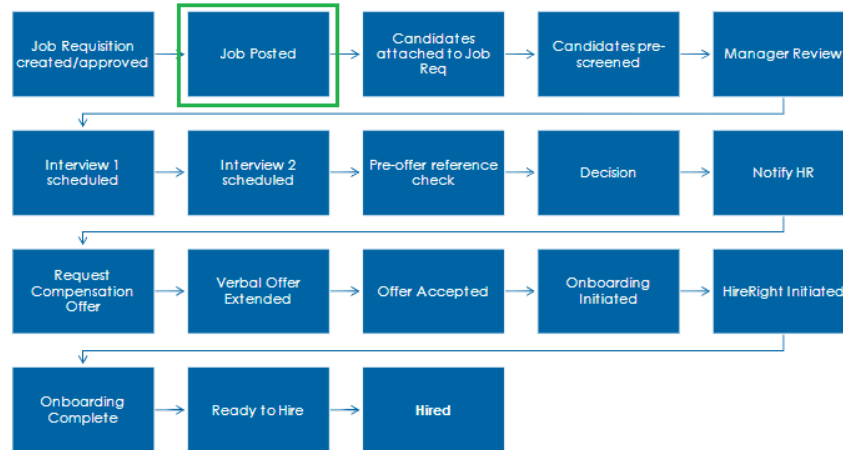


## Posting Jobs

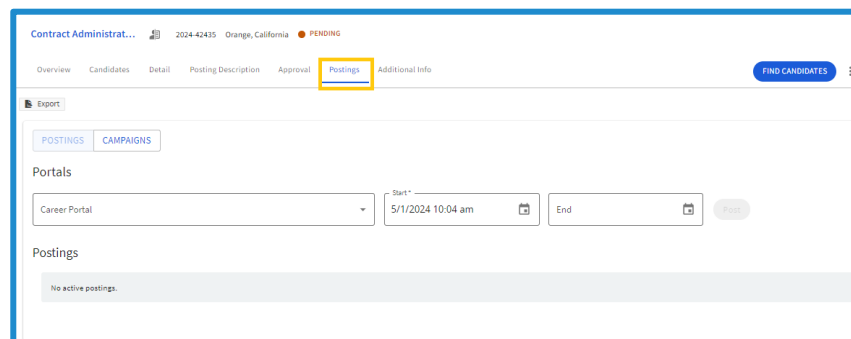
The job requisition has been created and approved, now it's time to get it posted.

UCI posts positions to its job sites, both internal and external. All jobs must be posted to the internal site, it is not a requirement to post a job externally. Jobs must also be posted for a minimum of 10 days.

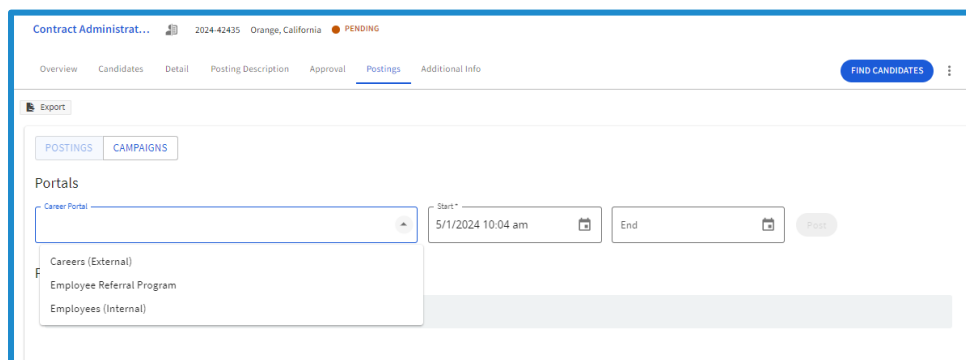
## APPLICANT TRACKING PROCESS FLOW



1. Navigate to the desired Job profile, and select the **Postings** tab.



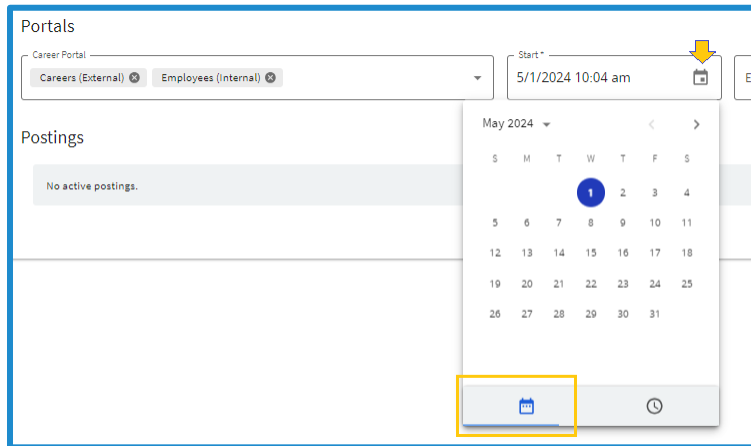
2. Click in **Career Portal** and select the portal on which you want the job to be posted.



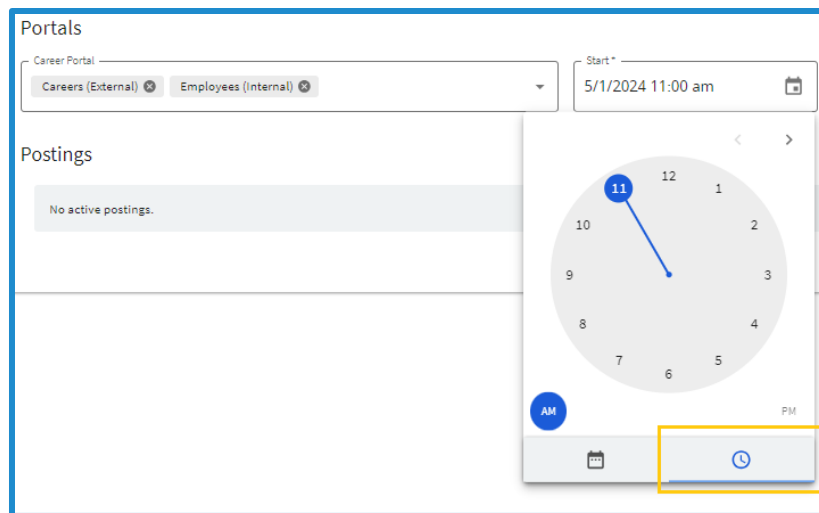
3. Repeat step 2 until all the desired job sites have been selected.

The Posting start will default to immediately, if you want to delay the posting, click on the calendar icon in the **Start** box

- To change the date, ensure the calendar icon is selected on the bottom of the dropdown and select the desired date.



- To change the time, click on the clock icon and move the handle until the correct time is displayed
  - Be sure to select AM or PM as appropriate



4. If you want a posting end date, using the same actions in step 4, click on the calendar icon in the **End** box and make the appropriate selections.

- Jobs must be posted a minimum of 10 days

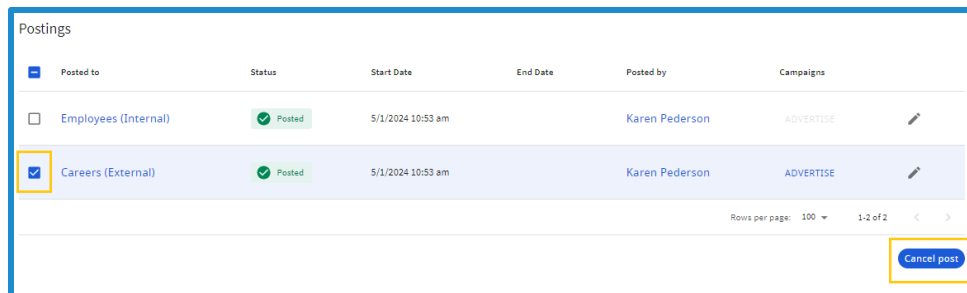
5. Press **Post**

## Tips:

- Jobs can have different posting start and end dates. This can be accomplished in one of two different ways
  - Post to job sites one at a time, executing steps 2, 4, 5 and 6 for each job site
  - Post all jobs at once, once posted, change the start/end dates for specific job sites
- The job title and description transferred from iCIMS ATS may display in the job board posting tool. If this information is incorrect, please submit a case to the job board posting tool vendor's support.

## Removing a Job Posting from a Job Board Posting Tool

1. Navigate to the desired Job profile and select the **Postings** tab.
2. Check the box next to the portal from which you want to unpost the job, click **Cancel Post**. When the pop-up asks if you are sure, click **Unpost**

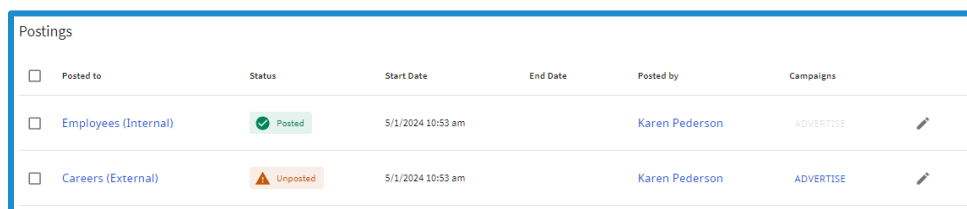


| Posted to  | Status | Start Date        | End Date | Posted by      | Campaigns |
|--|--------|-------------------|----------|----------------|-----------|
| <input type="checkbox"/> Employees (Internal)          | Posted | 5/1/2024 10:53 am |          | Karen Pederson | ADVERTISE |
| <input checked="" type="checkbox"/> Careers (External) | Posted | 5/1/2024 10:53 am |          | Karen Pederson | ADVERTISE |

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Cancel post

3. The status of the posting will be updated to Unposted



| Posted to                                     | Status   | Start Date        | End Date | Posted by      | Campaigns |
|---|----------|-------------------|----------|----------------|-----------|
| <input type="checkbox"/> Employees (Internal) | Posted   | 5/1/2024 10:53 am |          | Karen Pederson | ADVERTISE |
| <input type="checkbox"/> Careers (External)   | Unposted | 5/1/2024 10:53 am |          | Karen Pederson | ADVERTISE |

**Tip:** Jobs must be unposted manually from job board posting vendors; they will not be automatically removed if the job is closed/filled within iCIMS ATS.