• Select your user account type from the right drop down box and clicking the refresh button to the right of the box.

• Select the desired module from the dropdown box in the upper right corner of the screen.

Select the POSITION MANAGEMENT module to create a New position or to complete an Action on an existing position. Select specific link below to move to applicable areas of these instructions.

Create NEW Position (Recruitment or Waiver)

Actions on EXISTING Positions (Recruitment, Waiver)

Select the Applicant Tracking module to create a posting, manage applicants and create Hiring Proposals.

Applicant Tracking Module (Posting, Hiring Proposals)
Actions on a NEW Position

- Click “Faculty/Academic Administrator/Unclassified” on the Positions sub-menu to open the Faculty/Academic Administrator/Unclassified Positions page
- Click Create New Position (right upper corner of the screen)

Select Recruitment or Waiver option

- Enter Advertising/Posting Title
- Choose your Department from the drop-down box and click Start Action
  or
- Click the selection button next to “clone” listed position, and click Start Action. This will copy position description, funding, advertising text and other details from the existing position which will need to be reviewed and tailored to the new position.
• “Proposed Title” tab will be displayed (except when cloning). To search for a Position Title click on the Filter these results link and open the search box.

- Type a search term in the box and search. Use the “Search” box to search all fields for the search term. To search a specific field for the term, enter it in the appropriate field box.
• Click the selection button next to the Position title to choose it and click Next>>. (Click directly on the title to view the Position Title information in a new browser tab.)

• Fill out all fields on all tabs (click Next>> as you complete each tab.)
- On Action Summary page (after final tab), choose “Keep Working on the Action” to save or choose “Action submitted to Dean/Director” to move the action to the Dean.

- Enter any important information for the Dean in the Comments box and click “Submit.”

Becomes part of the email to the next “state owner.”
System message at the top of the screen indicates success or denotes issues that need to be addressed

**Actions on Existing Positions**

- Click “Faculty/Academic Administrator/Unclassified” on the Positions sub-menu to open the Faculty/Academic Administrator/Unclassified Positions page
- Enter search criteria (position number, name, etc) and click “Search.” Click the More Search Options link to search specific fields.
- Select the position you want to complete an action on by clicking on the Position Title.
• Position Library entry for the position will be displayed. Available Actions are listed to the right of the Position Title.

• Select the desired Action

• Confirmation screen will appear. Click

• The Employee Details tab will open. Click on a tab title on the left menu or click Next>> to scroll through the tabs.

• For actions which do not involve a change in title, bypass the Proposed Title tab

• For actions involving a change in title, go to the Proposed Title tab

• Select the radio button next to the proposed new title (using the Filter these results search link to find the correct title) and click Next>>
• Complete or correct all fields on each tab, clicking Next>> to move from tab to tab.
• On the Supplemental Questions tab, click the Add a Question box.

  • Click the selection button in the “Add” column for both questions, then click Submit.
• Click on the box to require each of the questions, then click Next>>

<table>
<thead>
<tr>
<th>Position</th>
<th>Required</th>
<th>Category</th>
<th>Question</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>✔️</td>
<td>Source of Referral</td>
<td>How did you hear about this employment opportunity?</td>
<td>active</td>
</tr>
<tr>
<td>2</td>
<td>✔️</td>
<td>Source of Referral</td>
<td>Please specify here for “Community Organization”, “Trade Show/Conference” or “Other”.</td>
<td>active</td>
</tr>
</tbody>
</table>

• On Action Summary page (after final tab), hover mouse over **Take Action on Action** on upper right corner of screen to view and choose workflow options.

**Action Options**

- **Keep working on this Action** – Saves Action so originator can continue working on it
- **Action submitted to Dept. User (Move to Action submitted to Dept. User)** – Saves Action and allows access to other authorized Department Users.
- **Action Canceled** (move to Action Canceled) – Cancels Action
- **Action submitted to Dean/Director (move to Action submitted to Dean/Director** – Moves to Dean/Director

• Make workflow choice, enter notes in comment box.
- System will provide a message indicating success or additional data needs.
Using the Applicant Tracking Module

Create a Posting

- Once you receive notice (system generated email containing position number) that a recruitment action has been approved, you will need to create a posting.
- Go to the Applicant Tracking module by clicking on the dropdown in the Right upper corner of the screen
- Click on the “Actions” tab in the Inbox and select the title you wish to post. Choose View

Hover mouse over Take Action on Action on upper right corner of screen to view and choose Forward to Posting Module (move to Forward to Posting Module). This step finalizes the Action and puts the Position Description information in the Position Library where you may now utilize it to create your posting/waiver posting. Only forward to the posting module when you are ready to post the position; this will retain the action in your inbox. (For
 waivers, the Posting must be created and the Post Internally/Post for Waiver option selected to prepare for the Hiring Proposal.)

- Click on Faculty/Academic Administrator/Unclassified on the Postings submenu and click on **Create New Posting**
- Click on **Create from Position** link to open the position library

- Hover over **Action** link to right of selected position and select **Create From**

- Click Create New Posting box to generate a posting. Use the left menu or Next>> button to scroll through and complete any tabs requiring data.
- On bottom of Position Details enter Closing Date (if applicable).
• Click “Create Guest User Account” and enter email addresses for Guest Users.

• Attach Supplemental Documentation (if applicable), click Next>> and view and choose workflow options.

• On Summary page hover mouse over Take Action on Posting and view and choose workflow options.
**Keep working on this Posting** – Saves Posting so originator can continue working on it.

**Approve for Later Posting (move to Approve for Later Posting)** – Saves Posting and allows access to other authorized Department Users.

**Canceled (move to Canceled)** – Cancels Posting

**Posted (move to Posted)** – Posts position to applicant site.

**Post Internally/Post for Waiver** – Choose for Waivers. Posting will not show to external applicants.

- To close a posting, select Faculty/Academic Administrator/Unclassified Postings from the Postings submenu
- Select the **Position Title** or click on **View Posting** under the **Action** link in the far right column of the posting list. (Utilize search function to locate posting if necessary.)

- Click on **Take Action On Posting**
- Select **Closed/Removed from Web** (move to Closed/Remove from Web) to close posting

- Enter comments and click **Submit**
Creating a Hiring Proposal

- Click on the Inbox link in the right upper corner of the Applicant Tracking module screen
- Click on Department User on the left menu, find the position you are hiring for and hover your mouse over the Actions link in the right far column and select View Applicants.
Within the posting, find the applicant you wish to hire, and select View Application from the Action link in the rightmost column.

Click the Start Hiring Proposal link
• Click **Select Position** at the bottom of the position list

• Click on Hiring Proposal Summary
- Click on **Take Action On Hiring Proposal**
- Select **Offer Accepted (move to Offer Accepted)** to complete Hiring Proposal
• Add any applicable notes and click **Submit**

• Look for message at top of screen confirming transition

*Click here for [Campus Interview Authorization and Hiring Steps for Faculty](#) instructions.*