1. Create posting for desired position type in the Applicant Tracking Module.

2. On the entry page in creating the posting, complete the required information on the Internal Title and Organizational Unit and the optional information on Applicant Workflow and References as desired.
3. Under Online Applications, de-select the Accept Online Applications check box and complete the Special Offline Application Instructions with the applicable search firm information and directions.

4. Coordinate with the search firm to execute the search.

5. Once an applicant is selected, the HR Contact should request that the HR Recruitment Office move the posting to “Posted Internally” and provide the Quicklink for Special Hire to the selected applicant. The applicant will then create an account and complete an application.

6. Move the selected candidate through the applicant process to “Recommend for Hire.”

7. Create the Hiring Proposal and create onboarding events as required.