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)
   - From Postings Tab

2a. 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.

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 Create New Posting.

4. Select the Position Details tab and complete all of the required information.
5. Click Next >> to add Supplemental Questions to assist in screening applicants.

5a. Click Add a question 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 Next >> to identify Documents Needed to Apply by clicking under the Not Used, Optional, or Required fields.

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

7a. Click Create Guest User Account and complete the information to assign a guest user to this posting

8. Click Next >> to attach Internal Posting Documents.

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

9. Click Next >> to add Search Committee members**.

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

10. Click Next >> 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 Save to save your changes.
11. From the Summary page, click **Take Action On Posting**.

   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 **Submit** 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.**