



# **PeopleAdmin Posting Positions**

**Version Date: January 6, 2021**

**Training Guide**  
**Posting Positions**

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## Applicant Tracking System

The Applicant Tracking System Module is where you will go to post positions, review and select applicants, and develop the hiring proposal.

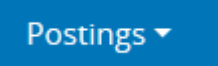
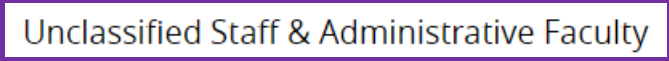

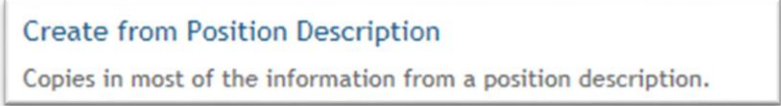
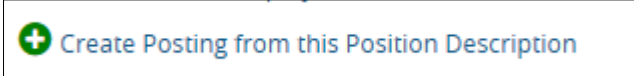

The process for posting positions is somewhat different for Unclassified and Faculty Positions.


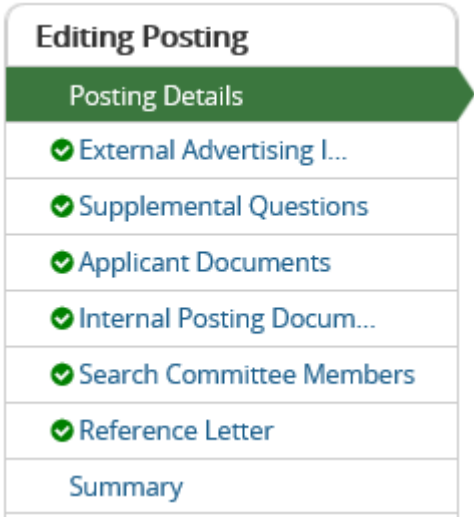
- For Classified and **Unclassified** and **Administrative Faculty** positions, before a job is posted, it must have gone through the Position Management module in which the position description is finalized and the staffing requisition is approved.
- For **Faculty** positions, which do not have formal position descriptions, the posting process includes the staffing requisition.
- The department initiates the posting process for Unclassified and Faculty positions. Since the rules for posting Classified jobs are less flexible, the HR Operations team begins the process.

To Access the Applicant Tracking System, Click the **Main Menu** button and select the **Applicant Tracking System** option.

Step	Action
1.	Click the <b>Main Menu</b> button to select the module. (three blue dots in upper left) 
2.	Click the <b>Applicant Tracking System</b> button. 
3.	Click the button to the right of the <b>User Group</b> field. User Group: 
4.	Click the <b>Initiator</b> or <b>Department Approver</b> list item to create a posting.

## Posting an Unclassified Staff or Administrative Faculty Position

Step	Action
1.	Click the <b>Posting</b> link. 
2.	Click the <b>Unclassified Staff &amp; Administrative Faculty</b> link. 
3.	Click on the <b>Create New Posting</b> link. 
4.	Click the <b>Create from Position Description</b> selection. 
5.	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. For Unclassified postings, the position description and staffing requisition process must have gone through the approval process in the Position Management Module.
6.	Review the position description to make sure spelling, punctuation, and capitalization are correct and that it is accurate. (At this point, any changes to the position description must be made and approved in the position management module.) To proceed with the position as approved, click on <b>Create Posting from the Position Description</b> button on the top right. 
7.	On the New Posting screen, the organization will pre-populate from the position description. In the Applicant Workflow leave <b>Under Review by Department</b> so the department sees and screens the candidates as soon as applications are completed. 
8.	LSUHSC has not activated the system to generate request for references so leave that part blank. Leave Accept online applications checked.

Step	Action
9.	Under Accepted Application Forms, in most cases you will check “Unclassified Application” which is the full application form. For Administrative Faculty and executive level positions, the “Faculty/Executive Application” which does not request any work history may be used.
10.	Once completed, Click on the <b>Create New Posting</b> link. 
11.	The system will take you through these steps. You can jump to other steps by clicking on the section from the list. 
12.	On Posting Details screen, review the data. Note: On the applicant portal, the <b>Position Summary</b> will display but the duties and responsibilities will not be visible to the applicant. Enter any additional position information you want visible to candidates in the <b>Additional Position Information</b> box.
13.	Scroll down to add the <b>Number of Vacancies</b> . Enter the number 1. NOTE: In cases where there are two or more of the same positions to be recruited for, contact Talent Acquisition at <a href="mailto:recruittalent@lsuhsc.edu">recruittalent@lsuhsc.edu</a> for guidance.
14.	Enter the date the <b>Posting Date</b> – the date the posting should open.
15.	Enter the <b>Posting Close Date</b> if the posting should be removed on a specific date. This date must be at least 14 days after the posting date unless you have approval for a limited posting.
16.	If the position will be <b>Open Until Filled</b> , click Yes.


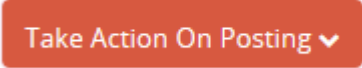

# Job Aid

Step	Action
17.	<p>Next to <b>Applicant Reviewer Access</b> select all the people who will be able to review and disposition the applications. You must select your own name if you will be reviewing candidates. If someone who needs to review is not in the list, contact <a href="mailto:PeopleAdminATS@lsuhsc.edu">PeopleAdminATS@lsuhsc.edu</a> to have the name added.</p> <div data-bbox="370 449 1393 569" style="border: 1px solid black; padding: 5px;"> <p><b>Applicant Reviewer Access</b> <input type="text" value="Select Some Options"/></p> <p><i>Define which Applicant Reviewer(s) need access to this posting.</i></p> </div>
18.	Enter the <b>Desired Start Date</b> – the date the position should start
19.	Enter the <b>Position End Date</b> for temporary positons
20.	Enter the <b>Application Review Date to Begin</b>
21.	Under Special Instructions Summary, add any special instructions for the candidate, if necessary. For example, if you require letters of recommendation, who they should be addressed to.
22.	Add any information about the School or Department you would like to appear in the posting.
23.	<p>Click Next</p> <div data-bbox="370 1052 516 1119" style="border: 1px solid black; background-color: #0070C0; color: white; padding: 5px; text-align: center; width: fit-content;">Next &gt;&gt;</div>
24.	Under the <b>External Advertising Information</b> , the Budget information is only required if HR is placing the advertisement. If applicable, enter the budget data.
25.	<p>Under <b>External Advertising Sources</b>, click on all external sources where you plan to advertise. You must select at least one.</p> <div data-bbox="386 1346 1073 1503" style="border: 1px solid black; padding: 5px;"> <p><b>External Advertising Sources</b></p> <ul style="list-style-type: none"> <li>AcademicKeys</li> <li style="background-color: #0070C0; color: white;">Acadiana Advocate</li> <li>Agenda for Children</li> <li>Alexandria Town Talk</li> </ul> <p><i>To select multiple, hold down the Control key.</i></p> </div>
26.	<p>Click Next</p> <div data-bbox="370 1577 483 1633" style="border: 1px solid black; background-color: #0070C0; color: white; padding: 5px; text-align: center; width: fit-content;">Next &gt;&gt;</div>
27.	<p>Talent Acquisition will typically add <b>Supplemental Questions</b> if necessary. If there is a specific question you would like the applicant to complete, click <b>Add a question</b>. Talent Acquisition will review and adjust if necessary.</p> <div data-bbox="386 1801 553 1850" style="border: 1px solid black; background-color: #C0504D; color: white; padding: 5px; text-align: center; width: fit-content;">Add a question</div>

Step	Action																									
28.	<p>To add one, select one of the standard questions or <b>Add a new one</b> for department specific questions.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Can't find the one you want? <a href="#">Add a new one</a></p> </div>																									
29.	<p>Add a question, completing all the boxes. Questions will be reviewed and approved by Talent Acquisition.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.</p> <p>Name * <input style="width: 150px;" type="text"/></p> <p>Category <input style="width: 100px;" type="text" value="Please select a category"/></p> <p>Question * <input style="width: 300px; height: 50px;" type="text"/></p> </div>																									
30.	<p>Click Submit for your question, then Next</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px 15px; background-color: #f0f0f0;">Submit</div> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Next &gt;&gt;</div> </div>																									
31.	<p>Under the <b>Applicant Documents</b>, Select which documents you want applicants to provide. You may also decide the order the list as seen by applicants. The application cannot be submitted without the “Required” documents.</p> <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Order</th> <th style="width: 40%;">Name</th> <th style="width: 15%;">Not Used</th> <th style="width: 15%;">Optional</th> <th style="width: 20%;">Required</th> </tr> </thead> <tbody> <tr> <td><input style="width: 20px;" type="text" value="2"/></td> <td>Resume</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td><input style="width: 20px;" type="text" value="1"/></td> <td>Cover Letter</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td><input style="width: 20px;" type="text" value="3"/></td> <td>Transcripts</td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input style="width: 20px;" type="text" value="4"/></td> <td>Letter of Recommendation</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Order	Name	Not Used	Optional	Required	<input style="width: 20px;" type="text" value="2"/>	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 20px;" type="text" value="1"/>	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input style="width: 20px;" type="text" value="3"/>	Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input style="width: 20px;" type="text" value="4"/>	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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32.	<p>Click Next</p> <div style="margin-top: 10px; text-align: center;"> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Next &gt;&gt;</div> </div>																									
33.	<p>Under <b>Internal Posting Documents</b> you can upload the Funding Source for the position if it has changed from the Position Description. You can also attach the text for advertisements HR will be placing or ones you would like HR to review before you post.</p>																									


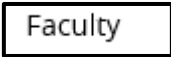

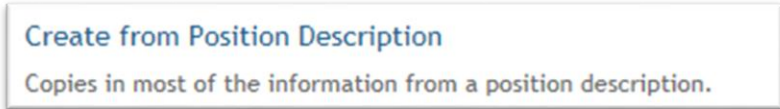


## Job Aid

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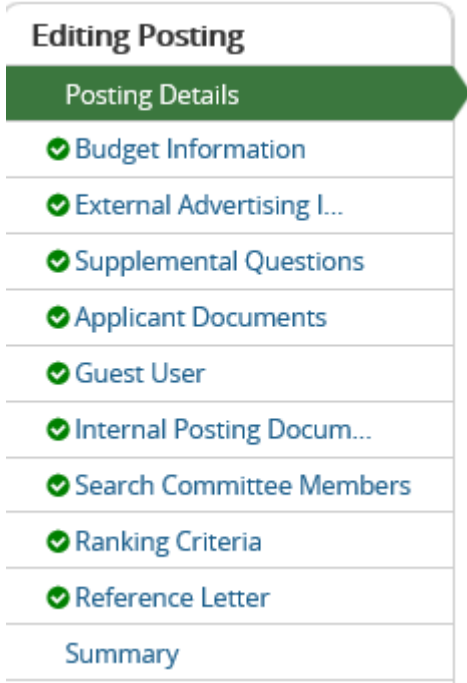
Step	Action
34.	Under the <b>Reference Letter</b> , Determine the minimum and maximum number of references you would like the applicant to provide. Applicants will be required to enter full contact information on the number of references required at the time of their application. You have the option to leave this blank and only collect this information from your final contacts candidates outside of the system.
35.	LSUHSC is not using the automated request for recommendations at this time so the last 3 boxes should be left blank.
36.	Click Next 
37.	On the Summary page, review the data. If all is good, click <b>Take Action on Posting</b> . 
38.	From the drop down menu, <b>Submit, Move to Department Reviewer</b> or the next step in your review process.
39.	To track the progress of approvals on this posting, select <b>Add to Watch List</b> in the upper right corner. 



## Posting a Faculty Position

Step	Action
1.	Click the <b>Posting</b> link. 
2.	Click the <b>Faculty</b> link. 
3.	Click on the <b>Create New Posting</b> link. 
4.	<i>If there is an existing position number you are filling,</i> Click the <b>Create from Position Description</b> selection. Although faculty positions don't have full position descriptions, basic demographic data on positions is loaded into PeopleAdmin from PeopleSoft. 
5.	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.
6.	Review the basic data to make sure it is accurate. Click on <b>Create Posting from the Position Description</b> button on the top right. 
7.	<i>If there is not an existing position number,</i> Click the <b>Create from Position Type</b> selection. This will bring up a blank form.
8.	On the New Posting screen, the organization will pre-populate from the position description, if there was one. If you are creating or accepting multiple levels of faculty, list all in the Rank/Title field.
9.	In the Applicant Workflow leave <b>Under Review by Department</b> so the department sees and screens the candidates as soon as applications are completed. 
10.	LSUHSC has not activated the system to generate request for references so leave that part blank. Leave Accept online applications checked.

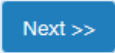
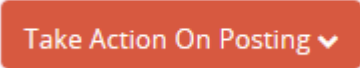

## Job Aid

Step	Action
11.	Once completed, Click on the <b>Create New Posting</b> link. 
12.	The system will take you through these steps. You can jump to other steps by clicking on the section from the list. 
13.	On Posting Details screen, review the data. If you are posting for a multi-level faculty position, <b>Job Code</b> may be left blank.
14.	Next to <b>Appointment Type</b> , select Fiscal(Regular) or Period of Appointment
15.	Enter the information about the position in the <b>Position Summary</b> . This will appear as is in the job posting.
16.	Under <b>Minimum Qualifications</b> , select the <b>Required Education</b> and complete any of the other job requirements. Add <b>Preferred Qualifications</b> if desired.
17.	Add the <b>Number of Vacancies</b> . Enter the number 1.
18.	Enter the date the <b>Posting Date</b> – the date the posting should open.
19.	Enter the <b>Posting Close Date</b> if the posting should be removed on a specific date. This date must be at least 14 days after the posting date unless you have approval for a limited posting.
20.	If the position will be <b>Open Until Filled</b> , click Yes.

Step	Action
21.	<p>Next to <b>Applicant Reviewer Access</b> select all the people who will be able to review and disposition the applications. You must select your own name if you will be reviewing candidates. If someone who needs to review is not in the list, contact <a href="mailto:PeopleAdminATS@lsuhsc.edu">PeopleAdminATS@lsuhsc.edu</a> to have the name added.</p> <div data-bbox="370 449 1393 569" style="border: 1px solid black; padding: 5px;"> <p><b>Applicant Reviewer Access</b> <input type="text" value="Select Some Options"/></p> <p><i>Define which Applicant Reviewer(s) need access to this posting.</i></p> </div>
22.	Enter the <b>Desired Start Date</b> – the date the position should start
23.	Enter the <b>Position End Date</b> for temporary positons
24.	Enter the <b>Application Review Date to Begin</b>
25.	Under Special Instructions Summary, add any special instructions for the candidate, if necessary. For example, if you require letters of recommendation, who they should be addressed to.
26.	Do Not change the EEO Statement.
27.	Add any information about the School or Department you would like to appear in the posting.
28.	<p>Click Next</p> <div data-bbox="370 1115 516 1182" style="border: 1px solid black; padding: 5px; background-color: #0070C0; color: white; text-align: center; width: fit-content; margin: 0 auto;">Next &gt;&gt;</div>
29.	<p>The Budget Information can be added most efficiently 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.</p> <div data-bbox="370 1335 1328 1451" style="border: 1px solid black; padding: 5px;"> <p><b>Funding Source Template</b></p> <p>Budget information can be entered by either using the <i>Add Budget Information b</i></p> </div>
30.	The <b>Incumbent Salary</b> is the salary of the prior incumbent and is used for budgeting purposes.
31.	<p>Click Next</p> <div data-bbox="370 1629 516 1696" style="border: 1px solid black; padding: 5px; background-color: #0070C0; color: white; text-align: center; width: fit-content; margin: 0 auto;">Next &gt;&gt;</div>
32.	Under the <b>External Advertising Information</b> , the Budget information is only required if HR is placing the advertisement. If applicable, enter the budget data.

## Job Aid

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33.	<p>Under <b>External Advertising Sources</b>, click on all external sources where you plan to advertise. You must select at least one. To select multiple sources, hold down the Control key.</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p><b>External Advertising Sources</b></p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>AcademicKeys</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Acadiana Advocate</p> <p>Agenda for Children</p> <p>Alexandria Town Talk</p> </div> </div> <p style="font-size: small; margin-top: 5px;"><i>To select multiple, hold down the Control key.</i></p>																									
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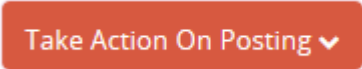
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40.	Under the <b>Reference Letter</b> , Determine the minimum and maximum number of references you would like the applicant to provide. Applicants will be required to enter full contact information on the number of references required at the time of their application. You have the option to leave this blank and only collect this information from your final contacts outside of the system.
41.	LSUHSC is not using the automated request for recommendations at this time so the last 3 boxes should be left blank.
42.	Click Next 
43.	On the Summary page, review the data. If all is good, click <b>Take Action on Posting</b> . 
44.	From the drop down menu, <b>Submit, Move to Department Reviewer</b> or the next step in your review process.
45.	To track the progress of approvals on this posting, select <b>Add to Watch List</b> in the upper right corner. 

### Posting a Classified Position

Because postings for Classified Positions are required to meet Civil Service Guidelines and offer limited flexibility, HR Operations will begin the posting process once the position description is approved.

The DRAFT posting will be routed to the department approver to review and approve. It is important to look at the position summary and add any **Additional Position Information** which you would like included in the posting.

### Approving a Posting

Step	Action
1.	Click the <b>Posting</b> link. 
2.	Click the link depending upon the type of position.
3.	Select the position from your list by double clicking on the title.
4.	On the Summary page, review the data. If all is good, click <b>Take Action on Posting</b> . 
5.	From the drop down menu, <b>Submit, Move to Budget</b> or the next step in your review process.