Creating a Hidden Posting

1. Open your requisition. Click on the posting tab, then click “Add posting sites.”

2. Click on the “Amherst” Sourcing Channel. Place a check mark in the adjacent box.

3. Complete all fields including: Opening Date, Closing Date (if applicable), Working Title/Posting Title, Summary, Text to Appear in Job Ad, Search Categories and Application form (Locations and Work Types fields should be pre-populated with information from your requisition).

4. Place a check mark in the box titled “Hidden job (only visible when searched for by job number)”

5. Click “Submit” (see screenshot on page 2).

Please note: Talent Management will continue to create hidden postings for Temporary (“03”) and Non-Exempt positions.