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 Requesting Hiring Proposal:**

☐ 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 “Applicants” to obtain the list of individuals who have applied
☐ 5. Click each applicant’s name in order to view their application form
☐ 6. Once you have selected a person you would like to hire, initiate Hiring Proposal by viewing the application and clicking **Take Action On Job Application**
☐ 7. Select the applicant status of “Initiate Hiring Proposal” and then select an Employment User and click “Submit” to finalize the status change
☐ 8. A green heading will appear if your applicant status was successfully changed