- Make sure you are in the “Applicant Tracking System” module and your user group is set to either *Initiator, Supervisor or Department Head*. Click on “Postings” then “Teaching Associates”.

- Then click “Create New Posting” in the upper right hand corner.
• Then you will click “Create from Position Type”

![Create New]

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

- **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 Posting Template**
  Copies in information from a Posting Template

• From there you will fill in all of the fields. They should look very similar to a full time faculty posting they just won’t be prepopulated from a position description since there are no position descriptions for teaching associates. Since these are direct hires, No formal ad is needed in the advertisement draft section, instead enter “Internal Posting – Direct Hire – and add the person’s name in that section”.

• Once complete, “Take Action” on the posting and move it forward in the system. Once HR receives the posting request and posts it internally, then we will notify you with the link that the candidate can use to create an application in the system.

In the meantime – we also need the candidates to complete a background release so we can initiate the criminal background checks, if we have not already. We also need them to complete a Candidate/Affiliate Nepotism Disclosure form.

You may also go ahead and create the teaching associate offer letter (template is on the forms page in the Provost section at [www.coastal.edu/forms](http://www.coastal.edu/forms)). You will create the hiring proposal in People Admin after the candidate of choice has completed his/her application online and will attach the TA offer letter to the hiring proposal in People Admin.