Create a Student Posting

**All student postings must be completed using the Student Initiator role.

1. Upon login, Student Initiator will default to the **Applicant Tracking** (blue background) homepage as an **Employee**.
2. Select **Student Initiator** as your user role. If you are a **Student Department Manager** who is also the initiator, you will select the role of **Student Department Manager**. You will remain in the **Applicant Tracking** (blue background) module. Click the **Refresh** button.
3. You will now receive a green message bar confirming the group you are viewing the system as.
4. Hover over the **Postings** tab and select the **Student** link.
5. Click the **Create New Posting** button.
6. Click the **Create from Classification** link. If you already have a posting you can chose to **Create from Posting**.
7. Identify the classification that your position qualifies under or the position that you would like to copy and post. Hover over the **Actions** link and select **Create From**. If you are unsure of the position you want to use, click on the position title to review. From the position description you can click on the **Create Posting from this Classification** link.
8. Enter the required information into the fields and click **Create New Posting** button.
9. Enter the **Posting Details** including **Nature of Work**, **Required Qualifications** and any other pertinent information. The fields indicated with an asterisk (*) are required fields and must be completed. Click **Next**.
10. There are two questions that will be asked on every posting. If the student initiator would like to enter any additional supplemental questions, click on the **Add a question** button and select a question from the available question bank. Click **Next**.
11. The **Guest User Page** will not apply to most positions. Career Services will use this page as necessary. Click **Next** to advance to the next page.
12. Indicate any required or optional **Applicant Documents**. Click **Next**.
13. Click the **Add Primary Duties and Responsibilities Entry** button to list the individual duties of the position and the percentage of time for each duty. Click the **Add Primary Duties and Responsibilities Entry** button for additional fields. A minimum of 2% needs to be allocated for Mandatory Compliance Training, New Student Employee Orientation, Job Training and any other Professional Development. Click **Next**.
14. The **Posting Summary** page will be an opportunity for you to make a final review of the data entered. Student Initiator can click on the **Edit** link to make any final edits.
15. All fields should have a blue circle with a checkmark indicating all required fields have been completed. An orange circle with an exclamation point indicates that a required field is not completed. The Student Initiator must click on the **Edit** link and correct the information before submitting.
16. Student Initiator should click on the **Take Action on Posting** and select the action to **Submit to Student Department Manager**. Action can also be canceled at this time.
17. Student Initiator does have the opportunity to enter **Comments**. Remember these comments become part of the position record and should be position related. Comments are not required.

There is also a check box to add this position to your watch list. Please leave this checked. Click the **Submit** button.

18. You will see a message in the information bar that indicates the "Posting was successfully transitioned."
19. The position has now been moved to the Student Department Chair/Manager for approval.
20. Student Department Manager will be required to login to approve the posting and move it to Career Services.
21. Career Services will send the position to the appropriate person in budget for verification of funds.
22. Once Budget has verified that the funds are available for the positons they will return it back to Career Services for processing.