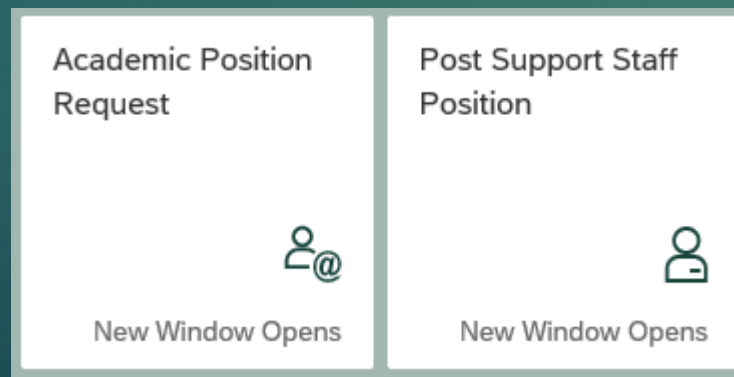


How To Post a Job

Prepared by Renee Gagnier, Director
College of Agriculture and Natural
Resources
Human Resources

How To Post a Job.....

- ▶ There are two different types of regular jobs that can be posted at MSU –
 - ▶ Faculty or Academic Staff (FAS)
 - ▶ Support Staff (SS)
- ▶ Both types require submitting a position request in the HR/Payroll system.



Staffing Coordinator Guides

- ▶ Staffing Coordinator Guides are user training guides for the Applicant Tracking System (PageUp) and include instructions for the following:
 - ▶ Initiating the position request in EBS.
 - ▶ Accessing and navigating the applicant tracking system.
 - ▶ Managing jobs as the staffing coordinator.
 - ▶ Managing applications, such as:
 - ▶ Changing applicant statuses
 - ▶ Bulk actions
 - ▶ Interviews/Creating Events
 - ▶ Offers

Staffing Coordinator Guides

- ▶ Links to staffing coordinator guides/job posting information:
 - ▶ Faculty/Academic Staff (FAS) --
<https://www.hr.msu.edu/ua/pageuphelp/documents/staffing-coordinator-guide-fas.pdf>
 - ▶ Support Staff (SS) --
<https://www.hr.msu.edu/ua/pageuphelp/documents/staffing-coordinator-guide-ss.pdf>