PeopleAdmin Big Picture: Step 2 (Posting Request)

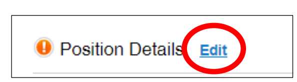
Posting a Position

Check your settings

☑ Initiator (User Role) ☑ Hire (Module) ☑ Postings (Tab)

1. Click on **Postings** and then **Faculty & Professional Staff**
2. Click Create New Posting
3. Choose **Create from Position Approval** in the dialogue box. **Never choose** Create from Position Type as it will cause difficulties when you go to create a Hiring Proposal and seat a new hire.
4. Find the appropriate description, hover Actions over the drop-down o the far right and choose **Create From**
5. On the **New Posting** screen, select the appropriate "Accepted Applications Forms"
   a. Application = Professional Staff Position
   b. Faculty Profile = Faculty Position
6. Click Create New Posting
7. Complete details in the **Editing Posting** screens.
   ✓ **Hiring Justification**: Detail the need for the position, be detailed
   ✓ **Position Details**: Pre-populated with position information, if details are inaccurate or missing, changes must be made in **Positions** module. Complete required fields.
   ✓ **Position Budget Information**: Complete all relevant fields
   ✓ **Reference Letter Feature:** feature currently disabled
   ✓ **Supplemental Questions**: Select or create questions for applicants to answer as part of the applications process – can solicit simple and complex responses.
   ✓ **Documents Needed to Apply**: Select application materials
   ✓ **Posting Documents**: Optional upload of advertising text, any supporting docs
   ✓ **Search Committee**: Select users who may view applications for the position
   ✓ **Ranking Criteria**: Tool for Applicant Reviewer/Search Committee to rank applicants in different stages of hiring process. Reach out to HR for help.
   ✓ **Guest User**: Request for an unlisted user to gain access to the posting

8. After completing the **Editing Posting** tabs, the Posting Summary page displays all posting information.
   a. A **green check mark** next the heading indicates the section is complete.
   b. An **orange exclamation mark** next to the heading indicates a required field is missing.



9. Click on Edit to enter missing information and **Save** new information.
   Once posting details are finalized, on the Summary page, go to the dropdown box and select **Approved** under Workflow Actions. In the **Take Action** box, you may add a comment for the next approver. If there is more than one Department Head, you must select the appropriate person in the drop-down box. Click **Submit**. This will move the posting into the **Approval** workflow: