

PeopleAdmin User Guide – Creating a Posting

Two options are available when creating a posting:

1. Create Posting from Template
2. Create Posting from Previous

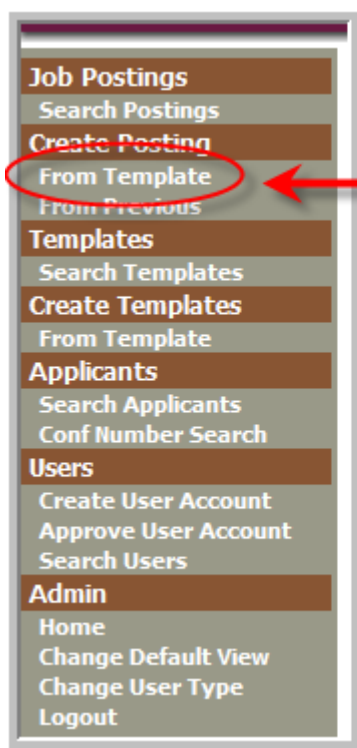
You will create a posting from a template if this is the first posting you are creating or if the posting varies significantly from a prior posting.

You will create a posting from previous if you posted a similar job in the past.

Create Posting “From Template”

Create a posting from template if this is the first posting you have created or if your posting varies significantly from a prior posting. This will create a posting based upon the job description you have created.

1. Under ‘Create Posting’ click on ‘From Template’



Click on From Template to create a posting from the job description

2. Select Template

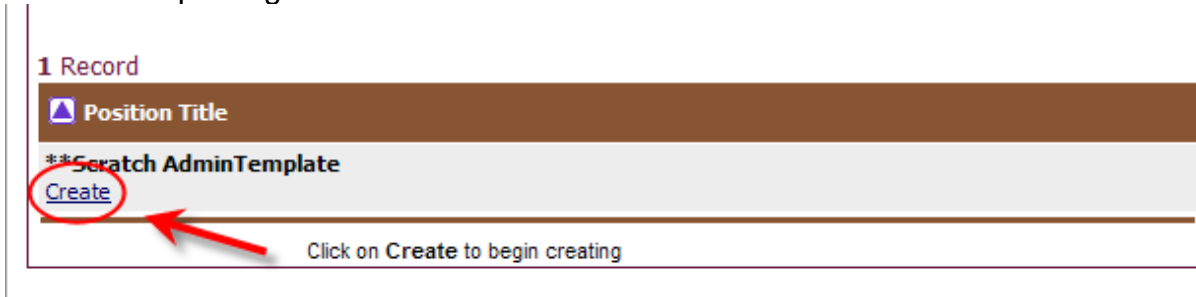
- On the ‘Create from a Template’ page, select the appropriate template under ‘**Position Title**’

Most new positions will be created from ‘**Scratch Admin**’, ‘**Scratch Coaching**’, ‘**Scratch Faculty**’, ‘**Scratch Seasonal**’ or ‘**Scratch Staff**’.

- Click ‘**SEARCH**’



- Once the position title is displayed, click 'Create' under the template you need to create a posting for.



4. Enter the Position Information

- Enter the Department Information

- Responsible Hiring Manager/Search Committee Chair: Your name should already appear in the 'Selected' box. If there are any other users who should have Hiring Manager access (ability to change the posting, update candidate statuses, complete selection form), you should highlight their name in the 'Not Selected' box and click the right facing arrow.



If an individual is not listed in the list of Hiring Managers, please contact Human Resources.

- Enter Posting Text Information

- Organization Code:** the "O" in FOAP, this 6-digit # assigns the position to a specific budget
- Job Summary/Basic Function:** Overview of the Job
- Minimum Qualifications:** Required skills for the Job
- Preferred Qualifications:** Any qualifications not included in the 'Minimum Qualifications' section that you would like to see in a candidate.
- Position Opening Date:** The date that you would like the position posted. This field allows you to create the posting in advance and have it appear on the web on the specified date.
- Remove from Concordia College Website:** Date the posting should be removed for the web. We can change this date if you would like to close it prior or later than the initial entry.
- Required Applicant Documents:** By selecting documents as 'Required' the candidate will not be able to complete their application until they attach the appropriate documents.
- Optional Applicant Documents:** By selecting documents as 'Optional' the candidate will have the option to submit their application, but will not be required to do so. Application will be complete with or without the documents.



If you select "Other," you will need to indicate what that document is under the Special Instructions section.


- Special Instructions:** Use if needed to provide any special considerations for the job – example: "Final candidates will be asked to present a portfolio, etc. at the time of the interview."
- Employment Contingencies:** Please select the appropriate contingency, if applicable.

- Enter Advertising Information

- Type of Posting:** Please select whether the posting will be internal, external or both.
- Additional Requested Advertising:** Please indicate if you prefer addition methods of advertising (cost of running an ad in the Fargo Forum is the



Human Resources will **not** pay for Administration or Faculty Advertising. Please enter the appropriate account information in the spaces provided.

Account Number to Pay Ad (If Admin):	<input type="text"/>		For ADMIN POSTINGS only! Please complete!
Budget Approver's Name (If Admin):	<input type="text"/>		

- - Click '**CONTINUE TO NEXT PAGE>>**'

5. Documents Tab

- *Optional: Feel free to attach any copies of previous advertisements, interview questions or other documents to the posting. Click on 'Attach' to upload the appropriate document.*
- Click '**CONTINUE TO NEXT PAGE>>**'

6. Posting Specific Questions Tab

- Use this function to add questions that will be asked of every applicant who applies to this position. You will be able to disqualify applicants based on their responses.



If interested in utilizing this function, please contact Human Resources to begin building a question library.

- Click '**CONTINUE TO NEXT PAGE>>**'

7. Activating a Guest User

- Are you going to have other managers view applications? If so, you will want to activate this function

When finished or to skip this section, click the **Continue to Next Page** button.

Activate Guest User

Click here to Activate - **User Name** will auto populate, you will only need to create a **Password**

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

- Click '**CONTINUE TO NEXT PAGE>>**'

8. Comments Page

- *Optional: Feel free to enter comments on this page. Comments entered are only intended to assist with the posting approval process and are not visible to applicants.*
- Click '**CONTINUE TO NEXT PAGE>>**'

9. History Page

- This page lists the notes of the posting. You can see at what date and time the note was added to the posting as well as by whom.
- Click '**CONTINUE TO NEXT PAGE>>**'

10. Reference Letters – ****Used primarily for FACULTY searches****

- You can automate the reference letter collection process from start to finish. Permit - or require - your applicants to submit their intended reference providers at the time of application, and you can trigger automated emails inviting those third parties to upload their letter of reference directly into the PeopleAdmin system.

- Select whether this position will require letters
- Select the number of references required

11. Review and Submit for Approval

[Edit](#)



Click **'Edit'** to make any changes

Posting Status

- Save Without Submitting
- Send Posting to Director/Chair of Department
- Send Posting to Division Chair (Faculty Only)



Click the appropriate action.
If you are in the system as a Director/Chair of Department your options will slightly differ.

CANCEL

CONTINUE

You will receive an email once the position has been posted.
If you have any questions, please contact Erin Koeppel at ekoeppel@cord.edu or Human Resources

