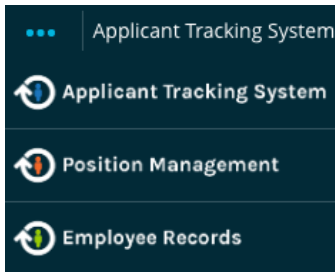
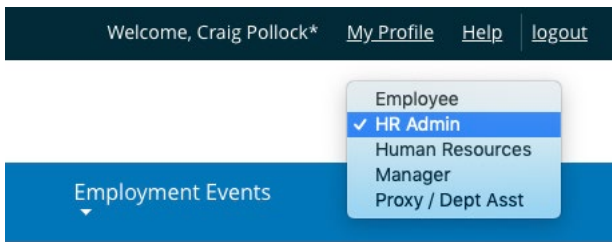


Create Posting for a Part Time, Workstudy or Campus Intern Program (CIP) Job in PARS

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”



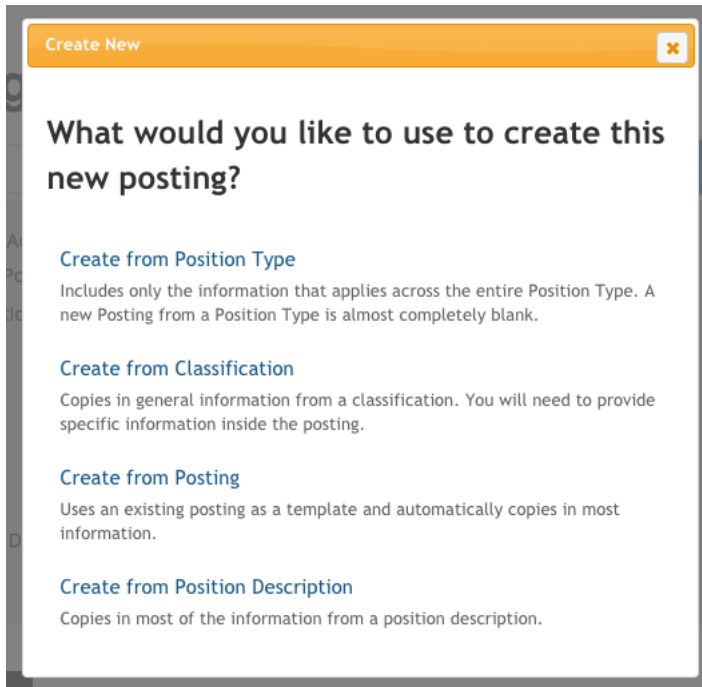
3. Click Postings then choose SLCC



4. Click on “Create New Posting”



5. Choose 'type' of posting



The screenshot shows a dialog box titled "Create New" with a close button (X) in the top right corner. The main heading is "What would you like to use to create this new posting?". Below this heading are four options, each with a brief description:

- Create from Position Type**: Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.
- Create from Classification**: Copies in general information from a classification. You will need to provide specific information inside the posting.
- Create from Posting**: Uses an existing posting as a template and automatically copies in most information.
- Create from Position Description**: Copies in most of the information from a position description.

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" – 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.] If you did not create the prior posting, please see Option #1 above.

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

SLCC Postings

[+ Create New Posting](#)

The screenshot shows the SLCC Postings search interface. At the top right is a red button labeled '+ Create New Posting'. Below it is a search bar with a 'Search' button and a 'Hide Search Options' dropdown. On the left, there is a 'Saved Searches' dropdown. The main search area includes fields for 'Add Column', 'Position Title', and 'Requisition Number'. A 'Status' dropdown menu is open, showing various workflow states: Draft, HM Approval, Workstudy, 2nd Level Supervisor Approval, VP Approval, HR Approval, Opened, Closed, Republish, Opened Internal, On Hold, Final HR Review, and Proxy/Dept Asst Review. Below the status menu are 'Department' (with 'Select All' and 'Unselect All' buttons) and 'FT/PT' (with 'Draft' selected). At the bottom left, there is a dark grey button 'Open Positions FT/PT - HM' with a close icon. Below that is a notification for 'Open Positions FT/PT - HM' with a count of 1670 and a 'Delete' button. At the bottom right is an 'Actions' dropdown button.

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 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.

Take Action On Posting ▾

Keep working on this Posting

CAMPUS INTERNSHIP POSTING

Please include the word "CIP" in the title of the position. For example: Specialist I, Peer Mentor CIP (Part-Time).

- In the Posting Details section **add Alyshia Jenkins & Melissa Kraft to the CIP User(s) field**. See screen shot below.

Campus Intern Program User(s)

Jenkins, Alyshia (alyshiajenkins) ×

Kraft, Melissa (MelissaKraft) × |

Posting Specific questions section, **ADD the following 2 questions below.**

| 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 2nd Level Supervisor.**

Postings submitted at Proxy/Dept Asst is not a level of approval, only Manager and 2nd Level Supervisor

if submitting a **Campus Internship Program (CIP)**, choose Campus Intern Program [2nd level Supervisor Approval is CIP]

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Cancel Posting (move to Cancelled/Denied Req)

MOVE DIRECTLY TO...

HM Approval

Workstudy

Campus Intern Program

2nd Level Supervisor Approval

*If accessing as Proxy/Dept Asst. choose submit to Manager

WORKSTUDY POSTING

*If submitting a **Work Study**, **add Brandee Burt and Melissa Kraft to work study users (see below)** and choose 'Work Study' [2nd Level Supervisor Approval is Financial Aid]

Work-Study User(s)

Burt*, Brandee (S00004524) ✕

Kraft, Melissa (MelissaKraft) ✕ |

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.