**Job Posting Instructions**

The Process:

1. Hiring Manager or Supervisor writes the job description, providing as much of the necessary information as possible, and sends it to the Division Processor, Jo Ann Hasbach, jhasbach@caltech.edu, or Hanna Storlie, hstorlie@caltech.edu, for review.
2. The Division processor submits the information to Compensation to obtain the correct classification and a salary range. (This is a requirement prior to entry in PeopleAdmin). **This phase can take up to a week**.
3. When it is returned from Compensation, the processor reviews and returns it to the Hiring Manager for final review and approval of the classification and salary range.
4. Once the Hiring Manager agrees with the classification and salary range, and has answered EVERY required question (**see Job Description Template**), the job description can be entered into PeopleAdmin.
5. The processor enters information into PeopleAdmin, the first step in the internal HR process, ultimately ending up in Employment Services. **This phase can take 3-4 days.**
6. Our Employment Services contacts are:
	1. Kylene Barker, extension 6881, Exempt job descriptions;
	2. Marie Pinedo, extension 4710, job descriptions transitioning Post Docs to Staff;
	3. Araceli Madrigal, extension 8095, Non-Exempt job descriptions;
	4. Wendy Morales, extension 2307, all summer hires.
7. Employment Services will contact the recruiting contact or the hiring manager identified in the job description template if there are any questions associated with the posting or screening questions.
8. NOTE: The entire process, from when the Division receives the template to when the position is up on the Caltech Jobs website, can take 7-10 days.

FAQs

1. **Who is the Hiring Manager for my research group?** The Hiring Manager is typically the PI of a research group, or a group manager within the research group.
2. **I need to have this job posted ASAP. Can I just fill out the description page and send it to Employment Services?** NO! Though the back and forth may appear redundant, it actually speeds up the process and eliminates potential problems. Please follow the procedure for maximum efficiency.