

Creating a Faculty Posting Quick Steps

- Step 1. In the **Applicant Tracking** Interface of PeopleAdmin, select the Chair/Director User Group. This is the only user group that can **initiate the faculty posting**.
- Step 2. You may create a posting from position type or a previous posting. To create a new posting, click on Faculty Postings from the top menu and then click on the Create New Posting button or the Shortcut link Create New Faculty Posting on the Home Page.
- Step 3. If created from **Position Type**: Creates a posting from scratch.
If created from **Posting**: Creates a posting by auto-filling information from an existing posting with which you can make any necessary changes.
- Step 4. When you have completed filling out that information, click on the **Create New Posting** button. You will then come to the **Posting Details** page, the first page of the Posting. Fill out the fields on the form. Edits will not be saved, unless the **Save** or the **Next** button is clicked.
- Step 5. All **Search Committee Members** must be listed on posting to gain access for review of applicants. To add a new member, FIRST search for them in the Search column.
- Step 6. Designate the **Application Document** that will be necessary for applicants to apply to this posting. All faculty posting require cover letter and cover letter at minimum.
- Step 7. **Reference Letter Feature**, allows you to manage the number of references required for the posting, and provide any specific instructions that will be communicated to the people providing the reference for the applicant.
- Step 8. When you reach the **Summary Tab**, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.
- Step 9. Hover over the **Take Action on Posting** and select the appropriate workflow state.
- Step 10. Add any comments in the **Comment Box** keeping in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.