All job postings and all actions related to job postings are located in the Applicant Tracking Module. Once you have logged into Recruit, go to the Module Menu at the top right, and choose Applicant Tracking. When you have changed to this module, the color of the top bar will be blue.

- To begin the process of posting a job
  1. use the Shortcuts menu on the right side of the home page with two links: Create New Staff Job Description, and Create New Casual Job Description, or
  2. Click on the Job Postings tab at the bottom of the color bar and choose Staff.

**NOTE:** if you want to post a Staff job and you are making changes to the job description, you must first Modify the Job Description in the Position Management Module.

- The Job Postings page lists all job postings that you have access to, including the current status of the posting, the date the posting was last modified, and the number of applicants attached to that posting. To create a new posting, click the orange Create New Job Posting at the top right.

- On the Create New page select:
  1. Create from Job Template—select this option for Casual positions ONLY
  2. Create from Job Posting—typically select this option for Casual jobs and consult with HR before using it for Staff positions
  3. Create from Staff Job Description—select this option for most Staff job postings to ensure that the person you hire is seated into a job description once the hiring proposal is approved.

- Once you've chosen Create from Staff Job Description a list of all staff job descriptions to which you have access will be displayed. Hover your mouse icon over the Actions menu to the far right of the record you want to use, and choose Create From.

**NOTE:** If the menu includes either Position Request Outstanding or Job Posting Outstanding, you will not be able to use this job description to create a posting.

- Once you've selected a job description from which to create your posting, a Summary page will be displayed, where you can indicate any title, division, or department changes, and what types of applications you will accept. Be sure to chose both Employment Application and Internal Application for any position that is open to the public. Click Create New Job Posting when you're done.
Tabs — Each section of the job posting is broken out into tabs on the left side of the page.

Posting Details includes all the information that will be available to the applicant when the posting has been approved. This also displays the fields that determine which users will have access to the posting.

**NOTE:** in the Applicant Reviewer field you should enter the person or persons who will be managing the search. Hiring Managers can view applications, but cannot change applicant statuses or view search committee evaluations.

The Supplemental Questions tab allows you to choose any available questions from the library to include with your posting. Click the Add A Question button, select any questions you wish to add to your job posting, and click Submit. You can reorder these questions via the Position column, and make any of them Required (the applicant must answer the question when completing his/her application). You may also submit a new supplemental question, if there is one specific to your posting that you would like to include. Human Resources must approve all new questions.

**NOTE:** Human Resources will automatically add the advertising source and criminal history questions to any posting.

Click on the Applicant Documents tab to select all documents you want your applicants to upload.

Use the Search Committee tab to enter the names of search committee members for your position search. You can search for and add members, or, if you do not find the person you would like to include in your committee, you may request that HR add a search committee member. If your posting will not have a search committee, you may skip this tab. Remember! Search Committee Members cannot change applicant statuses. Those helping to manage this search should be added as Applicant Reviewers.

The search committee members may provide basic data about their rankings of the applicant pool. The Evaluative Criteria tab houses a library of questions you can choose from, and like Supplemental Questions, you can submit questions of your own.

The Budget Information tab includes all information regarding the position FTE and salary. Most fields on this tab are required.

Use the Posting Documents tab to upload any documents associated with your posting request (e.g., grants or suggested ad copy). Hover over the Actions menu to the right of the document type you choose, and select either Upload New or, if you wish to write the document directly into the posting request, Create New. You can also use documents included with previous posting requests, by selecting Choose Existing.

Move to the Request Summary tab to submit it into the approval workflow. Save the request and finish it later by clicking Keep Working On This Job Posting, or you may Cancel it if it was done in error or is no longer needed. If you are a Hiring Manager 1, you will have the option to Submit to Hiring Manager 2 for Approval, and if you are a Hiring Manager 2, will have the option to Submit for Department Head Approval.

If you saved this position request and need to come back to it later, access it by clicking the Staff Job Descriptions tab, and choose Staff Position Requests from the menu. Any Position Request to which you have access will be listed in the records table below, sorted by date of last system action. To narrow this search, use the Search field above the records table.
Applicant Tracking

Staff Postings Requests and Workflow

- Job postings and posting requests (requisitions) are NOT coupled with job description actions.
- Postings may be created from other postings, from staff job descriptions, or, in the case of casual and/or faculty postings, from job templates.
- All actions related to posting a job occur in the Applicant Tracking Module.

Create a New Staff Posting Request
Go to: Applicant Tracking Module
Change user group: Hiring Manager 1, Hiring Manager 2, or Department Head
Choose: Job Postings
Choose: Staff

Create a New Casual Posting Request
Go to: Applicant Tracking Module
Change user group: Hiring Manager 1, Hiring Manager 2, or Department Head
Choose: Job Postings
Choose: Casual
Choose: Create New Job Posting
Choose: Create from Job Template
Choose: Actions (far right) and Create From