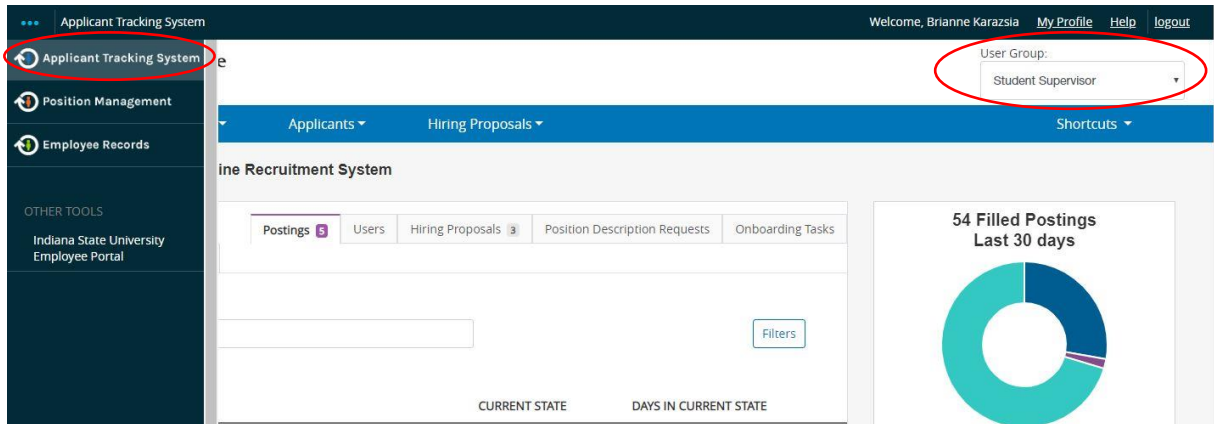
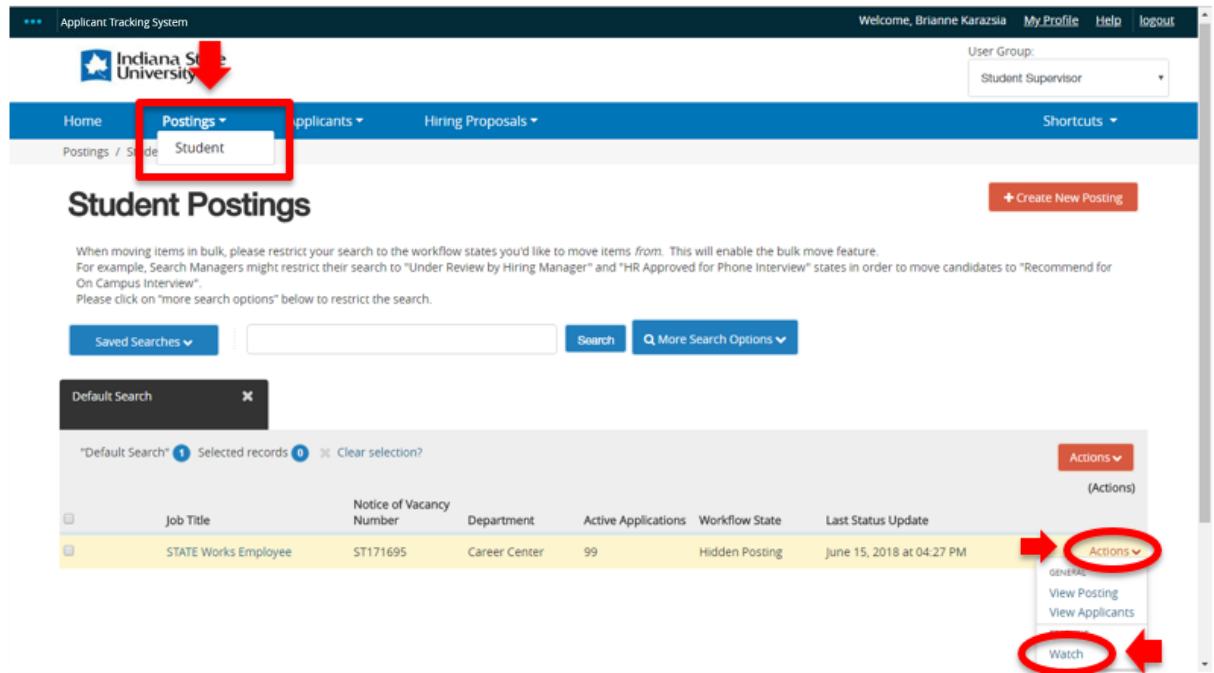


## Adding a Position to your Watch List Instructions for Student Supervisors

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 Access Level is set to **Student Supervisor**.



4. Click on the header **Postings**, then select **Student**.
5. Search for the position that you want to add to your Watch List.
6. When you find the position, click the arrow next to **Actions**.
7. On the drop-down menu that will appear, select **Watch**.



8. Alternative Way-If you are already in the position, you can select the **Add to Watch List** ribbon on the right hand side of the screen.

Applicant Tracking System | Welcome, Brianne Karaszka | My Profile | Help | Logout

Indiana State University | User Group: Student Supervisor

Home | Postings | Applicants | Hiring Proposals | Shortcuts

Postings / Student / STATE Works Employee (Hidden Posting) / Summary

### Posting: STATE Works Employee (Student)

Current Status: Hidden Posting

This posting is not available to applicants via search results but may be accessed directly at <http://jobs.indstate.edu/postings/23692>

Position Type: Student | Created by: Beth Farley  
 Department: Career Center | Owner: Student Employment

Summary | History | Applicants | Reports | 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

★ See how Posting looks to Applicant  
 🖨️ Print Preview (Applicant View)  
 📌 Add to Watch List

9. When you return to your Home screen, the position will be listed at the bottom of the page under **Watch List**.

Watch List | Postings 1 | Hiring Proposals | Position Description Requests

SEARCH  Unwatch Postings

	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
<input type="checkbox"/>	STATE Works Employee Career Center	Student	Hidden Posting	Student Employment

How to Create a Hiring Proposal  
 How to Bulk Move Applicants  
 Direct Hire Procedures  
 ISU Position Management Quick Steps