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.