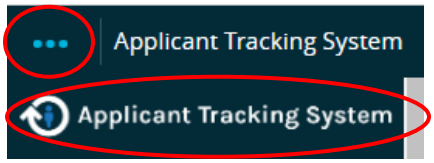
ISU Quick Steps to Creating a Part-Time Lecturer Reappointment

NOTE: Create a Part Time Lecturer Reappointment if the employee has worked within the last year.

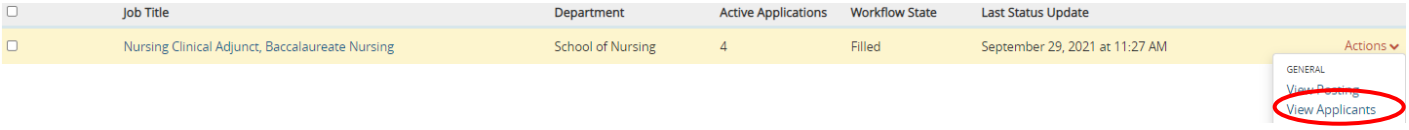
User types authorized to start a Hiring Proposal: **Search Manager** or **Chair /Supervisor**

Step 1: 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.

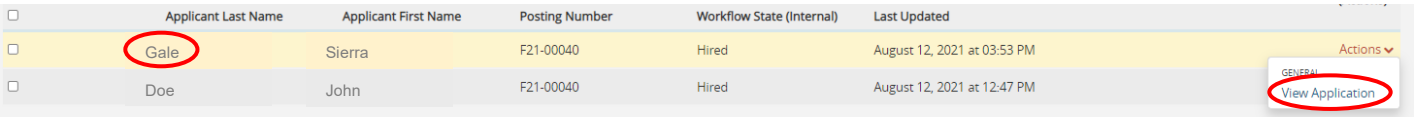


Step 2: On the Home Page, click on the **Posting** Tab and select the **Faculty** from the drop down menu.

Step 3: Search for the applicable existing posting in which you are hiring for, that this lecturer has previously applied for. It is preferable that you choose the most recent posting that was filled by this lecturer. Hover over the **Actions** button on the far right end of the page and click on **View Applicants** from the dropdown menu**.**



Step 4: Access the candidate's application by clicking the candidate's last name or the **Actions** button located to the right of the candidate's name.



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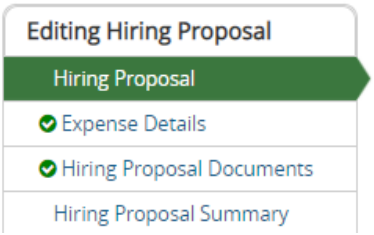
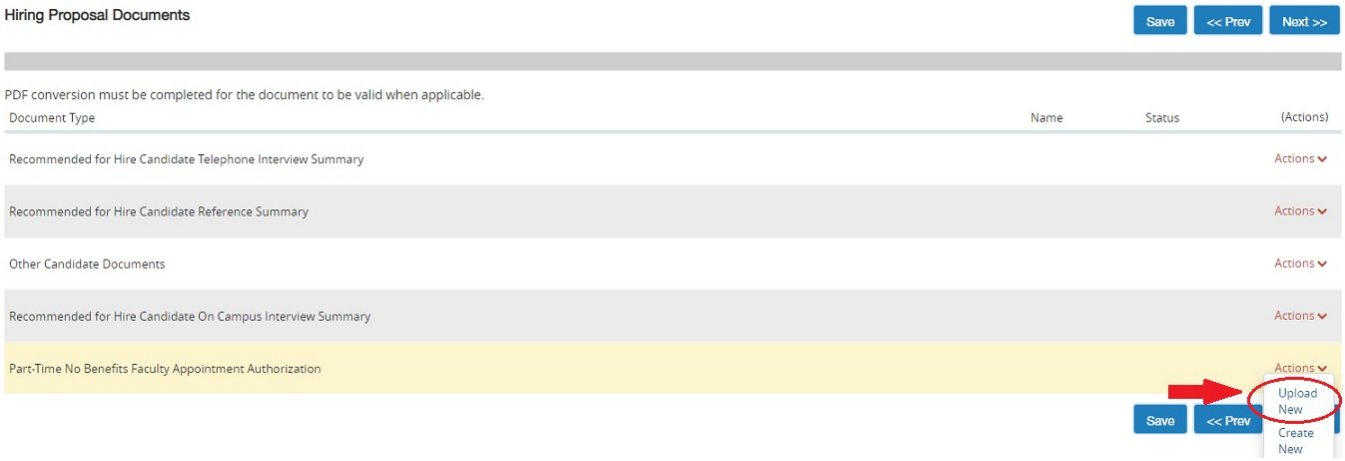
Step 5: Begin the hiring proposal by clicking **Start Part Time Lecturer Reappointment.**

Step 6: Click on **Start Part Time Lecturer Reappointment**.

Step 7: Go through each tab and complete the various fields of information that are needed.



Step 8: Attach the completed and signed Part-Time No Benefits Faculty Appointment Authorization form in the **Hiring Proposal Documents** section of the hiring proposal by clicking on **Upload New**.



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

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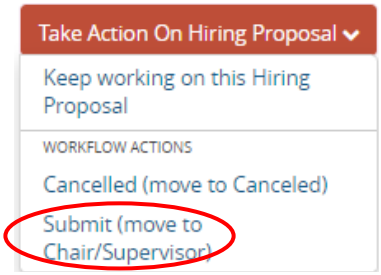
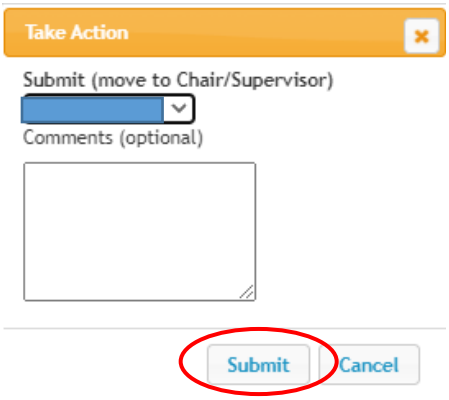
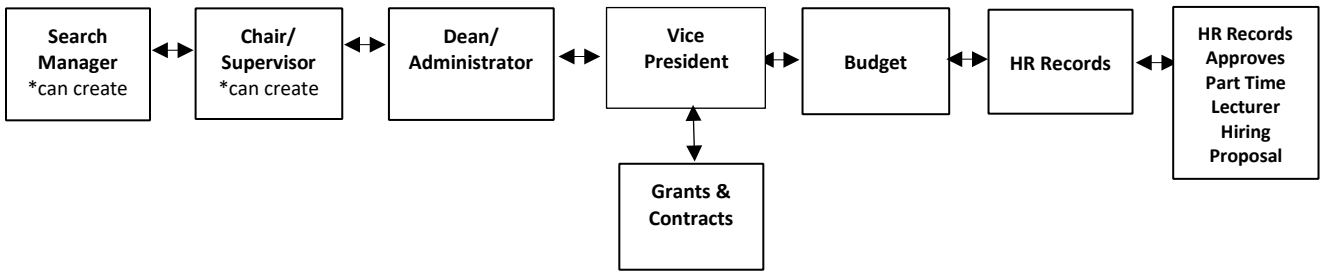
Step 9: Hover over the **Take Action on Hiring Proposal** and select **Submit (move to Chair/Supervisor)**, if you are logged on as Search Manager OR **Submit (move to Dean/Administrator)**, if you are logged on as Chair/Supervisor.



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. Click **Submit**.



Faculty Hiring Proposal Workflow