Online Recruiting System – PeopleAdmin 7
Applicant Tracking Module - Creating a Posting

Below is a visual diagram for the Posting workflow:

![Posting Workflow Diagram]

When Creating a Posting:

1. An Initiator may create a Posting from an approved Classified Staff, Temporary Staff, Academic Faculty, or Administrative/Professional Faculty Position Description or create an Academic Wage Posting from a classification template and once complete, will submit the Posting to the HR Consultant 1 for review.

2. The HR Consultant 1 will review and make appropriate edits to the Posting or return it to the Initiator for changes, corrections, additional information, etc. Once complete, the HR Consultant 1 will submit the posting to the HR Manager for review and approval and posting.
   - Note: The workflow for Academic Wage Postings includes an additional review step by the HR Consultant 2 between the HR Consultant 1 and the HR Manager.

3. The HR Manager will perform a thorough review of the Posting and may approve it or return it to the HR Consultant 1 for changes, corrections, additional information, etc. Postings changed to the “Approved-Pending” status will not post until 6 p.m. on the posting date.

To Access the Applicant Tracking Module:

The Applicant Tracking module is the default module in the system. If you have changed your default module or need to navigate back to it, click on the Applicant Tracking module from the module drop down box located at the top right of the Home Page. When loaded, the Applicant Tracking Home Page color scheme will turn to “blue”.

![Applicant Tracking Module]

As the Initiator, you may create a new Posting. Choose and refresh your role from the role drop down box at the top right of Home Page if you are not currently using the Initiator role. Note that if you have any other role activated, you may not be permitted to create a new Posting.
To Create a New Posting:

1. From the Main Menu, choose Posting, then select the appropriate position type - Classified/Temporary Staff, Unclassified Faculty or Academic Wage – and select OR make your selection from the “Shortcuts” menu on the right side of the screen.

2. Next, if creating a Classified Staff, Temporary Staff, Academic Faculty or Administrative/Professional Faculty Posting select “Create from Position Description”. If creating an Academic Wage Posting select “Create from Classification” or “Create from Posting” (see descriptions below).

Create from Position Description

You may create a Job Posting from one of four options:

Create from Position Type: Creates the job from scratch. DO NOT SELECT THIS OPTION

Create from Classification: Copies in base classification information. Use this option when creating an ACADEMIC WAGE posting.

Create from Posting: Allows you to clone (copy) an existing posting and make edits as needed. Use this option when creating an ACADEMIC WAGE posting for which you have already created a similar posting and need to make only minor edits. Good option when a hiring unit recruits for similar positions frequently.

Create from Position Description: Copies information from an approved position description with the ability to alter certain information and include posting details. Use this option if creating a Classified Staff, Temporary Staff, Academic Faculty or Administrative/Professional Faculty posting.
1. The system will default a list of approved Positions Descriptions by appointment type. If the default search is the wrong appointment type you may select “Open Saved Search” and select the appropriate appointment type for the posting you wish to create. You may then choose a Position Description by scrolling through and selecting the position or, search for a Position Description by entering a keyword in the Search box (with the ability to use more search options to narrow down the list).

2. To view the position, open it by clicking on the Position Title or by clicking on the Actions link at the right of the Position and selecting View.

3. To Create Posting from the Position Description, choose “Create From” from the Actions link or, “Create Posting from this Position Description” after selecting View from the Actions link. (DO NOT select Modify Position Description unless it is determined that the position needs additional changes and should go through the approval process again prior to recruitment)

4. A New Posting page will appear for general settings information. On this page, the system will default basic organizational and other information from the chosen Position Description. Leave ALL default fields as populated with the following exception:

   If “Letters of Reference” are being requested for an Academic or Professional Faculty search, complete the References section as follows (If letters of reference are not needed - leave blank):

   References
   Reference Notification  Under Review by Unit/Committee
   Request References to submit Recommendations when candidate reaches selected workflow state?

   Recommendation Workflow
   When all Recommendations have been provided, move to selected workflow state?

   Recommendation Document Type
   Reference Letter

5. When done, click on to continue the posting or “Cancel” to return to the home page.
6. The menu at the top left directs the information you will supply to complete the Posting. You may navigate to each section by selecting the category of information or clicking on the Next button:

- **Position Details** – Information from the Position Description will prepopulate fields in the posting. You will be asked to provide additional information for the posting, both optional and required. For Academic Wage postings, the Initiator will need to complete all applicable fields in the position details section, including the General Position Information, Position Summary, Decision Making/Guidelines, Position Duties, Qualifications, Qualifications, etc.
- **Funding Source** – Information copies in from the Position Description.
- **Reference Collection** - Use as an option for Academic & Professional Faculty Searches ONLY: if references were requested in the Special Instructions, or if LETTERS of Reference were requested and indicated on the Settings page, specify the minimum and maximum number you want to receive. If you want a Cutoff Date for when letters may be submitted, enter a date keeping in mind you will want to give referees time to respond after the full consideration and/or closing date.
- **Supplemental Questions** – Add questions that refine the list of qualified applicants. Questions will be reviewed and approved by your BC HR team.
- **Documents Needed to Apply** – Choose required or optional documents for applicants to attach during the application process.

*The Initiator will be required to complete the “Posting Detail Information” section. This section will include information that was previously noted on the “requisition tab of fill actions in the prior version of PeopleAdmin 5.8. It is important that you complete all applicable fields in order for your posting to be approved. You may right click on the blue help text links that read “Click for More Information” and select to open in a new tab within the system.*
Indicate how you intend to recruit for this search

Will this position be filled using a continuous recruitment pool?

Search Committee Chair (include gender and ethnicity)

Search Committee Members (include gender and ethnicity)

Will a Search Advocate participate in this search

If you plan to advertise externally, indicate the advertising sources

- [ ] Albany Democrat Herald
- [ ] Bend Bulletin
- [ ] Chronicle of Higher Education
- [ ] Corvallis Gazette Times
- [ ] Eugene Register Guard
- [ ] Midvalley Sunday
- [ ] OEI Diversity Lists
- [ ] Oregonian
- [ ] Salem Statesman Journal
- [ ] None

Please list any other advertising sources:

Click for More Information

Special Instructions to Applicants

Click for More Information

Depending on the type of search or appointment type, there may be additional fields to complete such as a section for non-competitive searches.
7. Once details have been set for Create New Posting and you’ve moved to the Summary screen, following Save, you will be presented with a scrolling one page display for all of the information about the new Posting that you have entered or has copied in from the Position Description.

8. There are 5 main areas to the Posting Summary at this stage.

**Summary** – displays details about the Posting

**History** – displays all transactions associated with the Posting, when it was created, any actions, notes or distributed emails time in status, who prepared the action, time and date stamp. As the number of transactions grows, History may be filtered by clicking on the boxes for Workflow, Notes and Emails.

The “Add a new note” option is where you would add any comments you would like noted in the history of the posting or as communication to the HR Consultant. Your name, role, date and time are automatically added to each note. **IMPORTANT – for Academic Faculty and Academic Wage postings**, you will want to note the proposed salary range in the notes section if you elected to state “Salary is commensurate with education and experience” in the recommended full time salary range field visible only on unclassified faculty and academic wage postings.

**Settings** – display the organizational structure for the job posting, activation of automated reference collection and online application information

**Hiring Proposals** - displays as job offers are made and prospective new hire information is created

**Associated Position Description** – integrates the Associated Position Description to the Job Posting
Other Actions: There are additional actions which may be taken by the user. These include:

**Edit** your posting to include additional or modified information. You may also navigate to each section of the posting where an Edit link is available by topic.

**Delete** your posting if created in error. This option is only given prior to moving the posting in the workflow.

**Take Action on Posting** (discussed below) to move the posting through the workflow and approval process.

**See How Posting looks to Applicant** to see a preview for how the posting will look in the Applicant Portal.

**Print Preview (Applicant View)** allows you to print the Preview for how the posting will look in the Applicant Portal.

**Print Preview** allows you to print the Preview for how the posting appears on screen.

**Take Action on Posting**

The Initiator may “Keep working on this Posting”, “Cancel Posting (move to Canceled)” or “Submit for Review (move to HR Consultant 1)” for review. The HR Consultant 1 may return it to the Initiator if additional information or modification is needed or move forward to the HR Manager for approval.

When a user takes action on a posting, they are given the option to add comments prior to submission. It is important for the Initiator to indicate anything important they want noted in the posting or information to pass along to the HR Consultant 1 in the workflow. **Comments** are then added to the History section of the position.

When approved by the HR Manager, the Posting will move to the “**Approved-Pending**” status and post at midnight on a future posting date. If the HR Manager selects “Post” or “Approved-Pending” on the posting date listed, the search will post immediately. If a non-competitive search, the posting will be approved for non-recruitment. The Initiator will receive an email notification alert that the Posting has been approved.