Creating a Staff Posting Quick Steps

Step 1: Email your HR Partner when you are ready to close your position and request a background check on your finalist.
- Once the position is closed and the finalist has a completed background check, please notify your HR Partner to update the finalist to “Recommend for Hire”.

Step 2: After the previous step has been completed, please click into the Postings tab at the top of your screen, mouse over “Saved Search” and select “Close/Cancelled”. Find and click the position that you would like to create an Employment Recommendation for.

(*NOTE* Open Saved Search only works with Chrome and Mozilla Firefox web browsers)
Step 3: After you have clicked the position title, please click the **Applicants** tab. From here click the name of the finalist that has the "**Recommend for Hire**" workflow status.
Step 4: Once you've clicked the applicant’s name, click “Start Hiring Proposal”.
Step 5: Click “Start Hiring Proposal”
Step 6: Please complete all the fields in **Hiring Information.**

**Applicant/Prospective Employee Information**
- First Name
- Middle Name
- Last Name
- Address 1
- Address 2
- City
- State
- Zip Code
- Mobile Phone
- Work Phone
- Email

**Position Information**
- Title
- Posting Number
- Faculty Type

**Hiring Information**
- Position Title or Rank
- Salary
- Full GL #
- If replacing, whom
- Start Date
- Type of hire
- Highest Degree
- Year Earned degree
- Semester/year for tenure review
Step 7: After review please submit the Employment Recommendation to the next appropriate approval step. The Employment Recommendation Workflow is below. The Employment Recommendation must go through all of the steps of the approval workflow in order for an offer letter to be generated (staff/admin) or a contract to be processed (faculty).