Utilizing Continuous Student Employment Pools and Cloning (copying) Postings

Continuous Recruitment Pooled Student Posting

You can use a pooled student posting to fill multiple positions from one applicant pool.

- A pooled posting can be kept open throughout the year for ongoing recruitment needs
- Pooled postings are efficient for sporadic recruitments, or recruitments with a large number of openings

Cloning (copying) an Existing Posting

When creating a new student posting, using the “Create from Posting” allows you to clone (copy) an existing posting.
You will need to know the Posting Number and/or Job Title of the existing posting when selecting it to clone.

Cloning (copying) an existing posting reduces the amount of data entry, and still allows you to make any necessary changes to the new posting. This is a good option when you frequently recruit for similar positions.