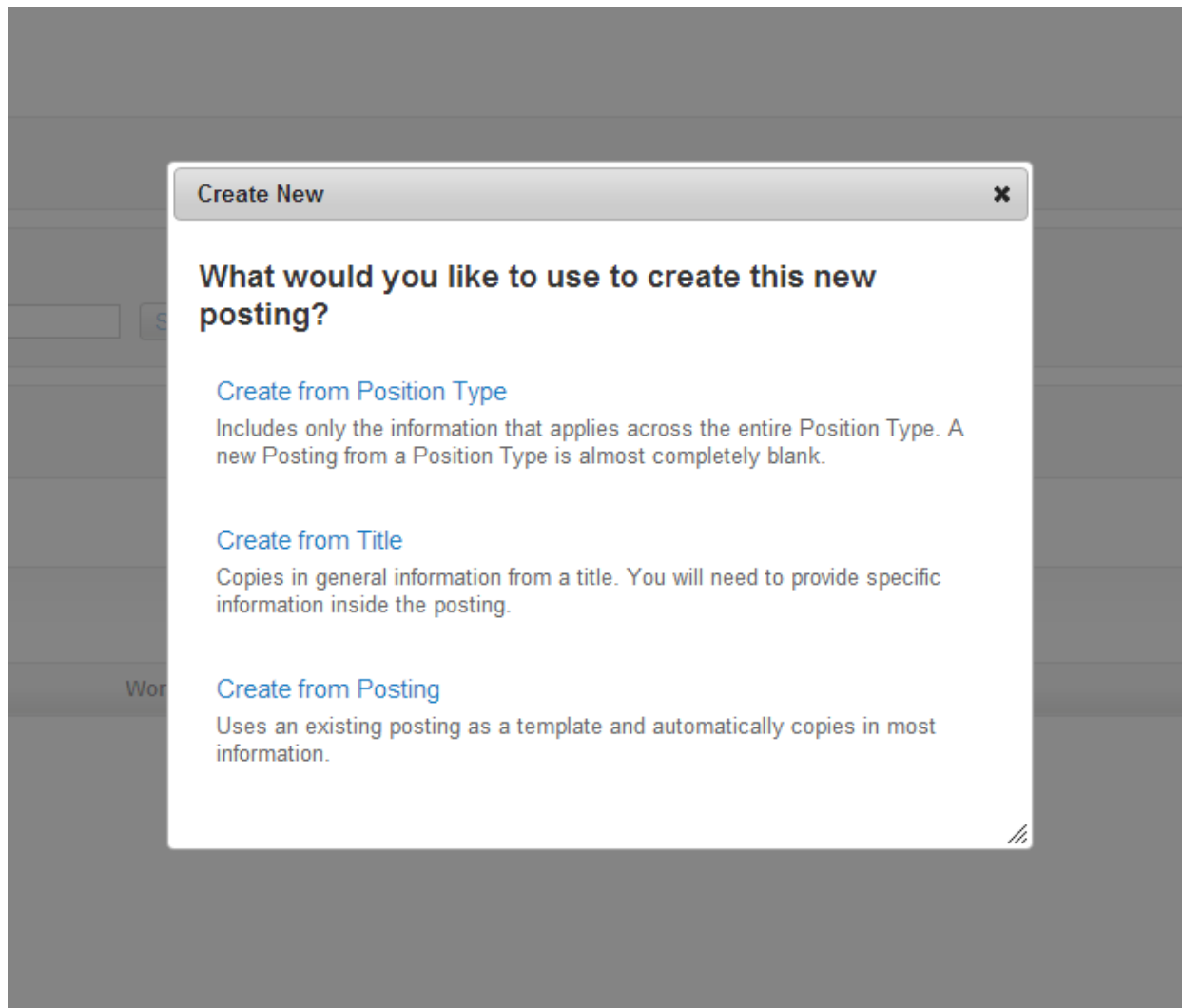# Quick Steps for Creating a Staff/Admin Posting

Step 1: On the Home Page, make sure you are under "Hire". Click on the **Postings** tab and select Staff/Admin. Click on **Create New Posting.**

Step 2: Select **Create from Position Type, Title or Posting**

Create New ✖

What would you like to use to create this new posting?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Title

Copies in general information from a title. You will need to provide specific information inside the posting.

Wor

Create from Posting

Uses an existing posting as a template and automatically copies in most information.

Step 3: If using POSITION TYPE, then fill in the blanks (Recommended)

New Posting

Create New Posting   Cancel

---

* Required Information

Position Title *
[   ]

Organizational Unit

Division *
[▼]

Department *
[▼]

Applicant Workflow

Workflow State
[Under Review by Primary Contact ▼]

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

☐ Accept references

Online Applications

☑ Accept online applications?

Special offline application instructions
Successful candidates for any staff, faculty, or administrative
position at Loyola University Maryland will be subject to a pre-

If using TITLE -Search for the appropriate approved Title to create the posting

OR

If using POSTING – search for the posting you wish to copy from

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

Staff/Admin Titles

Open Saved Search ▾   **Search:** [ ] [Search]   More search options

All Titles ⊗

🔵 Saved Search: **"All Titles"** (8 Items Found)

Title	Classification Status	(Actions)
Administrative Assistant	Approved	Actions ▾
Associate Professor	Approved	Actions ▾
Custodian	Approved	Actions ▾
HR Manager	Approved	Actions ▾
Staff /Admin PA Test - 12/16	Approved	Actions ▾
Staff/Admin Test -1/29	Approved	Actions ▾
Staff/Admin Title FV	Approved	Actions ▾
staff_class	Approved	Actions ▾

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

Step 5: Complete the various required fields of the posting. <mark>Note – you must complete the advertising content and indicate which advertising venues you would like to use.</mark>

Editing Posting

Posting Details
- Posting Supplemental Q...
- Search Committee
- Ranking Criteria Quest...
- Applicant Documents
- Guest User
- References
- Summary

Posting Details   [Save] [Next >>]

ABC Check spelling ▼

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

*	**Position Title**	HR Assistant
*	**Job Category**	Please select ▼ This field is required.
	Position Authorization Announcement Number	
	If Staff, list days and hours	
	If Part-time, list #hrs/week	
	If Temporary , Estimated End Date: mm/dd/yyyy	
	Duration of employment if less than 12 months	Please select ▼
*	**Is this a new position?**	▼ This field is required.
	If replacing, whom:	
	Is job description on file in HR?	▼
	Date of last position review	
*	**Pay Grade**	This field is required.
		http://www.loyola.edu/department/hr/programs/compensation.aspx

Step 6: 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.

Posting: HR Assistant (Staff/Admin)   Edit
Current Status: Draft

| Position Type: **Staff/Admin** | Created by: **Monica Lim** |
| Department: **Human Resources** | Owner: **Monica Lim** |

Take Action On Posting ▾

⭐ See how Posting looks to Applicant

🖨 Print Preview (Applicant View)

🖨 Print Preview

| **Summary** | History | Settings | Employment Recommendations |

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

❗ Posting Details **Edit**

Position Information

Position Title	HR Assistant
Job Category	Staff
Office/Department	Human Resources
Position Authorization Announcement Number	
If Staff, list days and hours	

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

*If you do not know what the next workflow step is, please go to the home page and click **Approval Workflow** under **Useful Links**. A new window or tab will open to the posting workflow for all academic and non-academic positions.

Posting Workflow

Non-Academic Staff/Admin
Hiring Manager/Delegate
Director/Chair/DeptHd
Asst/Asso VP/Dean
HR Compensation
VP
HR

Step 8: 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 become a permanent part of the recruitment record and cannot be removed.

Take Action   ✖

Submitted for Director/Chair/Department Head Approval (move to Director/Chair/Department Head)

Comments (optional)

☑ Add this posting to your watch list?

Submit   Cancel