

# ISU Quick Steps to Creating a Staff Posting

User type authorized to start a Staff posting: **Chair/Supervisor**. Login into [PeopleAdmin](#) and click on the Module Indicator (3 blue dots on the upper left side of the screen) select **Applicant Tracking System** from the dropdown.



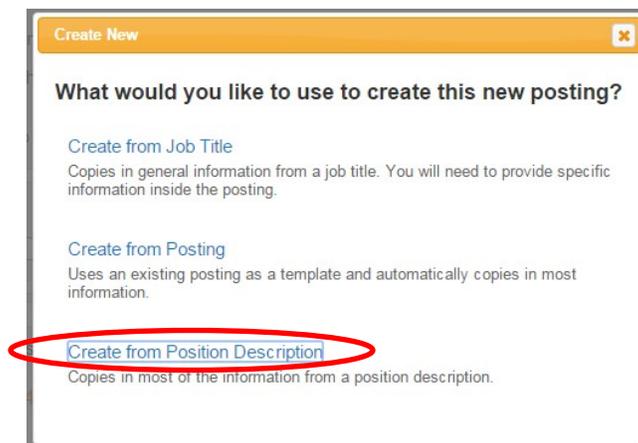
Step 1: Hover over the **Posting** Tab, select the **Staff** from the dropdown menu.



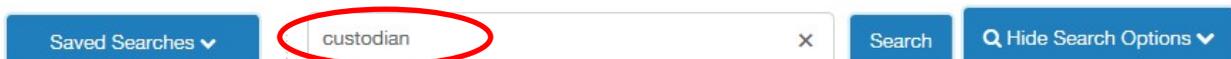
Then click on the orange **Create New Posting** button.



**Step 2** Select **Create from Position Description**



**Step 3:** When using POSITION DESCRIPTION –Search for the appropriate approved position by entering the title, or position number in the Key word search area.



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**Step 4:** Hover over **Actions** button located on the right side of screen of the position and select **Create From**

Banner Position Title	Unique Position Identifier	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Custodian I	MR9615-00	Rachelle	Graves	Lead Custodian (Cheryl Comer)	Active	Actions
Custodian I	MR9616-00	Janet	Reed	Lead Custodian		View
Custodian I	MR9617-00			Lead Custodian		Create From

**Step 5.** The system will display the **New Posting** setting page. Please review the **Division, College,** and **Department** for accuracy.

Completion of the **Reference** section is optional. However, if you would like references to be automatically notified, then under the **References** section, please select the workflow state in which you would like them to be notified from the **Reference Notification** dropdown menu.

The **Recommendation Workflow** dropdown should be blank. If you would like them to provide a recommendation letter, select **Reference Letter** from the **Recommendation Document Type** dropdown menu.

After completing this section, scroll down to the bottom of the page and check the **Staff and Faculty Application** box.

Staff and Faculty Application

Then click on **Create New Posting** to Create the New posting

Create New Posting

**Step 6:** Go through each tab and complete the various fields of information that is needed or that did not default from the approved Position Description.

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Editing Posting	
Position Details	
Posting Details	
✔ Advertising	
✔ Applicant Documents	
✔ Supplemental Questions	
✔ Guest User	
✔ Search Committee	
✔ Evaluative Criteria	
✔ Reference Letters	
✔ Posting Documents	
Summary	

**Step 7:** Please complete the boxes that are red or have a red asterisk. These are required fields and must be filled to move to the next step.

\* Extension for Chair/Supervisor   
This field is required.

**Step 8:** When you reach the **Summary Tab**, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.

! Position Details [Edit](#)

**Step 9:** Hover over the orange **Take Action on Posting** and select **Submit (move to Affirmative Action)**.

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Submit (move to Affirmative Action)

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**Step 10:** Add any necessary comments in the **Comment** Box. Please be aware any comments made in the **Comment Box** will appear in the email message sent to the next approver in the workflow and becomes a permanent part of the recruitment record and cannot be removed. Click **Submit**.

Take Action✕

Submit (move to Affirmative Action)  
Comments (optional)

SubmitCancel

## Staff Posting Workflow

