

Create a Job Posting

1. Login to ATS Enterprise by going to the Human Resources web page.
Scroll down the page and locate **Department Resources** on the right-hand side
Click on the link **ATS Manager** – shortcut has been established for Hiring Managers and Assistants.
2. Click on “Login with Microsoft”.



The first time you sign in you may be asked to select your email account, then to choose to have a code text to your phone, enter the code and click “Verify”. You will then be taken to your Dashboard in ATS.

3. Click on **Jobs > Job Templates** located in the blue box at the top of the screen.



4. Search for the job template you are needing to advertise. The list is in alphabetical order by **Assignment Title**.

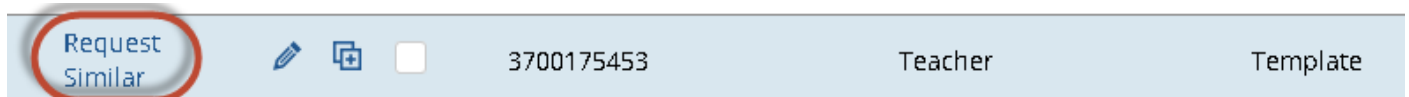
There are two pages of job templates, if you do not find your template on the first page you can click on **101-170** in the upper left-hand corner to search the second page of templates.

Job Status Template

Note: There are **more results available** to view than are shown on this page. Please click one of the **links below** to view **additional results**.
1-100 [101-170](#)

NOTE: There is a generic template to use for a teacher job posting and is labeled **Teacher**.

5. Once you locate the template you need, click **Request Similar** to the left of the assignment title in order to complete the **Request to Post**.



6. All fields with a * (red asterisk) are required in order to submit the form to Staffing Services for approval.

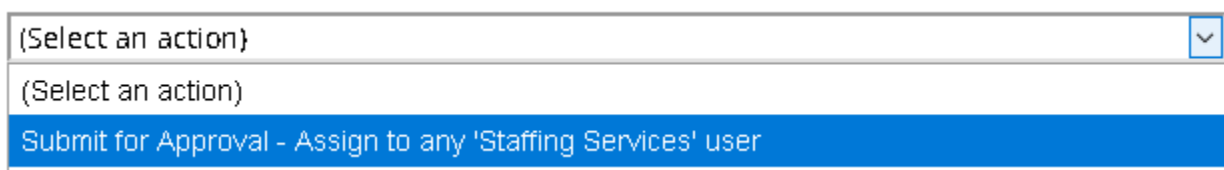
Please make sure on a **Teacher** Request to Post that you choose the specific **Assignment Title** from the pull-down menu and type in the same specific title for **Job Title**. If you do not, the Request to Post will be denied and returned to you to correct.

***Assignment Title**

***Job Title**

7. Once you have completed the final step of the Request to Post (entering the funding strip(s)), go to the bottom of the page to **Select an action**.

Choose **Submit for Approval – Assign to any Staffing Services User**



Click **Authenticate Me!** and click **Submit**