Staff Posting Reference Guide

January 2013

Staff requisitions for regular positions are always created from an approved job description.

APPLICANT TRACKING ▾ Select to view, create, edit or review a requisition. To access **Staff** postings go to **Postings** in blue tool bar and select **Staff** at drop down.

Create New Staff Posting

1. To begin creating a new requisition, you may either take the shortcut on right side of Home Page screen by selecting **Create New Staff Posting** or you may select **Staff** from **Postings** and select Create New Posting (right side of screen)

   Note: To create a new posting, you do not need the listing of **Postings** in **Saved Search** that will appear at bottom of the Staff Postings page.

2. The system will prompt three options to create the posting from.
   - **Create from Position Type –** a blank form to be used only for temporary positions
   - **Create from Posting –** uses an existing posting as a template – use only for temporary positions
   - **Create from Position Description** – always use to create a requisition for a regular position

3. **Search Options** at next screen will provide a list of approved job descriptions available to you to create a requisition from. For a simplified search select **More search options** and search for the position by position number.

4. To go directly to the beginning of the requisition creation, select **Create From** in Actions linked to your chosen job description

   Actions ▾
   View
   Create From

5. If you prefer to view the job description before beginning the requisition, you may choose to **View** the description first. Then at **Position Description** screen select from right of screen

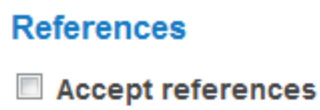
   Create Posting from this Position Description

6. At the **New Posting** screen **Working Title** and **Department/College/Unit** will prepopulate if creating from position description.

Exception: If the position is a Multiple Department Funded position, the assigned department will appear. Change to Multiple Department Funded to allow for additional approval routings. Before posting the position Human Resources will change the Department/College/Unit to the assigned department.

7. Select appropriate **Applicant Workflow State** from
   - **Under Review by Hiring Manager MP** – select for all MP positions
   - **Under Review by HR** – select for OS positions if HR is responsible for screening applications
   - **Under Review by Hiring Manager OS** – select for OS positions if the unit has been delegated authority to screen applications

8. **References.** ***New Feature*** References may be requested/obtained electronically. Check this box ONLY if you wish to utilize the electronic reference function. See *Electronic References Guide* for additional explanation and instruction.



9. You are now ready to create your requisition. Select 

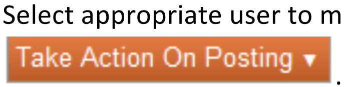
and begin completing the **Requisition Details** and other tabs of the requisition as necessary.

10. **Posting Specific Questions.** You may add supplemental questions at this tab. The review/concurrence of HR is necessary before the questions can be used in a posting. Start with 

and proceed to select or create your questions.

11. **Applicant Documents.** ***New Feature*** Applicant documents may now include an Online Portfolio with a Maximum Allowable Document Size of 9MB. All documents, including resume and curriculum vitae, will accept up to 9MB each.

12. When all the tabs have been completed and you are on the **Summary** page, the tabs that have exclamation points next to them indicate that there is required information missing. Select **Edit** button next to the tab title to return to that page. Check mark indicates that all required fields have been successfully completed.

13. Select appropriate user to move forward to. See available choices at 

. Sending to Department Head, Dean/Director or Vice Chancellor requires selecting the correct name at **Group Member Prompt**. Comments may be added when forwarding an action.

14. Saving/Returning to a Draft Requisition: Select the Next >> button, or the Save button to save the work. To return to a draft posting , make sure your search includes (or is limited to) the Workflow State of Draft. You can then search by position number.