UTSA. The University of Texas at San Antonio

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, compete 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.

6a. 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.

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 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 Save to save your changes.

10. From the Summary page, click on Take Action On Posting ▾.

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 Submit 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.