Quick Guide for Posting Staff Positions

The Staff position type is used to submit a request to Compensation for the following:

- Create and post a new position
- Modify a current position
  - Update (with or without posting)
  - Re-evaluation (with or without posting)

Checklist for Ordering a Pre-Employment Screening:

☐ 1. Log into the system and select Search Coordinator role (on the Applicant Tracking side of the system)
☐ 2. Select “Staff” category listed under the Posting menu/tab
☐ 3. Locate the posting you would like to view and click on the Job Title
☐ 4. Click the “Applicants” tab to obtain the list of individuals who have applied
☐ 5. Click on the applicant’s name that has accepted your staff position; 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
☐ 8. A green heading will appear if your applicant status was successfully changed