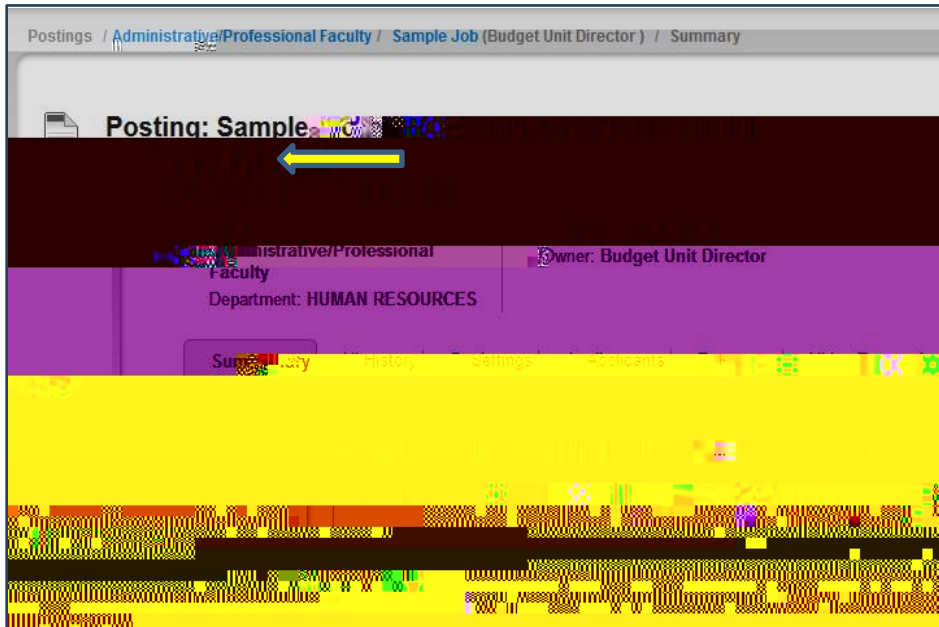


1. Once successfully logged into the system and in the Applicant Tracking module, you will be presented with the home screen below.

2. To verify you are in the Applicant Tracking Module and logged in as the Budget Unit Director, look to the upper right side of the screen.

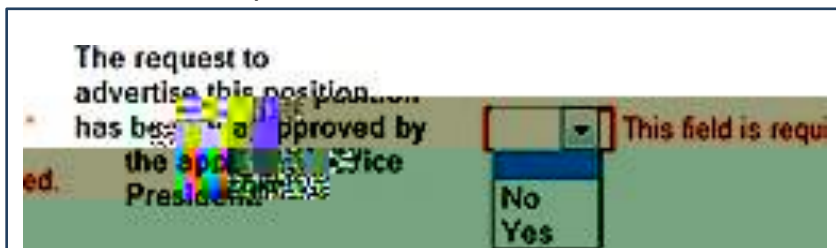
-
4. The posting request page will be displayed and allow the Budget Unit Director the ability to review the posting information, edit and complete the funding allocation sections. To edit the posting, click on [Edit](#).



- The next screen will be the Position Allocation screen. On this screen, you will verify that the information previously entered by the Department Chair/HM is correct. Make any necessary changes to correct salary, budget codes and/or percentages.



- Select the appropriate response to the question that the VP has approved the advertisement request.

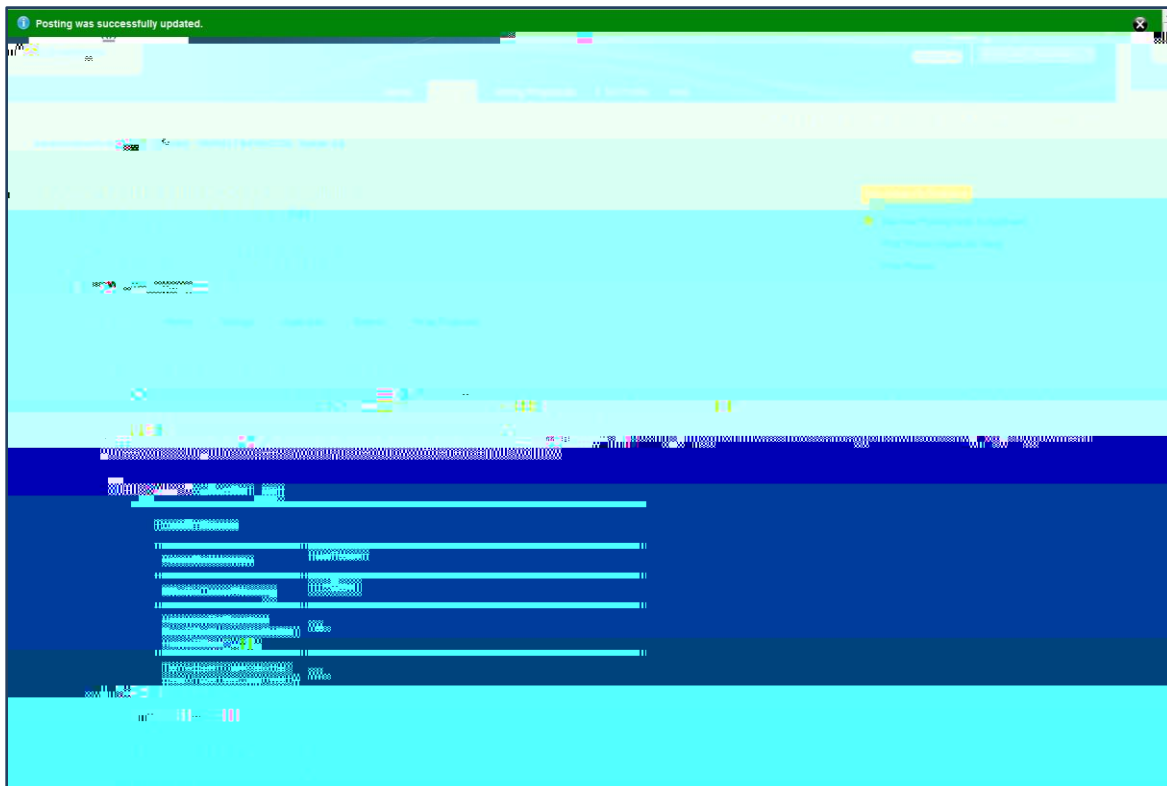


7. When the information has been verified, you can click the _____ button to continue.

8. Click on the _____ button to move through the Posting Details, Advertising Publications, Supplemental Questions and Posting Documents screens until you reach the comments screen. Here you may provide comments either for the Department Chair/HM or the HR Recruiter, depending on the workflow action you intend to take. Enter any comments into the Budget Unit Director Comments box.

**Note: It is important to understand that these comments will become a permanent part of the posting record. They _____ be edited or removed once
W K H \ ¶ Y H E H612 792 re W* n BT /F8 12 Tf 1 F4 12 Tf 2 /F/ 1 0 0[72518.572 71q1 /F83(e

10. The next screen will be a Posting Summary page. It allows you the chance to view the posting information in its entirety.



11. Next to each section heading you will either see an exclamation point or a check mark. The exclamation mark indicates required information is missing. Clicking on the [Edit](#) button next to the heading will open that section for you to correct the needed information.



12.

POSTING WORKFLOW

