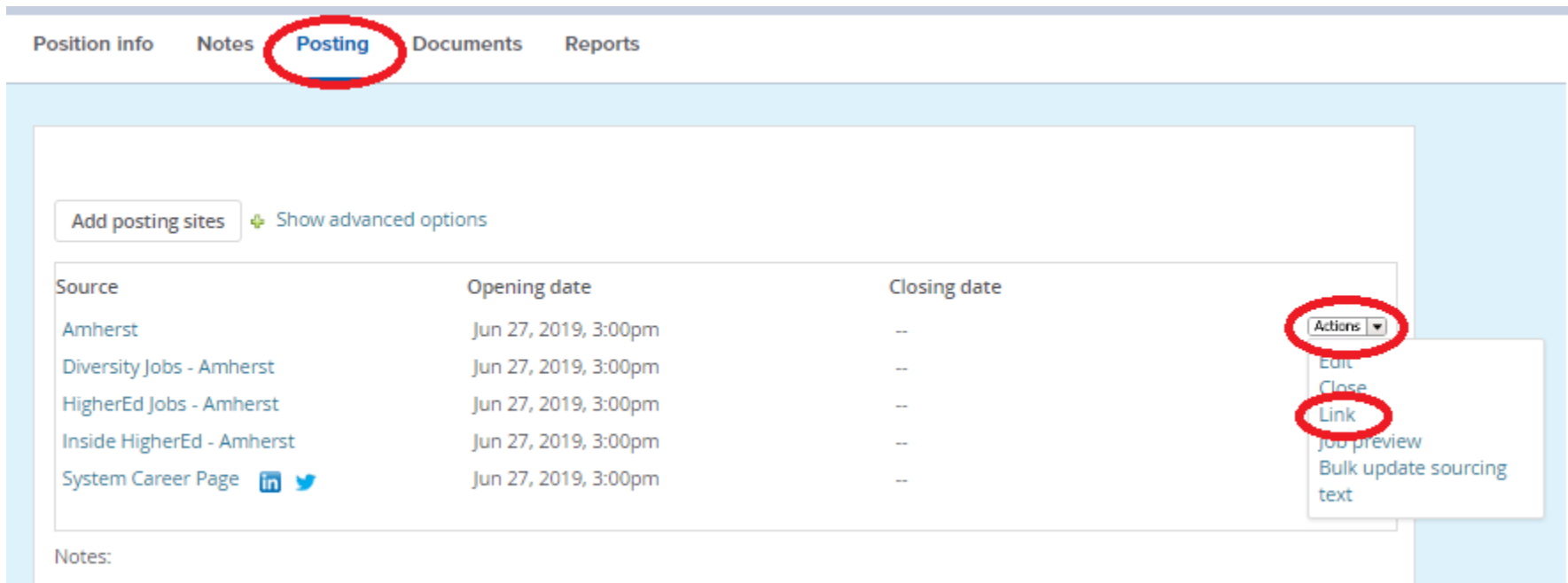


Generating a Link to Apply



When generating a link to apply, you may choose to generate a link directly to the application form or to the job posting itself. A link to the application form may be useful for identified hires, whereas a link to the job posting may be useful for creating external advertisements.

To generate a link to the application form:

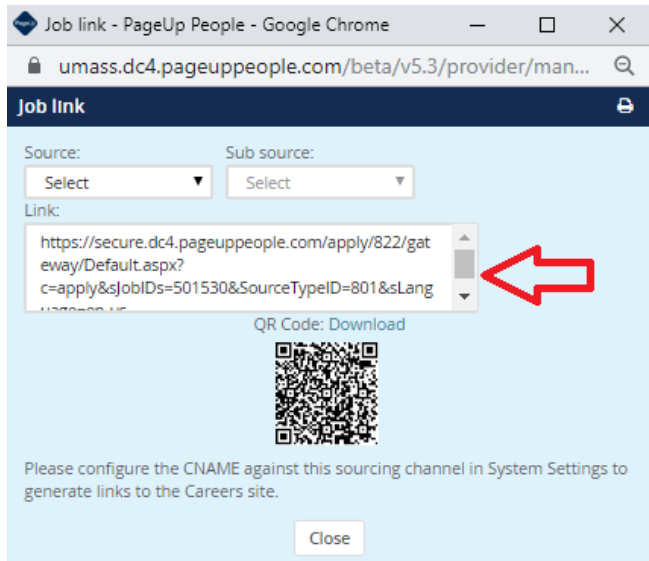
1. Open your requisition. Click on the “**Posting**” tab (this tab will only be visible after all approvals are received).
2. Click on the “**Actions**” drop down menu and select “**Link**.”



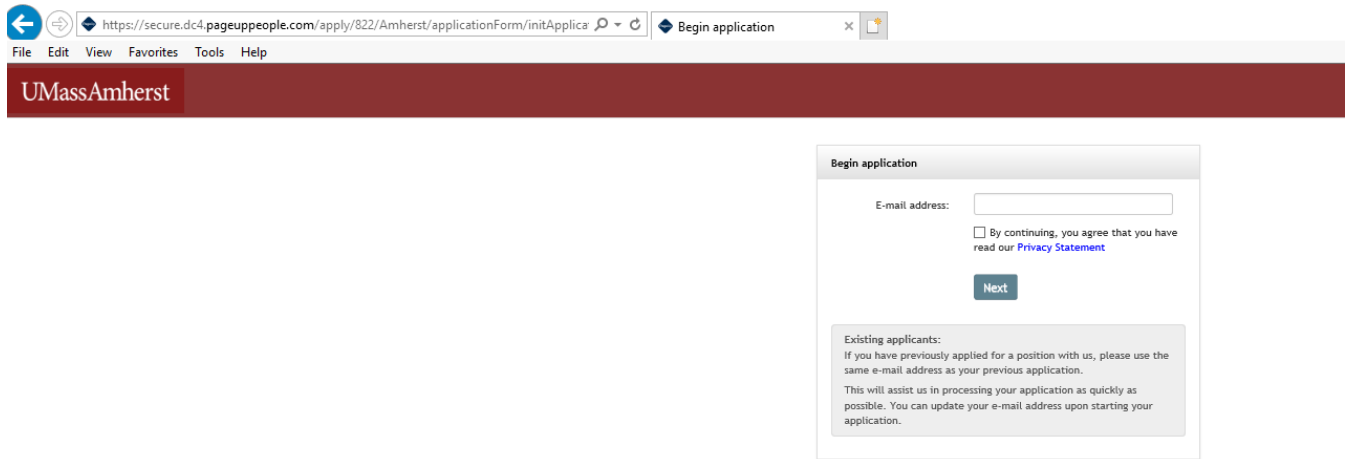
The screenshot shows a web interface for managing job requisitions. At the top, there are navigation tabs: "Position info", "Notes", "Posting", "Documents", and "Reports". The "Posting" tab is highlighted with a red circle. Below the tabs, there is a section with "Add posting sites" and "Show advanced options". A table lists job postings with columns for "Source", "Opening date", and "Closing date". The "Actions" dropdown menu is open, and the "Link" option is highlighted with a red circle.

| Source | Opening date | Closing date | Actions |
|--|----------------------|--------------|---------|
| Amherst | Jun 27, 2019, 3:00pm | -- | Link |
| Diversity Jobs - Amherst | Jun 27, 2019, 3:00pm | -- | Link |
| HigherEd Jobs - Amherst | Jun 27, 2019, 3:00pm | -- | Link |
| Inside HigherEd - Amherst | Jun 27, 2019, 3:00pm | -- | Link |
| System Career Page   | Jun 27, 2019, 3:00pm | -- | Link |

3. A pop up window will open containing the link to apply.

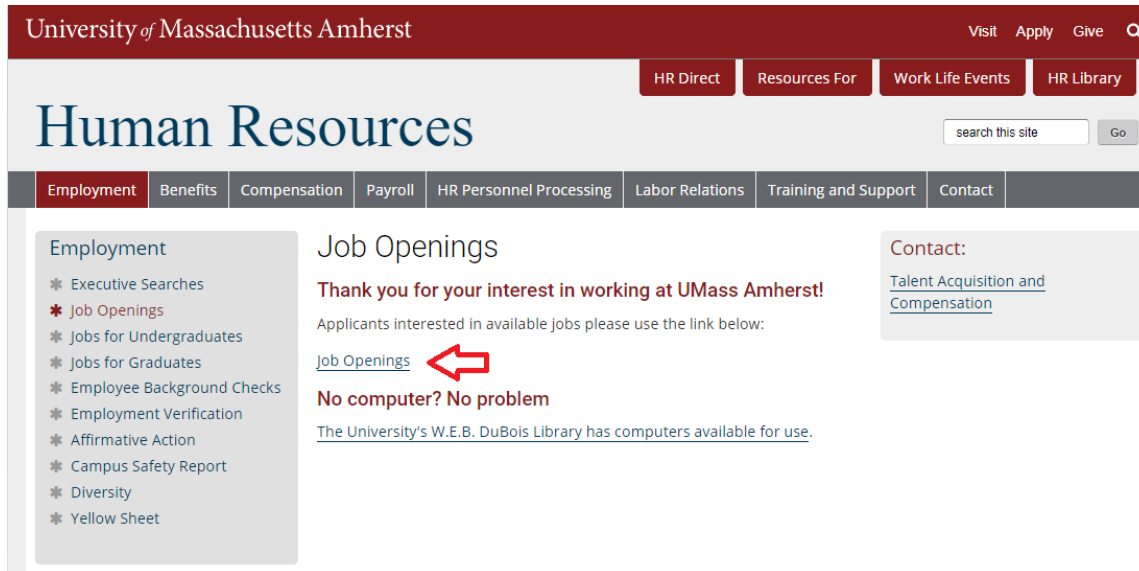


The link will take applicants directly to the application page for the specified requisition.



To generate a link to the job posting:

1. Visit the UMass Amherst “**Job Openings**” web page: <http://www.umass.edu/humres/job-openings>.
2. Click on the “**Job Openings**” link.



3. Enter your requisition number in the “**Job Search**” field.



4. Copy the link located in the address bar. Candidates may apply to the position from this page by clicking “**Apply now.**”

Details - HR Initiatives Coordinat... x +

careers.umass.edu/amherst/en-us/job/495345/hr-initiatives-coordinator-clerk-iv

UMassAmherst Links Search UMass

Human Resources

Careers at UMass Amherst

Returning Applicant?
Login to complete your application and/or apply for more positions.

Login

HR Initiatives Coordinator - Clerk IV
Job no: 495345
Work type: Staff Full Time
Location: UMass Amherst
Department: Human Resources
Union: Non-Unit Non-Exempt
Categories: Administrative/Office Support

Apply now

Job Search
Search by keyword or category
e.g. "registrar" or "staff"

Refine Your Search