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.
<table>
<thead>
<tr>
<th>Move to Posting</th>
<th>Posting</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Receptionist</td>
<td>Physical Plant</td>
</tr>
<tr>
<td></td>
<td>Materials Assistant</td>
<td>Physical Plant</td>
</tr>
</tbody>
</table>

Workflow State: Draft

Selected Applicants:
- PA Test
- Dan Wilkinson
- Kevin Wilson