Step 1: On the Home Page, make sure you are under “Hire”. Click on Postings tab and select Faculty. Create New Faculty Posting.
Step 2: Select Create from Position Type, Title or Posting

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Title
Copies in general information from a title. You will need to provide specific information inside the posting.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.
Step 3: If using POSITION TYPE, then fill in the blanks (Recommended)
If using TITLE - Search for the appropriate approved Title to create the posting
OR
If using POSTING – search for the posting you wish to copy from

*Toggle over Actions drop-down located on the right side of screen and select Create From
Step 4: The system will provide the posting settings page for **New Posting**

Step 5: Complete the various required fields of the posting. **Note – you must complete the advertising content and indicate which advertising venues you would like to use.**
Step 6: When you reach the **Summary Tab**, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.
Step 7: Toggle over the **Take Action on Posting** and select the appropriate workflow state.
*If you do not know what the next workflow step is, please go to the home page and click Approval Workflow under Useful Links. A new window or tab will open to the posting workflow for all academic and non-academic positions. Faculty positions will follow the “All Academic Positions” approval workflow.

Step 8: Add any comments in the Comment Box keeping in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.