

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 Requesting 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 **“Applicants”** to obtain the list of individuals who have applied
5. Click each applicant’s name in order to view their application form
6. Once you have selected a person you would like to hire, initiate Hiring Proposal by viewing the application and clicking **Take Action On Job Application** ▼
7. Select the applicant status of **“Initiate Hiring Proposal”** and then select an Employment User and click **“Submit”** to finalize the status change
8. A green heading will appear if your applicant status was successfully changed