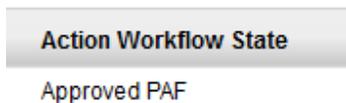


# Posting a Staff or Faculty Position

Almost all staff and faculty postings will be started from “Position Descriptions.” Before starting a posting, and action (position description) must have been approved in “Position Management”:



The action designation will be “Approved PAF”:

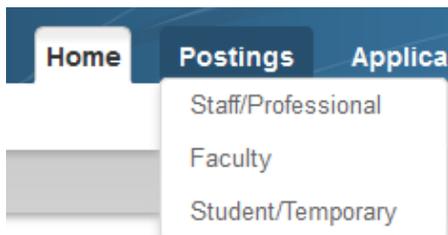


After the Action receives an “Approved PAF” designation, you may post the position authorized by the action. If you post the position before the applicable action is approved, your posting will contain the wrong information.

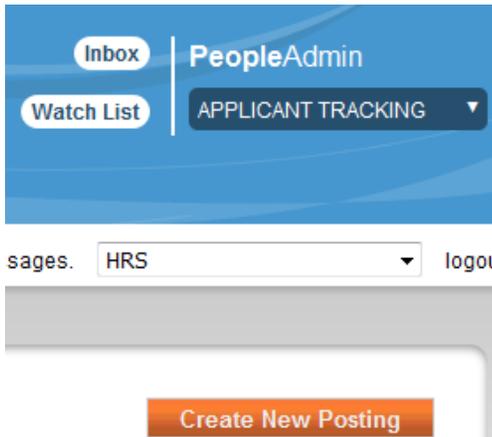
Write down the PCN and the Action number. You will need to have them when you post the position. Go to “Applicant Tracking” by way of the drop down menu in the upper right corner of the page:



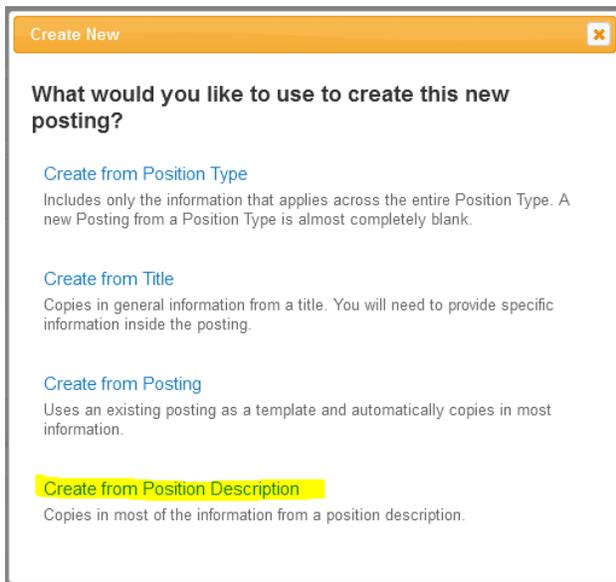
Go to the “Postings” tab in the blue ribbon at the top of the page to the right of the “Home” tab. Select the position type of the positing, Staff/Professional, Faculty, or Temporary:



Select the orange-colored “Create New Posting” button to the upper right of the page:



Select “Create from Position Description” at the bottom of the list provided:

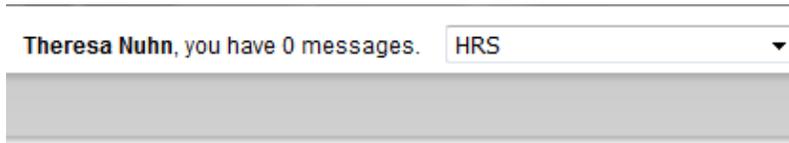


You will be taken to a page that says “Staff/Professional Position Descriptions.” Enter the PCN number (not the action number) of the position you want to post in the search field and select search, or select the position if you see it listed on the page below the search field.

## Staff/Professional Position Descriptions

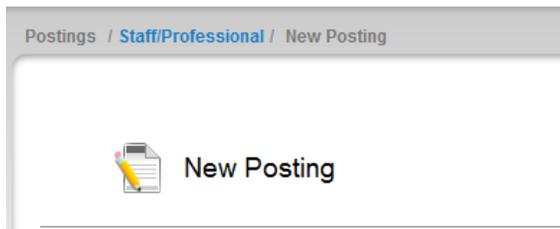


Click into the title of the position. Click the “Create Posting from this Position Description” button near the top/right of the page.



 [Create Posting from this Position Description](#)

You will be taken to a “New Posting” page.



The position title and organization unit rollups should default into the page. Leave the “Accept online applications?” button checked, even if you have a waiver already approved for the position. The waived applicant will still have to fill out his/her application information online.

**Position Title** \* ..

**Organizational Unit**

**Executive Level** \* ..

**Mid Level** \* ..

**Division** \* ..

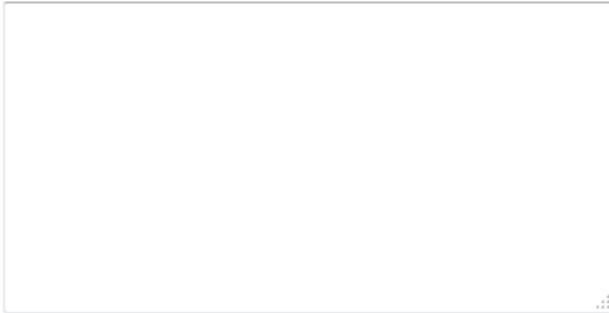
**Online Applications**

**Accept online applications?**

**Special offline application instructions**

You can decide which documents to carry over from the action to the posting. Unclick any documents you do not wish to carry over on the left side of the page. If there are no documents there, none were added to the action.

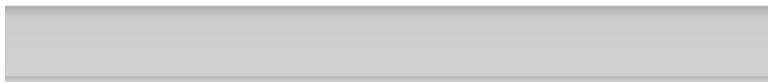
If it is a staff posting, click the “Main Application” box under a larger empty box in the middle of the page. If it is a faculty posting, click the Faculty-Administrator Application box:



Main Application

Finally, click the orange “Create New Posting” tab at the top or bottom left of the page. You will then be taken into a draft of your new posting.

Theresa Nuhn, you have 0 messages.



**Create New Posting**

This will take you to the “Position Details” page. You will enter the Action number in the Action Number Field on this page under “Posting Information.”

For questions or further information please contact [HR-peopleadminhelp@uidaho.edu](mailto:HR-peopleadminhelp@uidaho.edu)