

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**

The screenshot shows a web application interface for managing job postings. At the top, there are tabs for 'Ad hoc Search' and 'Posting Search'. Below the tabs, it says 'Ad hoc Search (22 Items Found) Save this search?'. The main area is a table with columns: Position Title, Posting Number, Active Applications, Department, (Posting Detail) Close Date, and Work State. The 'Materials Assistant' row is selected, and the 'Actions' menu is open, showing options like 'View Deleted Staff Postings', 'Export results', 'Bulk edit Postings', 'Bulk transition Postings', 'Connect Postings', and 'Connect Postings with Pool'. The 'Connect Postings' option is highlighted with a red box.

<input type="checkbox"/>	Position Title	Posting Number	Active Applications	Department	(Posting Detail) Close Date	Work State	Actions
<input type="checkbox"/>	Assistant Director	10012	16	Physical Plant		Publ	
<input type="checkbox"/>	Admin Asst	10013	0	Physical Plant		Cand	
<input type="checkbox"/>	Receptionist	10016	3	Physical Plant		Publ	
<input type="checkbox"/>	HR Assistant	PA10020	0	Physical Plant		Dep	
<input type="checkbox"/>	Associate Director	PA10021	0	Physical Plant		Hum	
<input type="checkbox"/>	System & Data Analyst	PA10023	2	Physical Plant		Published	Actions
<input checked="" type="checkbox"/>	Materials Assistant	PA10029	0	Physical Plant		Published	Actions
<input type="checkbox"/>	Groundskeeper	PA10030	0	Physical Plant		Vice President	Actions
<input type="checkbox"/>	Administrative Assistant	PA10032	0	Human Resources		Draft	Actions
<input type="checkbox"/>	Accounting Clerk	PA10033	0	Institution		Draft	Actions
<input type="checkbox"/>	Accounting Clerk	PA10034	0	Human Resources		Draft	Actions
<input type="checkbox"/>	Accounting Clerk	PA10035	0	Human Resources		Draft	Actions
<input type="checkbox"/>	Accounting Clerk	PA10036	0	Human Resources		Draft	Actions
<input type="checkbox"/>	Financial Aid Manager	PA10037	0	Budget Office		Draft	Actions
<input type="checkbox"/>	Professor	PA10038	0	College of Business	03/18/2010	Draft	Actions
<input type="checkbox"/>	Accessibility Tester	PA10039	0	Human Resources		Draft	Actions
<input type="checkbox"/>	Admin Asst	PA10040	0	Human Resources		Draft	Actions

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

Posting Search

Saved Search "Posting Search" (22 Items Found)

Position Title	Posting Number	Active Applications	Department	(Posting Detail) Close Date	(Actions)
<input checked="" type="radio"/> Assistant Director	10012	16	Physical Plant		Actions ▾
<input type="radio"/> Admin Asst.	10013	0	Physical Plant		Actions ▾
<input type="radio"/> Receptionist	10016	3	Physical Plant		Actions ▾
<input type="radio"/> HR Assistant	PA10020	0	Physical Plant		Actions ▾
<input type="radio"/> Associate Director	PA10021	0	Physical Plant		Actions ▾
<input type="radio"/> System & Data Analyst	PA10023	2	Physical Plant		Actions ▾
<input type="radio"/> Materials Assistant	PA10029	0	Physical Plant		Actions ▾
<input type="radio"/> Groundskeeper	PA10030	0	Physical Plant		Actions ▾
<input type="radio"/> Administrative Assistant	PA10032	0	Human Resources		Actions ▾
<input type="radio"/> Accounting Clerk	PA10033	0	Institution		Actions ▾
<input type="radio"/> Accounting Clerk	PA10034	0	Human Resources		Actions ▾
<input type="radio"/> Accounting Clerk	PA10035	0	Human Resources		Actions ▾
<input type="radio"/> Accounting Clerk	PA10036	0	Human Resources		Actions ▾
<input type="radio"/> Financial Aid Manager	PA10037	0	Budget Office		Actions ▾
<input type="radio"/> Professor	PA10038	0	College of Business	03/18/2010	Actions ▾
<input type="radio"/> Accessibility Tester	PA10039	0	Human Resources		Actions ▾
<input type="radio"/> Admin Assist	PA10040	0	Human Resources		Actions ▾
<input type="radio"/> Professor	PA10041	0	Human Resources		Actions ▾
<input type="radio"/> Major Gifts Officer	PA10042	1	College of Fine Arts	04/30/2010	Actions ▾
<input type="radio"/> Major Gifts Officer II	PA10043	1	College of Business		Actions ▾
<input type="radio"/> Service/Data Coordinator	PA10044	0	Budget Office		Actions ▾
<input type="radio"/> Academic Department Coordinator	PA10045	0	Human Resources		Actions ▾

Connect

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.

Watch List

APPLICANT TRACKING

Home

Postings

Titles

Applicants

Hiring Proposals

Users

My Profile

Help

System Account

Omniport



Logout

Postings / ... / Assistant Director / Applicant Review / Move to Posting

Move to Posting

Posting

Department

- | | | |
|-----------------------|---------------------|----------------|
| <input type="radio"/> | Receptionist | Physical Plant |
| <input type="radio"/> | Materials Assistant | Physical Plant |

Workflow State

Draft

Selected Applicants

3 applicants

PA Test

Dan Wilkinson

Kevin Wilson

Move