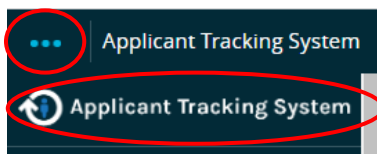
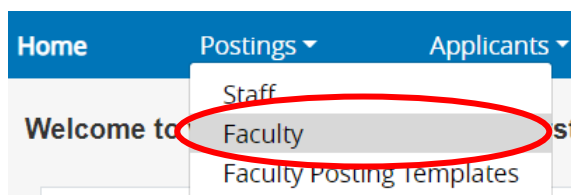


ISU Quick Steps to Creating a Faculty Posting

User type authorized to start a Staff posting: **Chair/Supervisor**. Login into [PeopleAdmin](#) and click on the Module Indicator (3 blue dots on the upper left side of the screen) select **Applicant Tracking System** from the dropdown.



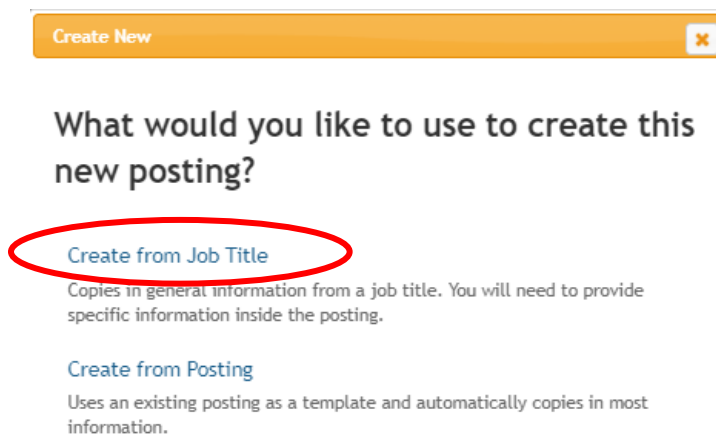
Step 1. On the Home Page, toggle over the **Postings** tab and select the **Faculty** employment group from the drop down menu



Then click on the orange **Create New Posting** button



Step 2. Select **Create from Job Title**



Step 3. JOB TITLE – Please select one of the following job titles:

Assistant/Associate Professor – 10 Month

Assistant/Associate Professor – 12 Month

Chairperson

Full Professor

Full Time Lecturer-One Year Contract

Instructor-Multi Year Contract

Part Time Lecturer

ISU Quick Steps to Creating a Faculty Posting

Step 4. Toggle over **Actions** button located on the right side of screen and select **Create From**

Instructor - Multi-Year Contract - 12 month	Approved	Actions
Instructor-Multi Year Contract	Approved	GENERAL View Job Title Create From
Part Time Lecturer	Approved	

Step 5. The system will display the **New Posting** setting page. Please review the **Division, College,** and **Department** for accuracy.

Completion of the **Reference** section is optional. However, if you would like references to be automatically notified, then under the **References** section, please select the workflow state in which you would like them to be notified from the **Reference Notification** dropdown menu.

The **Recommendation Workflow** dropdown should be blank. If you would like them to provide a recommendation letter, select **Reference Letter** from the **Recommendation Document Type** dropdown menu.

After completing this section, scroll down to the bottom of the page and check the **Staff and Faculty Application** box.

Staff and Faculty Application

Then click on **Create New Posting** to Create the New posting

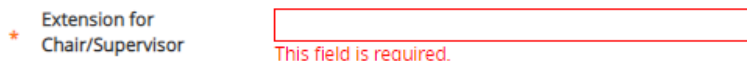
Create New Posting

Step 6. Go through each tab on the left navigation and complete the various fields of information that is needed or that did not default from either the Titles or the Posting you created from.

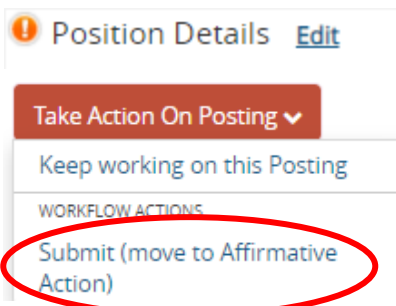
Editing Posting
Position Details
Posting Details
<input checked="" type="checkbox"/> Advertising
<input checked="" type="checkbox"/> Applicant Documents
<input checked="" type="checkbox"/> Supplemental Questions
<input checked="" type="checkbox"/> Guest User
<input checked="" type="checkbox"/> Search Committee
<input checked="" type="checkbox"/> Evaluative Criteria
<input checked="" type="checkbox"/> Reference Letters
<input checked="" type="checkbox"/> Posting Documents
Summary

ISU Quick Steps to Creating a Faculty Posting

Step 7. Please complete the boxes that are red or have a red asterisk. These are required fields and must be filled to move to the next step.

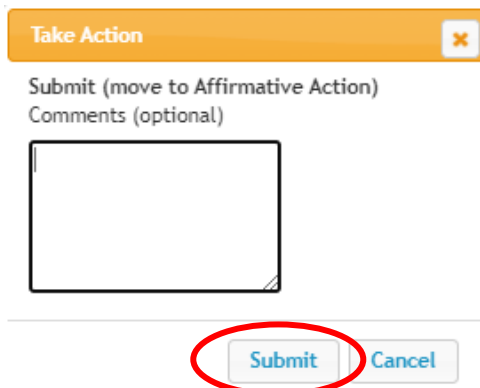


Step 8. When you reach the **Summary Tab**, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.



Step 9. Toggle over the **Take Action on Posting** and select **Submit (move to Affirmative Action)**.

Step 10. Add any necessary comments in the **Comment Box**. Please be aware any comments made in the **Comment Box** will appear in the email message sent to the next approver in the workflow and becomes a permanent part of the recruitment record and cannot be removed. Click **Submit**.



Faculty Posting Workflow

