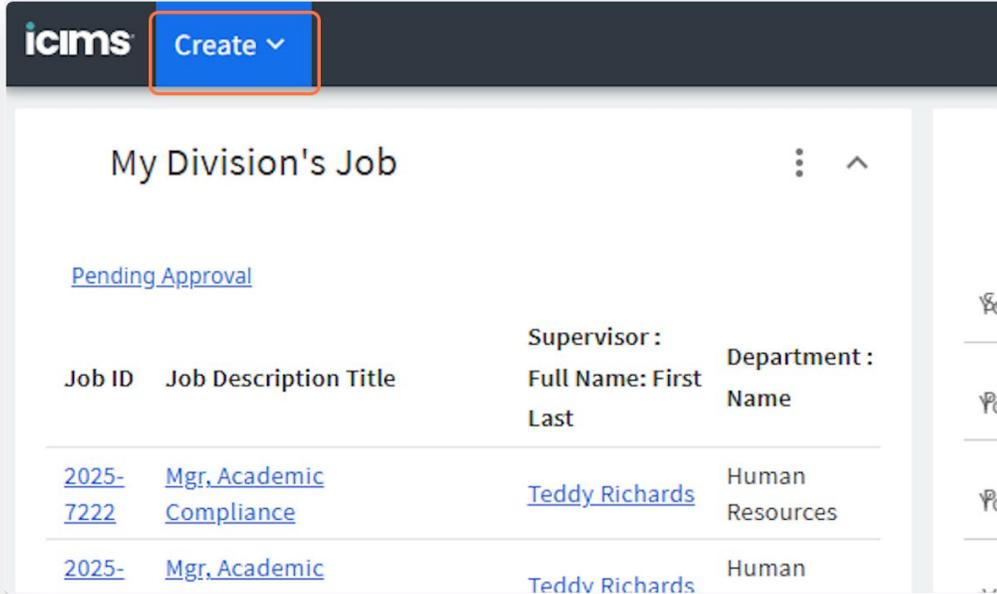


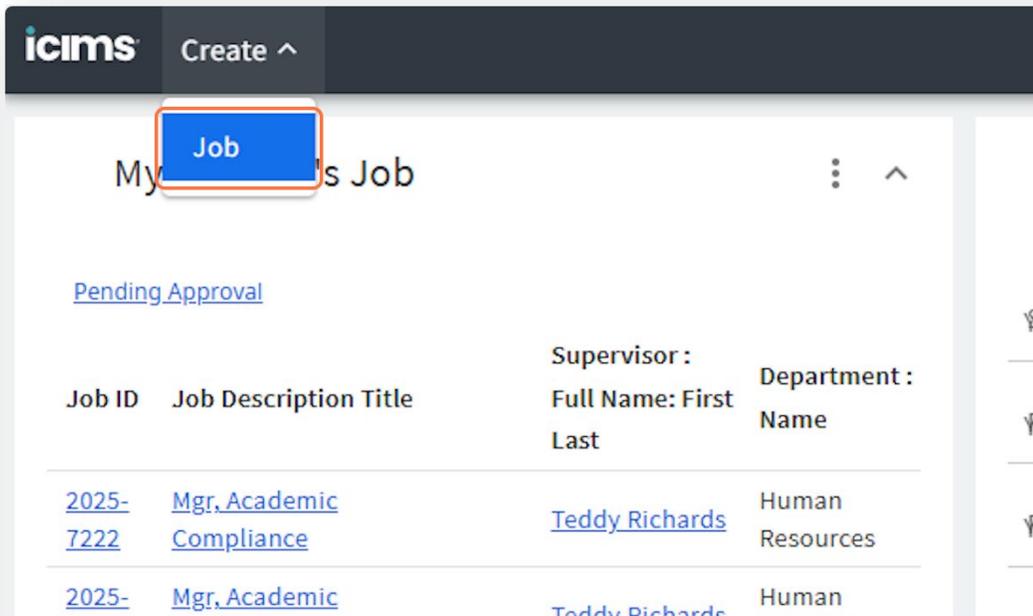


Creating a TES Job

1. Click **Create**



2. Select **Job**





3. Click **Template** field

The screenshot shows the 'Create Job' form in iCIMS. At the top, there is a 'Create' dropdown menu. Below it, the 'Create Job' title is displayed. There are 'Cancel' and 'Next' buttons. The 'JOB TEMPLATE' section contains a 'Template *' dropdown menu, which is highlighted with a red box and shows '-Select-' as the current selection.

4. Enter the appropriate job title in the template search and select the most applicable job template for the position.

Position must be equivalent to the job duties that will be performed, as well as the minimum qualifications required to perform the job.

The screenshot shows the 'Create Job' form in iCIMS. The search bar is populated with 'TES'. The dropdown menu shows search results, with 'TES - Administrative Support Associate Template' highlighted by a red box. Other results include 'Assistant Professor Nursing Template (Test)', 'TES Test', and 'TEST Project Manager Roles at AUM'.

5. Click **Next**

The screenshot shows the 'Create Job' form in iCIMS. The 'Next' button is highlighted with a red box. The 'Template *' dropdown menu now shows 'TES - Administrative Support Associate Template' as the selected option.



6. Enter **Length of Assignment (In Months)**

The screenshot shows the 'Create Job' form with the 'GENERAL INFORMATION' section. The 'Employment Type' dropdown is set to 'Temporary'. The 'Length of Assignment (In Months)' field is highlighted with a red border and is currently empty. Below it, the 'Selection Type' dropdown is partially visible.

7. Click **Selection Type** and select Recruitment or Direct Hire.

For this example, we are using Recruitment.

The screenshot shows the 'Selection Type' dropdown menu. The options are '-Select-', '-Select-', 'Recruitment', and 'Direct Hire'. 'Recruitment' is selected and highlighted in blue. The 'Employment Type' is 'Temporary'.

8. Click and select **New or Replacement**

For this example, we are using New

The screenshot shows the 'New or Replacement' dropdown menu. The options are '-Select-', '-Select-', 'New', and 'Replacement'. 'New' is selected and highlighted in blue. Below the dropdown is the 'Length of Term (In Months)' field, which is currently empty. The text '(blank)' is visible above the dropdown.



9. Enter # of openings

The number of openings entered must accurately reflect the positions available for hire. Postings will remain active for a maximum of six (6) months or through the end of the semester, whichever occurs first. Once the specified number of openings is reached, the posting will automatically close once candidate is hired.

New or Replacement *
New

of Openings *
1

10. Edit Job Posting Title field

JOB POSTING DATA

Job Description Title
TES - Administrative Support Associate Template

Job Posting Title *
[Empty text input field]

Location *

11. Type and Select the appropriate Location

Location *

-Select-

Human Resources

-Select-

Facilities **Human Resources** | Facilities Mgmt - Fac Bldg 1 | Auburn University | Alabama | 36849 | United States

Human Resources | 1550 East Glenn Ave | Auburn | Alabama | 36830 | United States

Human Resources | AUM | Montgomery | Alabama | 36117 | United States



12. Type and select the appropriate **Department**

ASSIGNMENT

Department *

-Select-

Human Resources

-Select-

102010 | Facilities **Human Resources** | Vice President-Facilities Mgmt

101061 | Human Resources | AVP, Human Resources

271100 | **Human Resources AUM** | Financial & Admin Services AUM

13. Type and select your **Campus HR** staff

Campus HR Leader *

-Select-

Type to Search

-Select-

Abbi Brown | barrabb@auburn.edu | Director of Employment

Abigail Chambers | abp0035@auburn.edu | Human Resources Generalist II

Abigail Cross | alc0117@auburn.edu | Human Resources Generalist I

Amanda Malone | malonad@auburn.edu

Amanda Smitherman | ahs0026@auburn.edu | Sr. Manager, Human Resources

Amy Bruce | robera2@auburn.edu | Mgr, Employment Services

Andrea McAbee | mcabeac@auburn.edu | Sr. Manager, Human Resources

Angela Cannon | arl0047@auburn.edu | HR Business Partner

Angela Nonnenmann | anonnenm@aum.edu | Executive Admin Associate

Arne iCIMSTestProv User Admin | emp38@person.icims.com | User Admin

14. Type and select the appropriate **Supervisor** field

The user who creates the job posting will automatically be listed here; if that is not accurate, please search and select the appropriate user. The supervisor is the individual who is directly responsible for assigning work and managing performance.

Supervisor *

Kinara Autry | kjs0037@auburn.edu | Admin Support Assoc II - Admin



15. Click **Add Search Committee or Application Reviewers**

Supervisor *

Kinara Autry | kjs0037@auburn.edu | Admin Support Assoc II - Admin

Search Committee or Application Reviewers

[Add Search Committee or Application Reviewers](#)

16. Search and add **Application Reviewers** if needed.

This is not a required step.

Search Committee or Application Reviewers

Amy Bruce

Amy Bruce | robear2@mailanator.com | Talent Acquisition Specialist, III

Amy Bruce | robera2@auburn.edu | Mgr, Employment Services

17. Enter the **Minimum Pay Rate**

COMPENSATION

Pay Grade
(blank)

Posted Min Pay Rate *

USD \$ 15.00 Yr.

18. Select appropriate frequency (Hr. or Yr.)

Hr. = Hourly

Yr. = Yearly

Posted Min Pay Rate *

USD \$ 15.00 Hr.



19. Enter the **Maximum Pay Rate**

Posted Max Pay Rate *

USD \$ Yr. ▼

20. Select appropriate frequency (Hr. or Yr.)

Hr. = Hourly

Yr. = Yearly

Hr. ▼

21. Select the appropriate **Billing Code**

TES billing code will always be 1197-399 Auburn University Temporary Employment

SCREENING

Reference Check Survey
(blank)

Billing Code (for References or Background Check)

Available

- 1197-398 Auburn University Student Employment
- 1197-399 Auburn University Temporary Employment**
- 1197-617 Administration
- 1197-618 AU Montgomery
- 1197-873 Auburn Univ - HR Faculty, Research & Development
- 1197-874 Auburn Univ-HR Faculty, Student Affairs
- 1197-879 Auburn University Graduate School Enrollment
- SS (Non-Faculty) Office of the President
- SS (Non-Faculty) Vice President, Facilities Management

Selected

Background Check Package



22. Click the arrow to move from 'Available' to 'Selected'

SCREENING

Reference Check Survey
(blank)

Billing Code (for References or Background Check)

Available	Selected
1197-398 Auburn University Student Employee	
1197-399 Auburn University Temporary Employee	
1197-617 Administration	
1197-618 AU Montgomery	
1197-873 Auburn Univ - HR Faculty, Research &	
1197-874 Auburn Univ-HR Faculty, Student Affa	
1197-879 Auburn University Graduate School E	
SS (Non-Faculty) Office of the President	
SS (Non-Faculty) Vice President Facilities Man	

Background Check Package

23. Click **Next**

24. Review and edit **Overview** field

JOB DESCRIPTION

Overview *

Verdana 9pt

A *I* U ~~S~~

Auburn Human Resources is excited to begin the search for a **TES Admin Support Associate** to provide administrative, financial, and general clerical support within an administrative department or program with responsibility for a broad variety of office support duties and tasks.

Temporary Employment Services (TES), a unit of the Auburn University Department of Human Resources, is an in-house support center established to meet the temporary employment needs of the university. TES provides qualified and dedicated temporary employees in a wide variety of occupations to meet the staffing needs throughout the campus. Temporary employees are hired for a variety of reasons with the most common being:

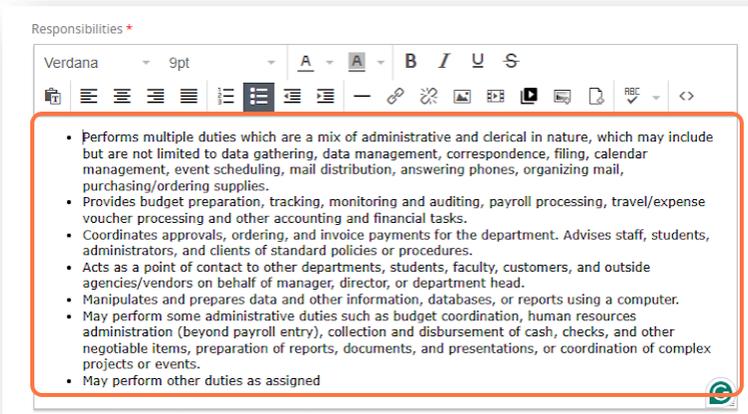
- o Assistance in the place of a regular employee who is absent for a specified period of time
- o Additional assistance during periods of abnormal or peak workloads
- o Assistance with special projects
- o Seasonal work
- o Emergencies

If you are looking for an employment opportunity, TES is a great way to showcase your professional skills and assist Auburn University while gaining valuable work experience within higher education.

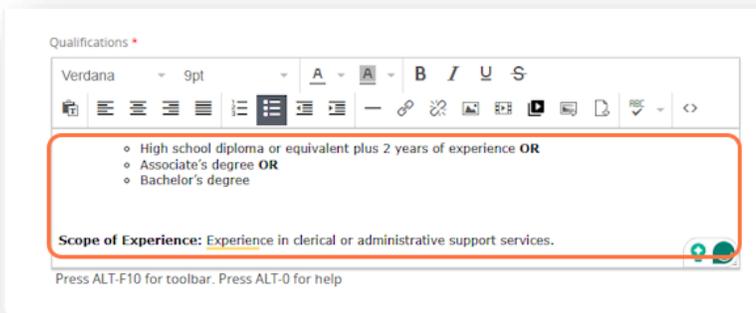
the



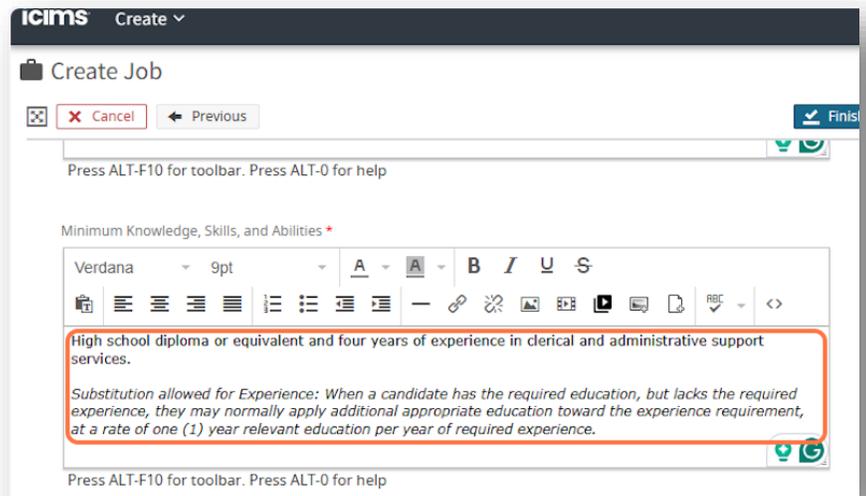
25. Review and edit the **Responsibilities** field



26. Review and edit the **Qualifications** field



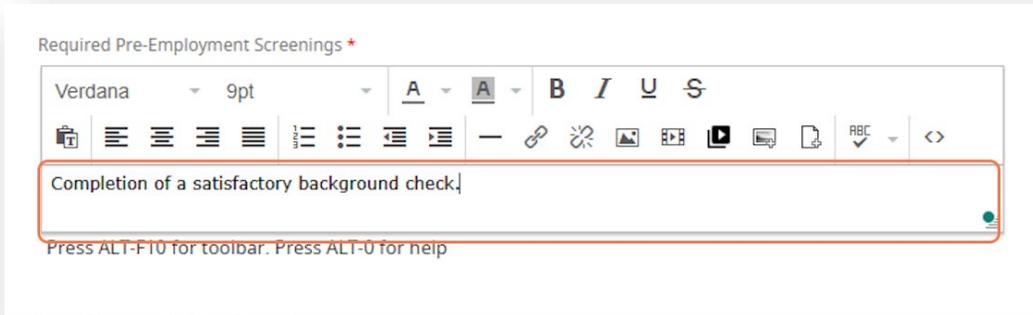
27. Review and edit the **Minimum Knowledge, Skills, and Abilities** field



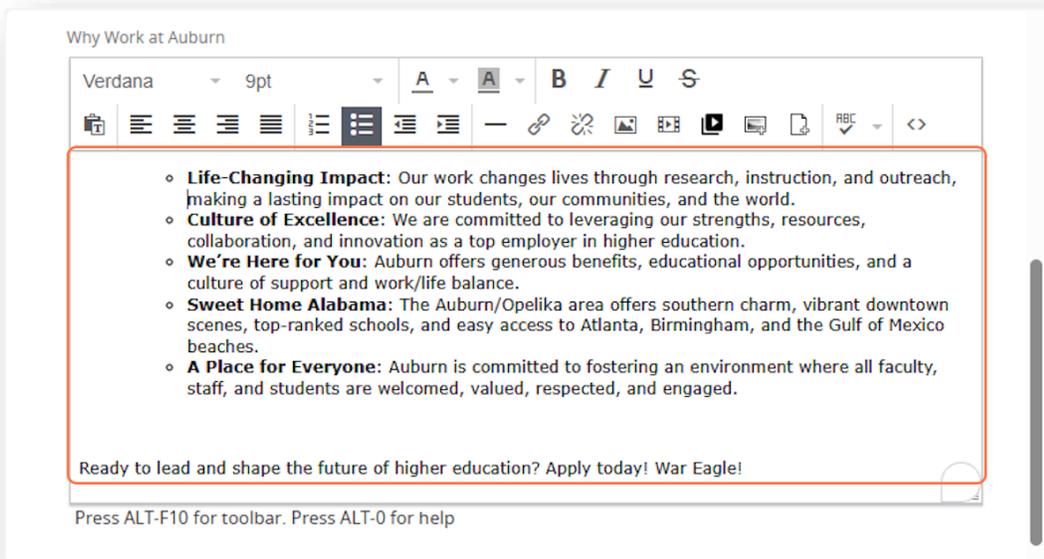


28. Review and edit the **Required Pre-Employment Screenings** field

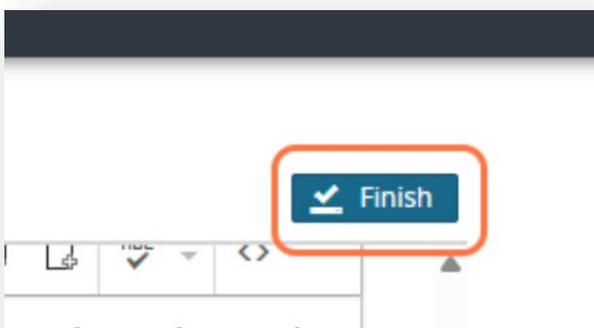
Note: If there are none listed, you will not be able to proceed. In that case, you will enter 'Completion of a satisfactory background check,' as this is required for all TES positions.



29. Review the **Why Work at Auburn** field



31. Click **Finish**





32. Click **Global Approval List** and select **Global Approval List**

Approval Email [Edit Default Message](#)
Note: If you do not customize the default message, the template for this approval type will be used.

Add Approvers

Global Approval List

Person

Relational Person

Global Approval List

-Select-

Approver

No

33. Click the **Select** field and select the **TES Approval**

This job is pending approval.

Step 1: Select the appropriate 'Approval Type' option in the Add Approvers Dropdown.
Step 2: Select the corresponding Persons or Global Approval List needed.
Step 3: Click on the 'Save & Begin Approvals' Button.

Warning: Clicking "SAVE" will not route this job for approval. You must click "SAVE & BEGIN APPROVAL" to execute the approval process.

Approval Email [Edit Default Message](#)
Note: If you do not customize the default message, the template for this approval type will be used.

Add Approvers

Global Approval List

-Select-

Universal

Universal

Job Approval

Job Approval - Student

Manager Hierarchy (HM Manager, HM Manager +2)

Non-Faculty Job Approval

TES Approval

Approver

34. Click **Save & Begin Approval**

The posting will not save until the user has gotten to this step and selected one of the save options.

Save

Save & Begin Approval



35. Approval and Posted updates will update on your dashboard under the **My Jobs** panel.

The screenshot shows a 'My Jobs' dashboard with three filter tabs: 'Approved, Posted Jobs', 'Closed (Filled) Jobs', and 'Approved, Not Posted'. The 'Approved, Posted Jobs' tab is active and shows a table with one job listing. The other two tabs show 'No Results'.

Job ID	Job Description Title	Department Name
2026-7360	Undergraduate Student Driver	Human Resources