

Creating a Staff, Faculty, or Student Posting

Quick Reference Guide

Step 1: Log into PeopleAdmin System > Select Originator Role (or Search Chair if you have this group and are the search

Current Group: logout

chair for the posting)

Step 2: On Home Page under Shortcuts, click Create New (Staff, Faculty, Student) or Select appropriate position type

from Postings Tab and click the orange button



- Create from Position Type – brand new blank posting (**initially every posting will be created this way**)
- Create from Posting – create from a previous similar posting

Step 3: Enter Working Title – Other fields should prefill



Step 5: Click the orange button in the upper or lower right-hand corner

Step 6: Complete all fields in the Position Details and Budget Section

Step 7: Add Search Committee Members and Select a Search Committee Chair

**If you are on the search committee, or need to have access to the applicants, you must add yourself here

Step 8: Add Supplemental Questions

**These questions can be set as required and/or disqualifying. See User Guide for more information

Step 9: Add Documents Needed to Apply

- Select Required and/or Optional Documents

Step 10: Add Posting Documents (this is where you will upload all internal documents to be approved by HR – Please upload Word Documents only)

Required: Advertisement (If different than Position Announcement), Interview Questions, Reference Questions, Search Criteria

- Hover over Actions > Click Upload New > Upload Word Document

Step 11: Add Guest Users

**A guest user is someone who needs to have access to the posting, but is not a search committee member

Step 12: Skip Evaluative Criteria

Step 13: Review Summary (any section that has an exclamation point  next to it indicates missing field(s))



Step 14: Hover over the orange button and click Approve to move to the next approval level

Step 15: Add any comments and select if you'd like to add this posting to your watch list and click Submit

Step 16: A green heading will appear



Please refer to the complete guide "Creating a Posting" for more detailed instructions