Creating a Posting for a Temporary Position

1. Submit request for temp to HR.NewTemp@UCDenver.Edu along with job description.
   a. Follow specific process for University (Exempt) temp or Classified temps at: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Pages/Processes.aspx
2. Create position number in HRMS or use vacant temp position number from HRMS.

**Navigation:**
Make sure you are in the **applicant tracking** module (blue header on screen). On the upper right side of your screen there is a drop-down menu. Please ensure you have selected DRL/PPL. *Remember to hit the “refresh” button next to the drop-down menu.*

3. Click on the **Postings** tab, select **Temporary**
4. Click on the orange box in the upper-right corner “Create New Posting” (a window will pop up)
5. Click “Create from Classification

6. Use the search box to search for the HR approved position.
7. Select a position from the list below and click on the title to open the position.
8. In the upper-right, select “Create Posting from this Classification” next to the green + sign.
9. A new screen will open and you need to complete the following information:

**Working Title:** If not already auto-populated, enter the working title for the position

**Organizational Unit**
1. **Campus:** Should default. If not, select the location where the position resides.
2. **Division:** Should default. If not, select the appropriate Division.
3. **Department:** Should default. If not, select the appropriate Department.

**Applicant Workflow**
1. **Workflow State:**
   a. Leave in “Under Review by HR” status.

**References**
1. **Accept References:** Click to accept only if you are accepting letters of recommendation – typically only for faculty positions.

**Online Applications**
1. **Accept online applications:** leave checked
2. **Special offline instructions:** leave blank
3. **Accepted Application Forms:** check Temporary Application


**Editing the Posting**
1. In the Editing Posting box under the “Posting Details” tab, insert position number from HRMs.
2. Click “save”, then go to the “Summary” tab.
3. Click the orange “Take action On Posting” button and move to HR approval.
4. In the box that pops up, click the check box next to “add this posting to your watch list?”
5. Click submit
6. Send posting number to HR.NewTemp@UCDenver.Edu along with request to post the position
7. HR will review and post your position.

Please contact HR.NewTemp@ucdenver.edu if you have questions.

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