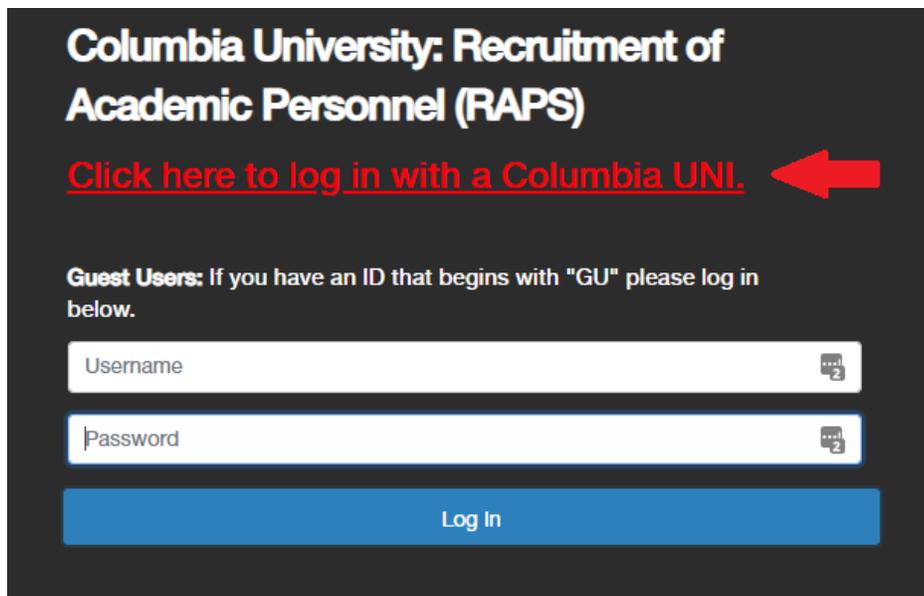


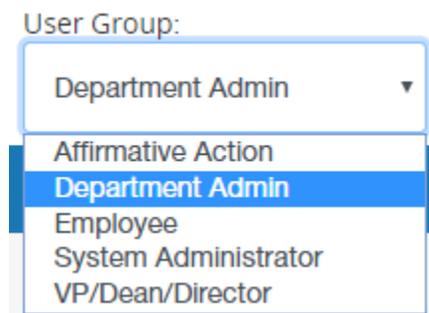
RAPS - Creating a Waiver Posting

Department Admin – Creating the Waiver Posting

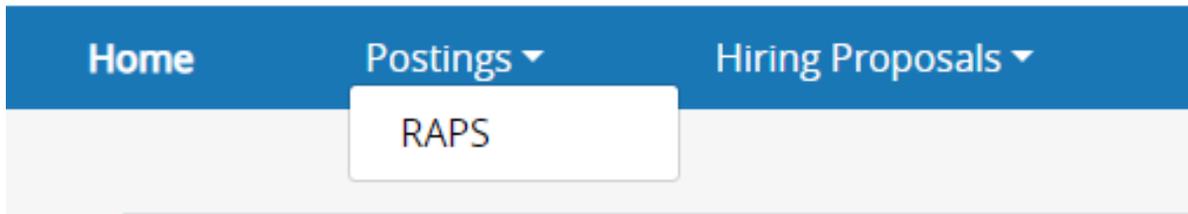
- Open your preferred web browser and enter the following URL into the address bar:
<https://pa334.peopleadmin.com/hr/>
- On the next page, click on the red “Click here to log in with a Columbia UNI.” link. This will bring you to the Columbia single sign-on page you should be familiar with. Log in using your UNI and password.



- In the top right-hand corner of the page, there will appear a drop-down menu where you can select your User Group. If you are not already set to Department Admin, click on the drop-down menu and select that user group.



- On the blue menu bar, you'll see three options: **Home**, **Postings**, and **Hiring Proposals**. Click on Postings, then click on RAPS from the new dropdown options.



- In the top right-hand corner of the page beneath the blue menu bar, you will see an orange button labelled "+ Create New Posting." Click on the button.



RAPS Postings

+ Create New Posting

- The Create New menu will appear with two options: **Create from Position Type** and **Create from Posting**. Select **Create from Position Type**.
- The next page allows you to set the settings for the posting:
 - First, type in the standard position title used by your department in the first required field.
 - In the **Organizational Unit** section, your **Branch**, **Department**, and **Division** may autofill for you. If you are able to create postings within multiple divisions, you may have to select the correct one for this posting.
 - In the **Applicant Workflow** section, the Workflow State option determines which workflow state an applicant will be placed in once they've submitted a completed application. For standard postings, all applicants will be placed **Under Review by Committee** which is the default option. For waiver postings, click on the dropdown menu and select **Waiver Entry**.
 - The **References** section determines when letters of recommendation will be requested from references and whether to change an applicant's workflow state once all of their letters of recommendation have been collected. Since we are not collecting letters of recommendation for waiver postings, click on the first two dropdown menus and select **Waiver Entry**. You can leave the Recommendation Document Type dropdown menu in its default state.

- The screen should now look like this:

* Required Information

Position Title *

Waiver Test Posting

Organizational Unit

Branch *

All CUMC

Department *

Pathology

Division *

PAT Pathology

Applicant Workflow

Workflow State

Waiver Entry ▼

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

Waiver Entry ▼

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

Waiver Entry ▼

When all Recommendations have been provided, move to selected workflow state?

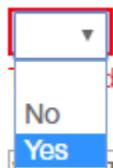
Recommendation Document Type

Reference Letter ▼

Allow a document upload when a reference provider submits a Recommendation?

- Click on the **Create New Posting** button at the bottom of the screen.
- The next sections allow you to fill in the details of the posting, similar to how you create a standard posting. Progress through each section and fill in, at minimum, all of the required fields marked with a red asterisk *. Some things that should be noted:
 - Posting Details page:
 - Make sure that you select **Yes** for the first question “Is this a request for a waiver of the standard search process?”

* Is this a request for a waiver of the standard search process?
 + Position Title



- If this is a Limited/Fixed Term appointment, make sure to enter an end date.

* Limited/Fixed Term or Continuing Term

Proposed Start Date

If limited or fixed term appointment, specify end date

- While the site does not require a position description, please include one.
- Under the **Requested RAPS posting date** option, select today's date. This will allow you, or the waiver applicant, to apply for the position as soon as you've completed the posting. As this is a waiver, it will not be posted publicly (more on this later).

* Requested RAPS posting date

This field is required.

- Under the **Open Until Filled** option, select **Yes**. This will allow you to leave the **Search Closing Date** option blank.

* Search Closing Date

This entry cannot be blank unless 'Open Until Filled' is selected.

Open Until Filled

- Since this is a waiver and will not be advertised, leave the **Post To Herc** box unchecked, and select the **Don't Send to HERC** option.

Post To Herc

* HERC Job Category

Don't Send to HERC
Academic - Academic
Academic - Accounting
Academic - Addiction Studies

This field is required.

- Recruitment Sources page:
 - While we do not advertise waiver postings, the **Advertising Outlet/Publication** section is still a required field on the site. Fill out the section as follows. The **Ad Start Date** should be today's date and the **Ad End Date** should be any date in the future.

Advertising Outlet/Publication 1

* Advertising Outlet/Publication 1 
 This field is required.

* Publication Type National/International Regional
 This field is required.

* Ad Start Date
 This field is required.

* Ad End Date
 This field is required.

Website Address

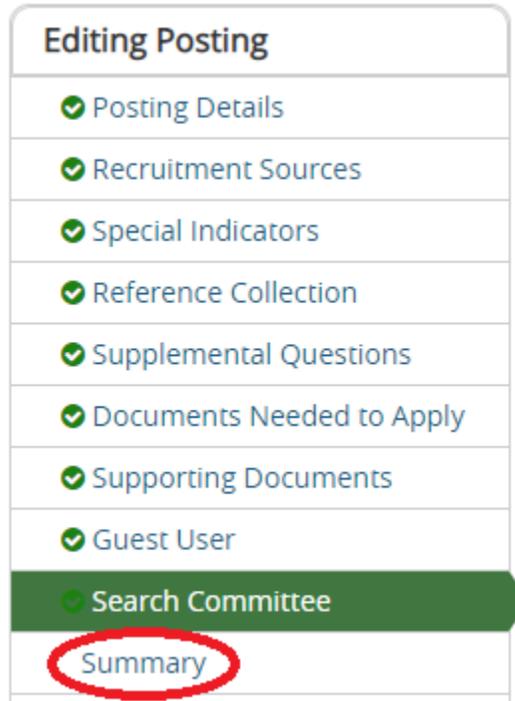
* Text of Advertisement
 This field is required.

- The Special Indicators page:
 - The only required field here is the Conflict of Interest disclosure towards the bottom of the page.

All new faculty and researchers are required to file annual Conflict of Interest (COI) disclosures. Direct new appointee to complete electronically.

* <https://www.rascal.columbia.edu/coi/coiframe.html>

- With waiver postings, you are not required to add Supplemental Questions, additional Documents Needed to Apply, Supporting Documents, Guest User access, or Search Committee members. Once all of the required fields are completed, you may skip to the Summary page by clicking on the **Summary** link at the bottom of the **Editing Posting** menu on the left-hand side of the page.

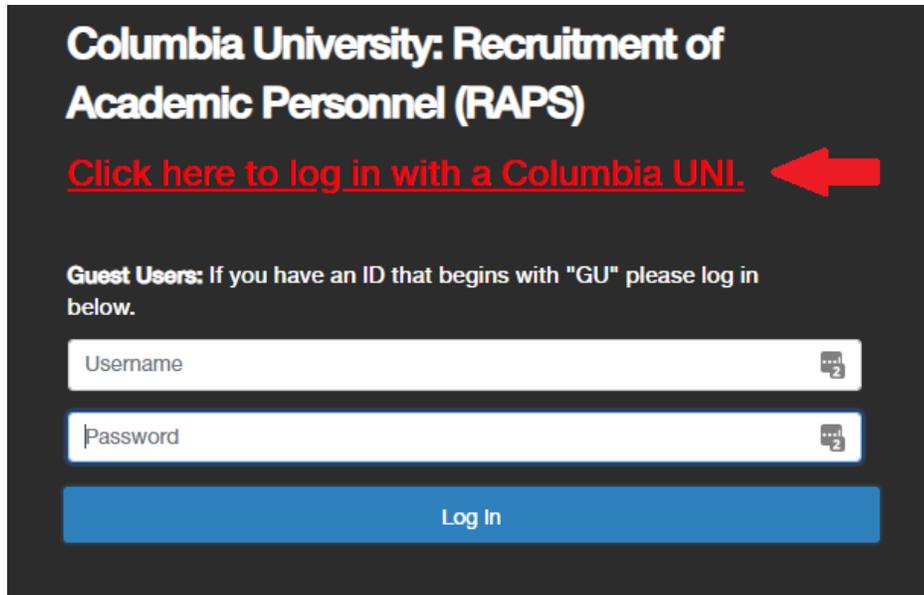


- On the Summary page move your mouse cursor over the **Take Action On Posting** button in the top right-hand side of the page, which will bring up a new drop-down menu. Select the **Send to VP/Dean/Director for Approval (move to Sent VP/Dean/Director)** option. The posting will now appear in your VP/Dean/Director’s queue for approval and posting.



VP/Dean/Director – Approving the Waiver Posting

- Open your preferred web browser and enter the following URL into the address bar:
<https://pa334.peopleadmin.com/hr/>
- On the next page, click on the red “Click here to log in with a Columbia UNI.” link. This will bring you to the Columbia single sign-on page you should be familiar with. Log in using your UNI and password.



Columbia University: Recruitment of Academic Personnel (RAPS)

[Click here to log in with a Columbia UNI.](#)

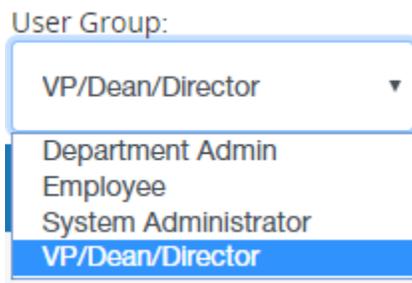
Guest Users: If you have an ID that begins with "GU" please log in below.

Username

Password

Log In

- In the top right-hand corner of the page, there will appear a drop-down menu where you can select your User Group. If you are not already set to VP/Dean/Director, click on the drop-down menu and select that user group.



User Group:

VP/Dean/Director

Department Admin

Employee

System Administrator

VP/Dean/Director

- Postings awaiting your approval should appear in your **Inbox** section on your homepage, under the **Postings** tab. Click on the waiver posting that needs to be approved.

Inbox Postings **1**

SEARCH

TITLE	CURRENT STATE	DAYS IN CURRE
Waiver Test Posting A&S Core - Academic	Sent VP/Dean/Director	0

- You will be brought to the posting’s **Summary** page. Scroll through the summary to review the posting for accuracy. When ready, move your mouse cursor over the **Take Action On Posting** button in the top right-hand side of the page, which will bring up a new drop-down menu. If corrections need to be made, you can send the posting back to the Department Admin by selecting the **Return for Review (move to Selectee Returned to Submitter)** option. If no changes need to be made, select the **Post Waiver Requisition (move to Waiver Requisition (Internal))** option. This will allow either the department admin or the waiver applicant to apply for the position without publicly posting it.

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

- Return for Review (move to Selectee Returned to Submitter)
- Open Immediately (move to Posted (All SSEP Requirements Validated))
- Open Posting on Specified Date (move to Cleared for Posting on Specified Date)
- Post Waiver Requisition (move to Waiver Requisition (Internal))
- Cancel Posting (move to Posting Canceled)

- The site will refresh and provide the direct link needed to access the internal posting, so that either the department admin or waiver applicant can submit the application. The link will be appended just after the “This posting is not available to applicants via search results but may be accessed directly at...” sentence, below where it says **Posting: <Position Title> (RAPS)**. Provide the link to the person who will be submitting the application.

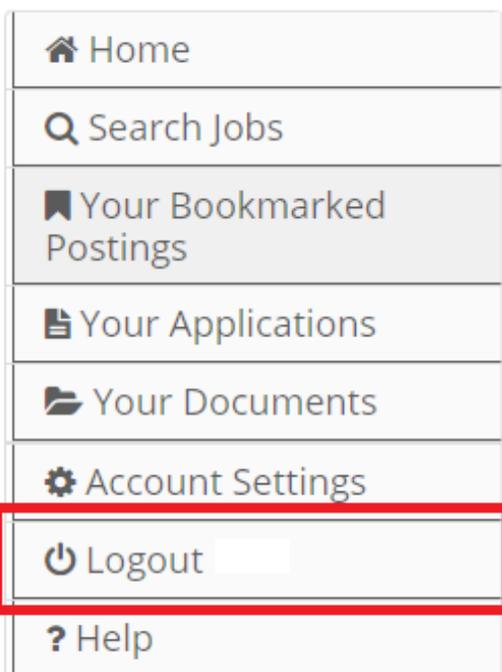
Posting: Waiver Test Posting (RAPS)

Current Status: Waiver Requisition (Internal)

This posting is not available to applicants via search results but may be accessed directly at <http://columbia334-sb.peopleadmin.com/postings/1531>

Department Admin – Applying on Behalf of the Waiver Applicant

- If you are submitting the application on behalf of the applicant, head to the link provided by your VP/Dean/Director. The link will also appear on the **Summary** page of the posting, appended just after the “This posting is not available to applicants via search results but may be accessed directly at...” sentence, below where it says **Posting: <Position Title> (RAPS)**.
- Before beginning the application, make sure to log out of your own profile. On the left-hand vertical menu bar, click on the second to last option labeled **Logout <Your First Name>**. Logging out will bring you to the RAPS Public Facing Portal homepage. Use your web browser’s **Back** button to return to the posting.



- Click on the **Apply for this Job** button in the top right-hand side of the page.
- On the next page, you’ll need to create an account on behalf of the applicant. Click on the **Create an Account** link below the **Log In with LinkedIn** button. On the next page, click on the green **Create Account** button at the top.



- Using the applicant’s CV, fill in the required fields to create the applicant account. Once you create the account, it should return you to the posting. Click on the **Apply for this Job** button once again to begin the application.
- Fill in the applicant’s information, progressing through each section by clicking the **Next>>** button at the bottom of each page.
 - On the **Personal Information** page, the last section is the **Preparer Information** section. For the **Person Entering Application Data** option, click the **Other** option and fill in the remaining fields with your own information.

Preparer Information

* Person Entering Application Data

Applicant Other

If NOT applicant, name of person entering application data

<Department Admin's Name>

Email Address of preparer (applicant or other)

<Department Admin's email address>

Save changes

Next >>

Personal Information ▼

Go

- Once you’ve filled out each section, you will be brought to a Summary page. Scroll through the page to review each section. If everything is completed properly, each section header will be highlighted in green and contain check mark. Once done reviewing, click on the **Certify and Submit** button at the top of the page.

Application for Waiver Test Posting [Edit this Application](#) | [Print Version](#)

Certify and Submit

Personal Information

- On the **Certify and submit your Application for Waiver Test Posting** page, click box to the left of the “I certify that I have read and agree with these statements.” statement, type the applicant’s name in the text box, and click the **Submit this Application** button.

I certify that I have read and agree with these statements.

Please enter your name to verify your identity.

Test

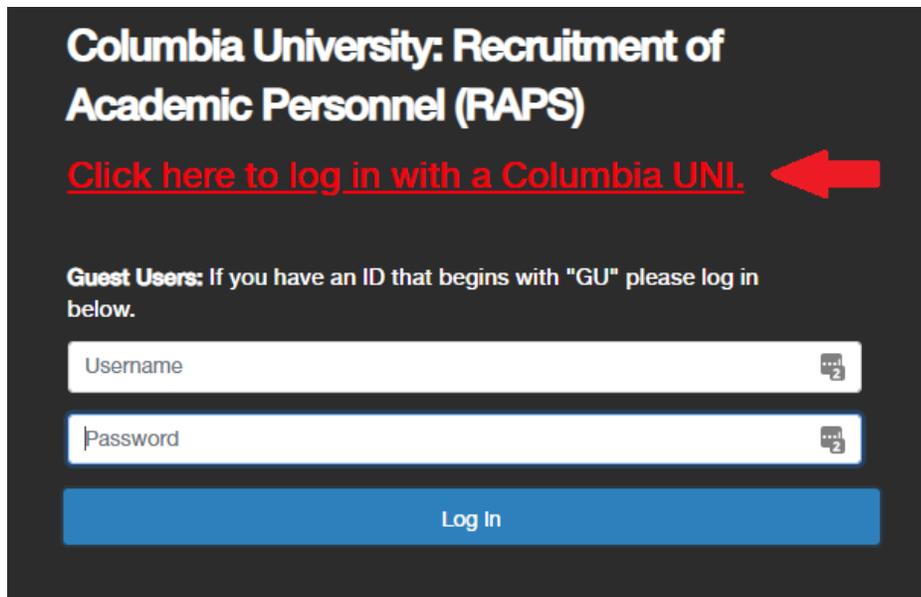
Submit this Application

[Application](#)

- You can now logout from the applicant’s profile and close the web browser tab.

Department Admin – Creating the Waiver Hiring Proposal

- Open your preferred web browser and enter the following URL into the address bar:
<https://pa334.peopleadmin.com/hr/>
- On the next page, click on the red “Click here to log in with a Columbia UNI.” link. This will bring you to the Columbia single sign-on page you should be familiar with. Log in using your UNI and password.



Columbia University: Recruitment of Academic Personnel (RAPS)

[Click here to log in with a Columbia UNI.](#)

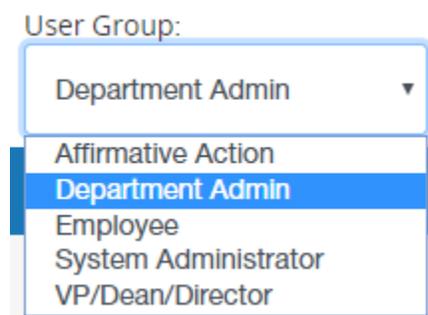
Guest Users: If you have an ID that begins with "GU" please log in below.

Username

Password

Log In

- In the top right-hand corner of the page, there will appear a drop-down menu where you can select your User Group. If you are not already set to Department Admin, click on the drop-down menu and select that user group.



User Group:

Department Admin

Affirmative Action

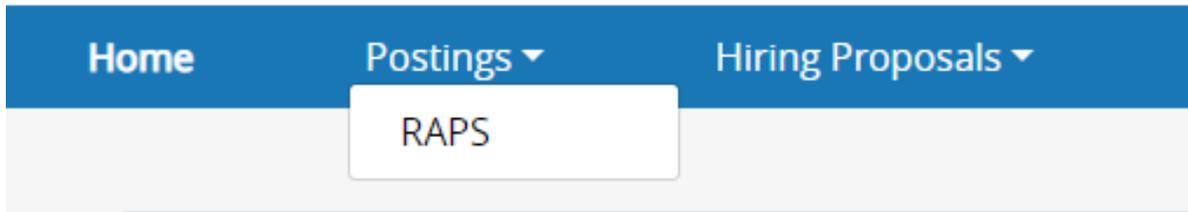
Department Admin

Employee

System Administrator

VP/Dean/Director

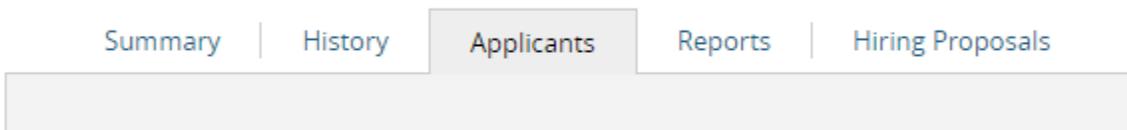
- On the blue menu bar, you'll see three options: **Home**, **Postings**, and **Hiring Proposals**. Click on Postings, then click on RAPS from the new dropdown options.



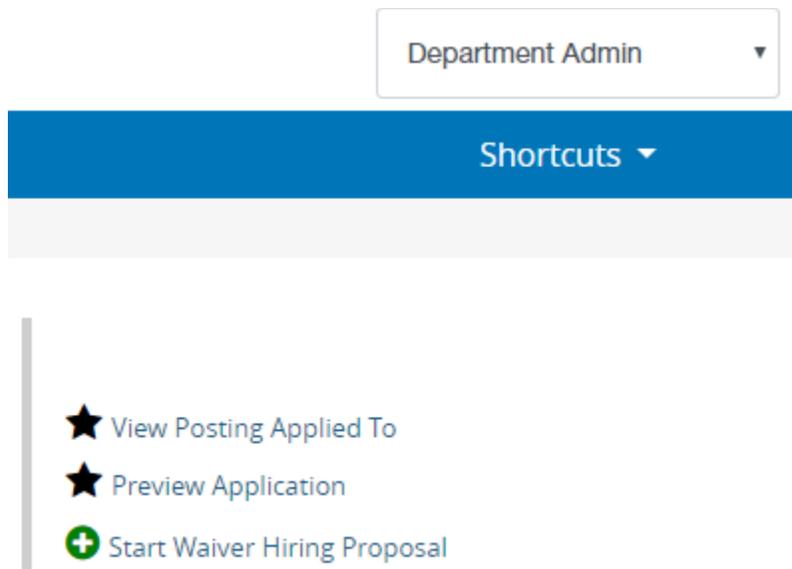
- Scroll to the waiver posting and click on the position title.

<input type="checkbox"/>	Position Title	Posting Number	Division	Active Applications
<input type="checkbox"/>	Waiver Test Posting	000034	A&S Core - Academic	1

- On the **Summary** page, you'll see several tabs. Click on the **Applicants** tab.



- Scroll to the bottom of the page, and click on your waiver applicant's name. This will bring you to the **Job Application** page.
- In the top right-hand corner, below the blue menu bar, click on the **Start Waiver Hiring Proposal** button.



- On the next page, click the blue **Start Waiver Hiring Proposal** button.

- The first two sections should be pre-populated. Scroll down to the **Hiring Proposal Information** section and fill out the required fields and all fields that you can fill out. Some key details to complete:
 - If this is a Limited/Fixed term position, make sure to include the End Date.
 - In the **Is this a waiver request?** field, click on the drop-down menu and select **Yes**.
 - In the **If yes, reason for waiver request (see EOAA Policy, Section VI, for explanation of choices)**, select the reason for the waiver request.
 - The **Selectee/Search Cleared-meets minimum requirements, as verified by EO/AA staff** box should be left unchecked.

Is this a waiver request?

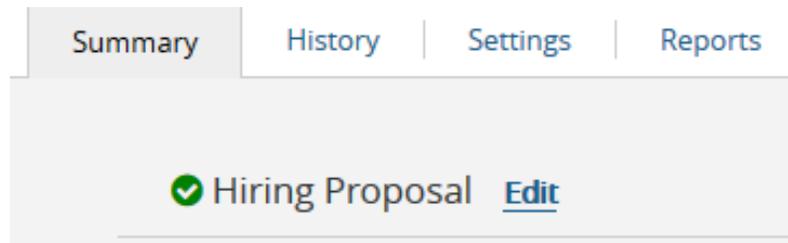
If yes, reason for waiver request (see EOAA Policy, Section VI, for explanation of choices)

Detailed explanation of reason for waiver request and justification for chosen candidate

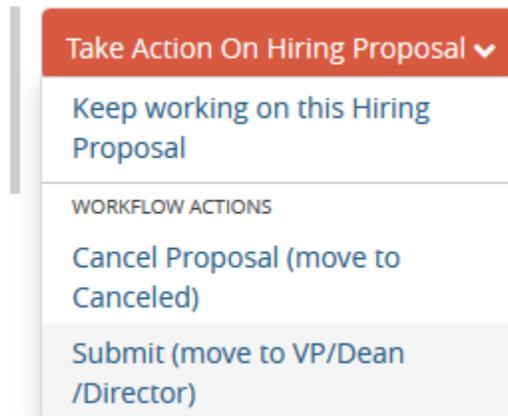
Selectee/Search Cleared-meets minimum requirements, as verified by EO/AA staff

- Scroll down to the bottom of the page, and click on the blue **Next** button.

- The next page will be the Waiver Hiring Proposal Summary page. If all of the required fields were filled out, you should now see a green circle check mark next the words Hiring Proposal underneath the summary tab.

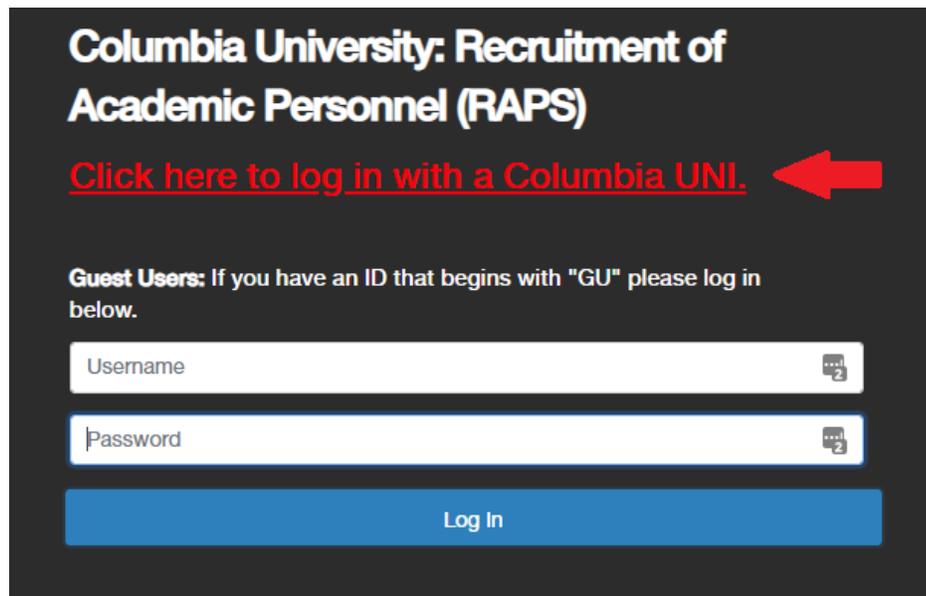


- Move your mouse cursor over the **Take Action On Posting** button in the top right-hand side of the page, which will bring up a new drop-down menu. Select the **Submit (move to VP/Dean/Director)** option. The hiring proposal will now appear in your VP/Dean/Director's queue for review and submission to Affirmative Action for approval.



VP/Dean/Director – Reviewing and Submitting the Hiring Proposal to Affirmative Action

- Open your preferred web browser and enter the following URL into the address bar:
<https://pa334.peopleadmin.com/hr/>
- On the next page, click on the red “Click here to log in with a Columbia UNI.” link. This will bring you to the Columbia single sign-on page you should be familiar with. Log in using your UNI and password.



Columbia University: Recruitment of Academic Personnel (RAPS)

[Click here to log in with a Columbia UNI.](#)

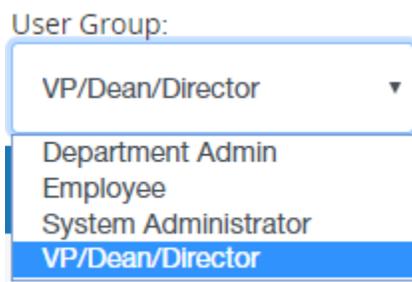
Guest Users: If you have an ID that begins with "GU" please log in below.

Username

Password

Log In

- In the top right-hand corner of the page, there will appear a drop-down menu where you can select your User Group. If you are not already set to VP/Dean/Director, click on the drop-down menu and select that user group.



User Group:

VP/Dean/Director

Department Admin

Employee

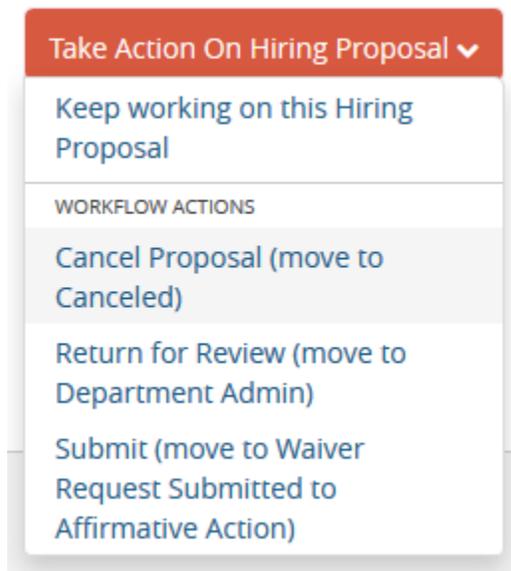
System Administrator

VP/Dean/Director

- Hiring Proposals awaiting your approval should appear in your **Inbox** section on your homepage, under the **Hiring Proposals** tab. Click on the tab, and then click on the waiver hiring proposal that needs to be reviewed and submitted to Affirmative Action.

Inbox			
SEARCH		Postings	Users 6
		Hiring Proposals 1	
Filters			
TITLE	APPLICANT NAME	CURRENT STATUS	DAYS IN CURRENT STATUS
Waiver Test Posting A&S Core - Academic	Test Testy	VP/Dean/Director	0

- You will be brought to the hiring proposal’s **Summary** page. Scroll through the summary to review the hiring proposal for accuracy. When ready, move your mouse cursor over the **Take Action On Hiring Proposal** button in the top right-hand side of the page, which will bring up a new drop-down menu. If corrections need to be made, you can send the posting back to the Department Admin by selecting the **Return for Review (move to Department Admin)** option. If no changes need to be made, select the **Submit (move to Waiver Request Submitted to Affirmative Action)** option.



- The Hiring Proposal and Posting are now both with Affirmative Action for review. If approved, your Hiring Proposal will be moved to the **Selectee Cleared** state and the Posting will be moved to the **AA Search Cleared**** state. You may now move forward with the hiring process.