From the **Postings Tab**, select the position type for the job posting you would like to create.

Click the **Create New Posting** button.

Choose a method for creating the posting: From **Position Type, Template** or from **Posting**.

Enter the settings for the position. Required information is noted with an **orange asterisk**.

**The Functional Title (EPA) or Working Title (SPA) is the position title that will be advertised to applicants.**

**The Applicant Workflow State should be set to “Under Review by Department”.**

*These screenshots may differ slightly from what you see on your screen.*
If successful, the "Posting was successfully created" banner will appear, transitioning you to the next step in the workflow. If additional information is needed, a red banner will alert to the item which needs further attention.

Now that the settings have been established, you can move on to the next step, entering the Posting Details.

**Custom Communications**: Custom email text that is sent when applicant statuses are changed to a status that triggers an email.

**Internal Documents**: Upload the job description, org chart and additional documents related to the position. These are not visible to the applicant.

**Applicant Documents**: The required or optional documents that an applicant submits along with their completed application.

**References**: Automated reference collection (EPA) allows applicants to submit email address of a reference and references are emailed at the appropriate workflow state.

**Supplemental Questions**: Assist in screening and ranking applicants in the pool and can help an applicant qualify or disqualify their own knowledge, skills and abilities.

**Guest User**: Create a unique guest user account with view only access to a posting.

**Search Committee**: Provides members of your Search Committee with access to this posting to complete ranking criteria for candidates.

**Ranking Criteria**: Allows interviewers to provide subjective assessments of applicants on specific items at specific points in the workflow or recruitment process.

**Summary**: The summary of all the information entered for this position.

*These screenshots may differ slightly from what you see on your screen.*