Quick Steps for Creating a Staff/Admin Posting

Step 1: On the Home Page, make sure you are under “Hire”. Click on the Postings tab and select Staff/Admin. Click on Create New 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)

New Posting

* Required Information

Position Title *

Organizational Unit

Division *

Department *

Applicant Workflow

Workflow State

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

☐ Accept references

Online Applications

☐ Accept online applications?

Special offline application instructions

Successful candidates for any staff, faculty, or administrative position at Loyola University Maryland will be subject to a pre-

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.

Posting Workflow

<table>
<thead>
<tr>
<th>Non-Academic Staff/Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Manager/Delegate</td>
</tr>
<tr>
<td>Director/Chair/DeptHd</td>
</tr>
<tr>
<td>Asst/Asso VP/Dean</td>
</tr>
<tr>
<td>HR Compensation</td>
</tr>
<tr>
<td>VP</td>
</tr>
<tr>
<td>HR</td>
</tr>
</tbody>
</table>

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 become a permanent part of the recruitment record and cannot be removed.