Connecting Postings and Copying Applicants: Quick Tips

For School and Department Administrators

To create the public/master posting for applicants and the non-public postings for search committees

1. On the home page, in the Shortcut box, click on the Create New Faculty Posting link.

2. Click on the Create from Position Type link. You can also Create from Posting if you have a previous posting that is very similar. The earlier posting is copied and you can then tweak it.
3. Click on the **Create from Position Type** link. You can also **Create from Posting** if you have a previous posting that is very similar. The earlier posting is copied and you can then tweak it.

4. Continue to enter the **Posting Details**. First create the master/public posting. Note that the checkbox “Accept Online Applications” should be checked for both the master/public posting and the non-public postings later. When finished, use the orange **Take Action on Posting** button and set the public posting to **Posted** status or if you are a Department Administrator send the posting to the School Administrator for approval.

5. Next create the non-public postings (sub field searches) to which your applicants will be copied, following steps 1-4 above, except you will add the search committee members to the non-public postings and the School Administrator will **Take Action on Posting**, with status **Non Public Posting**.

**To connect the postings**

1. First make sure that the posting you want to connect is set to a status/workflow state that can accept applicants.

2. Begin by selecting the checkbox of the posting that **does not** have the desired applicants

3. Under actions, select **Connect Postings**

4. You will see a screen that allows you to select the posting that has the desired applicants. After it is selected, click the **Connect** button at the bottom of the screen
5. You will get a message that 1 posting has been connected.

To copy the applicants from the master posting to the non-public posting

6. Navigate to the posting that has the desired applicants (Program Administrator For Provostial Research Programs for this example)

7. Select the Applicants Tab

8. Select the applicants you would like to move to the new posting (Academic Administrator in this example)

9. Go to the Actions drop-down and select Move to Job Posting

10. You will then choose the posting to which you’d like to move the applicants.
11. MAKE SURE YOU CHANGE THE WORKFLOW STATE TO THE DESIRED STATUS.

12. Click the Move button.

13. You will receive a message that the applicants have been moved.