Under the Job Posting Menu, click Search.

**JOB POSTINGS**
- SEARCH
- CREATE VACANCY NOTICE
  - FROM TEMPLATE
  - FROM PREVIOUS
  - FROM SCRATCH

Under the Posting Status, Check All and click Search.

**Search**

<table>
<thead>
<tr>
<th>Vacancy Type</th>
<th>Any</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>May UTAS contact you?</td>
<td>Any</td>
<td>Employment Spec.</td>
</tr>
<tr>
<td>Title</td>
<td>Any</td>
<td>Department</td>
</tr>
</tbody>
</table>

Under the Submitted for Approval tab, click on View.

**View Postings**

To view the details of the position, click on the "View" link below the Job Title.

You may change the sort order of the list by clicking on the arrow next to the column title.

**Submitted for Approval**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Position Number</th>
<th>Date Submitted</th>
<th>Department</th>
<th>Posting Status</th>
<th>Employment Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Agent, Ag</td>
<td>03-002155-0705</td>
<td>117225-Polk County</td>
<td>Saved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Position 1.2
General Information

*Items labeled in red will appear on the job posting
Vacancy Type
CALS Extension Position
Time-Limited Position
If Yes, Appointment Length
FTE (ex. 1, .75, .5)
Title
Working Title
Salary Grade
Maximum Salary to be Advertised or Hourly Rate for Temporary Position
FLSA Status
Job Code
Position Number/ 00000 Indicates UTS/Temporary Position
Vacancy Number
Job Category
Work Schedule
EPA Posting Category
Department/OUC/ This will not be viewable to applicants.
Department
NCSU or NCCE Employees Only
Minimum Experience/Education
Essential Job Duties
Other Work/Responsibilities
Departmental Required Skills
Preferred Experience, Skills, Training/Education
Necessary Licenses or Certifications
Work Location
Proposed Hire Date
---------------------
Job Open Date
Must Be Open Until/ All vacancies are open until 5:00pm on this date. Vacancies that are extended past this date can close at any time.
Job Close Date
Pass Message
Fail Message
Does this position accept online applications?
Documents which can be associated with this posting
Documents that must be associated with this posting
Employment Specialist
Contact Information
Application Types Accepted
NCSU RIF’s?
NCSU RIF Names(s)
State of NC RIF’s?
State of NC RIF Name(s)
### General Information Continued

- Responsible Hiring Official/Search Committee Chair
- If applicable, list search committee members:
- Hiring Official/Search Committee Chair Phone Number
- Hiring Official/Search Committee Chair Fax Number
- Hiring Official/Search Committee Chair Campus Box
- Hiring Official/Search Committee Chair E-mail Address
- Departmental Representative
- Separating Employee

###Template Level Questions

- 29736 – How did you learn about this position?
- 30005 – Agent education requirement
- 30006 – 4-H Agent question 1
- 29908 – 4-H Agent question 2
- 29909 – 4-H Agent question 3
- 29910 – 4-H Agent question 4
- 29911 – 4-H Agent question 5
- 29979 – ASA education requirement
- 29992 – CED education requirement
- 29993 – CED experience requirement

###Posting Specific Questions

- Only for special need of position

###Points

- Points not used at this time; disqualifying answer is used.

###Hiring Steps

- Under Review by Human Resources
- Referred to Hiring Department
- Interviewed
- First Choice Candidate Selected for Offer
- Process Complete

###History

- Gives complete history of all actions from submission to completion with user name and date stamp

###Posting Status

- Cancel Without Posting
- Save Without Sending
- CALS: Approve for Posting
- CALS: Post
- Deny
- Deny and Return to Hiring Official