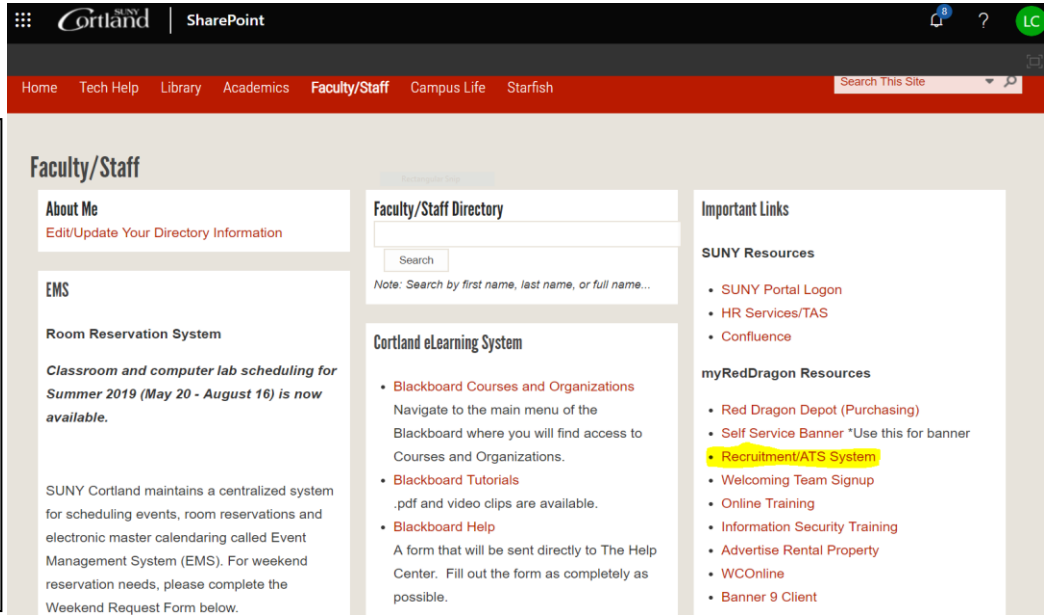


Posting Student Assistant Positions in the Applicant Tracking System

Log in to myRedDragon.

Select Faculty/Staff tab.

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

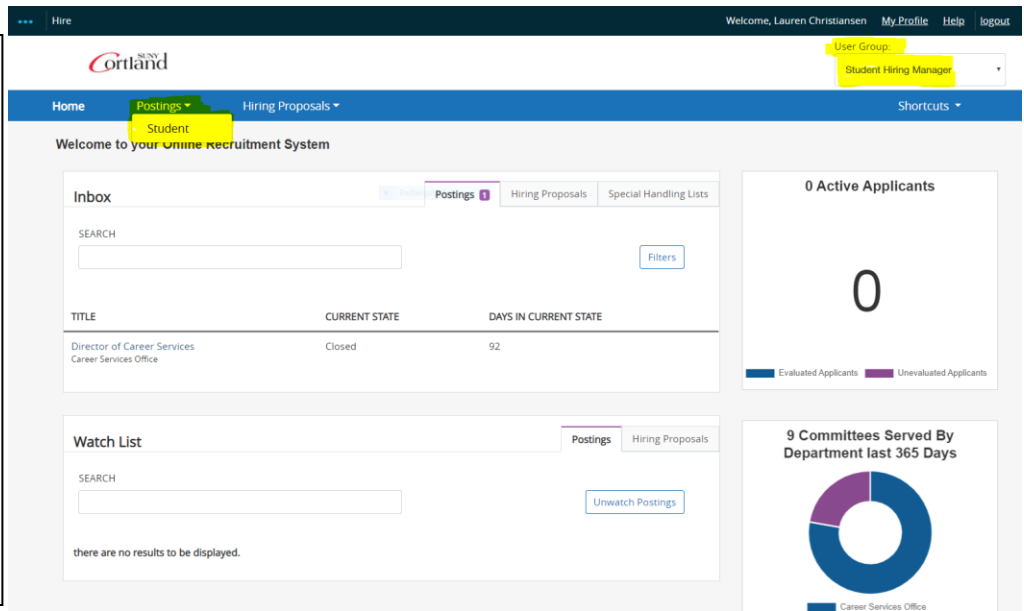


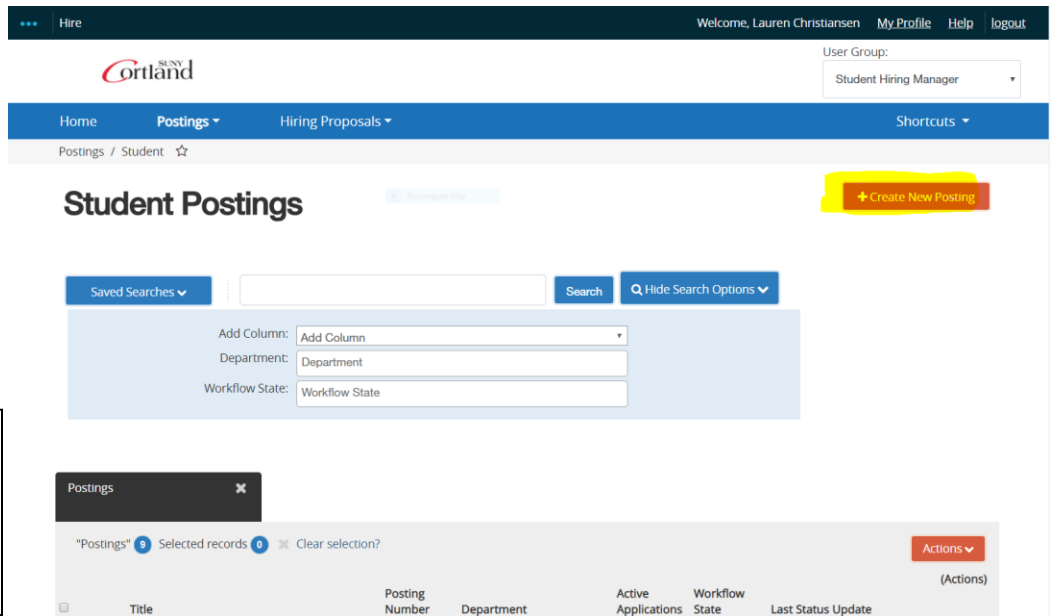
***If you do not have Student Hiring Manager access in the Applicant Tracking System (also referred to as PeopleAdmin), please contact the Student Employment Coordinator at 607-753-4715, or career.services@cortland.edu.*

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.'



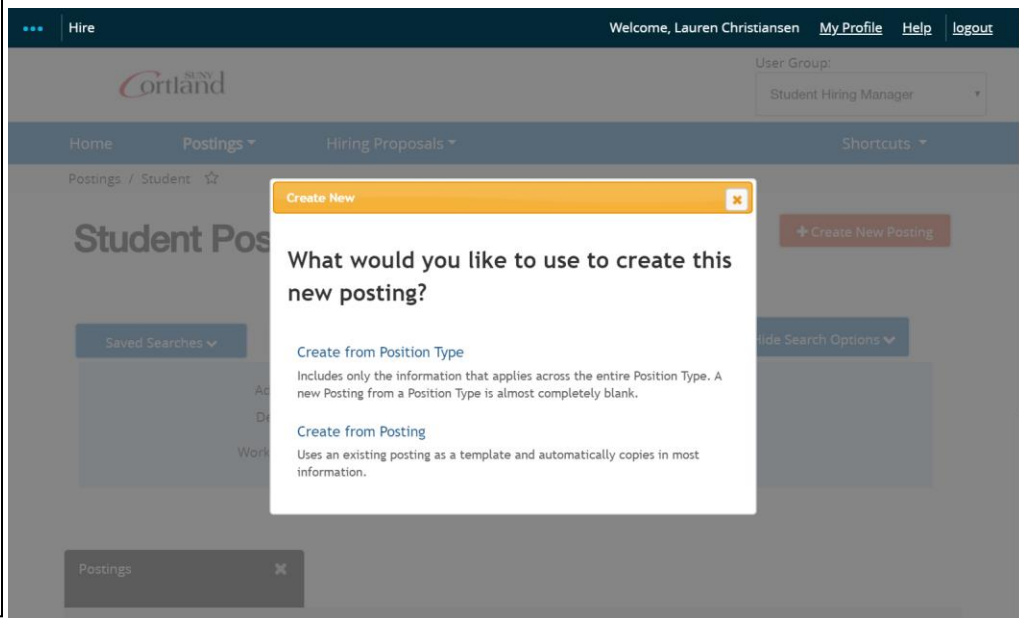


Select 'Create New Posting' button on the right side of the Student Postings page.

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)

Home Postings Hiring Proposals Shortcuts

Postings / Student / **New Posting** ☆

New Posting Rectangle Crop Create New Posting Cancel

*** Required Information**

Title * Student Employment Services Student Assistant

Organizational Unit

Division * Student Affairs, Division of

School/Sub-Division * Career Services

Department * Career Services Office

Applicant Workflow

Workflow State Under Review by Department/Committee

Online Applications

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

Add the student job title.

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

Select 'Create New Posting.'

Home Postings Hiring Proposals Shortcuts

Postings / Student / Student Employment Services Student Assistant (Draft) / **Edit: Position Details**

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 * Student Employment Services Student Assistant

Job Category * Please select * This field is required.

Department Career Services Office

Job Description/Duties *

This field is required.

Complete each section, filling out required fields as indicated.

Be as thorough as possible.

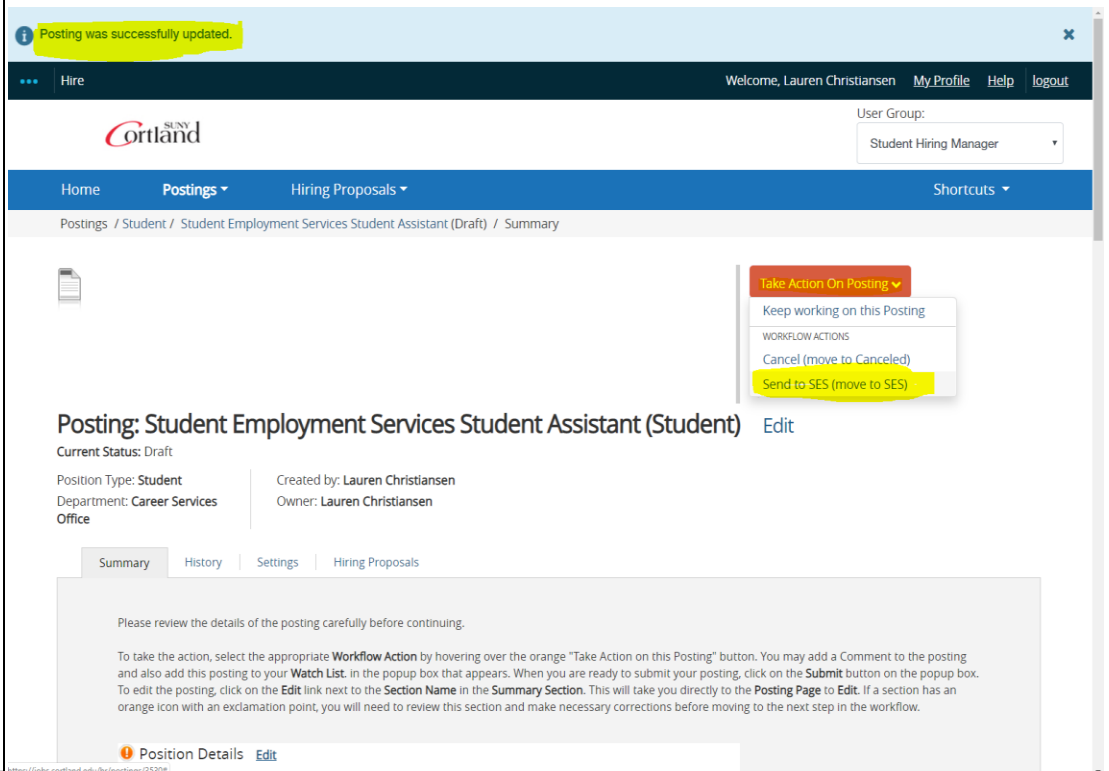
Select 'Next' to move through each section.

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.



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

... Hire Welcome, Lauren Christiansen My Profile Help Logout

SUNY Cortland

User Group: Student Hiring Manager

Home Postings Hiring Proposals Shortcuts

Postings / Student / New Posting From Posting

Student Postings

Saved Searches Search Hide Search Options

Add Column: Add Column
Department: Department
Workflow State: Workflow State

Postings

"Postings" 1

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.

... 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 (Closed) / Summary Search Results: Previous | Next

Posting: Career Services Test (Student)

Current Status: Closed

Position Type: Student Created by: Lauren Christiansen
Department: Career Services-DO NOT USE Owner: Human Resources

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.

Home Postings Hiring Proposals Shortcuts

Postings / Student / New Posting

New Posting 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?

Edit position title if needed and verify organizational unit information.

Select 'Create New posting' button.

Posting was successfully created.

Home Postings Hiring Proposals Shortcuts

Postings / Student / Career Services Test (Draft) / Edit: Position Details

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. 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. When 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

Department

Test Job

Job Description/Duties

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.

Student Postings + Create New Posting

Search Hide Search Options

Add Column:
 Department:
 Workflow State:

Postings							Actions
"Postings" 9 Selected records 0 Clear selection?							(Actions)
<input type="checkbox"/>	Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	Actions
<input type="checkbox"/>	Test		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:06 PM	Actions
<input type="checkbox"/>	Career Services Test	SA18005	Career Services-DO NOT USE	1	Closed	August 14, 2018 at 03:30 PM	Actions
<input type="checkbox"/>	Test		Career Services-DO NOT USE	0	Draft	March 07, 2019 at 02:54 PM	Actions
<input type="checkbox"/>	z		Career Services-DO NOT USE	0	Draft	July 24, 2019 at 03:24 PM	Actions
<input type="checkbox"/>	z		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:05 PM	Actions
<input type="checkbox"/>	Student Employment Services Student Assistant		Career Services Office	0	Canceled	August 16, 2019 at 03:23 PM	Actions
<input type="checkbox"/>	Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 11:14 AM	Actions
<input type="checkbox"/>	Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 01:49 PM	Actions
<input type="checkbox"/>	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.