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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)
  - Re-evaluation (with or without posting)

Checklist for Ordering a Pre-Employment Screening:

☐ 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 ▾

☐ 7. Select the applicant status of **"Accepted Offer – Initiate PES"** and then click **"Submit"** to finalize the status change

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