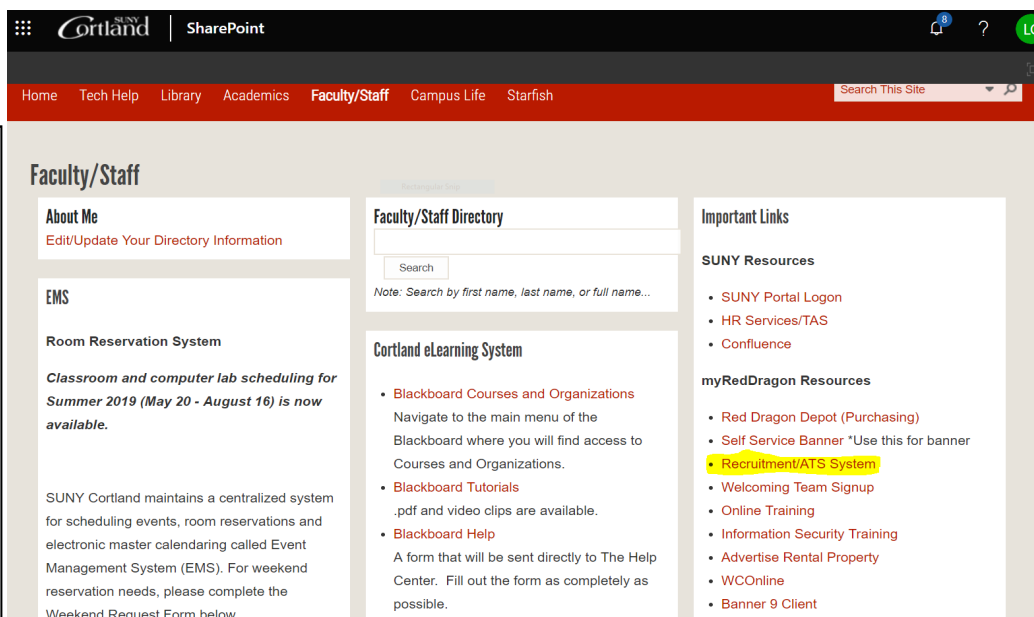


Posting Student Assistant Positions in the Applicant Tracking System

Log in to myRedDragon.

Select Faculty/Staff tab.

Select Recruitment/ATS System link from myRedDragon Resources area on Faculty/Staff tab.

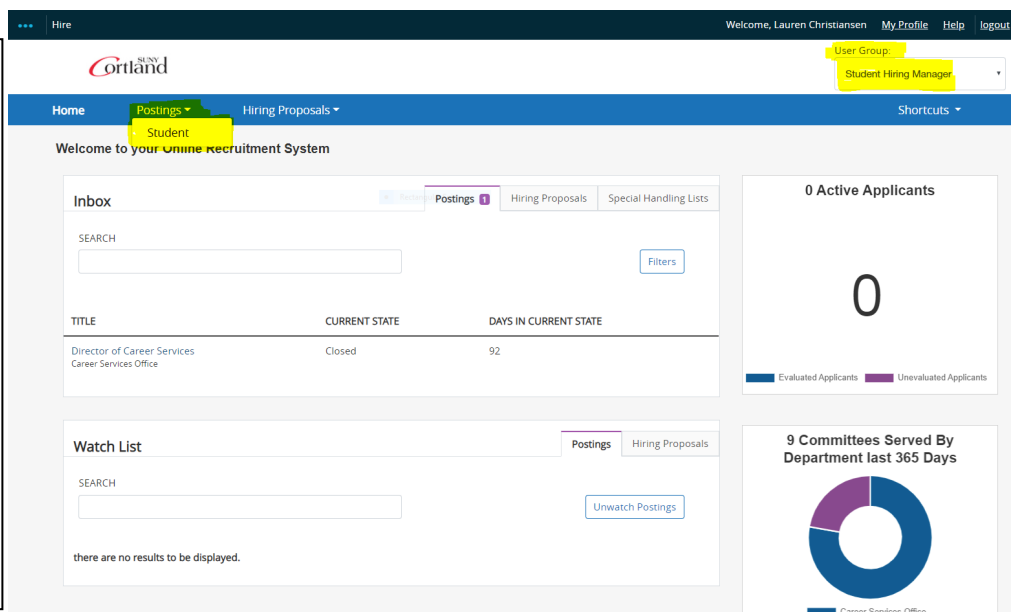


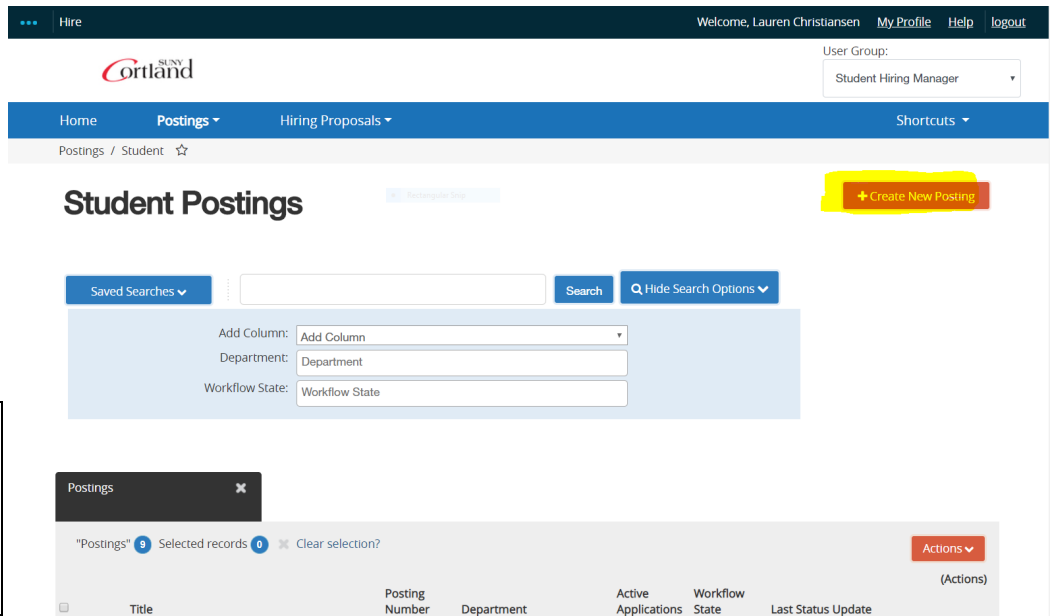
***If you do not have Student Hiring Manager access in the Applicant Tracking System (also referred to as PeopleAdmin), please contact the Student Employment Coordinator at 607-753-4715, or career.services@cortland.edu.*

If you do not see this screen, exit out of the screen, and try again.

User group (top right-hand corner) should say Student Hiring Manager. If it does not, use the drop-down to select.

Once in the Student Hiring Manager user group, select 'Postings' and then 'Student.'



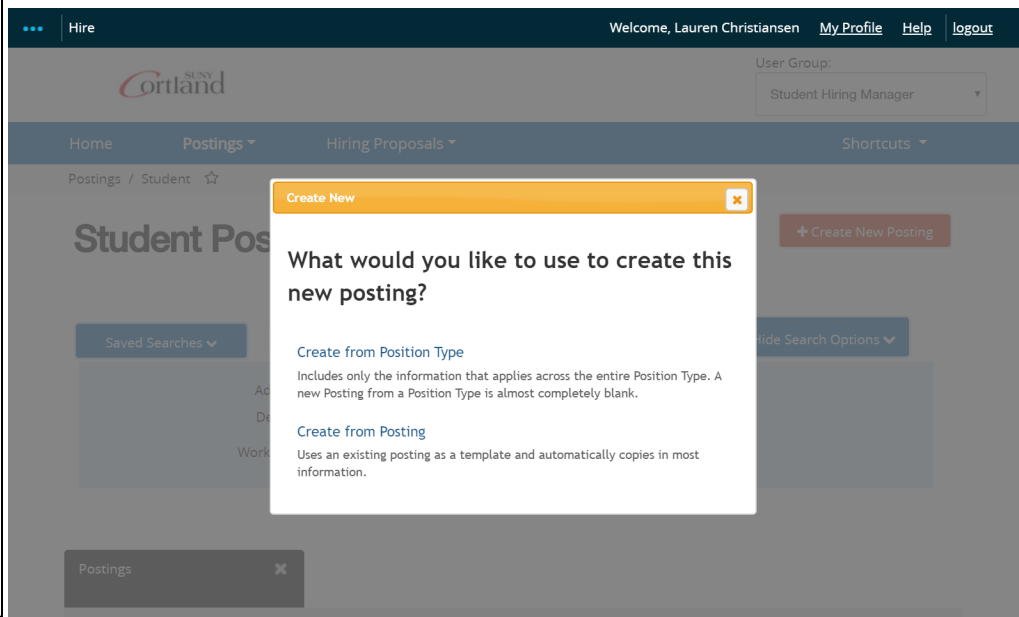


Select 'Create New Posting' button on the right side of the Student Postings page.

There are two ways to create a posting. Select the one that best fits your needs.

'Create from Position Type' gives you a blank form to complete.

'Create from Posting' will allow you to select a previously posted position and update as necessary to accommodate new dates, pay rates, and any applicable job changes.



Create from Position Type (Starting a New Job Posting)



Add the student job title.

Verify division, school sub-division, and department are correct.

Select 'Create New Posting.'

New Posting Rectangular Slip Create New Posting Cancel

** Required Information*

Title *

Organizational Unit

Division *

School/Sub-Division *

Department *

Applicant Workflow

Workflow State

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

Online Applications



Complete each section, filling out required fields as indicated.

Be as thorough as possible.

Select 'Next' to move through each section.

Editing Posting

- Position Details
- Supplemental Questions
- Documents Needed to Apply
- Search Committee
- Guest User
- Summary

Position Details Save Next >>

** Check spelling*

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

** Required Information*

Position Information

Title *

Job Category *

This field is required.

Department

Job Description/Duties *

This field is required.

Once the sections are complete, you will come to the summary page.

On the top, a banner will pop up to show you 'Posting was successfully updated.' This is a great sign that you are almost done 😊

If you are satisfied with your posting information:

1. Select 'Take Action On Posting' button.
2. Select 'Send to SES' from the drop down. This will send to SES for final approval and posting.

The screenshot displays the SUNY Cortland HR system interface. At the top, a blue notification banner states "Posting was successfully updated." The user is identified as Lauren Christiansen, with a "Student Hiring Manager" user group. The main navigation bar includes "Home", "Postings", "Hiring Proposals", and "Shortcuts". The current page is "Posting: Student Employment Services Student Assistant (Student)" with an "Edit" link. A dropdown menu is open under "Take Action On Posting", showing options: "Keep working on this Posting", "Cancel (move to Canceled)", and "Send to SES (move to SES)". The "Send to SES" option is highlighted in yellow. Below the dropdown, the posting details are shown: "Current Status: Draft", "Position Type: Student", "Department: Career Services Office", "Created by: Lauren Christiansen", and "Owner: Lauren Christiansen". The "Summary" tab is selected, and a message prompts the user to review details before continuing. A "Position Details" section is visible at the bottom with an "Edit" link.

Create from Posting (select old post from your account to update)

Student Postings

Search: [] [Search] [Hide Search Options]

Filters: Add Column: [Add Column], Department: [Department], Workflow State: [Workflow State]

Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
Career Services Test	SA18005	Career Services-DO NOT USE	1	Closed	August 14, 2018 at 03:30 PM	Actions

Select the position you would like to update and re-post.

Posting: Career Services Test (Student)

Current Status: Closed

Position Type: Student
Department: Career Services-DO NOT USE

Created by: Lauren Christiansen
Owner: Human Resources

[Create Posting from this Posting](#)

Summary

Please review the details of the posting carefully before continuing.

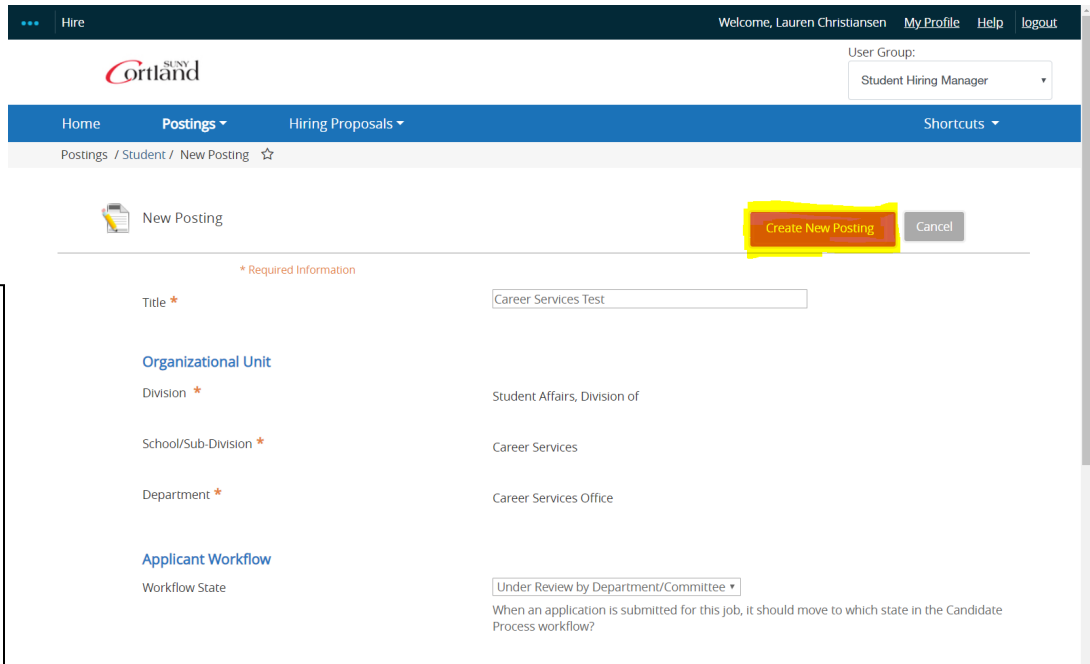
To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. In the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box. To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details

Position Information

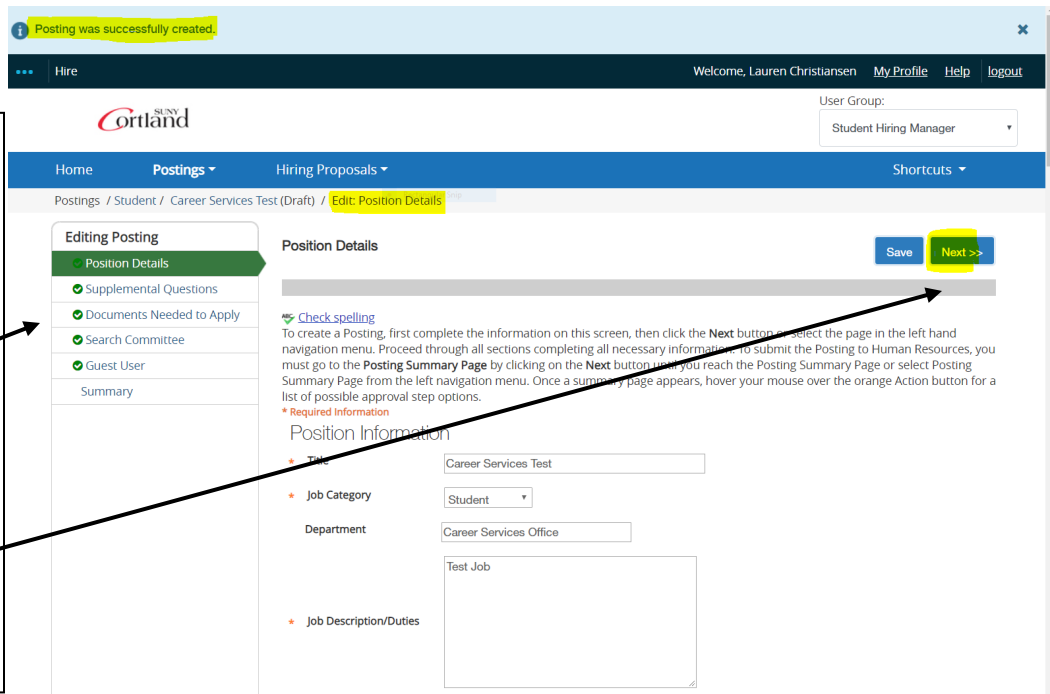
Title	Career Services Test
Job Category	Student

Select 'Create Posting from this Posting' link.



Edit position title if needed and verify organizational unit information.

Select 'Create New posting' button.



You will automatically route to the "Edit: Position Details" tab.

Make any necessary updates in each section for the posting to be current.

Move through each of the sections by selecting the 'Next' button.

The highlighted areas are places within the job posting that need to be reviewed and updated before submitting.

Important note: The last highlight, Open until filled, should always say “no.”

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box. To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details

Position Information

Title	Career Services Test
Job Category	Student
Department	Career Services-DO NOT USE
Job Description/Duties	Test job
Days/Hours Needed	Test job
Campus Location/Bldg.	Test job
Required Qualifications	
Preferred Qualifications	
Physical Demands	
Special Conditions for Eligibility	
Contact Name(s) & Email(s)	Test job

EEO Statement
The State University of New York College at Cortland is an AA/EEO/ADA employer. The College actively seeks applications from women, veterans, individuals with a disability, members of underrepresented groups or anyone that would enrich the diversity of the College.

FLSA

Salary Grade
A - \$10.40/hr

Salary

Student Hiring Manager

Posting Detail Information

Posting Number	SA18005
Is there an approved budget for this position?	
Number of Vacancies	1
Desired Start Date	08/07/2018
Position End Date (if temporary)	
Applicant Reviewer Access	
Open Date	
Review Start Date	
Close Date	
Open Until Filled	

When you reach the summary section, select the 'Take Action on Posting' button.

Select 'Send to SES' from the drop down. This will send to SES for final approval and posting.

Hire

Welcome, Lauren Christiansen My Profile Help logout

SUNY Cortland

User Group: Student Hiring Manager

Home Postings Hiring Proposals Shortcuts

Postings / Student / Career Services Test (Draft) / Summary Search Results: Previous | Next

Posting: Career Services Test (Student) Edit

Current Status: Draft

Position Type: Student Created by: Lauren Christiansen
Department: Career Services Office Owner: Lauren Christiansen

Take Action On Posting

- Keep working on this Posting
- WORKFLOW ACTIONS
- Cancel (move to Canceled)
- Send to SES (move to SES)

Summary History Settings Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box. To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details Edit

To verify the status of your job, return to the main Student Postings page

The Workflow State column. will indicate the status of your job.

If the status says SES, your job has been successfully submitted and is awaiting approval from Student Employment Services.

Draft indicates you have started the posting but need to complete it and submit to SES for approval and posting.

The screenshot shows the 'Student Postings' interface. At the top right is a '+ Create New Posting' button. Below the header is a search bar with a 'Search' button and a 'Hide Search Options' dropdown. A configuration panel allows adding columns for 'Add Column', 'Department', and 'Workflow State'. The main area is a table titled 'Postings' with 10 rows of job listings. The 'Workflow State' column contains values like 'Canceled', 'Closed', and 'Draft', which are highlighted in yellow in the original image. Each row has an 'Actions' dropdown menu.

Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
Test		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:06 PM	Actions
Career Services Test	SA18005	Career Services-DO NOT USE	1	Closed	August 14, 2018 at 03:30 PM	Actions
Test		Career Services-DO NOT USE	0	Draft	March 07, 2019 at 02:54 PM	Actions
z		Career Services-DO NOT USE	0	Draft	July 24, 2019 at 03:24 PM	Actions
z		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:05 PM	Actions
Student Employment Services Student Assistant		Career Services Office	0	Canceled	August 16, 2019 at 03:23 PM	Actions
Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 11:14 AM	Actions
Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 01:49 PM	Actions
Student Employment Services Student Assistant		Career Services Office	0	Draft	August 20, 2019 at 02:14 PM	Actions

Questions? Contact the Student Employment Coordinator at 607-753-4715, or career.services@cortland.edu.