

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 Reviewing Applications

- 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