The following instructions will show how to add multiple IDENTICAL positions under one job.  This will allow you to create one post for all and allows you to make multiple offers.
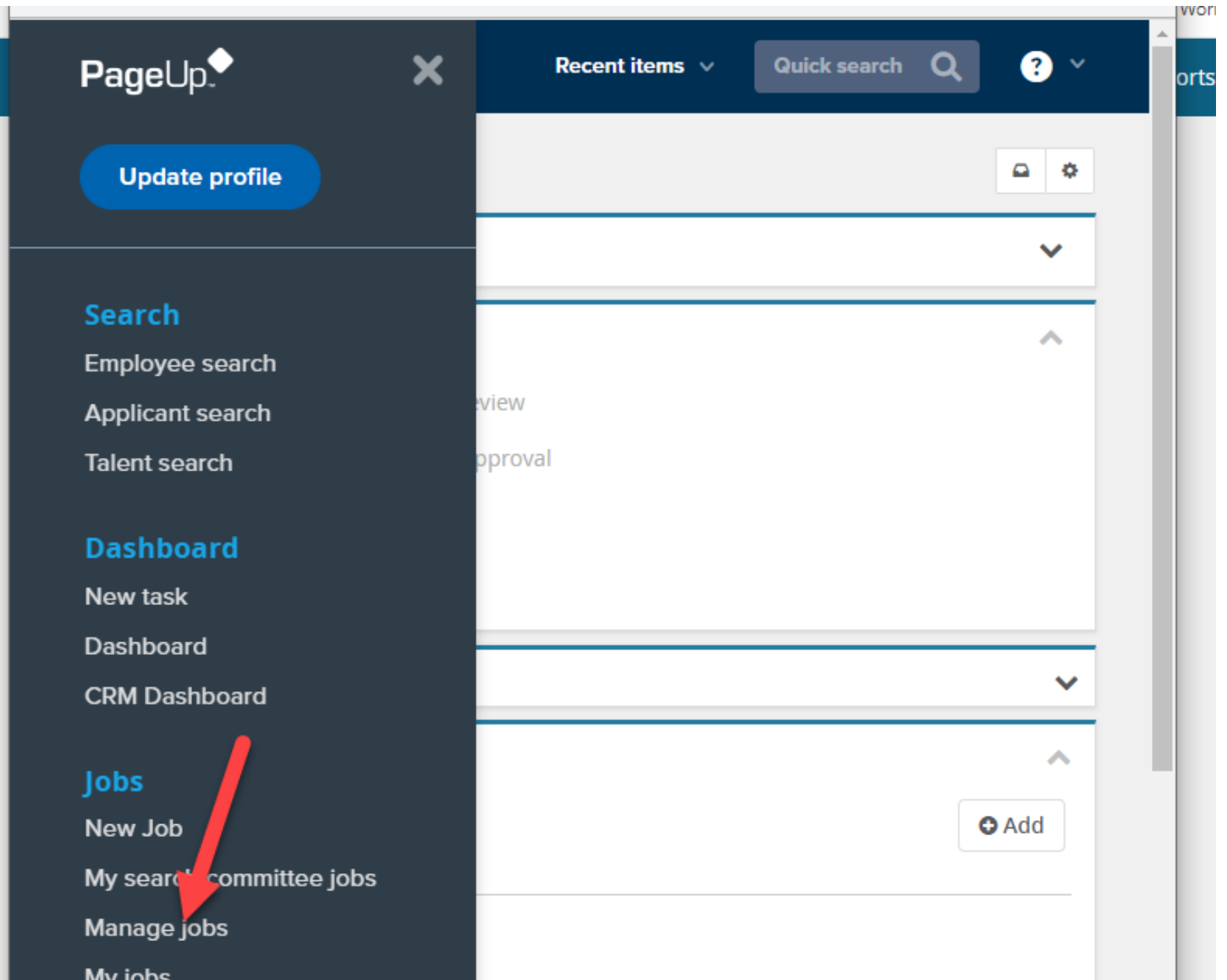
**Instructions:**

**Access:** HR Contacts and Hiring Managers have access to process an offer through NSU Careers.

1. **Log into NSU Careers through Sharklink.**
2. **On your NSU Careers dashboard select Administration under the Recruitment section**
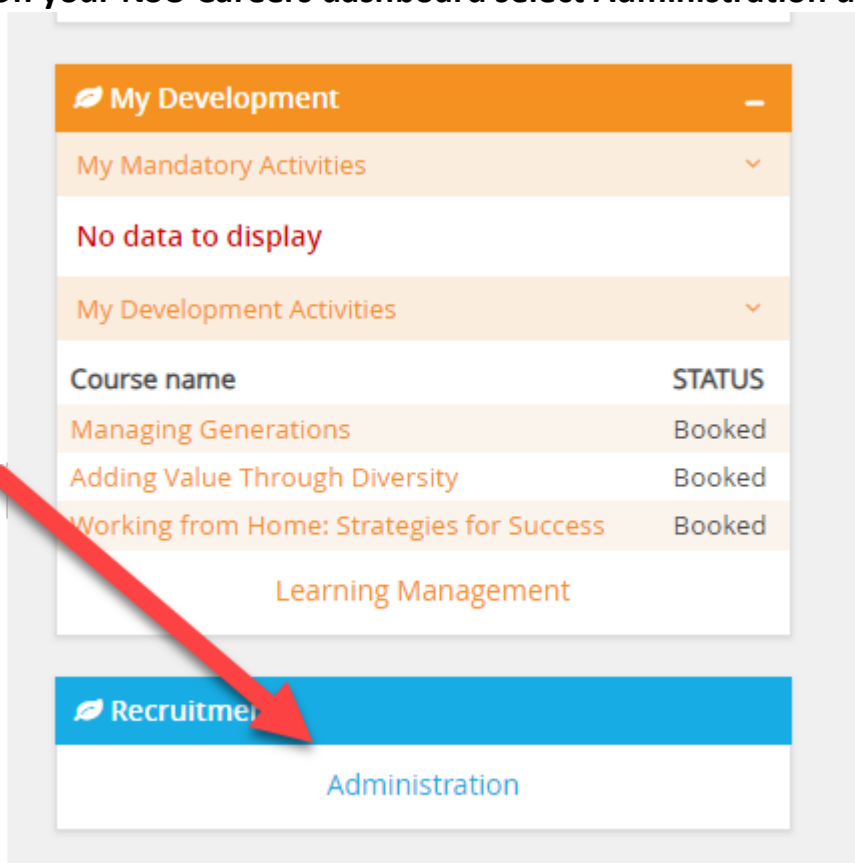


3. **Click on the hamburger menu and then select Manage Jobs.**

4. **Search and select the jobs:**

5.  **When you have the job open, scroll down to the POSITION DETAILS section.**
    a.  **Enter how many positions you want to add next to New or Replacement.**
    b.  **Click Add more**

**POSITION DETAILS**

Reason: Backfill

Date Opened:* Aug 19, 2021

Positions:

| Position no | Type: | Status | Applicant | Application status | |
|---|---|---|---|---|---|
| 1 TEMPOR 🔍 ▱ <br> Position Title: Temporary- Hourly ⌄ | Select | Select | - | - | Cancel |
| 2 TEMPOR 🔍 ▱ <br> Position Title: Temporary- Hourly ⌄ | New | Select | - | - | Cancel |
| 3 TEMPOR 🔍 ▱ <br> Position Title: Temporary- Hourly ⌄ | New | Select | - | - | Cancel |

**A**  **B**

New: 1  Replacement:  Add more

6. **A new position box will appear.**
   a. **Type the position number**
   b. **Click on the magnify icon**
   c. **Select the correct position**
   d. **Click Okay**

**7. Scroll down the page and click Submit.**