

## Quick Guide for Posting STEPS Positions

The **STEPS position** type is used to request STEPS temporary employees

### 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 **"STEPS"** category listed under the Postings menu/tab
- 3. Select **Create New Posting** in the upper right-hand corner. You will be given two options:
  - a. Create from Position Type – will be a brand new blank posting request
  - b. Create from Posting – will allow you to create from previous posting request
- 4. Enter the Job Title once you have selected one of the above options (i.e. STEPS Temporary Employment: Office Assistant)
- 5. Select **Create New Posting** in the lower or upper right-hand corner
- 6. Complete all information on the **Posting Details** section
- 7. Click **Next >>** to attach applicable documents in the **Posting Documents** section
- 8. Click **Next >>** to review **Summary** to ensure necessary posting information is included
- 9. Select **Take Action On Posting** and click **"STEPS (move to STEPS)"** to officially submit your posting request
- 10. Enter applicable comments and select **Submit** on the **Take Action** dialogue box
- 11. A green heading will appear if your posting was successfully submitted
- 12. A STEPS team member will contact you to discuss your posting request