Quick Guide for Posting Staff Positions

The **Staff position** type is used to submit a request to Compensation for the following:
- Create and post a new position
- Modify a current position
  - Update (with or without posting)
  - Reevaluation (with or without posting)

**Checklist for Creating a Posting:**

1. Log into the system and select Search Coordinator role (on the Applicant Tracking side of the system).
2. Select “Staff” category listed under the Posting menu/tab.
3. Locate the posting you would like to view and click on the Job Title.
4. Click the “Applicants” tab to obtain the list of individuals who have applied.
5. Click on the applicant’s name that has accepted your staff position. Order the required pre-employment screening by viewing the application and clicking **Take Action on Job Application**.
6. Select the applicant status of “Accepted Offer - Initiate PES” then click “Submit” to finalize the status change.
7. A green heading will appear if your applicant status was successfully changed.