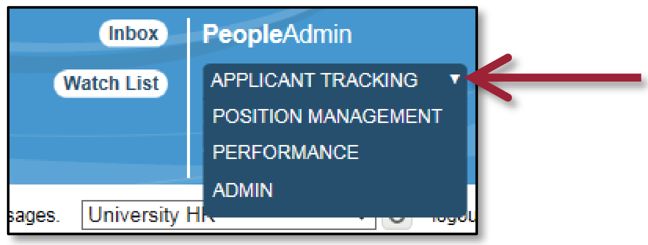
UNIVERSITY OF ARKANSAS
Human Resources
hremploy@uark.edu

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.

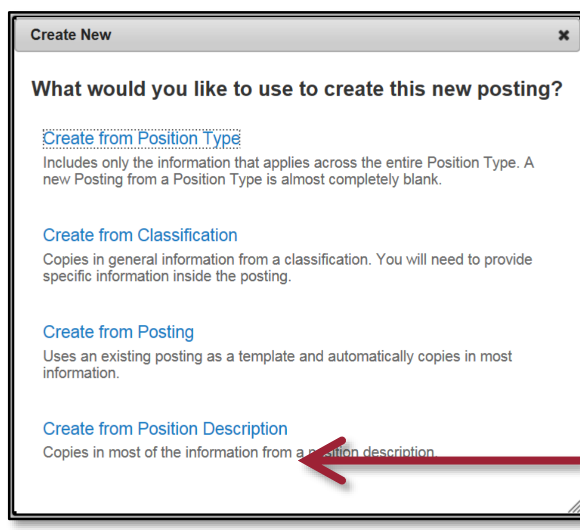
1. Log in to PeopleAdmin 7. For more detailed information, see **Logging into PA7**

2. Click on the **Applicant Tracking** module



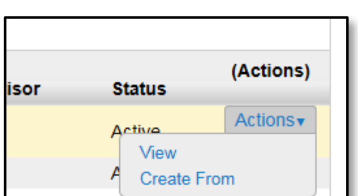
3. Click on the **Postings** heading. Select the appropriate position type from the menu (Classified or Non-Classified)

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



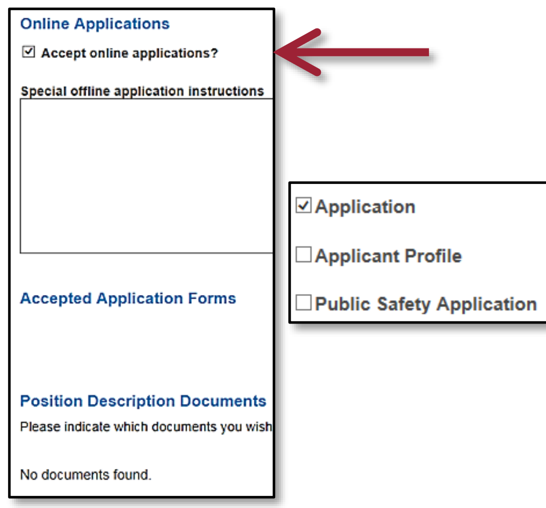
Note: Create from Position Description *is most common and will allow you to create a new posting for a specific position.*

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:**

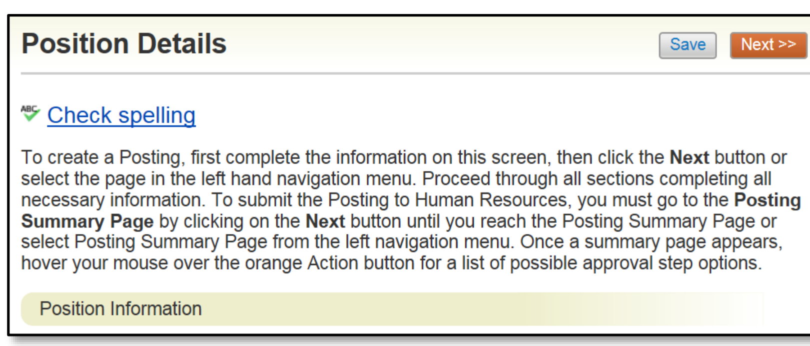


6. Review the information on the New Posting screen:

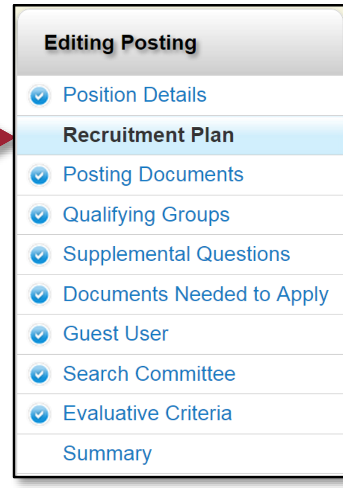
7. Click the box to **Accept Online Applications**
8. Include any special instructions to applicants in the box provided
9. Click the box for Application as the **Accepted Application Form**
10. Click **Create New Posting**



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**



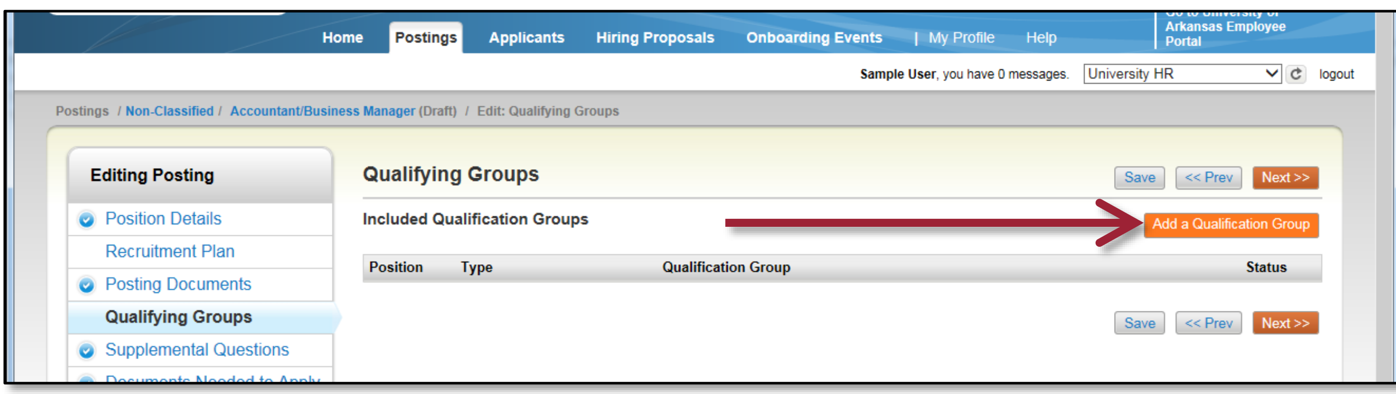
12. Complete all required fields on the **Recruitment Plan**



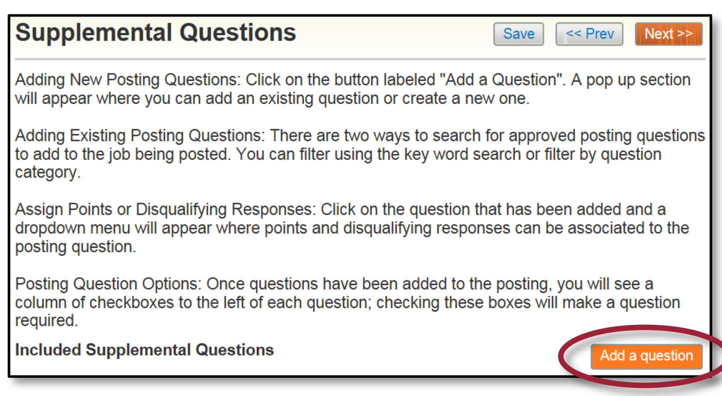
Note: *The left side of the screen will show the title of each section of the posting. The section that you are currently viewing will not have a checkmark.*

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

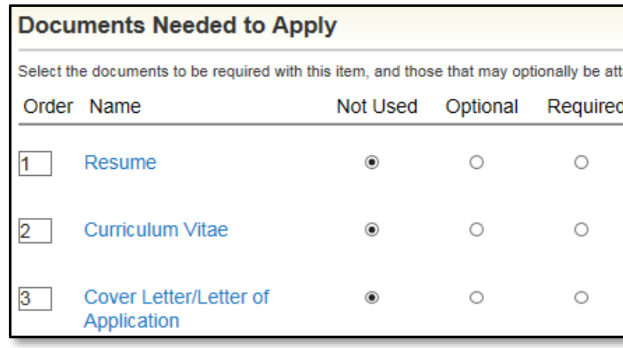
13. If you choose to include Qualifying Groups, click on **Add a Qualification Group**. Choose from the available options the one(s) you would like to use and click **Submit**. Click **Next** to move to **Supplemental Questions**. For more information on Qualifying Groups, please contact your HR Partner



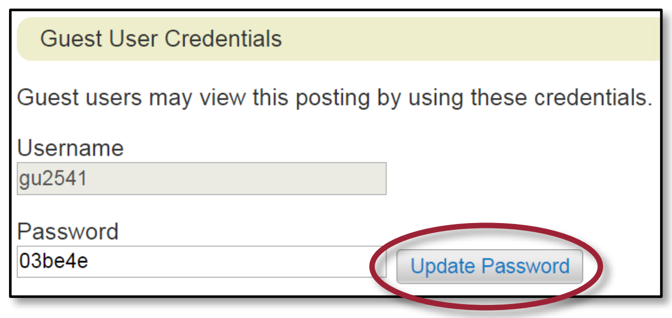
14. If you choose to include supplemental questions, click on **Add a question**. Click on the box next to the question(s) you would like the applicant to answer. Possible answers will be shown when you click on the box. Click **Submit**. The questions will be listed. Click on the question to add point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



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**



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.*