

ISU Quick Steps to Creating a Staff Posting

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

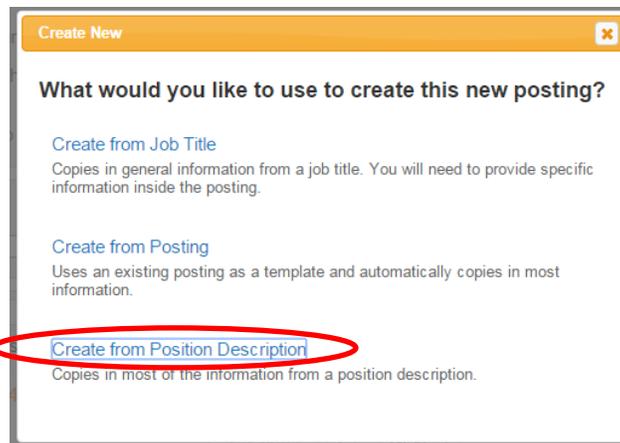
Step 1: On the Home Page, hover over the **Posting** Tab, select the Staff employment group from the dropdown menu



and Click on Orange Create **New Posting** button



Step 2: Select **Create from Position Description**



Step 3: When using POSITION DESCRIPTION –Search for the appropriate approved position by entering the title, or position number in the Key word search area



Step 4: Hover over **Actions** button located on the right side of screen of the position and select **Create From**

| Banner Position Title | Unique Position Identifier | Employee First Name | Employee Last Name | Supervisor | Status | (Actions) |
|-----------------------|----------------------------|---------------------|--------------------|-------------------------------|--------|-------------|
| Custodian I | MR9615-00 | Rachelle | Graves | Lead Custodian (Cheryl Comer) | Active | Actions |
| Custodian I | MR9616-00 | Janet | Reed | Lead Custodian | | View |
| Custodian I | MR9617-00 | | | Lead Custodian | | Create From |

Step 5: The system will provide you the **New Posting** settings page. Please review the Division, College, and Department for accuracy. If applicable, under references please select which workflow state you would like references to be notified and if you would like the applicants to be automatically moved to a specific state once the reference has completed the recommendation.

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



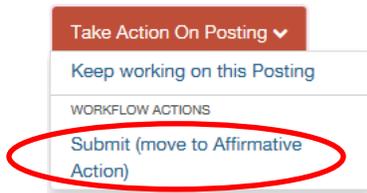
Step 6: Go through each tab and complete the various fields of information that is needed or that did not default from the approved Position Description.



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: Hover over the orange **Take Action on Posting** and select the appropriate workflow state.



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**.

Take Action 

Submit (move to Affirmative Action)

Leah Reynolds 

Comments (optional)



Add this posting to your watch list?

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Staff Posting Workflow

