Step 1. On the Home Page, from the Postings Tab, select Staff and

Step 1a. Select the orange button **Create New Posting**

Step 2. Select **-Create from Position Description**

    If using POSITION DESCRIPTION – Search for the appropriate approved position

Step 3. Toggle over **Actions** drop-down located on the right side of screen and select **Create From**

Step 5. The system will provide the posting settings page for new posting – select **Create New Posting**
Step 6. Complete each tab and required fields.

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. Select the appropriate person in the drop down menu then 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.

Step 10. Select submit. Then you can monitor the request from your home page in your watch list.