Create Posting for a Part Time/Workstudy Job in PARS
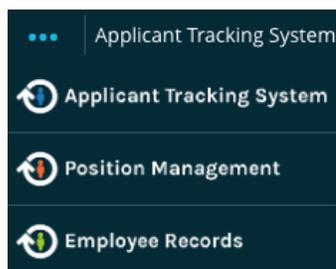
1. Click the 3 dots in the top left corner - choose "Applicant Tracking System" (blue screen)

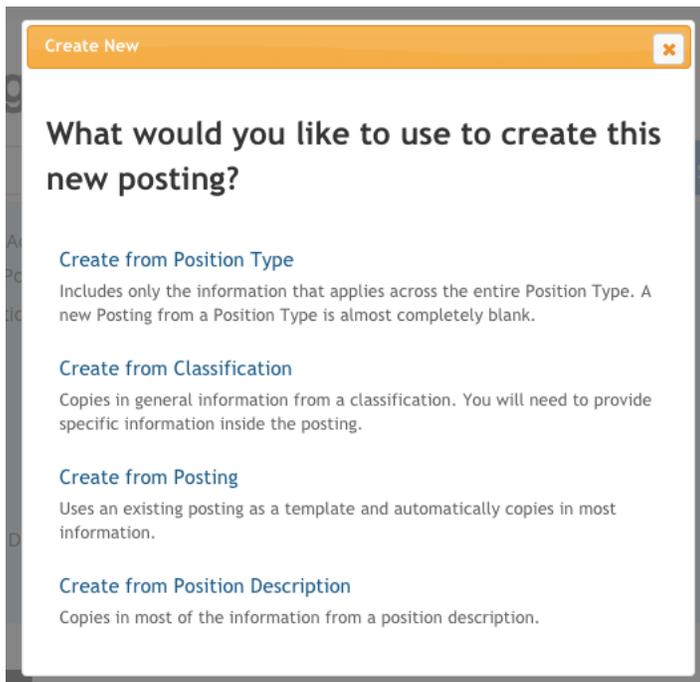**2. In the top right corner under User Group – choose "Manager" or "Proxy/ Dept Asst"**

3. Click Postings then choose SLCC

4. Click on "Create New Posting"

5. Choose 'type' of posting

Option #1 "Create from Position Type" – Brand New Posting. [copy/paste in text from Word or email document the job description if available, or create new job description from scratch.

Option #2 "Create from Posting" – Create a posting from a prior posting you created [**You will only see postings you have created under your PARS login – you will not see your admin's, co worker's, manager, or a former employee's submissions.]

Click More Search Options, then under Status box click Select All.

Prior postings will appear in this list, the status will often be in a closed or filled Workflow State.

Click the Position Title in the search results.
If the result is the correct one you wish to submit through again for approvals, click the green plus icon to Create Posting from this Posting
[If you do not see the correct posting in the list, please contact Human Resources with the title of the prior position or the name of a person hired into the role from the past. We will be able to find a prior posting in PARS then send you a copy/paste of the job description text in an email where you will be able to use option #1 above to submit the position through PARS.**

➕ Create Posting from this Posting

: (Part-Time) (SLCC)

6. Create New posting

Choose the Job Interest Notification check box that is applicable: All Part Time Staff, and other categories that match this posting's area.
Choose Shortened Application.

Click Shortened Application and then click Create New Posting.

Accepted Application Forms

☐ Staff/Administration Application (FT or PT)

☐ Faculty Application (FT)

☐ Adjunct Faculty Application (PT)

☑ Shortened Application

Create New Posting   Cancel

Enter in all needed updates to the job description, click 'Save' every 10-15 minutes to save progress.

To save and return at a future time to the update/edit process, go to Action Summary page, hover mouse icon over 'Take Action On Action' tab and choose 'Keep Working on this Action' – then click submit. This will save your progress.

To send on for approval, hover mouse icon over Take Action On Action and choose Submit to 2nd Level Supervisor – then click submit.
*If accessing as Proxy/Dept Asst. choose submit to Manager
*If submitting a Work Study, choose 'Work Study' [2nd Level Supervisor Approval is Financial Aid]
*Part time positions only require two unique approvals: Manager and 2nd Level Supervisor. **Postings submitted at Proxy/Dept Asst is not a level of approval, only Manager and 2nd Level Supervisor.**

To return to the editing process: Follow steps 1-3 above.
The most recent postings will likely appear at the bottom of the list. Click the Next icon if necessary to advance to the next page. All part time submissions will appear in the results, you can sort by Job Title or Last Status Update if necessary to find the correct draft. Click Edit to return and complete your work.

To check the status of the submission in PARS: Follow steps 1-3 above.
The Workflow State or Current Status will appear to show where the position is currently at in PARS.

Draft – in your queue
Hiring Manager Review – in your supervisor's queue to review and approve (required)
2nd Level Supervisor Review – in your second level supervisors' queue to review and approve (required)
HR Approval – at HR's final step where we review and post on jobs.slcc.edu.