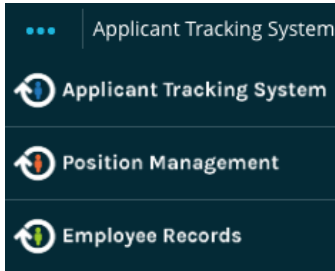


# Create Posting for a Part Time/Workstudy/Campus Intern Program (CIP) Job in PARS

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"

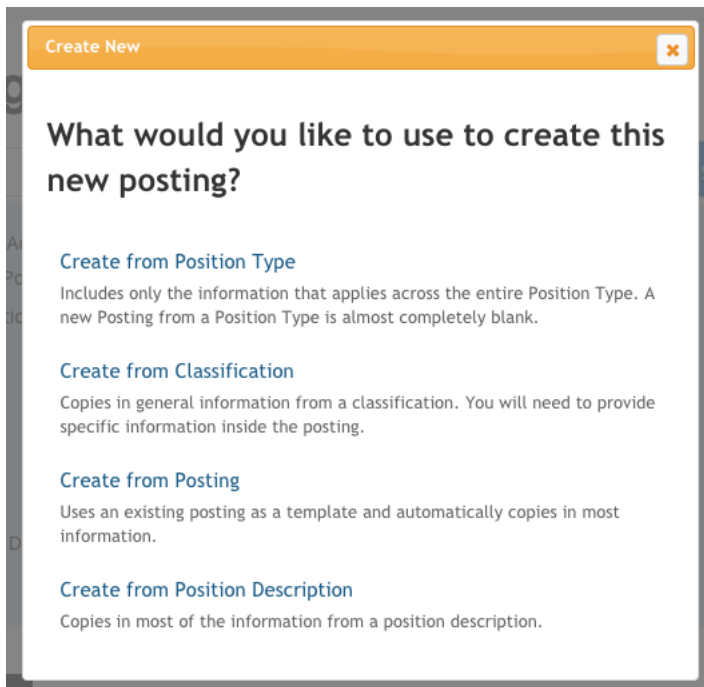


3. Click Postings then choose SLCC



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, coworker's, manager, or a former employee's submissions.**]

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

# SLCC Postings

[+ Create New Posting](#)

Search interface for SLCC Postings. Includes a search bar, filters for Saved Searches, and a list of search results. A dropdown menu is open for the Status filter, showing options like Draft, HM Approval, Workstudy, etc. A notification for 'Open Positions FT/PT - HM' is visible.

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)

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.

### Campus Intern Position see below:

Please include the word "CIP" in the title of the position. For example: **Specialist I, Peer Mentor CIP (Part-Time)**. Also, in the Posting Details section add April Teran and Janet Perschon to the CIP User(s) field. See screen shot below

Campus Intern Program User(s)

Perschon, Janet (S00065289) ✕
Teran, April (S00706916) ✕

### Posting Specific questions section, ADD the following 2 questions below and mark them required.

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Required Questions	Are you a current student at SLCC with at least a cumulative 2.0 GPA who is maintaining at least 9 credits per semester?	active
2	<input type="checkbox"/>	Required Questions	Are you a current student at SLCC with at least a cumulative 2.0 GPA who is maintaining at least 6 credits per semester?	active

To send on for approval to the next level, hover mouse icon over **Take Action on Posting** and choose Submit to 2nd Level Supervisor – then click submit. **Part time positions only require two unique approvals: Manager and 2<sup>nd</sup> Level Supervisor. Postings submitted at Proxy/Dept Asst is not a level of approval, only Manager and 2<sup>nd</sup> Level Supervisor**

Take Action On Posting ▾

\*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]

\*If submitting a **Campus Internship Program (CIP)**, choose Campus Intern Program [2<sup>nd</sup> level Supervisor Approval is CIP]

**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)

2<sup>nd</sup> 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.