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

Posting Workflow and Approval

Let’s Get Started!
https://jobs.stlcc.edu/hr
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 Workflow and Approval

As the creator of the posting, the next step will be to move the Posting in the Workflow to the appropriate person (Take Action on Posting). In this case, “Send to Dean-Manager (move to Dean-Manager).” See Posting Workflow.
Posting Workflow and Approval

Steps in posting a position, please review a description of the **Posting Workflow** to understand where the posting is going for approvals. In the last step the posting will be published to the college’s web-site, and if applicable, additional advertising will be placed by the Human Resources Employment Team.

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.