

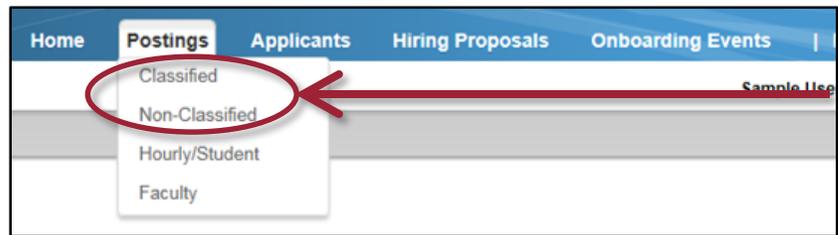
Quick Reference Guide: Creating a Classified/Non-Classified Posting in PeopleAdmin 7

Instructions: Use the following steps to create a posting for a classified or non-classified position.

1. Log in to PeopleAdmin 7. For more detailed information, see **Logging into PA7**
2. Click on the **Applicant Tracking** module



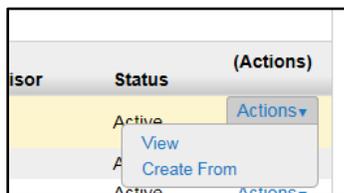
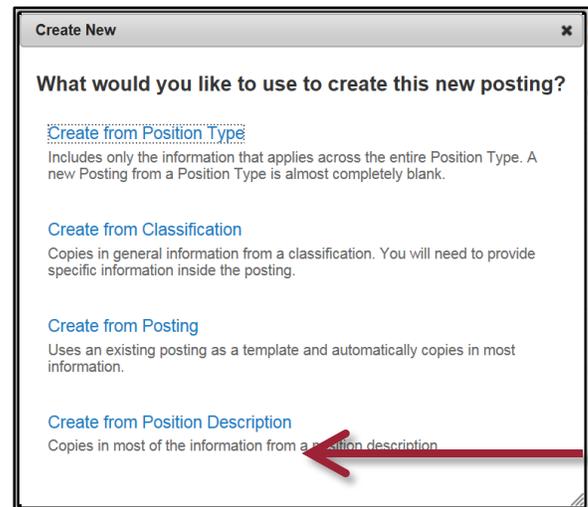
3. Click on the **Postings** heading. Select the appropriate position type from the menu (Classified or Non-Classified)



4. Click **Create New Posting** on the right hand side of the screen. Select the appropriate option in the pop-up box:

Note: *Create from Position Description* is most common and will allow you to create a new posting for a specific position.

5. Search for the position description you will use to create the posting. From the list of position descriptions, select the one you need and click on the **Actions** box. From the drop down menu, select **Create From**:



6. Review the information on the New Posting screen:



* Required Information

Working Title *

Organizational Unit

Location *

College/Division *

Unit *

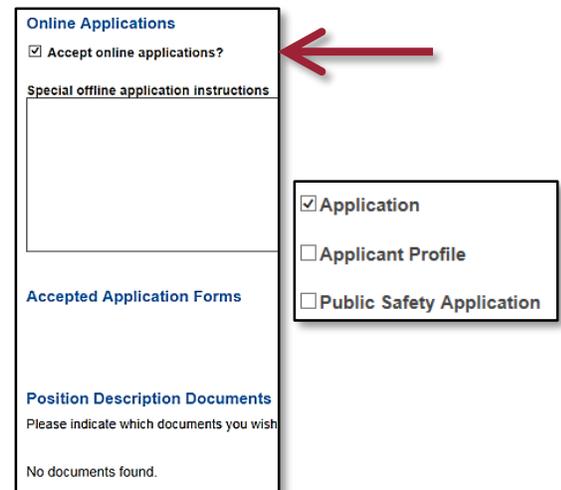
Applicant Workflow

Workflow State

7. Click the box to **Accept Online Applications**
8. Include any special instructions to applicants in the box provided
9. Click the box for Application as the **Accepted Application Form**
10. Click **Create New Posting**



Create New Posting Cancel



Online Applications

Accept online applications?

Special offline application instructions

Accepted Application Forms

Position Description Documents

Please indicate which documents you wish

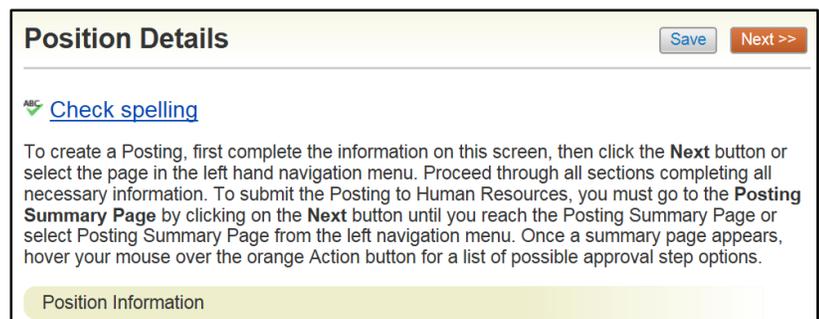
No documents found.

Application

Applicant Profile

Public Safety Application

11. Complete all required fields and any optional information you desire on the **Position Details** screen. You will notice that most information pulls over from the Position Description. If a background check or drug screen is required, please edit the box **Pre-employment Screening Requirements** accordingly. If none are required, delete the statement in the box. Click **Next**



Position Details

Save Next >>

[ABC Check spelling](#)

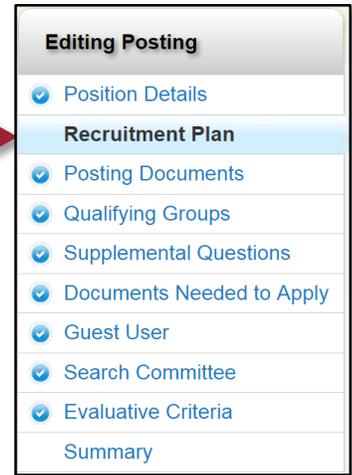
To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

Position Information

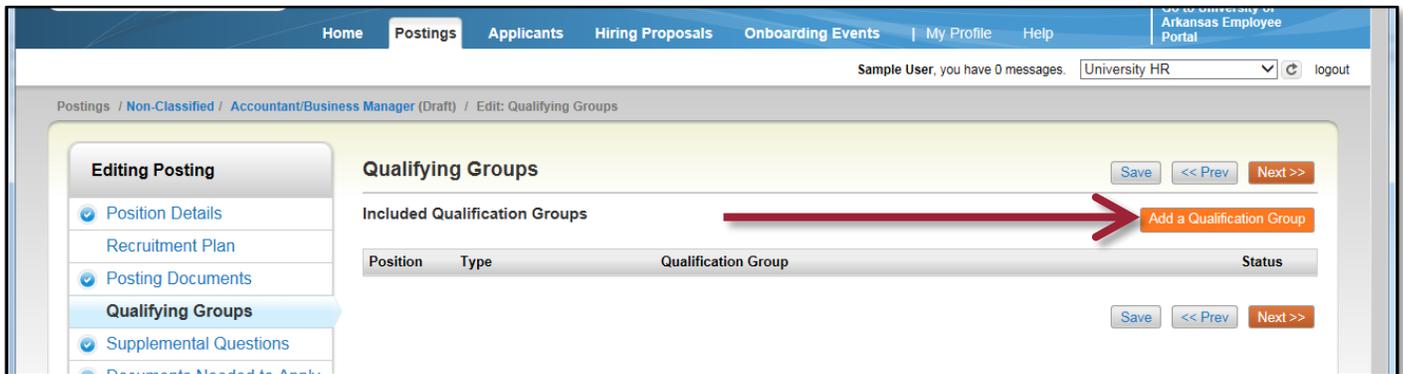
12. Complete all required fields on the **Recruitment Plan**

Note: The left side of the screen will show the title of each section of the posting. The section that you are currently viewing will not have a checkmark.

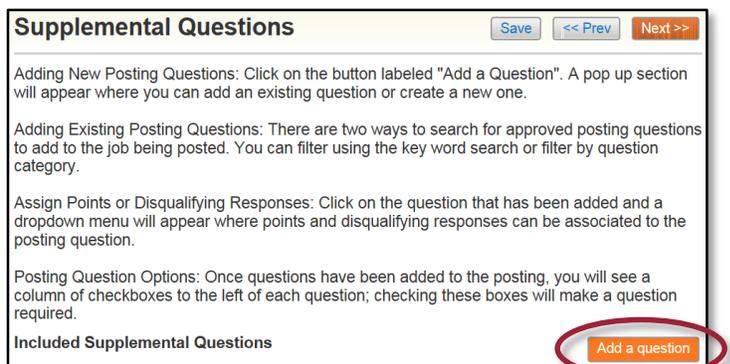
For more detailed information, see **The Recruitment Plan Quick Reference Guide**



13. If you choose to include Qualifying Groups, click on **Add a Qualification Group**. Choose from the available options the one(s) you would like to use and click **Submit**. Click **Next** to move to **Supplemental Questions**. For more information on Qualifying Groups, please contact your HR Partner



14. If you choose to include supplemental questions, click on **Add a question**. Click on the box next to the question(s) you would like the applicant to answer. Possible answers will be shown when you click on the box. Click **Submit**. The questions will be listed. Click on the question to add point values or disqualifiers to the answers. Click **Next**



15. Select the documents required to be attached to the application materials for this posting. You may choose **Not Used**, **Optional**, or **Required**. You may reorder the documents list by changing the number in the box and hitting enter, or dragging the title to the order that you choose. Click **Next**

Documents Needed to Apply				
Select the documents to be required with this item, and those that may optionally be attached				
Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="2"/>	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="3"/>	Cover Letter/Letter of Application	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. Click **Create Guest User Account** to allow other users access to this posting. The Guest **Username** and **Password** will be automatically created. The password may be changed by entering the desired password and clicking **Update Password**. Enter the email addresses for all guest users. Click on **Update Guest User Recipient List**. Click **Next**

Want to give guests access to view this posting?

[Create Guest User Account](#) ←

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

Password

[Update Password](#)

17. If applicable, add Search Committee Members. Refer to the separate guide with instructions for adding Search Committee members to the posting. For more detailed information, see the Quick Reference Guide for **Search Committee Member Roles**. Click **Next**
18. If applicable, add Evaluative Criteria. For more detailed information, see the Quick Reference Guide for **Evaluative Criteria**. Click **Next**
19. Review the summary. All sections on the left hand side of the screen should have a blue check mark indicating there are no errors. You may make edits by clicking on the **Edit** button next to each section of the posting. Make the edit and click **Save**. Click on **Summary** in the menu to go back to the Summary page.

20. Click **Take Action On Posting** to move the posting through the approval process:



Note: After moving the posting, you should see a green bar appear at the top of the page describing the action taken. The status will also change from draft to the appropriate workflow step. If you see a red bar the action you were trying to take was unsuccessful, go back and review the noted sections.

 Posting retained for further work

 Unit cannot be blank