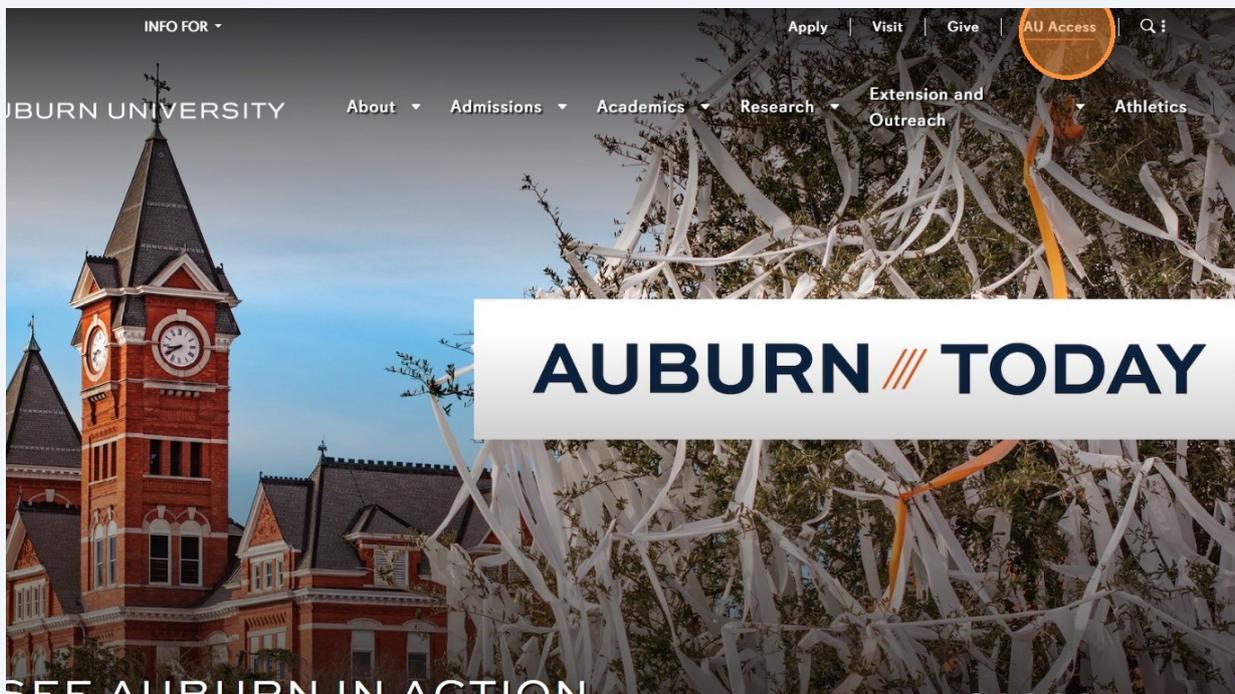


Create a Faculty Job Advertisement (Recruitment)

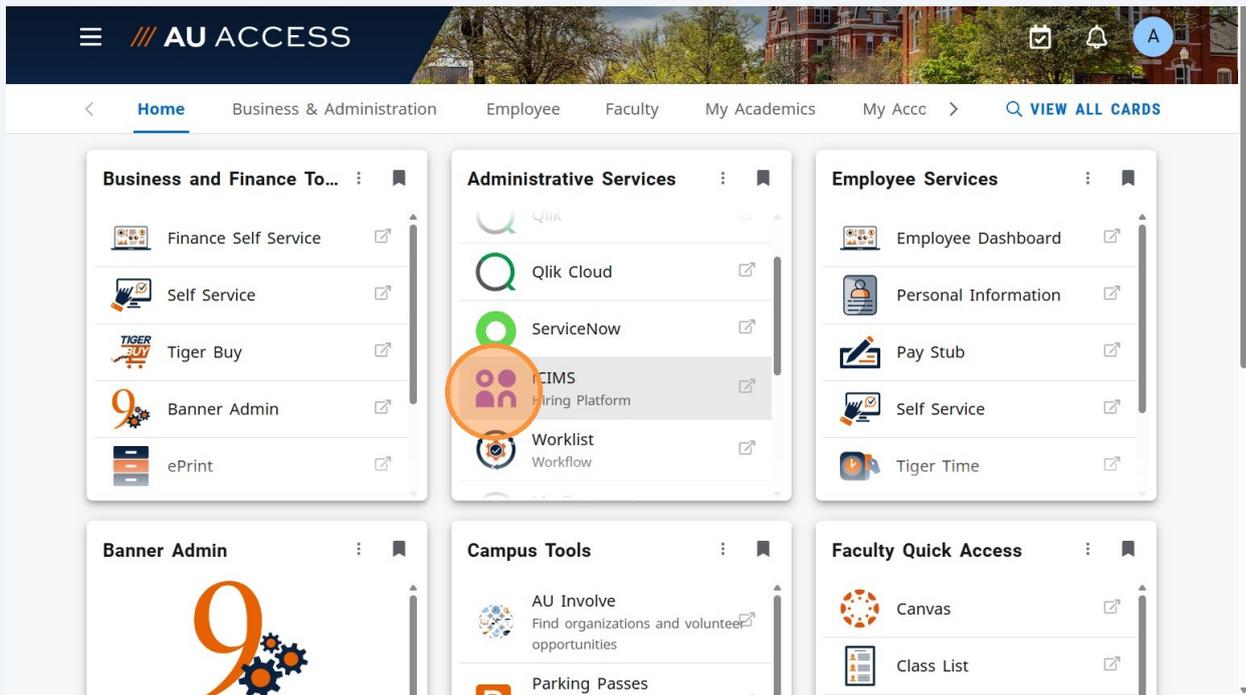
This guide details the steps to create and post a new faculty job in iCIMS.

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

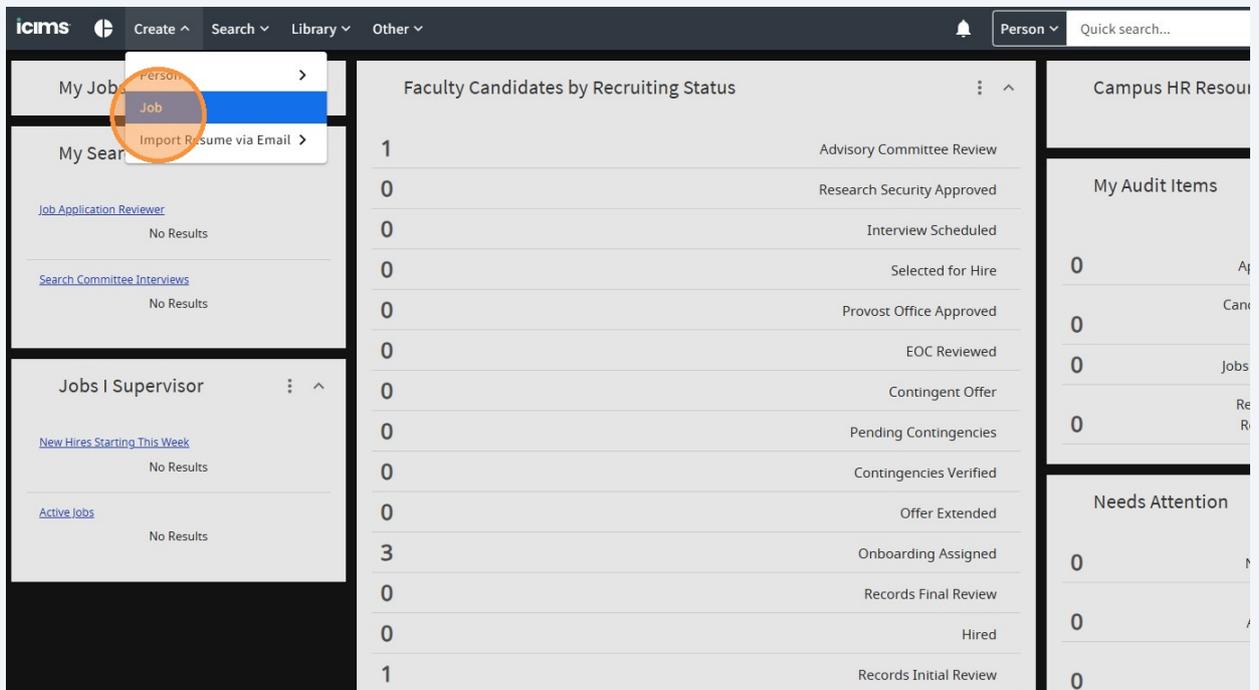
2 Click "AU Access"



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. At the top, there is a navigation bar with 'icims' logo, a home icon, and menu items: 'Create', 'Search', 'Library', and 'Other'. On the right side of the navigation bar, there is a 'Person' dropdown and a 'Quick search...' field. Below the navigation bar, the form title 'Create Job' is displayed. The form contains a 'JOB TEMPLATE' section with a 'Template' dropdown menu. The dropdown menu is currently set to '-Select-' and is highlighted with an orange circle. There are 'Cancel' and 'Next' buttons at the top of the form.

6 Click "Next".

The screenshot shows the 'Create Job' form in the ms system. At the top, there is a navigation bar with 'ms' logo, a home icon, and menu items: 'Create', 'Search', 'Library', and 'Other'. On the right side of the navigation bar, there is a 'Person' dropdown and a 'Quick search...' field. Below the navigation bar, the form title 'Create Job' is displayed. The form contains a 'JOB TEMPLATE' section with a 'Template' dropdown menu. The dropdown menu is currently set to 'Faculty Job Template - Auburn | Auburn'. The 'Next' button is highlighted with an orange circle. There are 'Cancel' and 'Next' buttons at the top of the form.

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 the following 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 link 'Add Search Committee or Application Reviewers' highlighted by an orange circle), 'COMPENSATION' (with fields for 'Posted Min Pay Rate' and 'Posted Max Pay Rate'), and 'ADDITIONAL SETTINGS' (with a dropdown menu for 'Offer Approval List').

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 highlighted by an orange circle), 'FACULTY JOBS - Job Description (For Approval) [Long Ad]', and 'FACULTY JOBS - Job Description (For Approval) [Short Ad]'. The 'FACULTY JOBS - Recruitment Plan' field is intended for listing websites, job boards, listservs, or professional publications that will host the advertisement.

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 the following sections:

- New Hire Category (Onboard Package):** A dropdown menu with "Faculty" selected.
- FACULTY JOBS - Recruitment Plan:** A text area containing "Recruitment through Isaacson Miller Search Firm".
- FACULTY JOBS - Job Description (For Approval) [Long Ad]:** A large text area with a large orange circle icon, indicating where to paste the advertisement text.
- FACULTY JOBS - Job Description (For Approval) [Short Ad]:** An empty text area for shorter advertisements.
- JOB TEMPLATE INFORMATION:** A section header at the bottom of the form.



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
- 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 shows the 'Create Job' interface in the icims system. The top navigation bar includes 'icims', 'Create', 'Search', 'Library', and 'Other' menus, along with a search bar and user profile. The main content area is titled 'Create Job' and features a 'Cancel' button and a 'Finish' button. The form is divided into four sections, each with a rich text editor:

- Overview**: Includes a toolbar with options for font (Verdana, 9pt), bold, italic, underline, and link. Below the editor is the instruction: 'Press ALT-F10 for toolbar. Press ALT-0 for help'.
- Responsibilities**: Similar to the Overview section, with a rich text editor and the same instruction.
- Qualifications**: Similar to the Overview section, with a rich text editor and the same instruction.
- Minimum Knowledge, Skills, and Abilities**: Similar to the Overview section, with a rich text editor and the same instruction.

16 Click "Finish".

The screenshot shows the 'Create Job' interface in an 'ms' application. At the top, there are navigation options: 'Create', 'Search', 'Library', and 'Other'. A search bar on the right contains 'Person' and a 'Quick search...' field. Below the navigation is a 'Create Job' header with 'Cancel' and 'Previous' buttons on the left, and a 'Finish' button on the right, which is circled in orange. The main content area includes a 'Required Pre-Employment Screenings' section with a rich text editor (Verdana, 9pt) and a 'Press ALT-F10 for toolbar. Press ALT-0 for help' message. Below that is an 'Equal Opportunity Compliance Statement' section with a text area containing a policy statement. The final section is 'Why Work at Auburn?', also with a rich text editor (Verdana, 10pt) and a bulleted list of benefits and information.

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

The screenshot shows the 'Edit Approval List' interface. At the top, there is a gear icon, the title 'Edit Approval List', and 'Save' and 'Print' icons. Below the title is a section for 'Approval Email' with an 'Edit Default Message' link and a note: 'Note: If you do not customize the default message, the template for this approval type will be used.' The 'Add Approvers' section features a dropdown menu with 'Person' selected and a 'Select...' button, which is circled in orange. Below this is a table with columns for 'Approver' and 'Email'. The table is currently empty, with the text 'No data exists.' centered below it.



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".

The screenshot shows a web application interface for job approval. At the top, there is a navigation bar with 'ate', 'Search', 'Library', and 'Other' dropdown menus. A search bar contains 'Person' and a 'Quick search...' field. A notification bell icon and a user profile icon are also present. Below the navigation bar, the word 'List' is displayed. On the right side of the page, there are two buttons: 'Save' and 'Save & Begin Approval'. The 'Save & Begin Approval' button is circled in orange. Below the buttons, there is a section for 'ng approval.' with instructions: 'ropriate 'Approval Type' option in the Add Approvers Dropdown. rresponding Persons or Global Approval List needed. Save & Begin Approvals' Button. AVE' will not route this job for approval. You must click "SAVE & BEGIN APPROVAL" to execute the approval process. There is a link for 'Edit Default Message' and a note: 'Note: If you do not customize the default message, the template for this approval type will be used.' Below this, there is a dropdown menu for 'Person' and a '-Select-' dropdown menu. A 'Clear list' button is also present. At the bottom, there is a table with columns for 'Email' and a red 'X' icon. The table contains three rows of email addresses: 'malonad@auburn.edu', 'mbl0024@auburn.edu', and 'taylog@auburn.edu'.

	Email	
one	malonad@auburn.edu	X
i	mbl0024@auburn.edu	X
	taylog@auburn.edu	X

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. On the right, there are sections for 'My Audit Items' and 'Needs Attention'.

Count	Recruiting Status
1	Advisory Committee Review
0	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
3	Onboarding Assigned
0	Records Final Review
0	Hired
1	Records Initial Review

20

Click "Postings" tab.

The screenshot shows the ICIMS 'Postings' tab for job 7825. The job title is 'Associate Provost for Institutional ...'. The 'Postings' tab is highlighted in the navigation menu. The dashboard includes a progress bar with stages: Initial Review (0), Screening (0), Interview (0), Offer (0), Hired (0), and Withdraw (0). There is a 'Job Approvals' section showing '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' position with a salary range of USD \$250,000.00 - USD \$275,000.00 Yr. There are also sections for 'Candidates Needing Action' and 'Performance'.

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

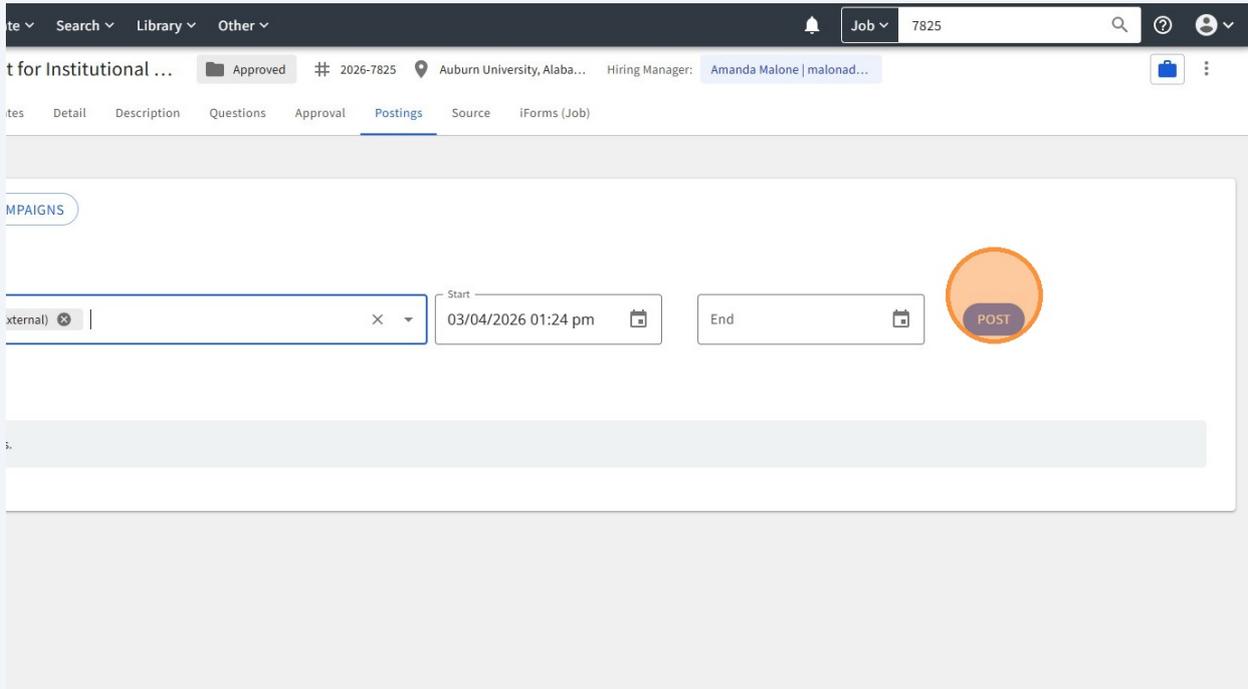
End

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".



Good Job!