# University of Kentucky

# 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 Hiring Proposal:

☐ 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 to view their application form.

☐ 6. Once you select a person you would like to fire, Initiate Hiring Proposal by viewing the application and clicking **Take Action on Job Application**.

☐ 7. Select the applicant status of **"Initiate Hiring Proposal"** then select an Employment User and click "Submit" to finalize a status change.

☐ 8. A green heading will appear if your applicant status was successfully changed.