Quick Reference Guide: Creating a Faculty Posting

**Purpose:** PeopleAdmin7 (PA7) requires the creation of a description for every position that is posted at the University. Use this guide to create postings for faculty positions from a description.

To create a faculty posting, follow the steps below:

1. Log in to People Admin 7 with your **UARK ID and Password.** For more detailed information, see **Logging into PA7**
2. Click on the **Applicant Tracking** module

3. Click on the **Postings** tab. Select **Faculty** from the menu.

4. Click on **Create New Posting.** Select the option **Create from Position Description** in the open box.
5. Search for the position description you will use to create the posting. From the list of position descriptions, select the appropriate position and click on the Actions box. From the drop down menu, select Create From:

6. Review the information on the New Posting screen:

7. If electronic (email) references will be accepted for this posting, check the box Accept References. Choose a workflow state from the drop-down menu to select at what point during the application process reference providers will need to submit a recommendation. Select Reference Letter from the drop down menu for Recommendation Document Type.

8. Click the box to Accept Online Applications.

9. Include any special instructions to applicants in the box provided.

10. Click the box for Faculty Profile as the Accepted Application Form.

11. Click Create New Posting.
12. Complete all required fields and any optional information you desire on the **Position Information** screen. Most information pulls over from the **Position Description**. If a background check or drug screen is required, edit the box **Pre-employment Screening Requirements** accordingly. If none are required, delete the statement in the box. Click **Next**.

*Note: The menu on the left hand side of the screen shows each section, and the section of the posting that you are working on will not have a checkmark. To move to another section, simply click on the title bar.*

13. Complete all required fields on the **Recruitment Plan**. Refer to the **Recruitment Plan Quick Reference Guide** for more information. Click **Next** to enter the **Posting Documents** screen.

14. Upload selected **Recruitment Documents**. Click **Next** to enter the **Reference Collection** screen.
15. If electronic references were requested (see number 7 above), input the minimum and maximum number of references to be requested and the last day a reference may be electronically submitted. In the box **Provider Special Instructions**, include language that will be sent to the reference provider in an email regarding the reference being requested. In the box **Confirmation Message to Provider**, include language the reference provider will receive upon confirmation. Click **Next**.

16. If supplemental questions are included, 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. You also have the option to create a new question by clicking **Add a new one**. Click **Next**.

17. 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 selecting **enter**. Click **Next**.
18. Click **Create Guest User Account** to allow other users view 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**.

![Create Guest User Account](image)

![Update Password](image)

**Note:** Refer to the separate guide with instructions for adding **Search Committee Member Role Quick Reference Guide** for help with the following screen. Also, refer to the separate guide with instructions for developing **Evaluative Criteria Quick Reference Guide** for this posting.

19. Review the summary and make edits by clicking on the **Edit** button next to each section of the posting. Make changes and click **Save**. Click on **Summary** in the menu to go back to the Summary page.

![Summary](image)

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