty) College of Human Sciences
- SS (Faculty) College of Nursing
- SS (Faculty) College of Pharmacy
- SS (Faculty) Library
- SS (Faculty) Assoc Prov & VP for Outreach
- SS (Faculty) Senior VP Research Econ Develop
- SS (Faculty) Agriculture Experiment Station
- SS (Faculty) AL Cooperative Extension System

Selected

- 1197-155 Auburn Univ - HR Faculty, Provost
- SS (Faculty) Provost & SeniorVP Academic

Background Check Package

Available

- Internal + Finance
- Internal + Professional License
- Internal + Professional License + Finance

Selected

- Standard

15 Complete the Job Description form.

NOTE: The Job Description form is what is published to jobs.auburn.edu.

The screenshot displays the 'Create Job' interface in the icims system. The top navigation bar includes the 'icims' logo, a 'Create' dropdown menu, and search and library options. A user profile dropdown shows 'Person' and a search bar contains 'Quick search...'. The main content area is titled 'Create Job' and features a 'Cancel' button and a 'Previous' navigation arrow. The 'JOB DESCRIPTION' section is active, containing four text input areas, each with a rich text editor toolbar. The sections are: 'Overview', 'Responsibilities', 'Qualifications', and 'Minimum Knowledge, Skills, and Abilities'. Each section includes a toolbar with options for font face (Verdana), size (9pt), bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, audio, document, and undo. A vertical scrollbar is visible on the right side of the form.

16 Click "Finish".

The screenshot shows the 'Create Job' form in a system. The form has a dark header with 'ms' logo, navigation links (Create, Search, Library, Other), a user profile dropdown (Person), and a search bar (Quick search...). Below the header, there are buttons for 'Cancel' and 'Finish'. The 'Finish' button is highlighted with an orange circle. The form contains several sections: 'Required Pre-Employment Screenings' with a rich text editor; 'Equal Opportunity Compliance Statement' with a text area containing a policy statement; and 'Why Work at Auburn?' with a rich text editor containing bullet points about the organization's impact, culture, and location.

17 Type the name of each Job approver, in order of the approval.

The screenshot shows the 'Edit Approval List' form. The form has a dark header with a gear icon, the title 'Edit Approval List', and buttons for 'Save' and 'Print'. Below the header, there is a section for 'Approval Email' with a link to 'Edit Default Message' and a note. The 'Add Approvers' section features a dropdown menu with 'Person' selected and a 'Select' button highlighted with an orange circle. Below the dropdown is a table with columns for 'Approver' and 'Email', and a message 'No data exists.'.



Tip! The recommended Job Approval workflow is the Department Head/Chair, Dean, Campus HR Partner (in any order), then the Office of the Provost (Michael Loyd or Amanda Malone), then Equal Opportunity Compliance (Kelley Taylor).

18

Click "Save and Begin Approval".

	Email	
one	malonad@auburn.edu	✘
i	mbl0024@auburn.edu	✘
	taylogk@auburn.edu	✘

19

Once the Job is approved, select the job from your dashboard or quick search menu (shown below).

The screenshot shows the ICIMS dashboard with a search dropdown menu open. The search bar contains '7825' and the dropdown shows 'Associate Provost for Institutional Effectiveness...'. The main dashboard area displays 'Faculty Candidates by Recruiting Status' with a table of counts for various stages: Advisory Committee Review (1), Research Security Approved (0), Interview Scheduled (0), Selected for Hire (0), Provost Office Approved (0), EOC Reviewed (0), Contingent Offer (0), Pending Contingencies (0), Contingencies Verified (0), Offer Extended (0), Onboarding Assigned (3), Records Final Review (0), Hired (0), and Records Initial Review (1). Other dashboard sections include 'My Audit Items' and 'Needs Attention'.

20

Click "Postings" tab.

The screenshot shows the ICIMS 'Postings' tab for job 7825. The job title is 'Associate Provost for Institutional ...'. The status is 'Approved' and the hiring manager is 'Amanda Malone'. The 'Postings' tab is selected in the navigation menu. The dashboard displays a progress bar with stages: Initial Review (0), Screening (0), Interview (0), Offer (0), Hired (0), and Withdraw (0). The 'Job Approvals' section shows 'Job Approved' and 'Approved on 3/4/2026' by 'Amanda Malone'. The 'Job Posting' section shows 'Job not posted' with a 'POST JOB' button. The 'Job Details' section shows 'Full-Time' and salary information: 'USD \$250,000.00 - USD \$275,000.00 Yr.'. Other details include '# DAYS SINCE FIRST APPROVED: 1' and 'NEW CANDIDATES: 0'. The 'TOP SOURCE' is '[Blank]'. The 'Candidates Needing Action' and 'Performance' sections are also visible.

21 Select "Auburn Faculty (External)"

Associate Provost for Institutional ... Approved # 2026-7825 Auburn University, Alaba... Hiring Manager: Amanda Malone | malonad...

Overview Candidates Detail Description Questions Approval Postings Source iForms (Job)

Export

POSTINGS CAMPAIGNS

Portals

Career Portal

Auburn Confidential (External)

Auburn Faculty (External)

No active postings.

Start 03/04/2026 01:24 pm

End

POST



Tip! If you know the date on which the Search Advisory Committee would like to stop accepting applications, you can input that date in the End field. Otherwise, the Job will remain open to applicants until an end date is applied.

22

Click "Post".

The screenshot shows a web application interface for managing job postings. At the top, there is a navigation bar with a search bar containing 'Job 7825' and a user profile icon. Below the navigation bar, the page title is 't for Institutional ...' and the hiring manager is identified as 'Amanda Malone | malonad...'. The main content area is titled 'MPAIGNS' and contains a form for creating a new posting. The form includes a dropdown menu for 'External' (with a search icon and a close button), a 'Start' date field set to '03/04/2026 01:24 pm', and an 'End' date field. A prominent orange circular button labeled 'POST' is located to the right of the form fields. The interface also includes tabs for 'Detail', 'Description', 'Questions', 'Approval', 'Postings', 'Source', and 'iForms (Job)'.

Good Job!