Quick Guide for Posting STEPS Positions

The STEPS position type is used to request STEPS temporary employees

Checklist for Creating a Posting:

☐ 1. Log into the system and select Search Coordinator role (on the Applicant Tracking side of the system)
☐ 2. Select “STEPS” category listed under the Postings menu/tab
☐ 3. Select in the upper right-hand corner. You will be given two options:
   a. Create from Position Type – will be a brand new blank posting request
   b. Create from Posting – will allow you to create from previous posting request
☐ 4. Enter the Job Title once you have selected one of the above options
   (i.e. STEPS Temporary Employment: Office Assistant)
☐ 5. Select in the lower or upper right-hand corner
☐ 6. Complete all information on the Posting Details section
☐ 7. Click Next to attach applicable documents in the Posting Documents section
☐ 8. Click Next to review Summary to ensure necessary posting information is included
☐ 9. Select Take Action on Posting and click “STEPS (move to STEPS)” to officially submit your posting request
☐ 10. Enter applicable comments and select Submit on the Take Action dialogue box
☐ 11. A green heading will appear if your posting was successfully submitted
☐ 12. A STEPS team member will contact you to discuss your posting request