OLD DOMINION UNIVERSITY
IDEA FUSION

QUICK GUIDE TO CREATING A POSTING FOR AP FACULTY POSITIONS

Either the Department Chair/Hiring Manager (HM) or the Budget Unit Director (BUD) can create job postings.

1. Login to PAPERS at https://jobs.odu.edu/hr.
2. Verify that you are in the **Applicant Tracking** Module.
3. Ensure that you are logged in under the **Dept Chair/HM** or **Budget Unit Director** user group.
4. Click on the Posting Tab, then Administrative/Professional Faculty or from the Shortcuts box click on Create New Administrative/Professional Faculty Posting
5. Select how you would like to create the posting – either from Position Type, Title, or Posting.
6. Complete the requested information:
    a. Required fields have an **orange asterisk (*)** by the field name – you must complete those fields before moving to the next section.
    b. Clicking on the **Next** or **Save** button will save your work. Clicking on **Next** will also move you through the posting creation steps.
    c. You can exit the system and return at a later time to complete the posting by selecting "Keep working on this Posting" from the orange **Take Action on Posting** bar.
7. To submit the Posting:
    a. From the orange **Take Action on Posting** bar, select **Review Budget Unit Director (move to Budget Unit Director)** and ensure the appropriate budget unit director is selected from the drop-down menu.