Quick Steps to Creating a Posting

Adjunct

Step 1. Hover over the Posting’s tab – Select the ADJUNCT Posting Template.
You must be logged in with the correct user type - Originator – Operational Management or HR Admin/Human Resources (see diagram below)

Step 2. Select **Adjunct Template**

Step 3. Search for the Approved template if **Creating from Template** – click view – then click create posting from this template

Step 4. The system will provide you the posting settings page for **New Posting**.

Step 5. Make sure the working title is correct then click **Create New Posting**.

Step 6. Complete the various required fields of the posting on each Tab.

![Editing Posting](image)

Step 7. 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 8. Toggle over the **Take Action on Posting** and select the appropriate workflow state.

Step 9. 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 also become a permanent part of the recruitment record and cannot be removed.