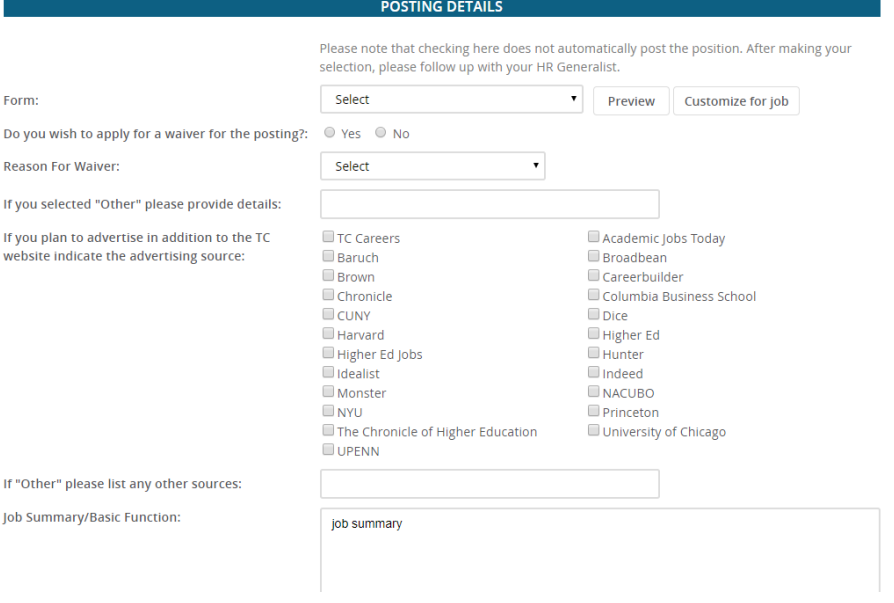



Generate Description for Job Posting


What you need to do	What you will see
<p>STEP 1:</p> <p>In the requisition, navigate to Posting Details Section.</p>	 <p>POSTING DETAILS</p> <p>Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.</p> <p>Form: <input type="text" value="Select"/> <input type="button" value="Preview"/> <input type="button" value="Customize for job"/></p> <p>Do you wish to apply for a waiver for the posting?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Reason For Waiver: <input type="text" value="Select"/></p> <p>If you selected "Other" please provide details: <input type="text"/></p> <p>If you plan to advertise in addition to the TC website indicate the advertising source:</p> <ul style="list-style-type: none"> <input type="checkbox"/> TC Careers <input type="checkbox"/> Baruch <input type="checkbox"/> Brown <input type="checkbox"/> Chronicle <input type="checkbox"/> CUNY <input type="checkbox"/> Harvard <input type="checkbox"/> Higher Ed Jobs <input type="checkbox"/> Idealist <input type="checkbox"/> Monster <input type="checkbox"/> NYU <input type="checkbox"/> The Chronicle of Higher Education <input type="checkbox"/> UPENN <input type="checkbox"/> Academic Jobs Today <input type="checkbox"/> Broadbean <input type="checkbox"/> Careerbuilder <input type="checkbox"/> Columbia Business School <input type="checkbox"/> Dice <input type="checkbox"/> Higher Ed <input type="checkbox"/> Hunter <input type="checkbox"/> Indeed <input type="checkbox"/> NACUBO <input type="checkbox"/> Princeton <input type="checkbox"/> University of Chicago <p>If "Other" please list any other sources: <input type="text"/></p> <p>Job Summary/Basic Function: <input type="text" value="job summary"/></p>
<p>STEP 2:</p> <p>Scroll down to the text boxes starting with: Job Summary/Basic Function.</p> <p>Add information to each of the following boxes:</p> <ul style="list-style-type: none"> • Job Summary/Basic Function • Minimum Qualifications • Preferred Qualifications • Posting Summary <p>The text written in each of these boxes will be used as text in the job posting on the TC Employment website.</p>	 <p>Job Summary/Basic Function: <input type="text" value="job summary"/></p> <p>Minimum Qualifications: <input type="text" value="min"/></p> <p>Preferred Qualifications: <input type="text" value="preferred"/></p> <p>Posting Summary:* <input type="text" value="posting summary"/></p>

STEP 3:

After inputting text, click the **Generate Description** button.

Now all the text you input in the text boxes will automatically be carried into the **Posting Description** box. This information will appear on the job posting in the [TC Employment Website](#)

Posting Description:*

Generate Description 

Job Summary/Basic Function:

Minimum Qualifications:

Preferred Qualifications:

Posting Summary:*

Posting Description:*

Generate Description

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