Quick Reference Guide
Creating a Posting
FTE Staff – Faculty -Non FTE – Athletic Administrator

The following user types can create a posting:
- Initiator
- Supervisor
- Dept Head

1. Make sure you are in the Hire Module and log in as the appropriate user type to create the posting.

2. Hover over the Posting tab and select the appropriate position type.
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4. Select the option you would like to create the posting from

What would you like to use to create this new posting?

Note: You are creating this posting as System Account not Kay Hays.

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Create from Position Description
Copies in most of the information from a position description.

5. The system will generate a posting settings page for the New Posting – You will enter the Position Title. Your organizational information should already be there. In this section, you will also see which state an applicant’s application will be submitted to.

6. Once the information is completed on the posting settings page, select Create New Posting to move forward.

7. Complete the tabs and required fields on the posting. All fields marked with an asterisk are required.
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✓ All required fields are indicated with a red asterisk *, please complete all required fields.

✓ In the Applicant Reviewer field, the person who will be moving the applicants through the dispositions or applicant statuses must be added. More than one applicant reviewer can be added.

8. Supplemental Questions: The system will allow you to add qualifying questions for applicants to complete. Refer to our Quick Reference Guide on Adding Supplemental Questions.

9. Applicant Documents: You can select document types that you would like applicants to upload in addition to their application. (i.e. cover letter, resume, cv, etc.)
10.  Guest Users: Can be added to the system to review applications. This functionality is for individuals outside of the university serving on interview panels.

11.  Adding Search Committee: You can now identify and invite members of your search committee to review and evaluate applicants through the system. Click on Add Existing User, this will bring you to a screen where you can select an existing user. You can search by name or department. Locate the member you want to add and click on Add Member. Refer to our Quick Reference Guide on Adding Search Committee Members and Evaluative Criteria.

12.  Adding Evaluative Criteria: You can add criteria that you would like your search committee members to use to assess each candidate. This works similar to supplemental questions. Click on Add a Criterion - Select Category – select the questions you want the committee to assess the applicant on, and click submit. Refer to our Quick Reference Guide on Adding Search Committee Members and Evaluative Criteria.

13.  Review all of your information. When you reach the Summary Tab, any tab that has an orange exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.
14. Hover over the Take Action on Posting tab and select the appropriate next workflow state depending upon your departmental approval structure.

15. Add any comments in the Comment Box, keeping in mind these comments appear in the message sent to the next approver in the workflow and become a permanent part of the recruitment record and cannot be removed.

✓ If you would like to add this posting to your watch list, it can be selected at this time.
16. Once the action is complete, you will receive a message that explains the posting was successfully transitioned.

Posting workflows

**Creating a Posting- Staff - Athletic Admin Affiliates**

![Diagram of posting workflow for staff and athletic admin affiliates]

**Creating a Posting- Faculty**

![Diagram of posting workflow for faculty]
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Creating a Posting- Students