# Quick Guide for Posting Student/other Positions

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

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

## Checklist for Closing a Posting:

☐ 1. Log into the system and select Search Coordinator role (on the **Applicant Tracking** side of the 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 selection 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"**