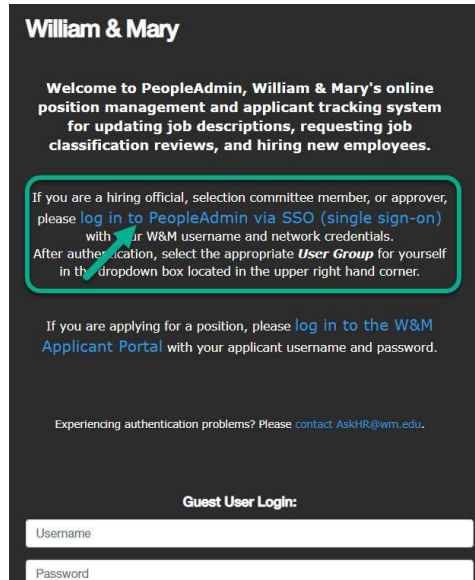


Creating a Posting (Instructional/Executive)

PeopleAdmin

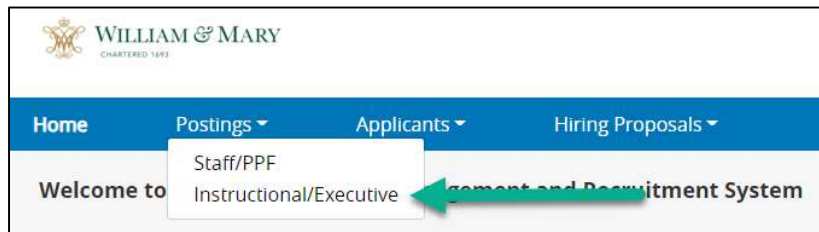
1. Login to PeopleAdmin using the link for log in to PeopleAdmin via SSO (single sign-on):



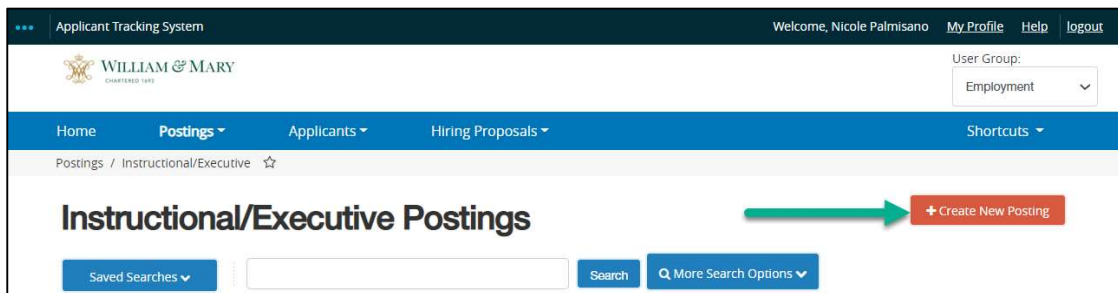
2. In the upper right-hand corner, change your user group to Hiring Official:



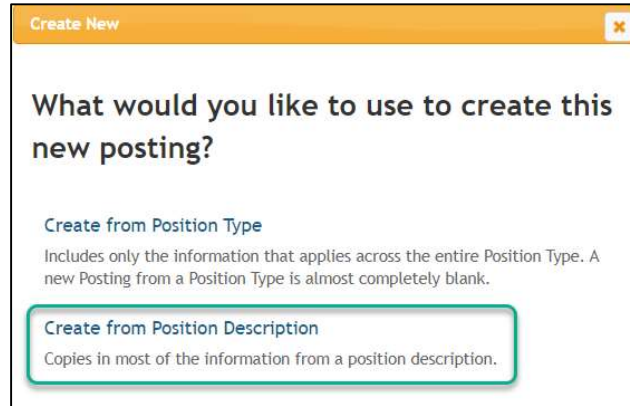
3. On the blue ribbon at the top of the screen, click Postings > Staff/PPF



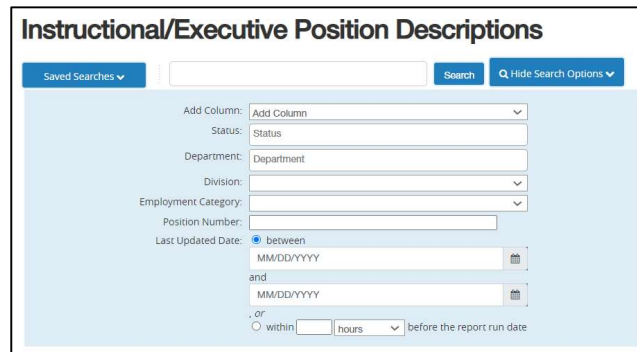
4. Click +Create New Posting:



5. Select *Create from Position Description*:

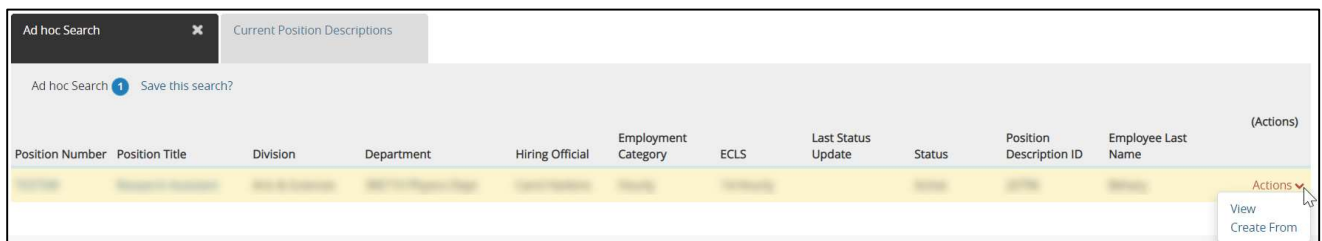


6. Using the search box, type in the approved position number. For more options, click *More Search Options* box then click search:

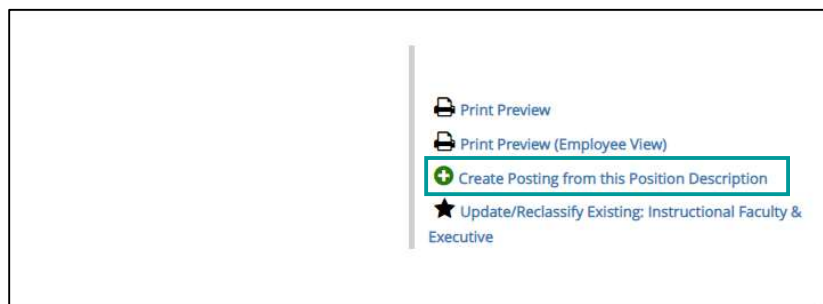


7. Hover over Actions on the right-hand side and click either *Create From* or *View*:

NOTE: If while hovering over actions your selections show other options outside of *View* and *Create From*, contact **Talent Acquisition Team** before moving forward with this posting.



If only *view* appears, click *view*. Your PD will appear. In the right-hand corner, select *Create Posting from this Position Description*



8. Then, fill out the posting details. Posting Title will pull over from your Position Description.

The screenshot shows a 'New Posting' form with the following sections:

- Required Information:** A text input field for 'Position Title *'.
- Organizational Unit:** Two dropdown menus for 'Division *' (selected: 'Division-Provost-Arts & Sciences') and 'Department *' (selected: '3KDS10 Modern Languages Dept').
- Job Alert:** A section titled 'Job Alert Categories' with several checkboxes:
 - Administrative & Managerial (EX: chiefs, VPs, senior leaders - plan, direct, and formulate policies, set strategy)
 - Clerical & Secretarial (EX: receptionists, administrative assistants & coordinators, bookkeepers, clerks)
 - Faculty Adjunct
 - Faculty Full-Time (EX: instructional, research, tenure eligible, non-tenure eligible)
 - Faculty Post Doc
 - Maintenance (EX: custodians/housekeepers, groundskeepers, laborers)
 - Marine Operations (EX: captains, divers, safety officers, marine mechanics, boatwains)

Job Alerts: These are opt-in email alerts for job seekers. Select the relevant job alert option (either Faculty Adjunct, Faculty Full-time, or Faculty Post Doc).

The screenshot shows the 'Applicant Workflow' and 'References' sections of the form:

- Applicant Workflow:** A dropdown menu for 'Workflow State' (selected: 'Under Review by Search Committee') with the question: 'When an application is submitted for this job, it should move to which state in the Candidate Process workflow?'.
- References:** Three dropdown menus:
 - 'Reference Notification' (selected: 'Under Review by Search Committee') with the question: 'Request References to submit Recommendations when candidate reaches selected workflow state?'.
 - 'Recommendation Workflow' (selected: blank) with the question: 'When all Recommendations have been provided, move to selected workflow state?'.
 - 'Recommendation Document Type' (selected: 'Recommendation') with the question: 'Allow a document upload when a reference provider submits a Recommendation?'.


References: 3 letters of reference are required for all standard A&S Faculty and Adjunct positions.

- Reference Notification = Under Review by Search Committee
- Recommendation Workflow = **Please leave blank**
- Recommendation Document Type = Recommendation

Online Applications

Accept online applications?

Special offline application instructions



Accepted Application Forms

Instructional Faculty

Executive

Cancel Create New Posting

Select Instructional Faculty ONLY. Choosing the wrong application will block you and your approval levels from seeing application materials.

9. Once all initial posting details are complete > Click *Create New Posting*.

10. Posting Details: This Information will pull over from the approved Position Description. Do not change this information on the posting.

Posting Details

- Location: William & Mary
- Present Position Number: [REDACTED]
- Role Title: [REDACTED]
- Position Title: TEST POSTING FOR RECRUITMENT RESOURCE
- Unit Mission Statement: This will pull from your previously approved PD
- Position Summary:

This will pull from your previously approved PD:

The Department of X at William & Mary, a public university of the Commonwealth of Virginia, seeks applications for a tenure track position at the Assistant Professor level in [sub-discipline]. Appointment will begin August 10, 20xx. We are interested in individuals with research and teaching expertise in A or B, but exceptional applicants from other areas of [sub-discipline] will be considered. [list relevant discipline-specific key terms or phrases that will be picked up in applicant web searches]

Duties include research, teaching, and service to the University. The applicant is expected to establish and maintain a vibrant [externally funded] research program that inspires a highly motivated undergraduate student body [as well as Master's/Ph.D. students]. Teaching expectation is 2 courses per semester. Successful applicants must possess the skills to teach compelling courses in [sub-discipline] and other lecture and seminar-style courses, and to contribute to X.

(Brief description of the position)
- Required Qualifications: This will pull from your previously approved PD
Required Qualifications: Applicants must hold a Ph.D. [or list the appropriate terminal degree] [in [discipline] or a related field] at the time appointment begins (August 10, 20xx).
- Preferred Qualifications: This will pull from your previously approved PD
Preferred Qualifications: Previous experience in teaching and mentoring successful undergraduate [and graduate] research is preferred. Evidence of scholarly achievement or demonstrated potential as a scholar.
[Postdoctoral research experience is desirable]

Posting Details Continued:

Conditions of Employment	<p>All staff and faculty must be fully vaccinated against COVID-19 or have an approved exemption or deferral. Proof of vaccination is required upon hire. Additional information can be found under Exemptions and Deferrals on our website.</p>
Job Open Date	<input type="text" value="MM/DD/YYYY"/> <small>(Date position will be posted on the website)</small>
Review Begin Date	<input type="text" value="MM/DD/YYYY"/>
Job Close Date	<input type="text" value="MM/DD/YYYY"/> <small>(Date position will be removed from website)</small>
Open Until Filled	<input type="text" value="No"/>
Hiring Official	<input type="text" value="Hickman, Jinger (jhickman)"/> <input type="text" value="Morgan, Kathleen (kpmorg)"/> <input type="text" value="Powers, Sherri (spowers)"/>
Position Term	Other (Specify Below)
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
Special Application Instructions	<p>Applicants must apply online at https://jobs.wm.edu. Submit a curriculum vitae, a cover letter, a statement of teaching interests, a statement of research interests, [and XXX]. A diversity statement is not required. Candidates are encouraged to reflect on their past experiences or future plans to foster an inclusive and welcoming climate for learners/scholars in [enter discipline] in any of the aforementioned required documents. You will be prompted to submit online the names and email addresses of three references who will be contacted by the system with instructions for how to submit a letter of reference.</p> <p>For full consideration, submit application materials by the review date, [indicate a date that is minimum 30 days from date of live posting]. Applications received after the review date will be considered if needed.</p> <p>Information on the degree programs in the Department of X may be found at [link for dept web site].</p>
EEO Statement	<p>William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.</p>

FT Posns: Minimum 30 days to review begin date, PT posns minimum 14 days.

Pull this information from approved dept job ad. See additional notes below.

NOTES:

- **Job Open Date:** the date the job will be posted. HR will adjust to the actual date posted.
- **Review Date:** Full-time Faculty = 30 days minimum but dept can choose longer posting period; Adjuncts = 2 weeks
- **Job Close Date:** Should be left blank to allow for candidates to continue to apply after the review-begin date. In A&S, full-time faculty postings use language: “For full consideration, submit application materials by the review date, [indicate a date that is minimum 30 days from date of live posting for full time hires; 14 days for adjunct positions]. Applications received after the review date will be considered if needed.” This gives the hiring unit the most flexibility to consider applicants, or not, after the review begin date.
- **Open until Filled:** Faculty = “Yes” for most full-time positions; Adjuncts = “Yes” for all adjunct positions.
- **Special Applicant Instructions:** pasted from your departmental job ad starting at “applicants must apply online ...” and ending with “applications received after the review date will be considered if needed.”
 - Department may also link to their departmental webpage here, using same approved language found at the bottom of the job ad “Information on the degree programs in the Department of X may be found at [link for dept web site].”
- **EEO Statement:** Auto filled with required HR/University DEI language. DO NOT EDIT.

11. Recruitment Request Form (bottom of Posting Details Tab):

Recruitment Request Form

* Department

Present Role Code 01001

Employment Category Adjunct

FLSA Status Exempt

Funding Source
 E&G funded
 Auxiliary funded
 Grant funded
 University Private/Local funded
 Foundation funded

Date to Run Advertisement

* Search is open to the following:

Chronicle of Higher Ed (DC)
 HigherEdJobs
 InsideHigherEd
 LinkedIn

* Media Advertising
 Search Firm (External to W&M)
 W&M Search Firm
 W&M Employment Website
 TBD Ad via Graystone Group
 Other (Please specify below)

B I S

Additional Advertising Sources

Please list any additional advertising sources, such as listservs, websites, journals or newsletters, or other resources as needed. Attach the Ad copy on the Internal Documents tab for review and approval prior to placement.

Quick Link <https://jobs.wm.edu/postings/52565>

NOTE: Prior to the PD and Posting stage, the job ad must have been previously reviewed by the A&S Dean’s Office Faculty Personnel Services Team and then approved by the hiring department’s Vice-Dean. Depts must attach to the Position Description (prior to Posting Stage):

- the approved narrative job ad;
- the Dean’s search authorization (verifying authorized salary range); and
- and org chart for HR reference.

All PeopleAdmin postings are automatically displayed in the online national outlet Higher Ed Jobs shortly after the PeopleAdmin posting goes live. This posting satisfies Department of Labor (DOL) requirements. Please note: Hiring units must save the Higher Ed Jobs ad display as a PDF (must include HEJ page header or identifier) and retain with your search records for Reves Center international hires and DOL audit purposes.

TTE and Term recruitments typically receive a recruitment budget for additional advertising and interview visits.

Visiting & Adjunct job advertising is the responsibility of the department, using free or low-cost options.

All external advertisements must include the full approved narrative job ad and must point applicants to PeopleAdmin. They must include the university EEO statement:

“William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.”

12. Click Save & Continue

13. The recommendations tab will populate. All A&S faculty positions require 3 letters of recommendation at minimum. Please note that this feature will send a recommendation link to referees to submit a letter of recommendation.

Recommendations are required for all Faculty and Adjunct postings:

- Minimum Number recommendation: 3
- Maximum Number recommendation: 3 to 4
- Assigned Cutoff Date: **leave blank** (entering a date here will block referees from submitting letters)
- Email Reminder Days: Talent Acquisition Team recommendation, 5
- Instructions to Reference Provider: leave blank

14. Click Save & Continue

15. [Optional] Supplemental Questions can be used to gain more information about a candidate. Hiring units should only use no more than 5 questions.

- a. To add a question, click *Add a question* and search for a question: If the question you would like to add is missing or for further assistance using this feature, contact the Talent Acquisition Team.

16. Click Save & Continue

17. Guest User Access is used when Search Committee members are outside of the William & Mary community. If you have questions about this access, contact the Talent Acquisition Team:

The screenshot shows the 'Guest User' configuration page in the William & Mary HR system. The page is titled 'Guest User' and is part of a 'Draft' for 'TEST POSTING FOR RECRUITMENT RESOURCE'. The left sidebar contains a navigation menu with options: Posting Details, Recommendations, Supplemental Questions, Guest User (selected), Applicant Documents, Search and Selection Plan, Internal Documents, Ranking Criteria, Search Committee, and Summary. The main content area explains the purpose of the Guest User account and provides instructions on how to create and manage it. It includes a 'Create Guest User Account' button and a 'Want to give guests access to view this posting?' section with a 'Create Guest User Account' button. The page also features a 'User Group' dropdown menu set to 'Hiring Official' and navigation buttons for 'Save', '<< Prev', and 'Save & Continue'.

18. Click Save & Continue

19. Select required and optional documents for your posting:

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	Resume/Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Other Doc	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Other 2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	Other 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Other 4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Other 5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Candidate Diversity Statement	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
9	Research Statement	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10	Teaching Statement	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Attachment 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Recommendation Letter(s) - for ...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

Required for all faculty positions

Optional applicant docs

Optional for all faculty positions. See notes below for further guidance.

Required for all TE / postdoc positions

Required for all full-time faculty positions. Not required for postdocs with no teaching. Optional document for adjunct positions.

NOTE: CV/resume required for all postings. Documents listed below are selected as required based on the position requirements.

- For A&S: Select Applicant Documents for docs noted in A&S Job Ad – “Special Applicant Instructions” section:
 - Required:
 - Resume/Curric Vitae
 - Cover Letter
 - Research Statement (*for TE or Postdoc positions only; not instructional Term or Adjuncts*)
 - Teaching Statement (*exclude for research postdocs not expected to teach; optional for adjunct positions as teaching statement can be included in cover letter*)
 - Optional: (hiring unit can choose additional required/optional if needed)
 - Candidate/ Diversity Statement
 - Other Doc
 - Other Doc 1

20. Click Save & Continue

21. Search and Selection plan: fill the information as shown below. Sections 1 – 4 should be filled according to evaluation criteria put forth in search authorization and approved job ad. Sections 5 & 6 are optional.

Editing Posting

- Posting Details
- Recommendations
- Supplemental Questions
- Guest User
- Applicant Documents
- Search and Selection Plan
- Internal Documents
- Ranking Criteria
- Search Committee
- Summary

Search and Selection Plan

[Check spelling](#)
 The process is examined to ensure applicants from under-represented groups are receiving full and fair consideration on the basis of job related criteria. Please complete the following information:
 * Required Information

Instructional/Executive

Search Committee Members:

(Name, rank/position)

List evaluation tools to be used in the selection process

Examples include CV screening matrix, Interview Stream, on-campus interviews, etc. A response is required. This field is required.

Additional Advertising Sources/Recruitment Plan

Please list any additional advertising sources, such as listservs, websites, journals or newsletters, conference recruiting, and act approval prior to placement.

Minimum of 2 for adjunct & postdoc faculty recruitments. Minimum of 3 for all other full-time recruitments.

Outline of search & selection plan. (i.e. resume screening, zoom interviews, on-campus interviews, reference checks, etc.)

If applicable: capture all additional advertising and networking plans, to include conferences. This data will be consulted in the event of an audit or AAP investigation.

22. Click Save & Continue

23. Upload internal documents you would like to include in the posting. Frequently used: Approved job ad, important emails, screening grid sample:

Postings / Instructional/Executive / TEST POSTING FOR RECRUITMENT RESOURCE (Draft) / Edit: Internal Documents

Editing Posting

- Posting Details
- Recommendations
- Supplemental Questions
- Guest User
- Applicant Documents
- Search and Selection Plan
- Internal Documents
- Ranking Criteria
- Search Committee
- Summary

Internal Documents

Save << Prev Save & Continue

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Job Advertisement Copy - for all searches			Actions
Search Waiver/Modification Request			Actions
Screening Search			Actions
Additional Documentation			Actions
HR Recruitment File (for HR use only)			Actions
Screening Grid			Actions

Position Description Documents

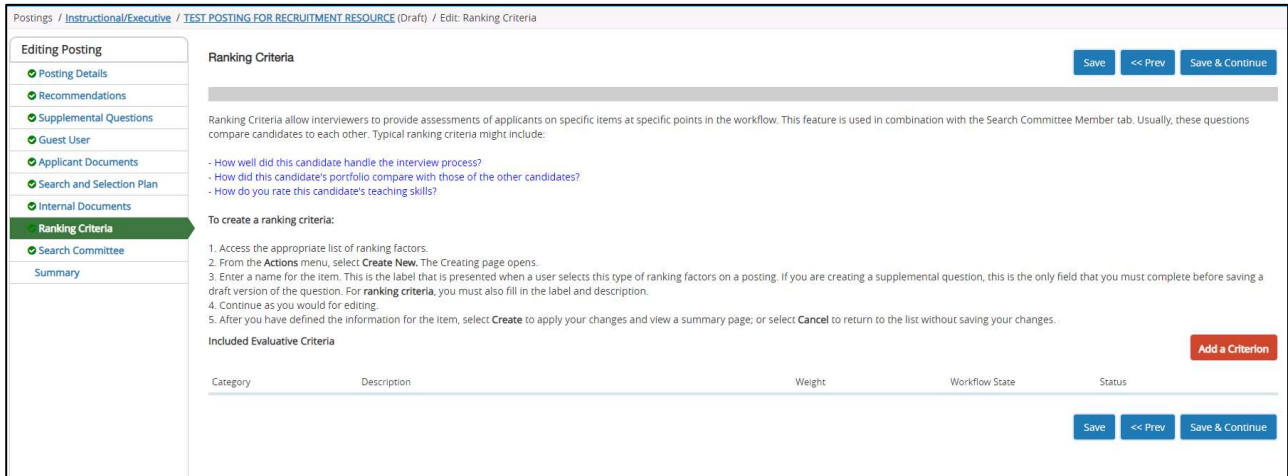
Document Type	Name	Status	(Actions)
Organizational Chart (Required)	Organizational Chart (Required) 01-20-22 15:00:48 (EST)		Actions

Save << Prev Save & Continue

Note for future reference: Once search is concluded admin must retain all search documentation from all faculty who participated in the search. HR recommends that this documentation should be compiled as a single PDF file and later uploaded to the Hiring Proposal to be retained by HR for audit purposes.

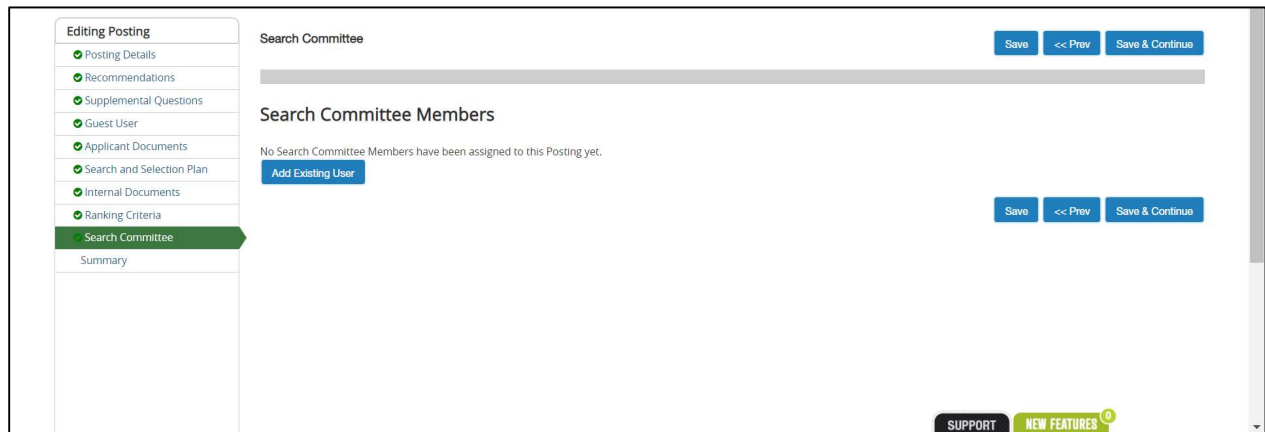
24. Click Save & Continue

25. Skip over Ranking Criteria by clicking Save & Continue

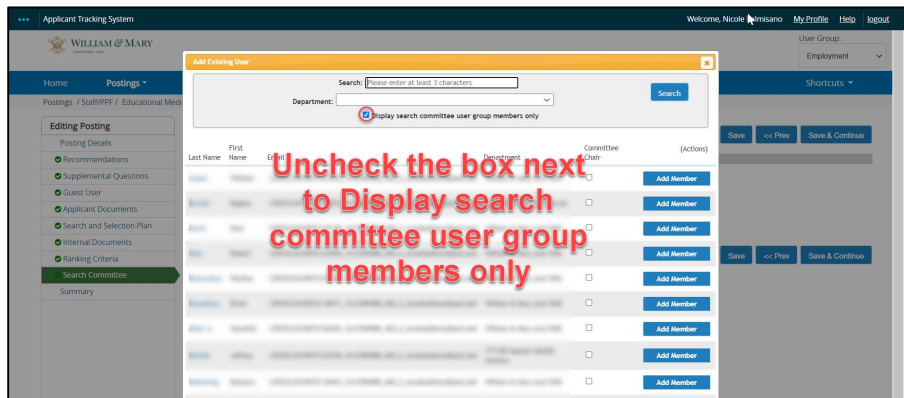


26. Add Search Committee Members by clicking Add Existing User:

- a. Note: Once posting is live, you will be unable to add/update search committee members. Please contact Kirbi Baxley (kjbaxley@wm.edu) to update this information for you once your posting is live.



27. Uncheck the box next to Display search committee user group member only. If this box is not unchecked, you will only see employees who have served on search committees in the past:



In the search field, type in the employees name you are looking for:

- If the employee is the committee chair, click the box under committee chair then click *Add Member*
- If the Search Committee member is not the Committee Chair, simply click *Add Member*
- Once you have added all committee members, close out by clicking the X in the orange banner

NOTE: If you see multiple employees with the same first and last name, you can double check you have the correct one by matching their email address

Add Existing User

Search: vandivender

Department: William & Mary and VIMS

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
VanDivender	Grace	[REDACTED]	William & Mary and VIMS	<input checked="" type="checkbox"/>	Add Member

Displaying 1 User

[Create New User Account](#)

[Close](#)

28. Once the *Add Existing User* box has closed, the page will reload and the members you have added will populate:

NOTE: committee members who have not served on a committee in the past will show as pending. Talent Acquisition Team can approve them.

Applicant Tracking System

Welcome, Nicole Palmisano | My Profile | Help | Logout

WILLIAM & MARY

User Group: Employment

Home | Postings | Applicants | Hiring Proposals | Shortcuts

Postings / Staff/PPF / Educational Media Assistant (Draft) / Edit: Search Committee

Editing Posting

- Posting Details
- Recommendations
- Supplemental Questions
- Guest User
- Applicant Documents
- Search and Selection Plan
- Internal Documents
- Ranking Criteria
- Search Committee**
- Summary

Search Committee

[Save](#) [<< Prev](#) [Save & Continue](#)

Name	Email	Committee Chair	Status	(Actions)
Grace VanDivender	[REDACTED]	<input checked="" type="checkbox"/>	pending	Actions
Nicole Palmisano	[REDACTED]	<input type="checkbox"/>	pending	Actions

[Add Existing User](#) [Create New User Account](#)

[Save](#) [<< Prev](#) [Save & Continue](#)

29. Click *Save & Continue*

30. The posting Summary will load for your review:

- a. If edits need to be made, you can click the edit button next to the section to make your changes. Be sure to click save after changes are made. To get back to the Summary page, simply click summary on the left side of the page

Postings / Instructional/Executive / TEST POSTING FOR RECRUITMENT RESOURCE (Draft) / Summary

Posting: TEST POSTING FOR RECRUITMENT RESOURCE (Instructional/Executive)

Current Status: Draft

Position Type: Instructional/Executive

Department:

Created by: Jinger Hickman

Owner: Jinger Hickman

Take Action On Posting

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Summary | History | Settings | Hiring Proposals | Associated Position Description

Please review the details of the posting carefully before continuing.

To select the appropriate **Workflow Action**, hover over the **Take Action on Posting** button. You may add a Comment to the posting and also add this posting to your **Watch List**. When you are ready to submit your posting, click on the **Submit** button. To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. To exit the posting without making any changes, click **Cancel** button.

Posting Details

Posting Details

Location	William & Mary
Present Position Number	
Role Title	
Position Title	TEST POSTING FOR RECRUITMENT RESOURCE
Unit Mission Statement	This will pull from your previously approved PD
	This will pull from your previously approved PD: The Department of X at William & Mary, a public university of the Commonwealth of Virginia, seeks applications for a tenure track position at the Assistant Professor level in [sub-discipline]. Appointment will begin August 10, 20xx. We are interested in individuals with research and teaching expertise in A or B, but exceptional applicants from other areas of [sub-discipline] will be considered. <i>List relevant discipline-specific key terms or</i>

31. Ready for Talent Acquisition Team review?

- a. Save the draft posting and leave the posting in **Draft status**. No need to move to level 1 and/or other approval levels.
- b. Send an email with the position number, asking HR to activate the draft posting, to:
 - i. Kirbi Baxley: kjbaxley@wm.edu