

BSU's HR-TMS

Help-At-A-Glance

<https://bsu.peopleadmin.com/help/>

POSTINGS – VIEW/SEND FOR APPROVAL

To send a posting for approval

After you have created and completed the posting, open the **Take Action** menu and select **Submit for Approval**.

To view postings that are not in your inbox or watch list

1. Open the **Postings** menu and select the appropriate position type.
2. Select the posting of interest. The [search](#) tools can help you locate it.

If the posting is in a state that your permissions do not allow you to see, it will not appear in your search results.

To see different views of a posting, including printable views

View the posting of interest. From this page, you can:

View the settings for this posting – Shows the location of the position on the organizational tree and its workflow settings.

View the history of this posting – Shows a list of time-stamped events and changes made to this posting since it was created. Depending on your privileges, you may be able to add notes. The history opens to the Workflow and Notes page; the Data Changes page provides details.

See how Posting looks to Applicant – Shows the posting as it will appear on the applicant portal.

Print Preview (Applicant View) – Show a printable view of the posting as it will appear on the applicant portal. This view is suitable for posting on a public bulletin board, for example.

Print Preview – Show a printable view of the complete posting. This view includes information that would not be available to applicants.