After a posting has been initiated, the next step is to complete the **Posting Details** for the position.

**Some of the Position Information** may be automatically populated with the information that has been previously entered. Some data entered in the **Position Information** section will appear in the online ad for the job.

The applicant view of the job can be viewed once **Posting Details** have been completed.

The **Documents** section is used for uploading a job description, org chart, or other related documents. These are internal documents and are not visible to an applicant.

The **Applicant Documents** section is for selecting the required and optional documents an applicant can or must submit along with a completed application.

**Note:** In order for a document to be required, **BOTH included** and **Required** checkboxes must be checked. Documents only marked as **Included** will be optional for an applicant.
There is also an option of adding **Supplemental Questions** for applicants to answer. These questions can assist in screening and ranking your applicant pool.

Click the **Add a Question** button to add a supplemental question. You have the option of choosing an existing question from the question bank or adding a new one. Existing questions can be searched for by both category and keyword.

**NOTE:** New questions will have a “pending” state until they have been approved.

After questions are selected, they must also be checked as **Required**, or else they will be optional for applicants.

*These screenshots may differ slightly from what you see on your screen.*
**Entering & Editing Posting Details**

**Quick Reference Guide**

The guest username and password are automatically created by the system, however the password can be changed.

Add the email addresses for those who will be given guest access and click on **Update Guest User Recipient List**. When finished, select the **Next** button.

**Search Committee** members can be added in two ways. (1) Searching by name or email address for existing users or (2) Adding new members by filling out the form to request their access to the system.

**Ranking Criteria** can be added as a tool for Search Committee members to evaluate applicants.

Departments can develop their own database of evaluative criteria. New criteria will have a “pending” state until they have been approved. Existing entries can be searched for by both category and keyword.

A new evaluative criterion must be given a name, label and description. It can also be assigned to a category. Answers to criterion can be predetermined or left open ended. Criteria must also be given a weight and assigned points in order to function properly.

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