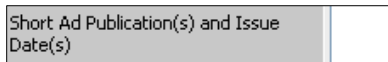


CALPOLYJOBS – Part-Time Pool Requisition Creation/Advertising

1. Log onto CALPOLYJOBS.ORG/HR and create a job requisition (online job posting) using “Create from Previous” function (there is also an updated template available; choose “Create from Template” to use the new template)




2. *Appointment duration or End Date* - refer to the academic year during which appointments are anticipated.
3. *Position number* – enter number provided by Academic Personnel for part-time pools (this number is constant from year to year and will already be in the previous year’s part-time pool requisition).
4. Enter names, publication dates (incorporate lead time of 7-14 days), and text for all off-campus ads in the appropriate “Short Ad Text” or “Long Ad Text” and “Publication and Issue Dates” fields. Part-time pools need to be advertised only locally, in the Tribune at a minimum, for a minimum of a two-week period prior to the closing date or review begin date.

Short ads are frequently preferred for advertising part-time pools. At a bare minimum, these must include the title of Part-time Lecturer Pool, academic year reference, department, Cal Poly, San Luis Obispo, and the following clause: “For details, qualifications, and application instructions, visit WWW.CALPOLYJOBS.ORG and refer to Requisition #_____. Closing date: MM/DD/YY or (for open-ended pools) Review begin date: MM/DD/YY. EEO.”

Avoid including any direct contact or mailing information in the ad text to prevent applicants from bypassing the online application requirement – this information should only be included in the “How to Apply” section of your requisition.

5. Leave the *Job Open Date* field blank – this will be populated with the date that the requisition is approved (if you don’t want it to open before a certain date, enter that date and place a comment in the *Comments to AP/HR* field specifying this).
6. *Option 1 -- fixed-length pool requisition:* enter the preferred closing date in the *Desired Close Date* field. If using a firm closing date, it must be at least two weeks from publication date of ad (30 days or longer is preferable).
~OR~
Option 2 -- open-ended pool requisition: Enter the *Review Begin Date*, with a *Desired Close Date* of 1/31/YY (current pool requisition must be closed before next AY pool requisition can be opened to avoid applicant confusion)

In either case, allow **one full week** for technical review.

7. Assign and inform the appropriate EEF to the requisition (for faculty recruitments, the EEF must be a faculty unit employee; contact Employment Equity office at 756-6770 if you have questions about EEF selection or if the EEF you wish to appoint is not available in the drop-down menu.

8. If desired, activate the Guest User account and create a login password in the requisition.



9. After all required fields are completed, save the requisition. A unique 6-digit requisition number will be generated.

10. Edit the saved requisition to incorporate the requisition number into the text of any off-campus advertising. When requisition is complete, HM asks EEF to review requisition and make any suggestions to HM prior to submission.

11. HM submits the requisition to Appointing Authority (AA) for review and approval.
12. AA reviews, edits as necessary, and indicates approval by changing status to Submitted to HR/AP.
13. Academic Personnel (AP) reviews and edits the requisition as needed, approves and opens the job posting for online applications (your AP analyst will contact you in the event of any questions or suggestions to the requisition and/or advertising timeframe). AP places ads in Cal Poly Report.
14. After receiving the system-generated email notification that the job requisition has been opened, **HM places ad in Tribune (and other publications if desired) by appropriate deadline listed in job requisition:**
 1. Send an ad request to the Tribune (and any other local newspapers as desired) by copying and pasting the Faculty Recruitment Ad Request template available at <http://academic-personnel.calpoly.edu/BPGuides.html> into an email to the appropriate newspaper contact listed below
 2. In the CC field of the email, copy Marlene Gibbons in Accounts Payable for the Santa Maria Times, Santa Barbara News Press, Fresno Bee and Tribune (mgibbons@calpoly.edu).
 3. Title the subject line "Cal Poly Faculty Requisition #_____ for _____ Department (issue date)"
 4. Indicate your contact information in the spaces provided
 5. Indicate the date(s) you want the ad published in the space provided
 6. Include your chart field string in the space provided for charge-back purposes (unless paying by P-card)
 7. A request for a confirmation email from the publication is included in the template
 8. Last, copy and paste the **approved short or long ad text from your approved requisition** into the email

→ Please remember to obtain a **copy of the ad published in the Tribune** to submit to the AA with the AP102 as proof of advertising.
15. **All current part-time pool members who have been approved for the current pool and had an assignment in the current academic year must be contacted as soon as the pool opens** to ascertain whether they want their application to be applied to the new pool, or whether they need to update their application materials and reapply themselves. Pool members who wish to be copied over should be instructed to send an email to the HM requesting to be copied over AND attach an updated list of courses taught. Please complete and email the **Request to Copy Applicants to New Pool** to your AP analyst after the review/closing date of the new pool (available at <http://academic-personnel.calpoly.edu/BPGuides.html>). Lecturers who have a 3-year appointment do not need to apply to the part-time pool.
16. Applications should be monitored as they come in to ensure that any current pool members have reapplied who indicated they would do so. If a search committee will be used, you may grant the committee members access to the applications now or after the closing date by advising them of the Guest User Name and Password found in the job posting details (contact your Academic Personnel analyst if you need the Guest User access to be activated).
17. Refer to **Part-Time Pool Approval/Appointments User Guide** for information about making appointments from the pool.

LOCAL NEWSPAPER CLASSIFIED ADVERTISING CONTACT INFORMATION:

To receive Cal Poly contracted rate you must place ad with Cal Poly's contact; payment may be via invoice or P-card

→ *Accounts Payable Contact: Marlene Gibbons*

TRIBUNE CLASSIFIED ADVERTISING

Cathy Hoover Hedger (choover@thetribunews.com); Voice: (805) 781-7820; Fax: (805) 781-7947

SANTA MARIA TIMES

Frances Smith (fsmith@santamariatimes.com); Voice: (805) 737-1046; Fax: (805) 736-5654

SANTA BARBARA NEWSPRESS

<http://class.newspress.com/>; Debbie Modlin (dmodlin@newspress.com); Voice: 805-564-5265; Fax: 805-966-6258

FRESNO BEE

<http://www.fresnobee.com/placead/classifieds/>; classads@fresnobee.com (email for questions); (800) 877-9886