Postings: How to Connect Postings

1. Create new posting and make sure that the postings you want to connect are set to a status/workflow state that **can** accept applicants 1 (Posted, Posted Internally, Opened, etc.)

2. Find the posting that **does not have the applicants** in the search results and select using the check box column

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

4. You will be taken to a screen that allows you to **search for and select the posting that has the desired applicants (see below)**

5. After it is checked, click the **Connect** button at the bottom of the screen

6. You will get a message that 1 posting has been connected (green bar along the top of the page)

7. Then go into the posting that has the **desired applicants** (Assistant Director for this example, or the posting you selected in step 4)

8. Select the **Applicants Tab**

9. Select the desired applicants you would like to move to the new posting (by checking the box to the left of their name)

10. Go to the **Actions drop-down and select Move to Posting**

11. You will then be allowed to choose the desired posting to move the applicants to.

12. MAKE SURE YOU CHANGE TO WORKFLOW STATE TO THE DESIRED STATUS.

13. Click the **Move** button.

14. You will get a message that the applicants have been moved.

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Move to Posting		Posting	Department
	○	Receptionist	Physical Plant
	○	Materials Assistant	Physical Plant
Workflow State	Draft ⌄		
Selected Applicants	3 applicants		
	PA Test		
	Dan Wilkinson		
	Kevin Wilson		

Move