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:

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:

![Take Action On Posting](image)

**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.