Quick Steps to Creating a Staff/PPF Posting

Step 1. On the Home Page, from the Shortcuts box, select **Create New Staff/PPF Posting**

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

Step 3. Search for the appropriate approved position description to create the posting.

Step 4. 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**

Step 6. Complete the various required fields of the posting that did not default from the approved position description.

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. 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.

Please refer to the complete guide on Creating a New Posting which can be found on the **Home Page** under **Useful Links**.