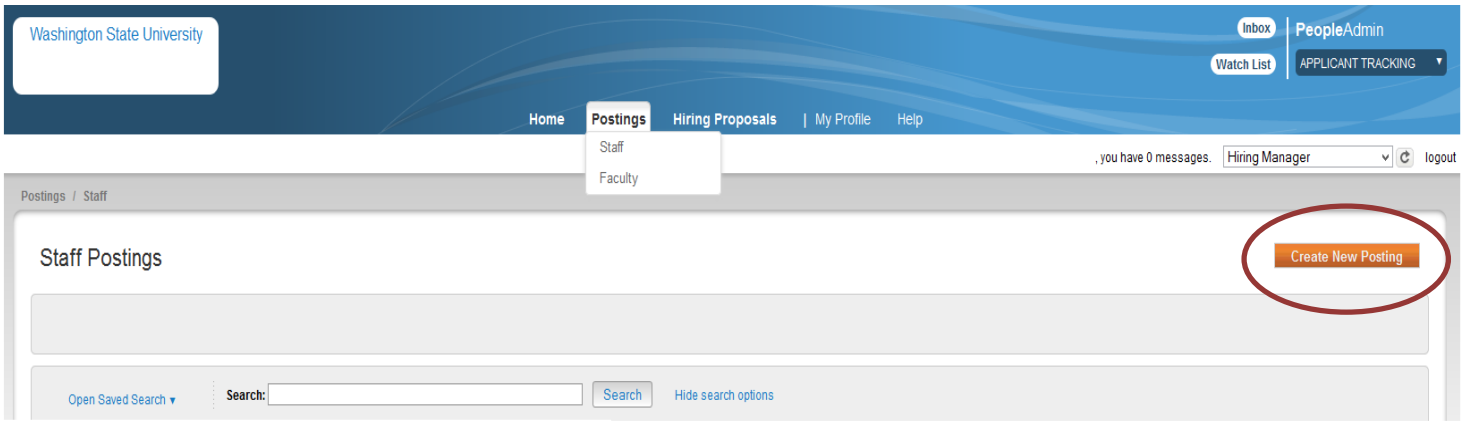
Creating a New Posting

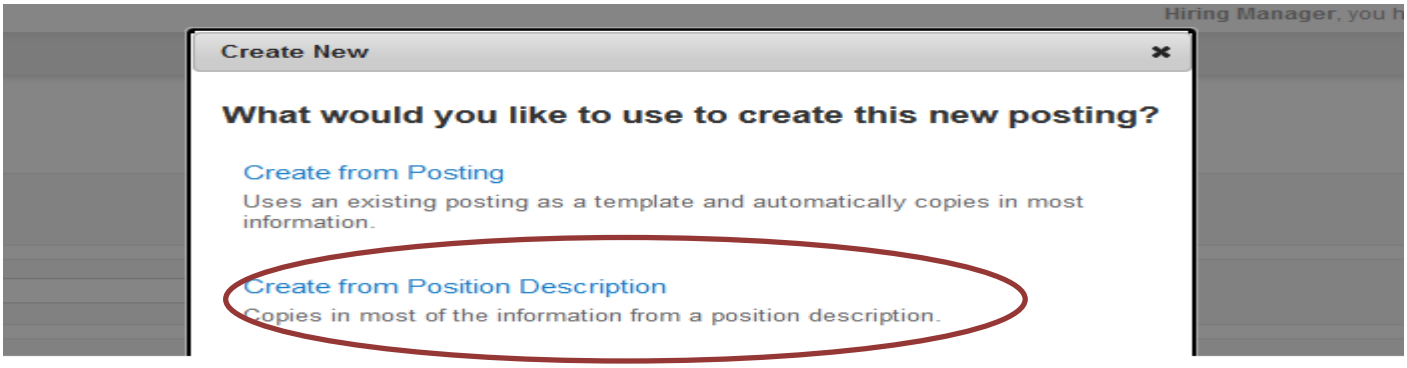
1. Verify you are in the Applicant Tracking module as a Hiring Manager, Personnel Admin, or Appointing Authority.

2. Hover over Postings and click on **Staff** or **Faculty**. Staff is used for Classified Staff and Administrative Professional.

3. Click the Create New Posting button at the top right corner.



4. A pop-up box will open. Choose the "Create from Position Description" option.
    a. Although Faculty do not have traditional position descriptions as Staff do, for purposes of OPDRS, postings begin with a position description.



5. Find the position you would like to post. Hover over **Actions** to see your options:
    a. Select *Create From* to create the posting from the selected position description; or
    b. Select *View* to see the current position description prior to beginning the action. If the selected position description is correct, click on *Create Posting from this Position Description* on the upper right corner.
        i. NOTE: Always review the position description prior to starting the posting. If changes are needed, they will need to be done prior to starting the posting.
    c. If you cannot find the position you would like to post, contact your HR Service Team.

6. Most of the information will auto-populate from the approved position description.

7. Complete all required information in each of the sections which are listed on the left hand side of the screen.

8. After completing all sections, review edits on the *Summary* tab. Check all information entered for accuracy and make additional edits if necessary. Completed sections are noted with a blue checkmark , while incomplete sections are noted with an orange exclamation mark .

9. Once all sections are completed, move the action through the workflow by hovering over the Take Action on Posting button on the top right hand corner of the page and select the workflow option you wish to take. The actions you can take are determined by your user type.

10. A pop-up 'Take Action' window will open in which you can make comments, if needed, which would be sent to the next approver. Please note, comments will be tied to the historical record of the action. Check the box to include the action on your watch list, if needed, and click **Submit**. An email will be sent to the next approver, notifying them of the pending action.

11. You will receive a green bar on the top of your page that will state the action was successfully transitioned.