



Getting Started:


1. Select **APPLICANT TRACKING** from the dropdown menu in the upper right.
2. Select a position type from the **Postings** tab.
3. Click **Create New Posting** then click [Create from Position Description](#).
4. Search for the appropriate Position Description, and select it in the list. Click More Search Options to search by Position Number.
5. Review the details of the Position Description to verify it is the correct one.
6. Click  [Create Posting from this Position Description](#).
7. Verify the Operating Title, Campus, Division, and Department information that is displayed on the "New Posting" page. If it is correct, click **Create New Posting**.

Posting Tabs

Note: Be sure to fill in all required fields on each tab, denoted with * .

Position Details	Information about the posting. Copy desired information from "Salary Range" field into "Salary Information" field, while leaving the default text in "Salary Information" intact. Not all fields are shown to applicant.
Duties / Responsibilities	Will default from Position Description. Only Campus HR can edit on Job Posting. Review information for accuracy.
Advertising / Billing	Identify sources and funding for advertising the position.
Reference Collection	Specify information regarding professional references.
Supplemental Questions	Select questions to be included with posting. At minimum, all questions in the "Core" category should be included. New questions can be created but will not be available until approved. See Supplemental Questions Quick Guide.
Documents Needed to Apply	Identify required and/or optional documents that applicants will upload.
Posting Documents	Upload documents for applicants to view, such as Org Charts, maps, images etc.
Guest User	Create a temporary username / password for use by people who do not have a PeopleAdmin account. Mostly used for non-USNH people, like search firms.
Search Committee	Search for users and add them to the search committee for the posting. Select one user as Committee Chair.
Evaluative Criteria	Add criteria for search committee to use in evaluating applicants. New criteria may be added, but will not be available until approved.
Summary	Review all data.  Indicates a section that is incomplete.

Take Action on Posting

- Select  [See how Posting looks to Applicant](#) to review the posting.
- Hover over **Take Action On Posting** and select the appropriate action to move it to the next stage of the workflow.