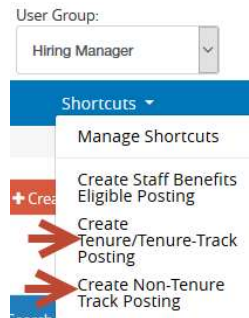


Quick Guide for STARS - Faculty

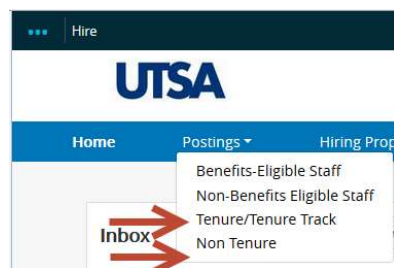
Creating an NTT/TT Faculty Posting - Hiring Managers and Admin


1. Log into [STARS](#) and select your user group: Hiring Manager or Admin Assistant.
2. Create in one of two ways:
 - From Shortcuts (if you created one)



For guidance in setting up shortcuts, refer to “Creating a Shortcut”

- From Postings Tab



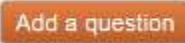
2a. Select 

3. Select **Create from Position Type** if you do not have any saved templates from previous postings, or select **Create from Posting** to use an existing template.

- 3a. If you selected **Create from Position Type**, complete the information in the **New Posting** tab, then click .

4. Select the **Position Details** tab and complete all of the required information.

5. Click  to add Supplemental Questions to assist in screening applicants.


5a. Click  to see a list of pre-loaded questions.

7. Click in the **Add** box next to the supplemental question you want displayed in your posting.


To request a new question be added to the database, click on the **Add a new one** link to submit your request to Human Resources for approval

6. Click  to identify Documents Needed to Apply by clicking under the **Not Used**, **Optional**, or **Required** fields.

7. Click  to add a Guest User (if applicable)**.

7a. Click  and complete the information to assign a guest user to this posting

8. Click  to attach Internal Posting Documents.


8a. Click on the  drop down menu to attach the applicable form(s).


9. Click  to add Search Committee members**.

Refer to “Faculty Search Committee Set-Up” for guidance

10. Click  to go to the Summary page and review all of the job posting information.

10a. Select **Edit** to review each tab and make updates if needed.

10b. Click  to save your changes.

11. From the Summary page, click .

11a. If you are ready to submit the posting, select the [Submit for Approval \(move to Dean\)](#) link.

11b. From here you can add Comments and add the posting to your Watch List.

11c. Click  to route the posting.

12. A blue banner message will confirm that your post was successfully transitioned to the Dean.

13. To monitor the post after it's been submitted, select [Watch List](#) to see the current state and state owner (i.e. where the posting is in STARS)

**** Guest User and Search Committee may not be applicable for all postings and is not required to complete the posting process.**