Quick Steps to Creating a Posting

Step 1. On the Home Page, from the Shortcuts box, select Create New Posting

Step 2. Select Create from Position Description

Step 3. Select the appropriate approved position description to create the posting.

Step 4. Toggle over Actions drop-down located on the right side of screen and select Create From

Step 5. The system will provide the posting settings page for New Posting

Step 6. Complete the various required fields of the posting that did not default from the approved position description.

Step 7. When you reach the Summary Tab, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.

Step 8. Toggle over the Take Action on Posting and select the appropriate workflow state.

Step 9. Add any comments in the Comment Box keeping in mind these comments appear in the email message sent to the next approver in the workflow and also becomes a permanent part of the recruitment record and cannot be removed.

Please refer to the complete guide on Creating a New Posting which can be found on the Home Page under Useful Links.