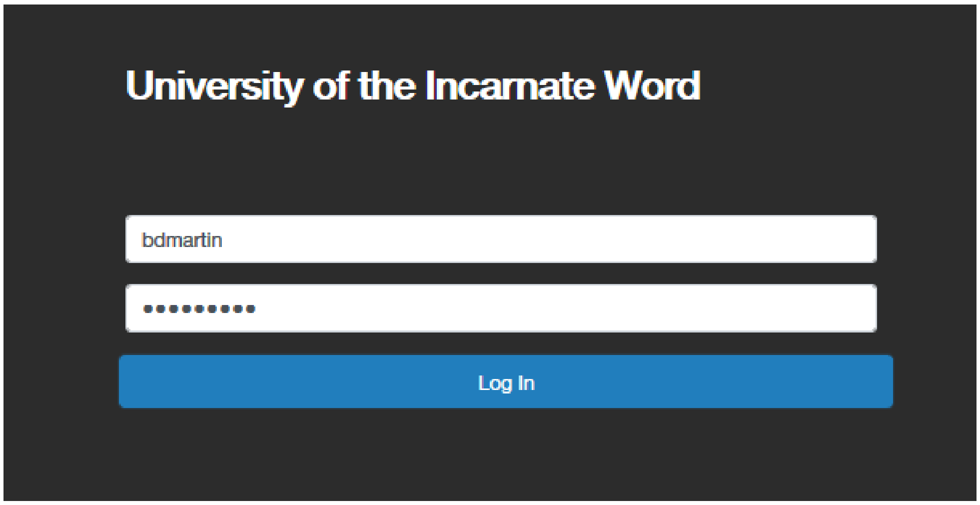
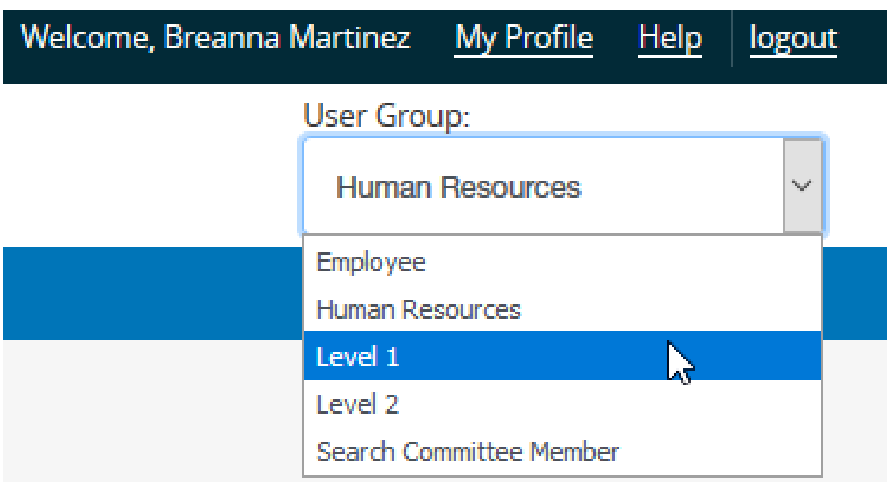
How to Create Student Postings

The following instructions can be used to assist with the creation of a new paid and unpaid student type postings, including, work study, student employment, and graduate assistants on the Cardinal Talent Applicant Site.

1. Log into Cardinal Talent by going to: https://jobs.uiw.edu/hr and use your UIW credentials.

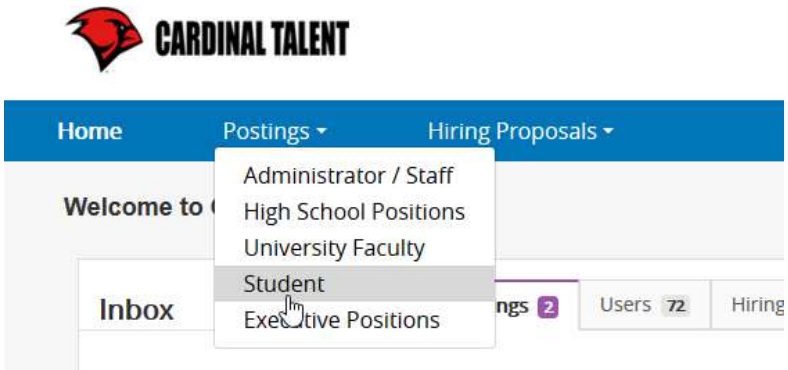


2. Upon logging in, ensure you are in the correct user group by reviewing the user group selection in the top right hand corner.

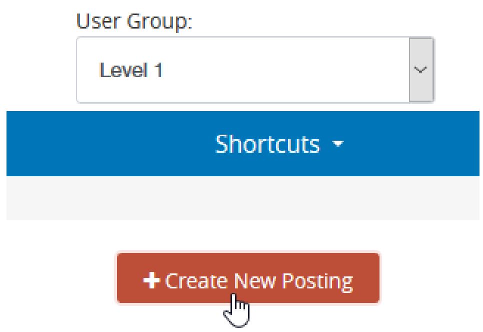


User group access will differ for each user. Level 1, Level 2, and Division VP users have access to create postings

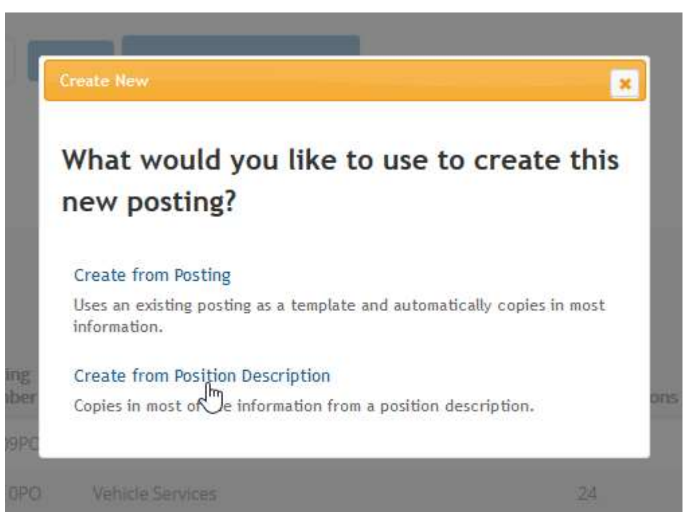
3. After ensuring the correct user group, select the Posting tab where a drop-down menu will populate. Select the type of posting you wish to create.



4. Select ‘Create New Posting’ in the top right-hand corner.



5. From the menu that appears, select either ’Create from Posting’ or ‘Create from Position Description’.



Note: Student and University Faculty postings may be created from a previously used posting, so long as a previous posting exists, or from an existing position description. If a previous posting or a position description does not exist, either option may be used, as you will be able to modify all sections of the posting to reflect the necessary information.

6. Both options will take you to similar screens, differentiated by the screen title of either ‘Student Position Descriptions’ or ‘Student Postings’. On the next screen, whichever option you choose, click the position title you wish to use for your posting.
7. Once selected, the system will display the position description or posting summary allowing for its review and confirmation the selected position description is one you would like to use.
8. After ensuring the correct position description or posting was selected, click ‘Create Posting from this…’ in the top right-hand corner to generate your posting.

9. Review the settings set for your posting. Example: ‘Organizational Unit section includes Division and Department, and ‘Applicant Workflow’. The Applicant Workflow section is where you may designate the user who will manage the application status for candidates. For example, if a Level 1 user will be managing the applicants, select ‘Under Review by Level 1’ as shown below. For a Level 2 or Division VP, select the respective user group.

Once finalized, click ‘Create New Posting’.

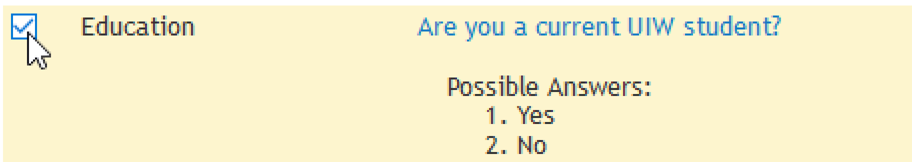
Posting is now in ‘Draft’ state

When a posting begins in the ‘Draft’ state, you will navigate each section of the posting to add the required information as shown below:

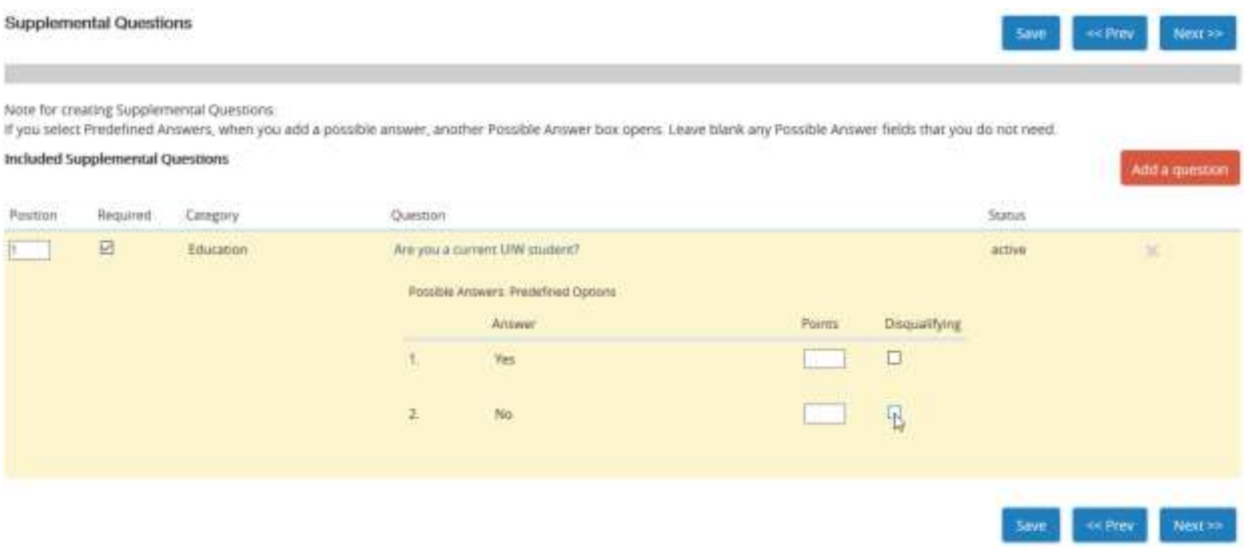
10. In Position Details, review the position details for the posting. You will be able to modify all sections of the posting. Be sure to include the Academic Year in which this position will be available. Click ‘Next’ button.
11. In Posting Details, add required information pertaining specifically to the posting you are creating. Click ‘Next’ button.
12. In Budget Summary, click ‘Add Budget Summary’ and add the required information. Click ‘Next’ button.
13. In Applicant Documents, select which items the applicant will be required to submit for review. You may also select other optional items. Click ‘Next’ button.

14. In Supplemental Questions, you are able to add questions to help you filter through your applicants by adding disqualifying questions or screening questions.

- To add a supplemental question, click ‘Add a question’ button
- From the populated box, select the question or questions you’d like to add
- You may utilize the keyword box to search for existing questions specific to a keyword, such as ‘current UIW student’
- Select the desired supplemental question by checking the box next to the question and click ‘Submit’



- Once submitted, click on the question to select whether or not you would like this as a disqualifier as shown below. You may also make supplemental questions required for all applicants by selecting the ‘Required’ box next to the added question.



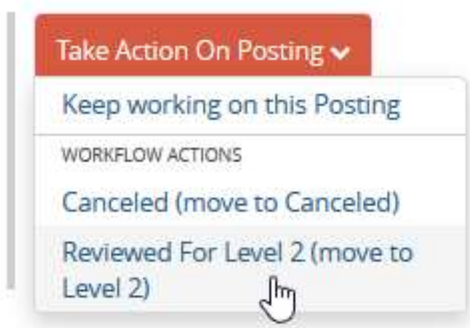
- Click ‘Next’ button.

15. Skip the following areas by clicking 'Next' button in each section: Guest User, Search Committee, Evaluative Criteria

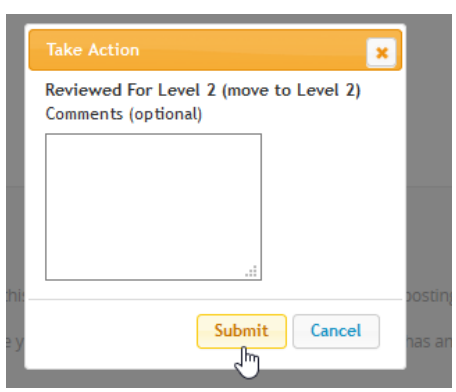
16. You will be returned to the Posting Summary section. Review the posting, ensuring all required information has been added. If you see an orange exclamation circle as shown below, there is required information missing in that particular section. Click 'Edit' button to return to the incomplete section and review the submitted information, as shown below.

17. Once all sections are complete and the posting has been reviewed, you are ready to submit your posting through the proper workflow. In the right-hand corner, click on the 'Take Action on Posting' button and select 'Reviewed for…' option from the populated list.

Options given in this list will vary depending on the user group of the individual submitting the posting for review. For example, Level 1 users will select 'Reviewed for Level 2' as shown below as they are the next to review and approve the posting.



18. You may add comments for the next reviewer if desired. Click 'submit'. Your posting has now been forwarded to next user for review and approval.

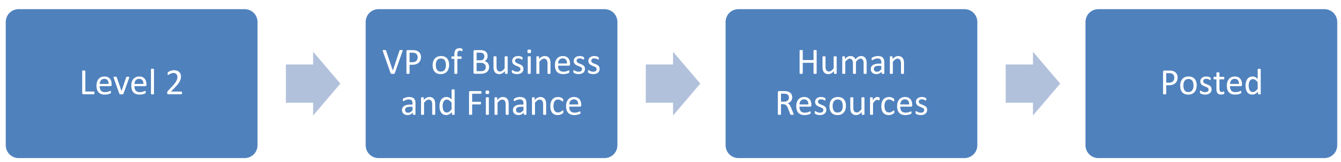


Workflow of Posting Approval

Below are workflows for the review and approval process for postings when created by the different user groups.

When a Level 1 user creates a posting:

When a Level 2 user creates a posting:



When a Division VP user creates a posting: