Quick Guide for Posting Student/other Positions

The **Student/other position** type is used to post the following positions: (*Postings can be public or invitation ONLY*)

- Student positions paid on a student wage line (e.g. Federal Work Study, Student Workers, GA/RA/TA, etc.)
- Non-STEPS temporary positions (e.g. on-call RNs, scientific positions funded by grants, etc.)
- Non-benefited positions (e.g. Post-Doctoral Scholars, Adjunct Faculty, etc.)

**Checklist for Creating a Posting:**

☐ 1. Log into the system and select Search Coordinator role (in the Applicant Tracking system)

☐ 2. Select “**Student/other**” category listed under the Posting menu/tab

☐ 3. Select **Create New Posting** in the upper right-hand corner. You will be given two options:
   a. Create from Position Type – will be a brand new blank posting
   b. Create from Posting – will allow you to create from previous posting

☐ 4. Enter the following once you have selected one of the above options:
   a. Job Title
   b. Department
   c. Select “Accepted Application Forms” based on the type of position you are hiring
      Options: Staff Application, Student Application, or Academic Profile
      * It is critical to ensure the “Accept online applications?” box is checked (*Not selecting this box will result in not being able to hire your employee*)

☐ 5. Select **Create New Posting** in the lower or upper right-hand corner

☐ 6. Complete all information on the **Posting Details** section

☐ 7. Click **Next >>** to add **Posting Specific Questions** you would like to use to assist in screening applicants
   * For instructions on adding questions, use the Quick Guide for Posting Specific Questions

☐ 8. Click **Next >>** to select the **Applicant Documents** you would like to include in addition to the application
   * Optional – Provides functionality for attaching document, but does not require attachment for applying purposes
   * Required – Provides functionality for attaching document and requires attachment in order to officially apply for posting

☐ 9. Click **Next >>** to establish a **Guest User** account by completing fields if applicable

☐ 10. Click **Next >>** to upload **Posting Documents** for internal reference (e.g. advertisement verbiage, internal communication, etc.)

☐ 11. Click **Next >>** to review **Summary** to ensure necessary posting information is included
☐ 12. Select and click one of the following status options:
   a. “Open Posting” – will publicize posting on UK Jobs for applicant to apply
   b. “Internal/Invite Only” – will activate quick link to email for pre-selected candidate(s)

☐ 13. Enter applicable comments and select Submit on the Take Action dialogue box

☐ 14. A green heading will appear if your posting was successfully submitted

Checklist for Reviewing Applications and Ordering Pre-Employment Screening:

☐ 1. Log into the system and select Search Coordinator role (in the Applicant Tracking system)
☐ 2. Select “Student/other” category listed under the Posting menu/tab
☐ 3. Locate the posting you would like to view and click on the Job Title
☐ 4. Click “Applicants” to obtain the list of individuals who have applied
☐ 5. Click on the applicant name to view their application form. Use your browser’s back button to return to list of applicants
☐ 6. Once you have selected a person you would like to hire, order the required pre-employment screening by viewing the application and clicking Take Action On Job Application
☐ 7. Select the applicant status of “Accepted Offer – Initiate PES” and then click “Submit” to finalize the status change

Checklist for Closing a Posting:

☐ 1. Log into the system and select Search Coordinator role (in the Applicant Tracking system)
☐ 2. Select “Student/other” category listed under the Posting menu/tab
☐ 3. Locate the posting you would like to view and click on the Job Title
☐ 4. Click “Applicants” to obtain the list of individuals who have applied
☐ 5. Click each applicant’s name in order to view their application form
☐ 6. Click Take Action On Job Application and select one of the following status options:
   a. “Not Selected for Position” and then click “Submit” to finalize the status change
   b. “Hired” and then click “Submit” to finalize the status change
☐ 7. Repeat this step for each applicant within your applicant pool
☐ 8. Once all disposition reasons have been entered, close the position by clicking on Take Action On Posting and select “Filled”