

BSU's HR-TMS

Help-At-A-Glance

<https://bsu.peopleadmin.com/help/>

POSTINGS – CREATE

To create a posting

You may need to choose how you will create the posting. If you are not sure which option to choose, see [Ways to Create Postings](#).

1. Open the **Postings** menu and select the appropriate position type heading. The list of postings for that position type opens.
2. Select **Create New Posting**. A dialog box presents the available ways to create the posting. Depending on how your system is set up, your choices may include creating it from a position type, title, existing posting, pool, or position description.
3. Select the way you want to create the new posting. The page that opens next depends on your selection.
4. Locate the item to use as the basis for the new posting.
5. Do one of these things:
 - Open the item to be certain it is the one you want, and select the **Create From** option to start the new posting.
 - Locate the desired item, open its **Actions** menu, and select **Create From**.
6. At a minimum, provide a posting title and the information to locate the position in the organizational tree.
7. Specify other information as required.
 - **Applicant workflow** – What workflow state does the application enter when the applicant completes and submits it?
 - **Reference notification** – At what point in the process does the system email the applicant's references to invite them to recommend the applicant? (Absent unless the posting is set up to accept references.)
 - **Recommendation workflow** – When the applicant's references have all responded, what workflow state does the application enter? (Absent unless the posting is set up to accept references.)
 - **Recommendation document type** – Will reference providers be required to upload recommendation documents? (Absent unless the posting is set up to accept references.)
8. Provide instructions for applying offline, if applicable.
9. If necessary, specify the application form to use with this posting.
10. Select **Create New Posting** and continue as for editing.