

## Creating a PAF

Login using your system login and password to

<http://employment.jjc.edu/hr>

1. From the site, go to **Create PAF/Posting**.
2. Click on **Create from Scratch** unless you have posted this same position within the system before.
3. Fill in the Posting details. Any fields marked with an asterisk (\*) are required fields. If these are not filled in, you will not be able to move forward in the system.
4. Cover letter and Resume can be required, but transcripts and reference letters should be marked optional. The applicant is not always able to attach transcripts and letters of recommendation and will not be able to submit application if these items are required. Use the Special Instructions to Applicants box to specify what is needed for position.
5. You may copy and paste the job description into the required field of Job Description.

(Just a Suggestion...)Make any changes to the job description on your computer and save it, so you have an updated job description on file.

6. When finished, click **Continue to Next Page**
7. Add screening question(s) ( this is optional ...to skip, click **Continue to Next Page**)
8. From "Screening Questions" section, click **Add A Question**
9. Click **Search**

Select one of the previously entered questions, or click **Create A Question**

10. Enter the text of the question
11. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
12. Designate answer choices for a closed-ended question, or answer type for an open-ended question

13. Click **Submit Question** to attach the question to the Requisition
14. Enter additional screening questions, or click **Continue to Next Page**
  
15. Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Page**). When finished, click **Continue to Next Page**
16. Review the Requisition, and edit if necessary. When finished, select the appropriate action (**Submit to Dean, Submit to VP, or Submit to Business VP**) and click **Confirm** on the following screen.

Note: If you're reporting Vice President is the Business Vice President, submit to the Business Vice President.