Creating FT Faculty Posting in PeopleAdmin

1. To access PeopleAdmin, login to PacePortal→Staff tab→Manager Resources→PeopleAdmin-Careers@Pace for Hiring Managers.

2. Login with your Pace Portal credentials:

3. Once logged in, be sure your User Group is setup to Search Chair in the upper right hand menu. If not, please select that option:

4. To begin, click on Postings→FT Faculty:

5. Click on the orange Create New Posting button in the upper right:
6. A popup box will appear with two options to select. Please see below reasons to select each option:

   a. Create from Posting- select this option if copying from an existing posting
   b. Create from Posting Template- select this option if creating a brand-new posting

7. If selected Create from Posting, search for the position you would like to copy. Then in the Actions menu to the right select Create From. OR if selected Create from Posting Template, on the Adjunct template go to the Actions menu to the right select Create from:

8. The header document of the posting will appear. Complete all form fields that appear:
9. Please note the Workflow State should be set at the status you would like the candidate to move into once they have successfully submitted their application (Review by Department is the most common workflow state and is defaulted in this field):

![Workflow State](image)

10. For the References section, do the following:

   a. **Reference Notification**: select the workflow state at which point automatic emails will be triggered to the candidate’s listed references on file
   b. **Recommendation Workflow**: select the workflow state that the candidate should move to once all Recommendations have been collected
   c. **Recommendation Document Type**: by selecting Reference Letter, you are allowing the Reference provider to upload a separate document in addition to the standard questionnaire the system will provide:

![References](image)

11. Always keep “Accept online applications?” checked off.

![Online Applications](image)

12. Click on **Create New Posting** to move through the posting creation process:
13. Complete all fields in the Posting Details section. **PLEASE NOTE:** Position Title, Position Summary and Position Qualifications can and should all be updated to match the needs of the position.

14. When at the Applicant Reviewer field, assign this to the person who will be reviewing and statusing applicants. This user must already have Applicant Reviewer access in order to be searchable in the dropdown menu:

15. Click Save & Continue to move to next page:

16. **Supplemental Questions** allow you to add questions to collect additional information from the applicant OR to filter out candidates based on their response. Click on **Add Question**, to review the Library of available questions to add:
17. In the **Applicant Documents** section, check off all documents you would like the applicant to submit. You can select if it’s a **Required** document or an **Optional** document:
18. In the **Search Committee Member** section, you can add users who should have access to this one and only posting to review applicants. To do so click on **Add Existing User**:

![Search Committee Members](image1)

19. Utilize the Search box to search for the user. Once you have found them, click on **Add Member** to the right of their user information:

![Add Existing User](image2)

They will then appear on the list of Search Committee members. **PLEASE NOTE**: if you cannot find your user or they are experiencing issues accessing the posting, please have them reach out to **FIS@pace.edu**.
20. The **Guest User** section allows you to grant access to users outside of the PeopleAdmin system to view this one and only posting using guest credentials. Upon adding them and posting the position, they will receive an email with their login credentials:

![Guest User section](image)

1. In the **Reference Letter** Section specify minimum and maximum amount of references that should be collected. The applicant will provide contact information for each of their references in their application. The reference will be emailed with access to a secure online portal to submit their responses to a questionnaire or upload their reference letter.

Instructions can be provided in the “**Provider Special Instructions**” section and confirmation message can be provided in the “**Confirmation Message to Provider**”:

![Reference Letter section](image)
2. Lastly, on the **Summary** page review the posting before submitting it for approval. Once it is ready to be submitted, click on **Take Action on Posting** and select **Move to Dean/VP (Move to Dean/VP)**:

![Workflow Diagram]

**Workflow:**

Once the posting has completed the below workflow it will be posted on the [https://careers.pace.edu](https://careers.pace.edu) website: