

## PeopleAdmin Faculty Position & Posting Request

For Questions, please contact [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu)

Faculty positions do not have a position description, therefore, the position and posting request process is completed in the PeopleAdmin Applicant Tracking System. Once the position/posting request is sent to HR- Talent Acquisition, it is forwarded to the VCAF office for review/approval. Upon VCAF office approval and return to HR- Talent Acquisition, the position will be posted to the LSUHSC Career Opportunities page by HR- Talent Acquisition. The department is responsible for posting externally (at least one external source is required.) *See details in guide for Part-Time, Period of Appointment requests and posting requirements.*

### Faculty PeopleAdmin Process Steps *(Administrative faculty start with Position Request)*

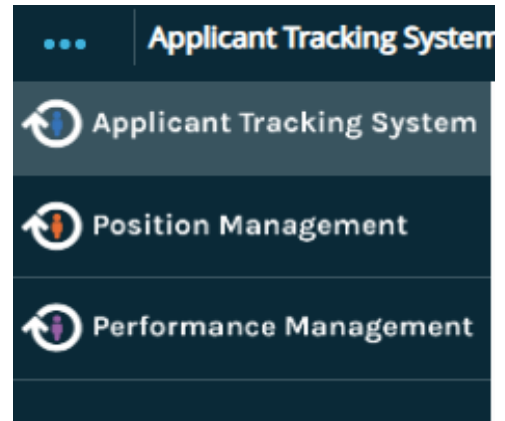


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Access [PeopleAdmin](#)

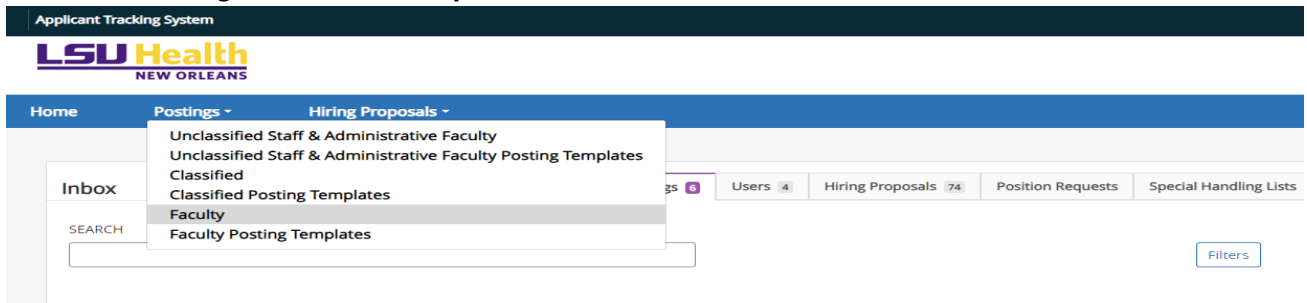
1. Select the three dots at the top left corner and then click “Applicant Tracking System”.



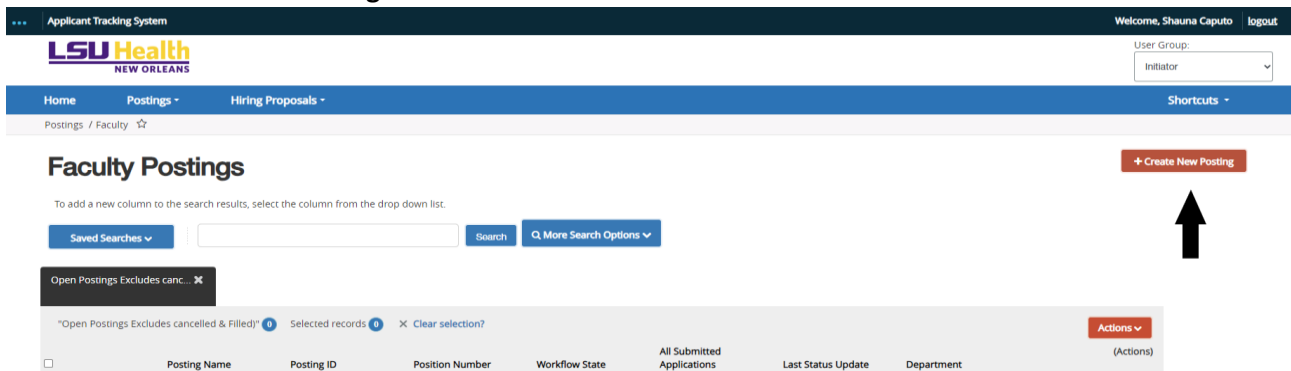
2. Select Initiator or Department Approver on top right-hand corner.



3. Click on Postings and select Faculty.



4. Click on Create New Posting.



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- If there is an existing position number you are filling, click the **Create from Position Description** selection. Although faculty positions don't have full position descriptions, basic demographic data on positions is loaded into PeopleAdmin from PeopleSoft. (If there is not an existing position number see step 8 below.)

Create New ✕

## What would you like to use to create this new posting?

**Create from Position Type**  
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

**Create from Posting**  
Uses an existing posting as a template and automatically copies in most information.

**Create from Position Description**  
Copies in most of the information from a position description. 

**Create from Posting Template**  
Copies in information from a Posting Template

- Click the position title of the position you want to post from the list. You may use the Search button to filter by title, incumbent or position number.

Applicant Tracking System Welcome, Patricia Oates [logout \(Patricia Oates\)](#)

**LSU Health**  
NEW ORLEANS

User Group: Initiator

Home Postings Hiring Proposals Shortcuts

Postings / Faculty / Create from Position Description

## Faculty Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Saved Searches  Search [More Search Options](#)

Faculty Position Descriptions

Faculty Position Descriptions\* 1030

← Previous 1 2 3 4 5 6 7 8 9 ... 34 35 Next →

Rank/Title	Position Number	Department	Last Updated	First Name	Last Name	Supervisor	Status	Created Date	(Actions)
INSTRUCTOR - CLINICAL SPECIALI	00041572							October 04, 2018 at 12:38 PM	Actions
ASSOC PROF - CLINICAL SPECLST	00040836						Active	October 04, 2018 at 12:38 PM	Actions
PROFESSOR - CLINICAL SPECIALIS	00042600						Active	October 04, 2018 at 12:38 PM	Actions
PROFESSOR	00022178						Active	October 04, 2018 at 12:38 PM	Actions

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- Review the basic data to make sure it is accurate. Click on **Create Posting from the Position Description** button on the top right.

Position Type: Faculty  
Department: Neurology  
(NO1492500)

Created by: System Account

- Print Preview (Employee View)
- Create Posting from this Position Description**
- View Supervisor

Summary | History | Associated Classification

**Position Information**

Disclaimer

The purpose of this job description is to provide a representation of the types of duties and responsibilities that will be required of this position. It should not be construed as a declaration of the total scope of duties and responsibilities which may actually be performed. Employees in this position may be directed to perform job-related tasks other than those specifically presented herein.

Seated Employee Information

First Name	
Last Name	

Position Information

Rank/Title	PROFESSOR
Position Number	00022178
FTE	1.00
Appointment Type	
Location-Code	449660000 NEUROLOGY - Clinical Ed. Bldg/Medical School
Location- City	
Business Sector	School of Medicine
Department	Neurology
Position Summary	

- If there is not an existing position number, click the **Create from Position Type** selection. This will bring up a blank form.

Create New ✕

## What would you like to use to create this new posting?

Note: You are creating this posting as Shauna Caputo not Patricia Oates.

### Create from Position Type



Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

### Create from Posting

Uses an existing posting as a template and automatically copies in most information.

### Create from Position Description

Copies in most of the information from a position description.

### Create from Posting Template

Copies in information from a Posting Template

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9. On the **New Posting** screen, if you are creating or accepting multiple levels of faculty, list all in the Rank/Title field.
  - a. Fill in required fields.
  - b. In the Applicant Workflow leave **Under Review by Department** so the department sees and screens the candidates as soon as applications are completed.

The screenshot shows the 'New Posting' form in the Applicant Tracking System. The form is titled 'New Posting' and has a 'Create New Posting' button. The form is divided into several sections: 'Rank/Title', 'Organizational Unit', and 'Applicant Workflow'. The 'Rank/Title' field is a text input field with an arrow pointing to it. The 'Organizational Unit' section includes 'School/Division', 'Lead Department', and 'Department' dropdown menus, with an arrow pointing to the 'Lead Department' dropdown. The 'Applicant Workflow' section includes a 'Workflow State' dropdown menu with 'Under Review by Department' selected, and an arrow pointing to it. Below the 'Workflow State' dropdown is a note: 'When an application is submitted for this job, it should move to which state in the Candidate Process workflow?'. There are also 'Cancel' and 'Create New Posting' buttons at the bottom right of the form.

10. LSUHSC has not activated the system to generate requests for references so leave that part blank. Leave Accept online applications checked.

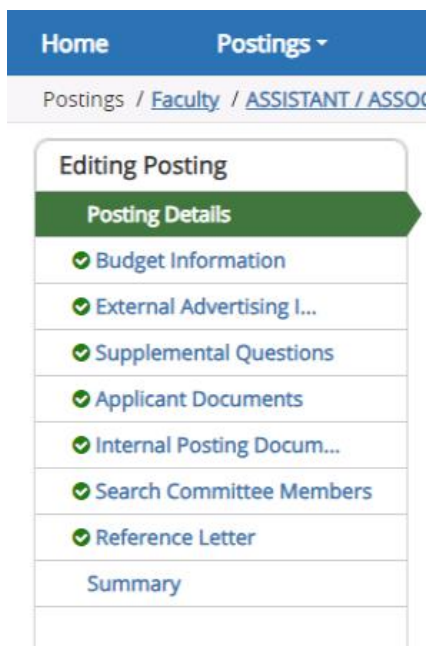
The screenshot shows the 'References' and 'Online Applications' sections of the 'New Posting' form. The 'References' section includes 'Reference Notification', 'Recommendation Workflow', and 'Recommendation Document Type' dropdown menus. The 'Online Applications' section includes a checked 'Accept online applications?' checkbox with an arrow pointing to it, and a 'Special offline application instructions' text area with a rich text editor toolbar and an arrow pointing to it. There are also 'Cancel' and 'Create New Posting' buttons at the bottom right of the form.

11. Click **Create New Posting**.

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12. The system will take you through these steps. You can jump to other steps by clicking on the section from the list.



The screenshot shows a navigation menu for 'Editing Posting'. The menu items are: Posting Details (highlighted in green), Budget Information, External Advertising I..., Supplemental Questions, Applicant Documents, Internal Posting Docum..., Search Committee Members, Reference Letter, and Summary.

13. On **Posting Details** screen, review existing position data or input new position data.
- If you are posting for a multi-level faculty position, **Job Code** may be left blank.
  - Enter position number you are filling or enter TBD if you have no budgeted position available (consult with your **Budget Approver** for school/department)
  - Select Fiscal "**Regular**" or **Period of Appointment** (one year or less).
  - Input **Location City**, **Location Code**, **Business Sector** and **School/Division** if not pre-populated.
  - Enter the information about the position in the **Position Summary**. This information will appear as is in the job posting.
  - Under **Minimum Qualifications**, select the **Required Education** and complete any of the other job requirements. Add **Preferred Qualifications** if desired.

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Posting Details Save Save & Continue

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

\* Required Information

### Posting Summary

\* Rank/Title

Job Code

Position Number

FTE

\* Appointment Type   
*This field is required.*

Location-City

Location Code

Business Sector

\* School/Division

Department

Position Summary

Additional Position Information



**Note:** If **Period of Appointment** is selected as **Appointment Type**, the position beginning, and end date must be completed below in **Position Detail Information** (page 10).

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## Minimum Qualifications

\* Required Education  ▼  
*Required Education: Check the minimum level of education required to perform the job. Indicate the field of study required or acceptable.*  
*This field is required.*

If Other Required Education, please specify

Discipline

Certifications/Licenses Required

Indicate the minimum number of years required to do the job

Indicate the type of experience required to do the job

**B** *I* ~~S~~

Substitution

## Preferred Qualifications

Preferred Education  ▼  
*Check the preferred level of education desired to perform the job. Indicate the field of study desired.*

If Other Preferred Education, please specify

Discipline

Certifications/Licenses Preferred

Indicate the preferred experience to perform the job



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(See page 10 for screenshot of page for instruction below)

14. a. Add the **Number of Vacancies**. Enter the number 1, unless you are requesting approval of more than one faculty position with exactly all the same details and want them posted together.
  - i. A position request funding document and justification must be included for each position in internal posting documents.)
  - ii. If position/posting request is for more than one position, please note how many vacancies are available in the **Position Summary**.
- b. Include desired **Posting Dates** beginning and end date (minimum posting period is 14 days) OR select **Open until Filled**.



**NOTE:** All Fiscal “Regular” positions 75% effort or more are required to be posted unless an ad waiver request has been approved. If you are requesting review of an ad waiver for a position of 75% effort or greater, please complete the following form and attach in internal posting documents for review/approval. ([Waiver of Advertisement Request Form](#)). TA/OPS will advise if/when approved.

Part-time (less than 75% effort) Period of Appointment (less than 1 year) requests are not required to be posted. If you do not want the position posted, please leave posting dates blank and place note in **Special Instructions Summary: “Please do not Post, Part-Time, POA”**.

- c. Select all **Applicants Reviewers** you would like to have access to posting. (if your choice is not available, please ask your Dean/Division Head office to request access be granted via email to [PeopleAdminLiaisons@lsuhsc.edu](mailto:PeopleAdminLiaisons@lsuhsc.edu)).
- d. **Desired Start Date** is optional.
- e. **Position End Date** is required if request is for a **Period of Appointment**, otherwise optional.
- f. **Application Review Date to Begin** is optional.
- g. **Special Instruction Summary** is optional – to be used to add any additional information desired about position or application instructions.
- h. **LSUHSC-NO EEO statement** will pre-populate.
- i. **About School/Department** is optional – to be used to add any additional information desired about the individual school or department.

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\* Number of Vacancies  This field is required.

Posting Date

Posting Close Date

Open Until Filled

Applicant Reviewer Access   
*Define which Applicant Reviewer(s) need access to this posting.*

Desired Start Date

Position End Date (if temporary)

Application Review Date to Begin

Special Instructions Summary

EEO Statement 

LSU Health New Orleans is committed to leveraging diversity as an educational resource and an institutional core value. We seek candidates who will contribute to a climate where students, faculty, and staff of all identities and backgrounds have equitable access and success opportunities. As an equal opportunity, affirmative action employer, we welcome all to apply without regard to race, color, religion, age, sex, national origin, physical or mental disability, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

About the School/Department

15. click **Save & Continue.**


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16. The **Budget Information** can be added by clicking on the **Funding Source Template** at the top of the page. Complete the excel spreadsheet and save on your computer for later upload.

Budget Information Save << Prev Save & Continue

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[Check spelling](#)  
[Funding Source Template](#) 

Budget information can be entered by either using the *Add Budget Information* boxes below for each funding source or the data can be entered on the funding source spreadsheet which is uploaded under Position Documents.

Budget Information - Base  
Add Budget Information - Base Entry

Budget Information - Supplement  
Add Budget Information - Supplement Entry

Salary Information  
Incumbent Salary

Save << Prev Save & Continue

17. Click **Save & Continue**

18. Select at least one **External Advertising Source**. You may add a source in the **Special Advertising Comments** box if you do not see your source listed.

- a. Chart string information is not required here. It is the responsibility of the department to post external ads.



**Requirements to be included in all externally posted ads:**

- LSUHSC-NO full EEO statement.
- Minimum qualification of position. (Preferred are optional).
- Active link (once position approved & posted to LSUHSC Career Opportunities page) to direct all applicants back to LSUHSC-NO Career Opportunities page to apply.

- b. **External Posting Dates** are not required.

Part-time (less than 75% effort) Period of appointment (less than 1 year) requests are not required to be posted. If you do not want the position posted, please leave posting dates blank and place note in **Special Instructions Summary: "Please do not Post, Part-Time, POA"**.

19. Click **Save & Continue**

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External Advertising Information

Department

Fund (3 digits)

Program

Class

Project/Grant/Speed Type

Account

External Advertising Sources: Academics Advocate, Agenda for Children, Alexandria Town Talk, American Academy of Audiology

External Advertising Run Date (Start)

External Advertising Run Date (End)

Special Advertising Comments

Save << Prev Save & Continue

20. You may leave **Supplemental Questions** page blank. We do not currently add supplemental questions to Faculty postings.

Applicant Tracking System

Welcome, Patricia Oates [Logout \(Patricia Oates\)](#)

LSU Health NEW ORLEANS

User Group: Initiator

Home Postings Hiring Proposals Shortcuts

Postings / Faculty / ASSISTANT / ASSOCIATE PROFESSOR (Draft) / Edit: Supplemental Questions

Editing Posting

- Posting Details
- Budget Information
- External Advertising L...
- Supplemental Questions**
- Applicant Documents
- Internal Posting Docum...
- Search Committee Members
- Reference Letter
- Summary

Supplemental Questions

Save << Prev Save & Continue

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Add a question

Save << Prev Save & Continue

21. Click **Save & Continue**

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22. Select **Application Documents** you would like applicant to submit for review by department.



**NOTE:** Choose **required** documents carefully. If you select required for an application document, an applicant will not be able to submit their application for review without uploading this document. Selecting transcript here **WILL NOT** satisfy requirement for CM-34 which requires all paid faculty to submit an **OFFICIAL** transcript to HRM.

Official transcript of terminal degree should be sent directly to HRM from Institution where degree was earned via mail or e-script to [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu).

**Applicant Documents**

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Civil Service Test Score	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. Click **Save & Continue**



**Note:** If you created a new position request from **Create From Position Description**, when there are documents uploaded in the internal posting documents section from an older request, you will need to email [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) to request those document be removed to enable you to upload the new required position request documents.

24. Complete **Internal Posting Documents** as indicated below:

- **Funding Source: Required.**
- Print Ad Text – not required. May be uploaded if department would like HRM to proof external ad.
- Print Ad Text -HRM approval – If Print Ad Text is uploaded for HRM review and changes are made, the approved version will be uploaded here.
- **Resignation letter, Separation E-mail, Non-Renewal notice – Required** for position requests to replace vacated or soon to be vacated existing position.

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- **Justification – Required** – brief description of position need & funding source.
- Other document – **AD waiver upload required here if ad waiver is being requested**, or any other document department would like reviewed by VCAF or HRM.

**Internal Posting Documents**

To add a document to the posting, hover over the blue **Action** text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rdx, .txt, .tif, .tiff, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

Document Type	Name	Status	(Actions)
Funding Source			Actions ▼
Print Ad Text			Actions ▼
Print Ad Text - HRM Approval			Actions ▼
Resignation Letter, Separation E-mail or Non-Renewal Notice			Actions ▼
Justification			Actions ▼
Other Document			Actions ▼

25. Click **Save & Continue**

26. **Search Committee Members** – leave this page blank. We do not use this function at this time.

**Search Committee Members**

**Assigning Search Committee Members**  
Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

**New Search Committee Member**  
Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

**Existing Account**  
If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

**New Account**  
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you make complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

**Search Committee Members**

No Search Committee Members have been assigned to this Posting yet.

[Add Existing User](#)

27. Click **Save & Continue**

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28. **References** – Optional. Department may put a minimum and maximum number here. This will indicate how many required reference names & contact information an applicant will need to provide before application submission can be completed. We do not use any other functionality on this page.

29. Click **Save & Continue**

30. Review **Summary** page for accuracy and make any changes that may be required. Once complete, click on **Take Action on this Posting** and move forward to the next step in the approval process.

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You are able to view where your request is in the process by clicking on the **History** tab. There you are able to see who last took action. When you click on the **email sent** link, you are able to view who it has been sent to for the next action. Initiators and Department approvers will be notified when the position has been approved and posted.

management (10/10/2023)

Summary History

	Workflow	Notes	Emails
<b>Emails Sent</b> "Action submitted for review" sent to 3 users via "Users for action site trigger action: SiteTriggerDefinition (53)"			June 20, 2023 at 10:32 AM
<b>Email Sent</b> "Action submitted for review" sent to 1 user via "Workflowable transition, SystemEventEmail email template (26)"			June 20, 2023 at 10:32 AM
<b>Emails Sent</b> "Action submitted for review" sent to 6 users via "Users for action site trigger action: SiteTriggerDefinition (53)"			June 20, 2023 at 10:32 AM
<b>Email Sent</b> "Action submitted for review" sent to 1 user via "Users for action site trigger action: SiteTriggerDefinition (52)"			June 20, 2023 at 10:32 AM
<b>Emails Sent</b> "Action submitted for review" sent to 3 users via "Workflowable transition, SystemEventEmail email template (26)"			June 20, 2023 at 10:32 AM
<b>Email Sent</b> "Action submitted for review" sent to 1 user via "Users for action site trigger action: SiteTriggerDefinition (53)"			June 20, 2023 at 10:32 AM
<b>Performed "Override"</b> Position Request status changed to "Position Approved". It has been in this state for 35 full days.			Sara Schexnayder (HR Compensation ) June 20, 2023 at 10:32 AM (CDT)
<b>Email Sent</b> "Action submitted for review" sent to 1 user via "Workflowable transition, SystemEventEmail email template (26)"			June 20, 2023 at 10:32 AM
<b>Performed "Override"</b> Position Request status changed to "Department Approver". It was in this state for 0 hours.			Sara Schexnayder (Initiator) June 20, 2023 at 10:32 AM (CDT)