How to Create A Posting in PeopleAdmin
Access
PeopleAdmin

IN THE SEARCH ENGINE TYPE:
HTTPS://JOBOPPS.ALCORN.EDU/HRLOGIN
Enter your daily login credentials

User Name: prefix only
without @alcorn.edu
Password:

Alcorn State University

Username: Jane
Password: 1234PASS
Log In
From the home page in the top right corner

Select the drop down window and change your group status from:

Employee
to
Hiring/Budget Authority
- Select the postings tab
- From the drop down menu, select the position type you are creating
In the right hand corner, select create new posting.
This menu will appear.

Select the action to create the posting. Make sure to read the description of each action.

For training purposes, we will select: Create from classification.

If your position request was approved, select:

Create from Position Description
• Search for the posting you are creating
• Next select the classification of the posting you are creating
In the top right corner select: Create Posting from this Classification
Complete the required information:

- Job Title
- Division
- Department

Next Select Create New Posting

Do not revise/change:

The Applicant Workflow and Special Offline application instructions.

This information is provided for the applicant when checking the status of their application.
Special Instructions: (optional)

Complete this section to notify the applicant of special instructions to apply for the position.

Give information regarding how to apply.

This information will include the interview process, submission of documents, and contact information.

Specify documents required to apply to the position.

For instance, a work study student is required to attach the federal work study authorization form to apply to the position.

After you have completed this section, select Save and continue.
Read – to create the posting, complete each field by entering the information from **the job description** you submitted (copy and paste information into the fields).
Posted Salary Range: Enter amount.

Physical Requirements: Enter the physical requirements based on the position type.

Budget Banner Position Number: Enter the position number from your budget, if you do not have a position number, the budget manager will provide this information if approved.

Budget Summary: Complete as outlined, if this is a new position, the budget manager will provide if approved. If the funding is split between funding sources, select...
Enter number of vacancies

Select location

If the position is temporary, provide the end date. This information will appear in the posting notifying the applicant of the job status.

Hiring/Budgetary Authority (the person that will oversee the position)

Open Date - the date the position is approved and posted

Close Date - (optional) it is good hiring practices to advertise for at least 10 days. This allows the applicant the opportunity to provide the required documents. A well documented application will provide you with a wealth of information.

Open until filled - as the applicants apply, you may review the applications and begin the interviewing process. Once the selected applicant is hired, the position will default to filled, and an email will be sent to the applicants.

Once completed select Save and Continue.
Supplemental Questions: (optional)

- To help vet applicants, you may add a supplemental question for applicants to answer.
- Refer to the job description to create questions regarding the required qualifications, education and job experience.
- Select Add a question.
- Select a supplemental question displayed or select Add a new one
- Select Submit
Create a question as shown.

Name (Category):
- Education
- Experience
- Skills
- Knowledge
- Abilities

The questions you create should reference the requirements of the job.

Two Possible Answers

**Open ended answers** are an option if the question requires the applicant to explain or give details.

**Predefined answers** such as:
- Yes
- No
- Years of experience – 1 to 3 years secretarial experience
- No secretarial experience

Once you complete this section, select the Submit tab at the bottom of this page.
Follow the instructions and view the sample question above. You can add as many questions as you would like. Refer to the essential job functions, minimum requirements, etc. when creating a question. Once you have completed this section, select Save & Continue.
Select the documents the applicant is required to submit for consideration of the position.

**Note:**
- **Multi Media** is usually selected for a position related to marketing and communications or position that requires media skills.
- **Curriculum Vitae, Teaching Philosophy and Writing Sample** are required for faculty position.
- **License** is a requirement for those positions requiring a license such as the School of Nursing.
- **Writing Sample** is an option/requirement for those positions that require creation of letters, memos, emails, etc.

Once you complete this section, select **Save and Continue**.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Not Used</th>
<th>Optional</th>
<th>Required</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Resume</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Cover Letter/Letter of Application</td>
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<tr>
<td>3</td>
<td>Unofficial Transcripts</td>
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<tr>
<td>4</td>
<td>Multi Media</td>
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<tr>
<td>5</td>
<td>Curriculum Vitae</td>
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<td>6</td>
<td>Teaching Philosophy</td>
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<td>7</td>
<td>Writing Sample</td>
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<tr>
<td>8</td>
<td>Letter of Recommendation (Prof...)</td>
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<td>9</td>
<td>Letter of Recommendation (Pers...)</td>
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<td>10</td>
<td>Letter of Recommendation (Prof...)</td>
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<td>11</td>
<td>Additional References (3)</td>
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<td>12</td>
<td>Other</td>
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<tr>
<td>13</td>
<td>License</td>
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</table>
Upload advertising details regarding the position for the applicant to review. (optional)

This information will provide more details to the applicant such as history of the university, the organizational chart, the supervisor of the position, information regarding the department the position is housed, etc.

Once you have uploaded the advertising details, select Save & Continue.
Please follow the directions above in regards to creating a Guest User Account. (optional)
Notify those that you have identified and selected as a guest users before creating a guest user account for them.
Create a guest user account only for those that will assist in reviewing applications for the position.
Select Create Guest User Account. (Optional)
A unique guest user login and password is generated for each position created. Enter the email addresses of each guest user recipient one per line. Once you have entered the email addresses, select **Update Guest User Recipient List** below. Then select **Save & Continue**.
Read the warning above.

Ask those you would like to serve on the search committee before adding/creating a user account.
There are two options:

- **Add existing user** — from this option you can view the library of existing users in PeopleAdmin and add an existing user.

- **Create New User Account** — input the search committee members email information to create a new user account.

If you cannot find an existing user account for the search committee member, select **Create New User Account**. Also, you may select the chair for the committee in this section.

Once you complete this section, select Close.
The search committee members you added/created new user accounts for will appear as shown above. The status is pending review by Human Resources. Once you complete this section, select Save & Continue.
Ranking Criteria (optional)

Add criterion for search committee members to use when vetting applicants. If you do not wish to add criterion, you may select Save & Continue.
Ranking Criteria (optional)

When you select *add a criterion*, a list of criterion will populate for your selection. You may add a new criterion by selecting *Add a new one* in the lower left corner.
Ranking Criteria (optional)

For each criterion, a list of workflows will appear. Select the drop down window and select the workflow state the search committee will apply the criterion to evaluate the applicant. Select submit when you are finished with your selection.
A draft of the posting will appear for your review. If you need to revise the posting, select the edit button above the area that needs to be revised. Once you complete revisions, select save at the bottom of the page. If no revisions are needed, select the Take Action on Posting Tab in the top right corner of the page.
Next steps

From the drop down menu
Select **Send to Human Resources**.
The posting is then sent to Human Resources.
Human Resources will review the posting.
If there aren’t any revisions or concerns, the posting will be posted to the website.
Congratulations!

You have completed:

“How to Create a Posting Training!”
QUESTIONS?

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HRM@ALCORN.EDU

PHONE
601-877-6188