


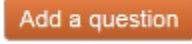











## Quick Guide for STARS 7.0

### Benefits Eligible & Non Benefits Eligible Employees

#### Creating a Posting – Hiring Managers and Admin Assistants

1. Log into the system and select your user group: Hiring Manager or Admin Assistant.  
\*\*\*When changing user groups, remember to click the  to confirm change in group\*\*\*
2. Select either [Create New Benefits-Eligible Staff Posting](#) or [Create New Non-Benefits Eligible Staff Posting](#) from the upper right-hand corner of the screen.
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.
- 6a. 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.
- 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 go to the Summary page and review all of the job posting information.
- 9a. Select **Edit** to review each tab and make updates if needed.
- 9b. Click  to save your changes.
10. From the Summary page, click on .
- 10a. If you are ready to submit the posting, select the **Submit for Approval (move to Department)** link.
- 10b. From here you can add Comments and add the posting to your Watch List.
- 10c. Click  to route the posting.
11. A green banner will confirm that your post was successfully transitioned to the next level approver.
12. To monitor the post after it's been submitted, select **Watch List** to see where the posting is currently at.