CLASSIFIED/HOURLY RECRUITING

Quick Guide to Creating Postings

Hiring Managers (HM) & Budget Unit Director (BUD) can create job postings

1. Login to PAPERS7 – https://jobs.odu.edu/hr

2. Once logged into the system, you are in the **Applicant Tracking System** module

3. Verify that you are logged in the user group as HM or BUD

4. Click the drop-down menu under **Postings** and select **Staff**

5. Select **Create New Posting**

6. Select **Create from Position Description**

   a. If an hourly position description is not currently loaded in PAPERS, then select **Create from Title** and the subsequent areas from the position description can be copied and pasted into the applicable areas on the posting

7. Click on the working title of the position description to be used for the new posting

8. Click the **Create Posting from this Position Description**

9. Verify the appropriate information in the required fields, including **working title, VP area, college/division and department**

10. Do not change anything on the next screen. Click the **Create New Posting** button

11. Complete the requested information

    a. Required fields are denoted by an asterisk (*) – you must complete all the required fields in order to move to the next section.
    b. Clicking on the Next or Save button will save your work. Clicking on Next will move you through the posting creation steps.
    c. You can exit the system and return at a later time to complete the posting by selecting "Keep working on this Posting" from the "Take Action on Posting" button

12. To submit the Posting: From the **"Take Action on Posting"** button, select Review Budget Unit Director (move to Budget Unit Director)". Then select the **"Submit"** button to move the posting in the workflow.