



## Creating a New Job Requisition/Posting

First if you haven't already done so, you will need to **create your username and password**, in order to have supervisor access to your job posting. After you have received confirmation of your username and password by email, you may begin the process of submitting an online job posting. For instructions, please see below:

To start the process of submitting a job posting you will need to go to (copy and paste to address bar):

**<https://careers.providence.edu/hr>**

On the left hand side you will see **Create User Account** and **click**

Answer the questions

Submit for approval

**Click Continue**

Once you receive your username and password you may start the process of creating the job posting.

Log into the site: **<https://careers.providence.edu/hr>**

On the left hand side you will see **Create Requisition/Posting, Click on From Template**

In the middle of the page you will see **Position Title**, scroll down to **Scratch Template (Student)**

**Click Search**

**Click Create**

**Answer questions**

- For information regarding Job title code please see the wage scale. The Job Title code is your four digit org # and the two digit job title code listed within the wage scale form. For pay rate, see pay rate range according to Job Title.

- **Click on Continue to Next Page**

**Click Add a Question**

Enter **25161** into the **Search by Keyword**

**Click Search**

25161 – According to your most recent award letter issued by the Offic...

**Click View/Add**

**Click on Add this Question**

Is this question required, **Click on Required**

- **Continue to Next Page**

Under score **input the following below:**

No response: 0

Not awarded: 50

Less than \$1,800: 100

\$1,800 or more: 100

- **Click Recalculate**

**Continue to Next Page**

Choose **submit Posting to Financial Aid for Review**

- **Click continue**

**Click Confirm**

For further instruction regarding posting a position please refer to the **Student Supervisor Manual-Careers at PC.**