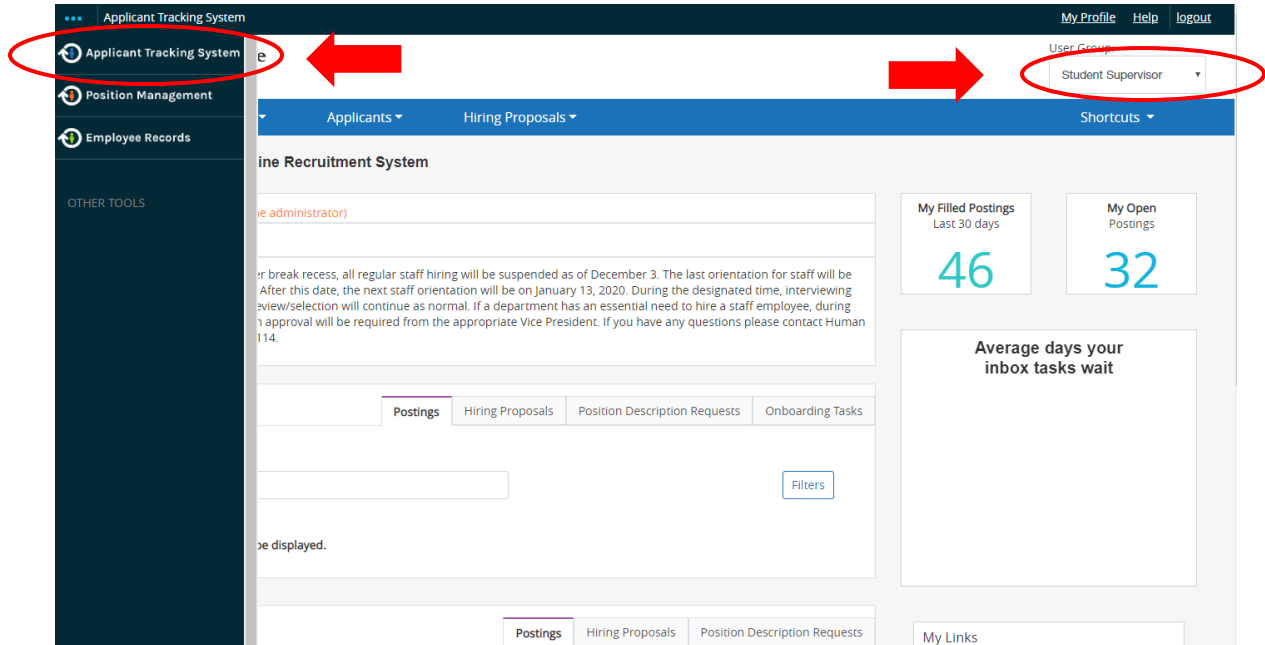
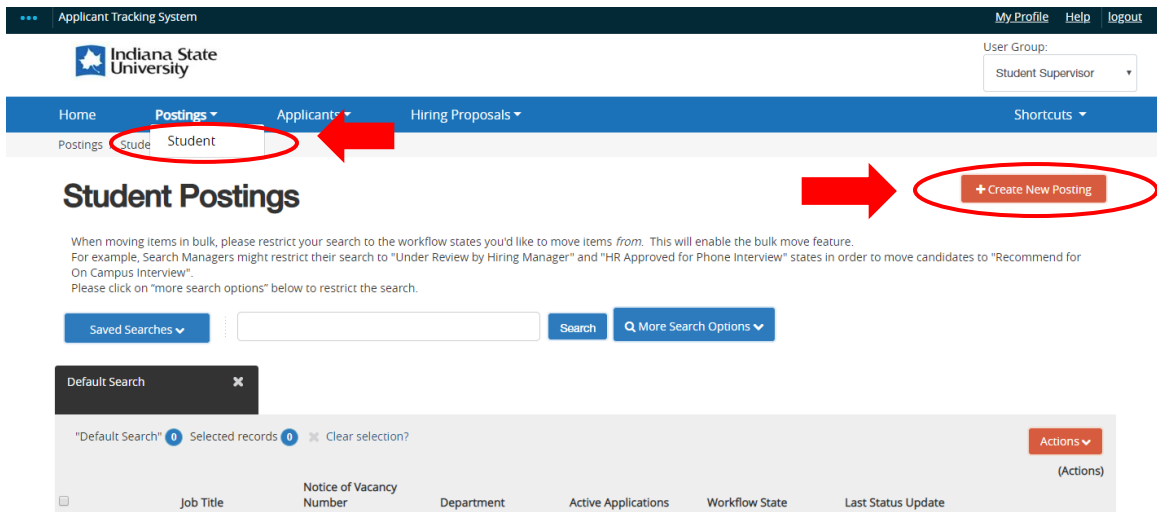


## Creating a New Posting Instructions for Student Supervisors

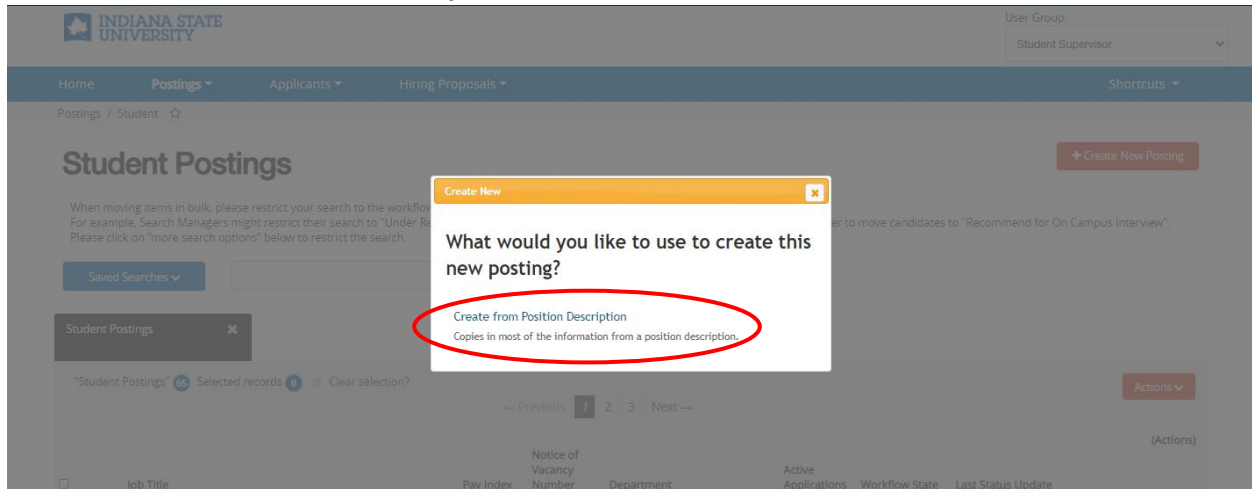
1. Login using your ATS log in and password. <https://jobs.indstate.edu/hr/sessions/new>
2. Make sure that you are on the Applicant Tracking side, or **Applicant Tracking System** tab (blue header) of the Applicant Tracking System.
3. Check to be sure that your User Group is set to **Student Supervisor**.



4. Click on the header **Postings**, then select **Student**.
5. Select the orange button that reads **Create New Posting** on the right side of the screen.



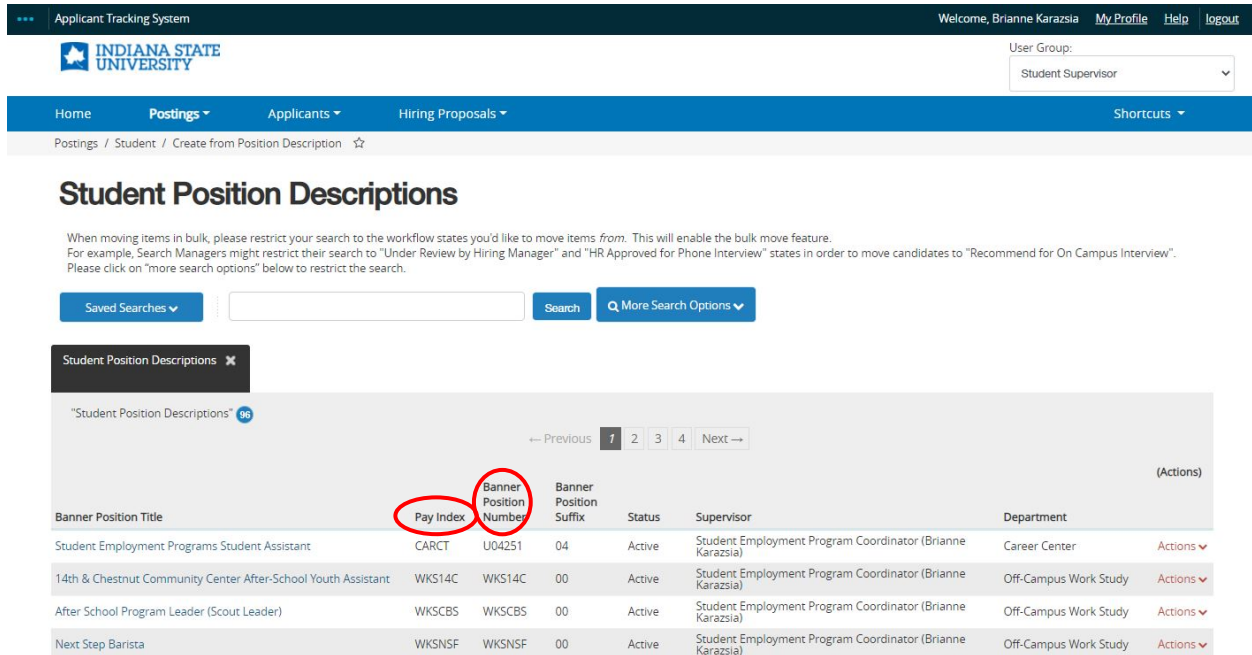
6. Select **Create from Position Description**.



7. After selecting that, you will see the position descriptions that you have access to.

a. Need Access? Let someone in Student Employment know!

8. Click on the position that you want. Make sure that the **Pay Index** and **Banner Position Number** are correct. If they are not, please [modify the position description](#).



9. Review the information to verify that you selected the correct position description. If you chose the correct position description, select **Create Posting from this Position Description**.

Applicant Tracking System My Profile Help Logout

Indiana State University User Group: Student Supervisor

Home Postings Applicants Hiring Proposals Shortcuts

Position Descriptions / Student / Student Employment Programs Student Assistant

Print Preview  
Print Preview (Employee View)  
**Create Posting from this Position Description**  
Modify Position Description

**Position Description: Student Employment Programs Student Assistant (Student)**  
Current Status: Active  
Position Type: Student Created by: TEST Account  
Department: Career Center

Summary Associated Job Title

Job Title  
Job Title Student Employment Programs Student Assistant

10. Make sure that you click the boxes next to “Accept online applications?” and “Student Employment Application” (bottom of page).

11. Verify that all information entered is correct. Be sure that everything marked with a red asterisk “\*” is filled in.

12. Click Create New Posting.

Posting: Student Employment Programs Student Assistant (Student) Edit

Current Status: Draft  
Position Type: Student Created by: Brittany Frederick  
Department: Career Center Owner: Brittany Frederick

Take Action On Posting  
See how Posting looks to Applicant  
Print Preview (Applicant View)  
Print Preview  
Add to Watch List

Summary History **Settings** Hiring Proposals Associated Position Description

Update Settings

**Organizational Unit**  
Division: University Engagement (Division)  
College: No College Designated (University Engagement)  
Department: Career Center

**Online Applications**  
 Accept online applications?  
Special offline application instructions

**Accepted Application Forms**  
 Student Employment Application

13. Review all categories on the left hand side of the screen: Position Details, Job Duties, ADA Checklist, Career Readiness Competencies, Posting Details, Position Budget Information, Applicant Documents, Supplemental Questions, Guest User, and Search Committee. This information was pulled over from the

position description. If there is information that you would like to change in regards to the position description please review the instructions for [Modifying a Position Description](#). Verify that all information entered is correct. Be sure that everything marked with a red asterisk "\*" is filled in.

14. Select **Next** after reviewing each section.

Applicant Tracking System My Profile Help Logout

Indiana State University User Group: Student Supervisor

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Student / Student Employment Programs Student Assistant (Draft) / Edit: Position Details

Editing Posting

- Position Details
- Job Duties
- ADA Checklist
- Posting Details
- Career Readiness Compe...
- Position Budget Inform...
- Applicant Documents
- Supplemental Questions
- Guest User
- Search Committee
- Summary

Position Details

Save Next >>

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

\* Required Information

Position Details

Job Title Student Employment Programs Student Assistant

FLSA Exemption

Job Summary/Basic Function General office duties, provides customer service primarily to students looking for on-campus employment and processing of all paperwork to students who have found employment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications & Disclaimer The information on this description is designed to indicate the general nature and level of work performed by employees within the classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

15. Review your posting to ensure all information is entered correctly. If all of your information is entered correctly select **Take Action on Posting**, then **Submit (move to Student Employment)**.

Applicant Tracking System My Profile Help Logout

Indiana State University User Group: Student Supervisor

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Student / Student Employment Programs Student Assistant (Draft) / Summary

Posting: Student Employment Programs Student Assistant (Student) Edit

Take Action On Posting

See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

Add to Watch List

Summary History Settings Hiring Proposals Associated Position Description

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. In the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details Edit

Position Details

Job Title	Student Employment Programs Student Assistant
FLSA Exemption	

16. If you would like to leave a comment about the posting, you may do so here. If your posting is going to be a hidden posting, write that in the comment section. If you do not have any comments, you can leave the box blank. Press Submit.

The screenshot displays the Applicant Tracking System interface for Indiana State University. The page title is "Posting: Student Employment Programs Student Assistant (Student)". The current status is "Draft". The position type is "Student" and the department is "Career Center". The posting was created by Brittany Frederick. A "Take Action" popup box is open, prompting the user to "Keep working on this Posting" and providing a text area for optional comments. The popup box has "Submit" and "Cancel" buttons. The background page shows navigation tabs for "Summary", "History", "Settings", "Hiring Proposals", and "Associated". Below the navigation, there is a section for "Position Details" with a table containing the following information:

Job Title	Student Employment Programs Student Assistant
FLSA Exemption	