Welcome to the St. Louis Community College Online Applicant Tracking Tutorial

Types of Posting Users and Types of Applicant Users

Let’s Get Started!

https://jobs.stlcc.edu/hr
Online Applicant Tracking
For
St. Louis Community College

Click the mouse to go to the next slide or click on the box at the bottom of each page. To go back a slide click on the box.
POSTING USER TYPES:
Definitions

• **Assistant**: This person has view only access to assigned department.

• **Initiator**: This person begins the paperless/electronic personnel request/Posting. This person may be a coordinator, manager, director, faculty chair, dean, an administrative assistant of some type, etc. who then forwards the Posting for approval to a Dean/Manager.

• **Dean/Manager**: This person may be a coordinator, manager, director, faculty chair, dean, etc. who approves the Posting and sends the Posting forward for approval to the Leadership Team Direct Report.
POSTING USER TYPES:
Definitions

• **Leadership Team Direct Report:** This is a person who reports directly to a campus President or a Vice Chancellor or to the Chancellor or other Leadership Team member who approves the Posting and sends the Posting forward to a member of the Leadership Team.

• **Leadership Team Member:** This is a campus President, a Vice Chancellor or other member of the Leadership Team. This LT member approves the Posting and sends the Posting to Budget for approval.
POSTING USER TYPES:
Definitions

• **Budget:** This individual may be a campus Business Manager or the Budget Coordinator for Cosand Center and Wildwood approvals or the Manager of WCD Finance & Technical Support. This budget person approves the Posting and sends to Human Resources for approval.

• **Human Resources:** The Executive Director of Human Resources approves the Posting and sends to the Chancellor for approval.

• **Chancellor:** The Chancellor approves the Posting. The Posting is now ready to be published.

• **Human Resources:** The HR Employment Team publishes the Posting on the website.

A helpful hint when posting a position is to work backwards from the top of the approval process (Leadership Team Member) to determine which User type should initiate the posting. For example, instead of Initiator the Posting may be started from Dean/Manager status.
APPLICANT USER TYPES:

Definitions

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USER TYPES

• Posting users
  – Assistant
  – Initiator
  – Dean/Manager
  – LT Direct Report
  – Leadership Team
  – Budget
  – Human Resources
  – Chancellor

• Applicant Users
  – Applicant Status
  – Committee Chair
  – Search Committee