Quick Guide for Posting STEPS Positions

The **STEPS position** type is used to request STEPS temporary employees

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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 **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 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 **Create New Posting** 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