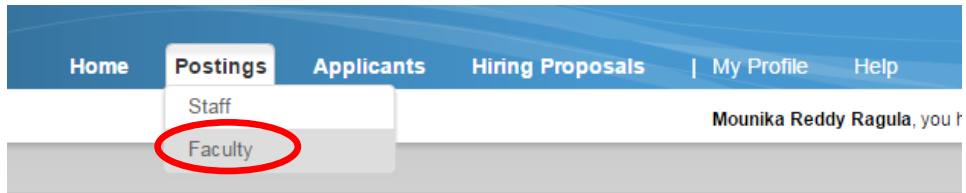


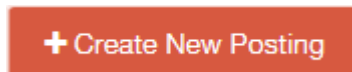
ISU Quick Steps to Creating a Faculty Posting

User types authorized to start a Faculty posting: Chair/Supervisor, Dean/Administrator or Vice President

Step 1. On the Home Page, toggle over the Posting Tab and select the **Faculty** employment group from the drop down menu and click on Orange Create **New Posting** button.



and click on Orange Create **New Posting** button.



Step 2. Select **Create from Job Title**

Step 3. JOB TITLE – Please select one of the following job titles:

Assistant/Associate Professor – 10 Month

Assistant/Associate Professor – 12 Month

Chairperson

Full Professor

Full Time Lecturer-One Year Contract

Instructor-Multi Year Contract

Part Time Lecturer

Step 4. Toggle over **Actions** button located on the right side of screen from the title or posting and select **Create From**

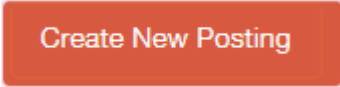


Step 5. The system will provide the **New Posting setting** page. Please review the Division, College, and Department for accuracy. If applicable, under references section, please select **Under Review by HR** from the **Reference Notification** dropdown menu. The **Recommendation Workflow** dropdown should be blank.

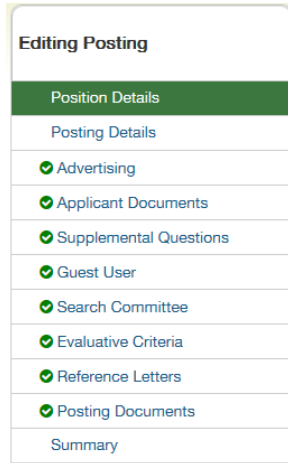
Scroll down to the bottom of the page and Check Staff and Faculty Application

Staff and Faculty Application

Then click on **Create New Posting** to Create the New posting



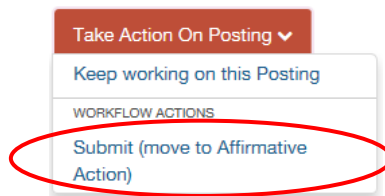
Step 6. Go through each tab on the left navigation and complete the various fields of information that is needed or that did not default from either the Titles or the Posting you created from.



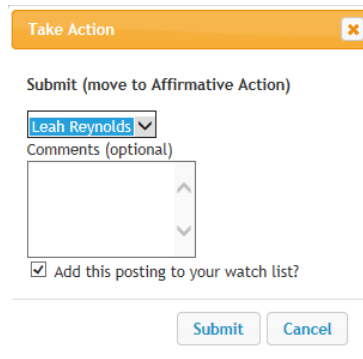
Step 7. Please complete the boxes that are red or have a red asterisk. These are required fields and must be filled to move to the next step.

Step 8. 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 9. Toggle over the **Take Action on Posting** and select **Submit (move to Affirmative Action)**.



Step 10. Add any necessary comments in the **Comment Box**. Please be aware any comments made in the **Comment Box** will appear in the email message sent to the next approver in the workflow and becomes a permanent part of the recruitment record and cannot be removed. Click **Submit**.



ISU Quick Steps to Creating a Faculty Posting

Faculty Posting Workflow

