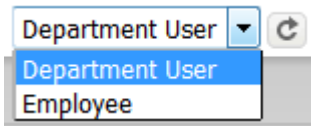
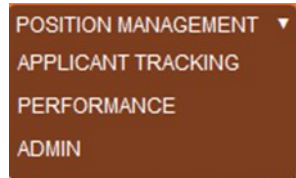


Start New Position Description

1. Log in
2. Select User Role



3. Select Position Management



4. Select Staff or Faculty from the Position Descriptions Menu

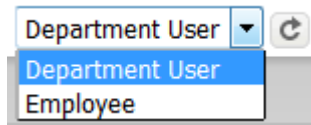


5. Click Create New Position Request

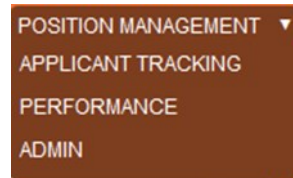
Create New Position Description

Start New Job Posting

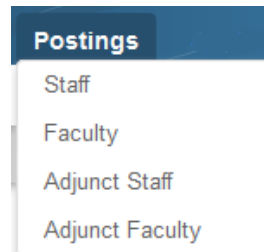
1. Log in
2. Select User Role



3. Select Applicant Tracking



4. Select Position Type

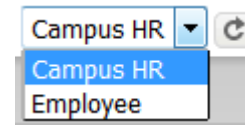


5. Click Create New Posting

Create New Posting

Check Applicant Status

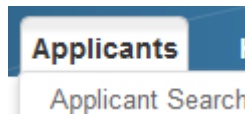
1. Log in
2. Select User Role



3. Select Applicant Tracking



4. Select Applicant Search in Applicants Menu

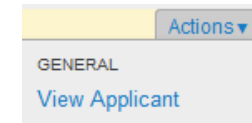


5. Enter Name of Applicant and Search

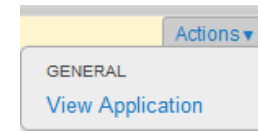
Search: Please enter search criteria

Start Hiring Proposal

1. Follow Instructions for "Check Applicant Status" to the left.
 - ←
2. Click View Applicant from the Action menu



3. Under Job Applications, click View Application in the action menu for the appropriate posting



4. Select Automated or Manual Hiring Proposal. Automated will create an EPAF and should not be used for transfers, grant positions, or student jobs.

+ Start Hiring Proposal - Automated

+ Start Hiring Proposal - Manual