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 (<u>blue</u> <u>header</u>) of the Applicant Tracking System.

3. Check to be sure that your User Group is set to **Student Supervisor**.

Applicant Tracking System							<u>My Profile Help logou</u>
Applicant Tracking System							User Group:
Position Management							Student Supervisor
Employee Records	 ✓ Applicants 		Hiring Proposals	•			Shortcuts 👻
	ine Recruitment Syst	tem					
OTHER TOOLS	ie administrator)					My Filled Postings	My Open Postings
						10	22
	r break recess, all regular s After this date, the next sta	staff hirin aff orient	g will be suspended a ation will be on Janua	is of December 3. The last orier ry 13, 2020. During the designa	tation for staff will be ted time, interviewing	46	32
	eview/selection will continue as normal. If a department has an essential need to hire a staff employee, during happroval will be required from the appropriate Vice President. If you have any questions please contact Human						
	114.					Average	days your
						inbox u	asks wall
	Po	ostings	Hiring Proposals	Position Description Request	s Onboarding Tasks		
					Filters		
	e displayed.						
			Postings	Hiring Proposals Positio	n Description Pequests		
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- 4. Click on the header **Postings**, then select **Student.**
- 5. Select the <u>orange</u> button that reads **Create New Posting** on the right side of the screen.

•••	Applicant Tracking Sys	tem						<u>My Profile</u> <u>Help</u>	logout
	Indiana Universi	State ty						User Group: Student Supervisor	Ţ
	Home Pos	s tings - Ap	oplicants - I	Hiring Proposals 🔻				Shortcuts 👻	
	Postings Stude S	tudent							
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	When moving items For example, Search On Campus Intervie Please click on "mor	i in bulk, please restric n Managers might resi w". e search options" bel	ct your search to the wo trict their search to "Une ow to restrict the search	rkflow states you'd like der Review by Hiring Ma 1.	to move items <i>from</i> . This will nager" and "HR Approved for	l enable the bulk move r Phone Interview" state	ieature. Is in order to move candidates i	to "Recommend for	
	Saved Searches	~			Search Q More Sear	rch Options 🗸			
	Default Search	×							
	"Default Search" 💽	Selected records	Clear selection?					Actions 🗸	
								(Actions)

6. Select Create from Position Description.

INDIANA STATE			
UNIVERSITY			Student Supervisor
Student Postings When moving items in bulk, please restrict your search to the workflow Prevample, Search Managers might restrict their search to "Under R Please click on "more search options" below to restrict the search. Swed Searches v	Create New X What would you like to use to create this new posting? Create from Position Description Copies in most of the Information from a position description.	er to move candidates to "Recom	
"Student Postings" 🚱 Selected records 🚺 🛒 Clear selection?	← Previous 7 2 3 Next →		
	Notice of Vacancy Active Pav Index Number Department Applicat		

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 <u>modify the position description</u>.

Applicant Tr	acking System							Welcome, Bria	anne Karazsia	My Profile	Help	logout
	DIANA STATE JIVERSITY								User Group: Student Supe	rvisor		~
Home	Postings -	Applicants -	Hiring Propo	osals -						Shortc	uts 🔻	
Postings /	Student / Create from Po	sition Description 🛱										
Stuce When mo For exam Please cli Saved	dent Positie wing items in bulk, please line, Search Managers mig ck on "more search option Searches v	on Descrip restrict your search to the w hir restrict their search to "U s" below to restrict the sear	tions orkflow states nder Review by ch.	you'd like to r Hiring Mana	move items <i>fro</i> ger" and "HR A Search C	m. This will e pproved for l More Searc	nable the bulk move feature. hhone Interview" states in order to move candida n Options 🗸	ates to "Recomr	mend for On Ca	mpus Intervi	ew".	
"Student Banner Pos	Position Descriptions" 🕫)	Pay Index	Banner Position Number	Previous 1 Banner Position Suffix	2 3 ·	i Next→ Supervisor	c	Department		(Action:	s)
Student Em	ployment Programs Stude	nt Assistant	CARCT	U04251	04	Active	Student Employment Program Coordinator (B Karazsia)	Brianne C	areer Center		Actions	3 🗸
14th & Ches	stnut Community Center A	fter-School Youth Assistant	WKS14C	WKS14C	00	Active	Student Employment Program Coordinator (B Karazsia)	Brianne C	Off-Campus Wo	k Study	Actions	•
After Schoo	l Program Leader (Scout L	eader)	WKSCBS	WKSCBS	00	Active	Student Employment Program Coordinator (B Karazsia)	Brianne C	Off-Campus Wo	k Study	Actions	•
Next Step B	arista		WKSNSF	WKSNSF	00	Active	Student Employment Program Coordinator (B Karazsia)	Brianne C	Off-Campus Wo	k Study	Actions	•

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		<u>My Profile</u> Help logou	<u>t</u>
	Indian Unive	na State rsity		User Group: Student Supervisor	
	Home	Postings - Appli	cants • Hiring Proposals •	Shortcuts 💌	
	Position Descriptio	ns / Student / Student Empl	oyment Programs Student Assistant		
	Position D Current Status: Acti Position Type: Stud Department: Caree	escription: Stud	ent Employment Progr	Print Preview Print Print Preview Print Print Preview Print Print	
	Summary	Associated Job Title			
	S Jo	ob Title			
	Job T	itle			
	Job	Title	Student Employment Programs Student As	ssistant	

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 Pr Current Status: Draft Position Type: Student Department: Career Center Owner: Brittany Free	rograms Student Assistant (Student) Edit	Take Action On Posting ✓ ★ dee how bosting looks to Applicant ➡ Print Preview (Applicant View) ➡ Print Preview ➡ Add to Watch List
Summary History Settings Hiring Proposals	Associated Position Description	
Organizational Unit		Update Settings
Division	University Engagement (Division)	
College	No College Designated (University Engagement)	
Department	Career Center	
Online Applications Constructions? 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 <u>Modifying a Position Description</u>. Verify that all information entered is correct. Be sure that everything marked with a <u>red</u> asterisk "*" is filled in.

Applicant Tr	acking System			<u>My Profile</u> <u>Help</u> logout
	ndiana State Iniversity			User Group: Student Supervisor •
Home	Postings -	Applicants 👻 🛛 F	liring Proposals 🕶	Shortcuts 👻
Postings / S	Student / Student Emplo	yment Programs Student Assist	ant (Draft) / Edit: Position Details	
Editing P Position	Posting n Details	Position Details		Sale Next >>
S Job Du	ıties			
ADA Checklist Posting Details Career Readiness Compe Position Budget Inform		Check spelling To create a Posting, first of through all sections comp on the Next button until J appears, hover your mou * Required information	omplete the information on this screen, then click the Next button or select the page in the left hand navi oleting all necessary information. To submit the Posting to Human Resources, you must go to the Posting 5 you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Onc se over the orange Action button for a list of possible approval step options.	gation menu. Proceed Summary Page by clicking e a summary page
Applica	ant Documents	Position Details		
🗢 Supple	emental Questions	Job Title	Student Employment Programs Student Assistant	
♥ Guest	User n Committee	FLSA Exemption		
Summa	ary	Job Summary/Basic Function	General office duties, provides customer service primarily to students looking for on-campus employment and proces students who have found employment.	sing of all paperwork to
		Qualifications & Disclaimer	To perform this job successfully, an individual must be able to perform each essential duty satisfactority. The requirem of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with essential functions. The information on this description is designed to indicate the general nature and level of work performed by employ is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualificati assigned to this job.	ents listed are representative disabilities to perform the ees within the classification. It ons required of employees

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

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)**.

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	K	Indiana State University				User Group: Student Supervisor			
	Hom	e Postings -	Applicants 👻	Hiring Proposals 🕶		Shortcuts 👻			
	Postir	ngs / Student / Student Employe	ment Programs Studen	t Assistant (Draft) / Summary					
		Posting: Student Current Status: Draft	Employmen	t Programs Student Assistant	(Student) Edit Take Action On P	osting V g looks to applicant			
		Position Type: Student Department: Career Center	Print Preview (A	pplicant View) ist					
		Summary History Se	ttings Hiring Propo	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 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 ar exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.									
	Position Details								
		Job Title	Student Emp	oloyment 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.

•••	Applicant Tra	cking System						My Profile Help	logout
		diana State						User Group:	
	Postice Postice Depart	ting: Student at Status: Draft in Type: Student tment: Career Center ary History Set	Employment Created by: Britt Owner: Brittany	Programs Stude any Frederick is Assoc	this Posting nal)	Jdent) Edit	Take Action On Posting • See how Posting looks to Print Preview (Applicant Print Preview Add to Watch List		
				n by hovering u are ready to some your poster on Name in the Summary Section d make necessary corrections be	This will take you directly to a fore moving to the next step in	n. You may add a Cor al the popup box. he Posting Page to Edit h the workflow			
		FLSA Exemption							

If you do not have any comments, you can leave the box blank. Press Submit.