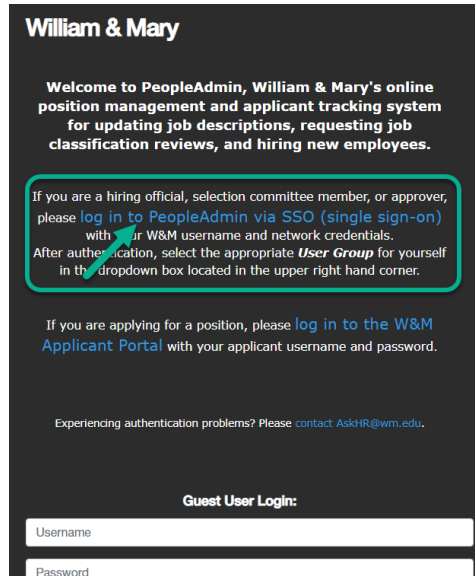


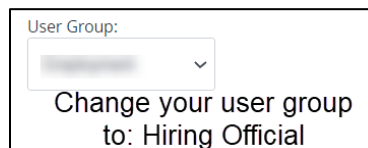
Creating a Posting (Instructional/Executive)

PeopleAdmin

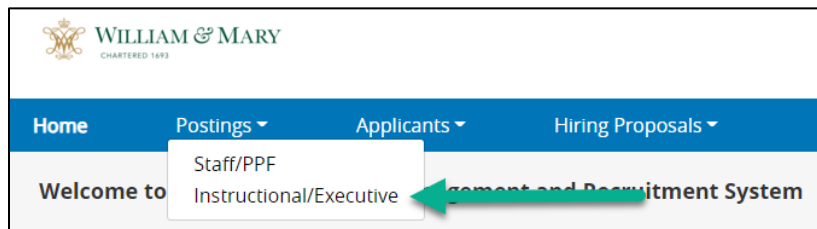
1. Login to PeopleAdmin using the link for log in to PeopleAdmin via SSO (single sign-on):



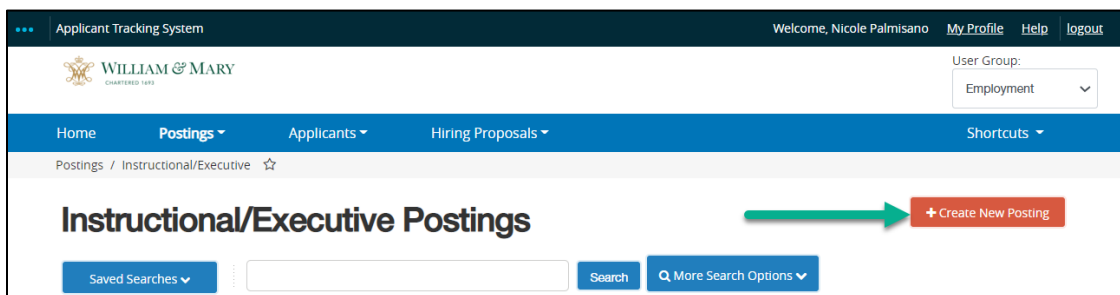
2. In the upper right-hand corner, change your user group to Hiring Official:



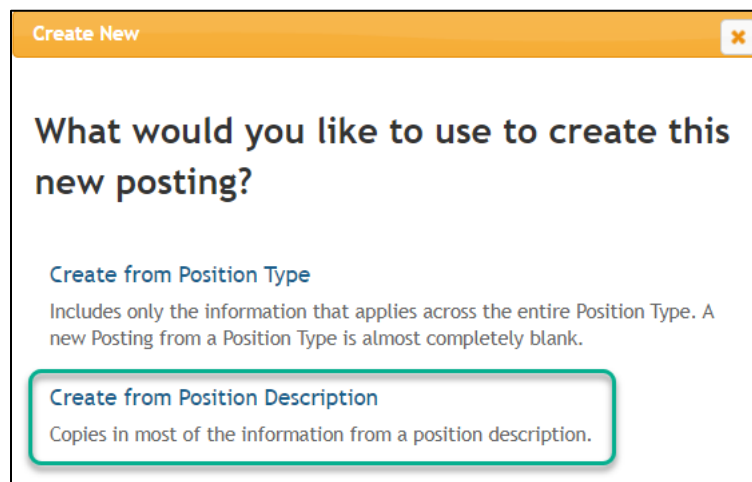
3. On the blue ribbon at the top of the screen, click Postings > Staff/PPF



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:

Instructional/Executive Position Descriptions

Saved Searches ▾

Search
Hide Search Options ▾

Add Column: ▾

Status:

Department:

Division: ▾

Employment Category: ▾

Position Number:

Last Updated Date: between

MM/DD/YYYY

and

MM/DD/YYYY

, or

within hours ▾ before the report run date

7. Hove over Actions on the right-hand side and click *Create From*:

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.

Ad hoc Search ✕
Current Position Descriptions

Ad hoc Search 1 Save this search?

Position Number	Position Title	Division	Department	Hiring Official	Employment Category	ECLS	Last Status Update	Status	Position Description ID	Employee Last Name	(Actions)
10000	Assistant Director	Health Services	Health Services	1000000000	1000	100000	1000	1000	1000	1000	Actions ▾ View Create From

8. Fill out the posting details:

Position Title *

Organizational Unit

Location *

Division *

Department *

Required information which pulls over from the PD. No need to

Job Alert
Job Alert Categories

- 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, boat swains)
- Paraprofessional (EX: fiscal technicians, paralegals, human resources assistants, payroll technicians, library assistants)
- Professionals Academic (EX: academic advisors, admissions deans, assistant deans of students, career advisors)
- Professionals Athletics/Intramural (EX: head coaches, assistant coaches, outdoor recreation assistants, athletic trainers, club coaches, tennis pros)
- Professionals Facilities (EX: project managers, building officials, engineers, construction managers)
- Professionals Finance/Budget/Acctg/Procurement (EX: accountants, bursars, comptrollers, analysts, procurement officers, auditors, payroll managers)
- Professionals Fundraising (EX: donor relations, gift giving, alumni relations, prospect analysts, fundraisers)
- Professionals Healthcare/Counseling/Wellness (EX: counselors, pharmacists, psychiatrists, psychologists, physicians, nurses)
- Professionals IT/Networking/Programming (EX: system engineers, programmers, network engineers, analysts, IT project managers, database administrators)
- Professionals Library Services (EX: librarians (with MLS or equivalent), curators)
- Professionals Marketing/Comm/Events/Media (EX: art directors, graphic designers, marketing managers, communications managers, directors of conference services, event planners)
- Professionals Other (EX: HR professionals, administrators, analysts, and project managers not listed in other professional categories)
- Professionals Research (EX: marine scientists, social scientists, environmental scientists, biologists)
- Protective Service (EX: law enforcement, security guards)
- Skilled Trades (EX: carpenters, plumbers, other skilled maintenance positions such as HVAC)
- Technical (EX: lab assistants and specialists, non-exempt IT positions, typically require some experience and skill or training; may be entry level)

Please choose one job alert. Once the posting is posted, applicants who have signed up to receive an alert will receive one based on the alert they signed up for

Applicant Workflow

Workflow State
When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification
Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow
When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type
Allow a document upload when a reference provider submits a Recommendation?

Online Applications

Accept online applications?

Special offline application instructions

Accepted Application Forms

Executive/Professional

Instructional Faculty

Executive Short Formv2

XSearch Firm Option

Choosing the wrong application will block you and your approval levels from seeing application materials

Position Description Documents

Please indicate which documents you wish to include on your new posting.

No documents found.

NOTES:

- **Job Alerts:** if you are not comfortable selecting, Talent Acquisition can select before posting
- **References:** required for Faculty and Adjunct positions.
 - Reference Notification = Under Review by Search Committee
 - Recommendation Workflow = blank
 - Recommendation Document Type = Recommendation
- **Accepted Application Forms** = Instructional

9. Click *Create New Posting*

10. Posting Details Tab:

Information will pull over from the approved Position Description. Do not change this information on the posting. Enter all required information. If you do not know which benefits statement to choose, Talent Acquisition Team will fill this in.

NOTES:

- **Job Open Date:** the date the job will be posted
- **Review Date:** Faculty = 4 weeks minimum; Adjuncts = 2 weeks
- **Job Close Date:** can be left blank to allow for candidates to apply after the review 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]. Applications received after the review date will be considered if needed."

11. Click Save & Continue

12. The recommendations tab will populate. If recommendations are required for your posting, select yes in the required field. 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

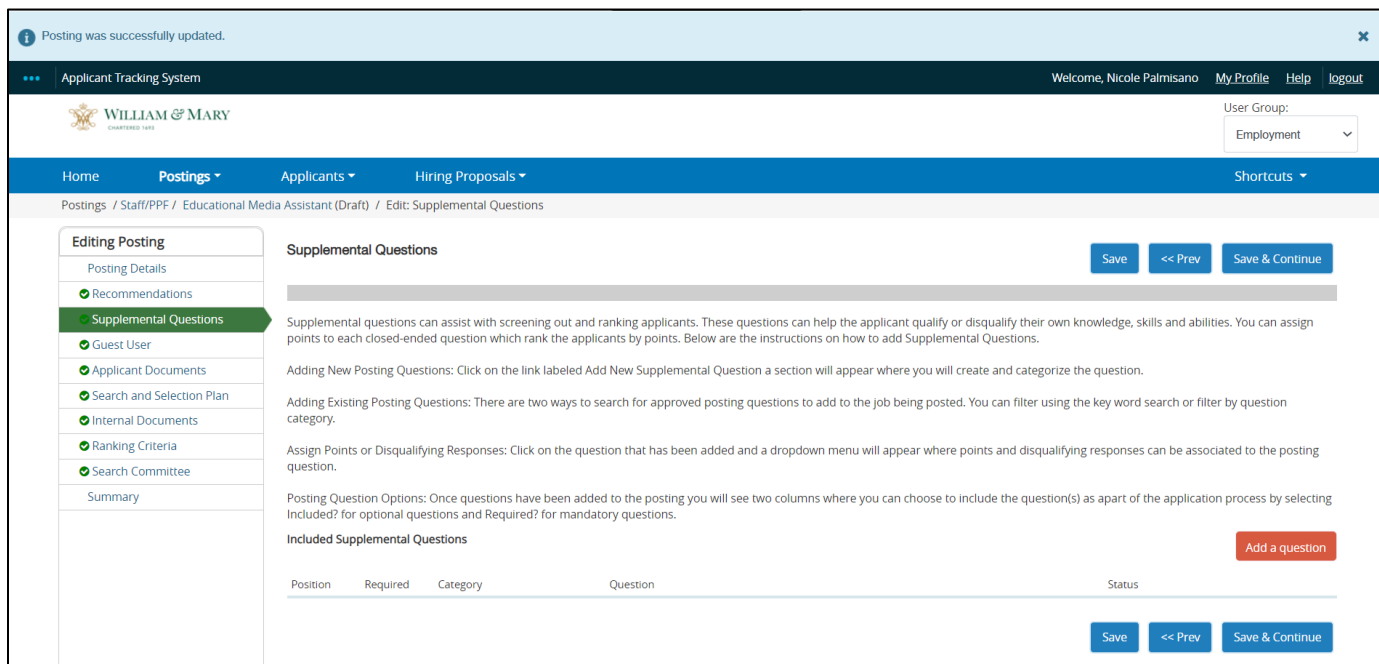
The screenshot shows the 'Recommendations' tab in the Applicant Tracking System. The page title is 'Posting was successfully updated.' and the user is logged in as 'Welcome, Nicole Palmisano'. The navigation menu includes 'Home', 'Postings', 'Applicants', and 'Hiring Proposals'. The sidebar on the left shows 'Editing Posting' options: 'Posting Details', 'Recommendations', 'Supplemental Questions', 'Guest User', 'Applicant Documents', 'Search and Selection Plan', 'Internal Documents', 'Ranking Criteria', 'Search Committee', and 'Summary'. The main content area is titled 'Recommendations' and contains a 'Check spelling' link and a note: 'Fill out this form if you want to request reference letters to be submitted directly through the secure portal. By using this reference letter feature the system will automatically email the reference provider a link allowing a letter of recommendation to be submitted.' Below this is a 'Required Information' section titled 'Recommendation and Requests'. It includes a dropdown menu for 'Will this position accept reference letters?' with a red error message 'This field is required.' next to it. Other fields include 'Minimum Number of Requests', 'Maximum Number of Requests', 'Assigned Cutoff Date' (with a calendar icon), 'Email Reminder Days', and 'Instructions to Reference Provider' (with a text area). Buttons for 'Save', '<< Prev', and 'Save & Continue' are located at the top right and bottom right of the form area.

13. Click Save & Continue

14. Supplemental Questions can be used to gain more information about a candidate. We should only use no more than 5 questions and can use them as disqualifying as well. Disqualifying questions are questions with close ended responses that should be tied into your required qualifications. For example, if a required qualification lists must be able to lift 20lbs and the applicant answers no, this would disqualify the applicant.

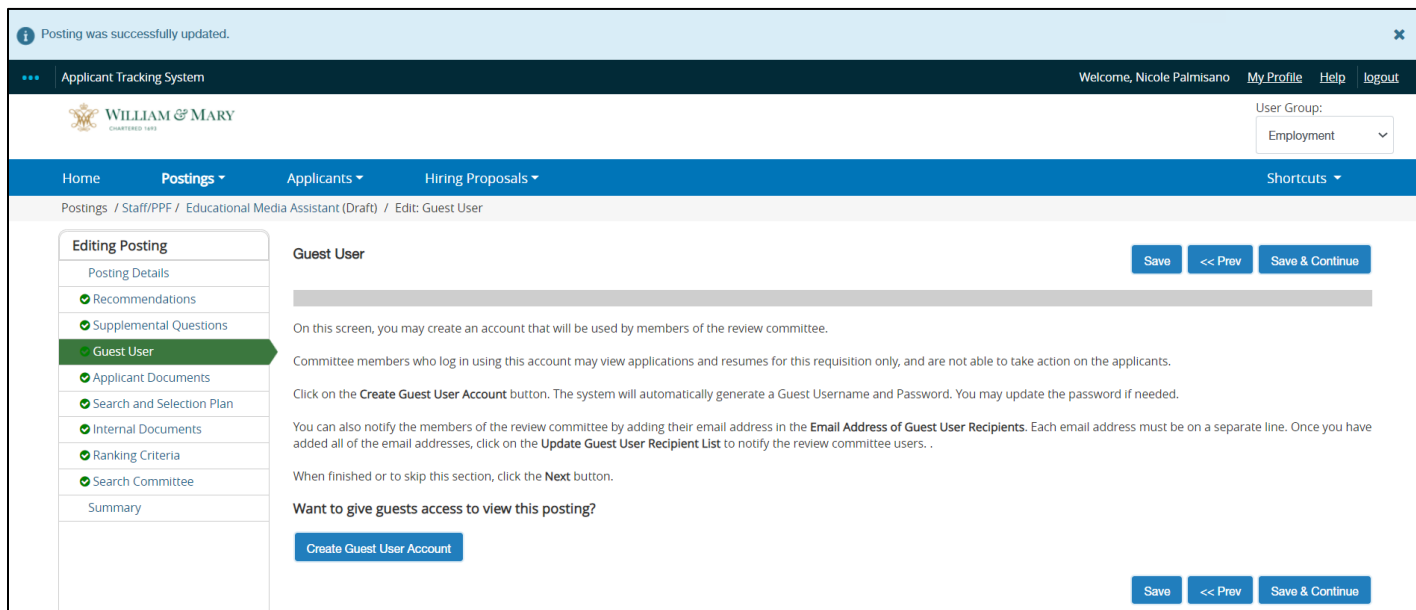
To add a question, click *Add a question* and search for a question:

*If the question you would like to add is missing, contact the Talent Acquisition Team.



15. Click Save & Continue

16. Guest User Access is used when Search Committee members are outside of the William & Mary community. For this access, contact the Talent Acquisition Team:



17. Click Save & Continue

18. Select required and optional documents for your posting:

NOTE: CV and resume are required for all postings. Documents listed below are selected as required based on the position/school 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
- Candidate/ Diversity Statement
- Research Statement (*for TE or Postdoc positions only; not instructional NTE or Adjuncts*)
- Teaching Statement

Optional: (hiring unit can choose additional required/optional if needed)

- Other Doc
- Other Doc 1

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Instructional/Executive / Associate/Full Professor of Music and Department Chair (Draft) / Edit Applicant Documents

Editing Posting

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

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 type="radio"/>	<input checked="" 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"/>

research statement is for TE or postdoc positions only; not instructional NTE or adjuncts

Save or Cancel

Save << Prev Save & Continue

19. Click Save & Continue

20. List the names of the Search Committee members and select the applicable areas of advertisement:

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: the approved narrative job ad, the Dean's search authorization (verifying authorized salary range) and org chart for HR reference.

All advertisements must include the complete EEO statement for approval:

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.

Posting was successfully updated.

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 and Selection Plan

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

Save << Prev Save & Continue

[Check spelling](#)

Your search process must operate in a regulated, yet transparent environment in compliance with appropriate laws, statutes, regulations, policies and procedures. The Search Committee or Interview Panel is comprised of a diverse group of individuals. Search Committee members serving on Professional searches must complete the required EO and/or Safe Hire & Discrimination Training prior to serving and thereafter at least every two years. Those individuals serving on Staff searches are encouraged to complete this training.

Search and Selection

Each step of the hiring process should ensure all qualified candidates are respected and considered equally.

Names and Titles of Search Committee/Interview Panel members

Grace VanDiver, Chair, Department Head
Nicole Palmisano, Department Coordinator

Media Advertising

W&M Employment Website
 Chronicle of Higher Ed (DC)
 Daily Press (Newport News)
 Richmond Times Dispatch
 Virginia Gazette
 Washington Post
 Graystone Group
 HigherEdJobs
 InsideHigherEd
 LatinosInHigherEd
 ScholarlyHires
 The Hispanic Outlook in Higher Education
 Women in Higher Education
 Academic Diversity
 Other (Please specify below)

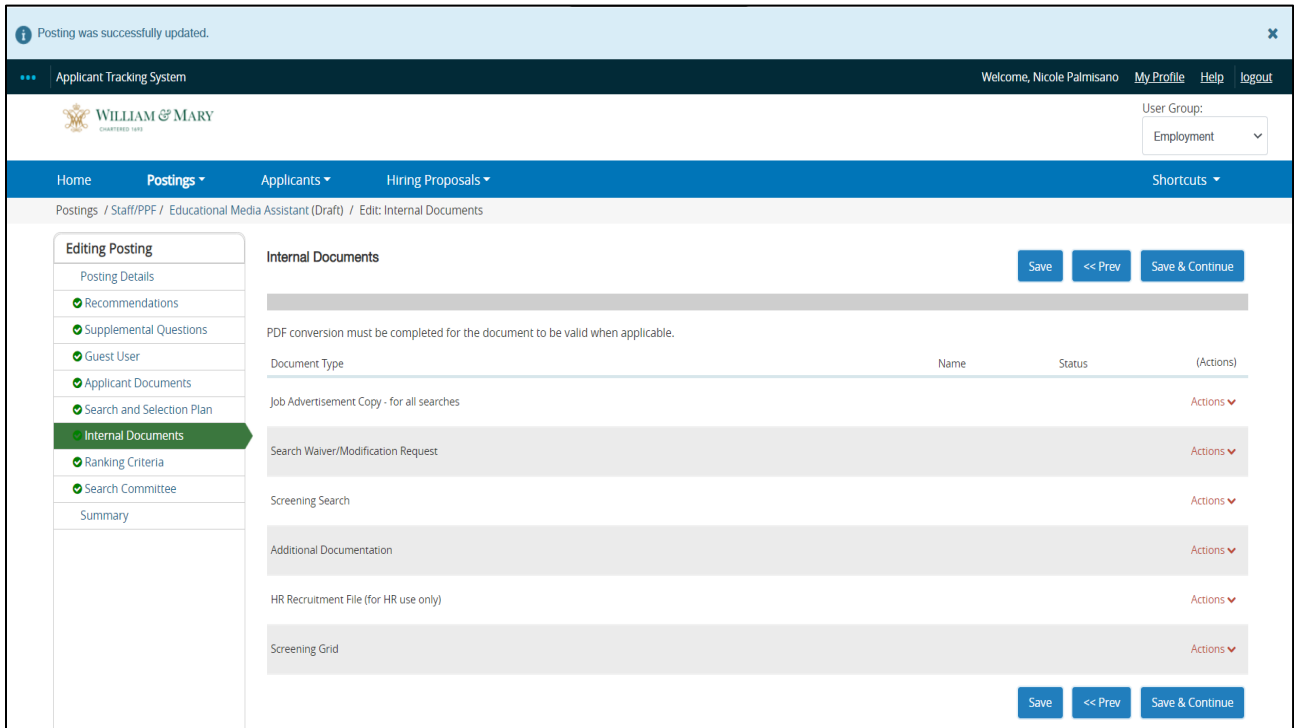
Additional Advertising Sources

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.

Save << Prev Save & Continue

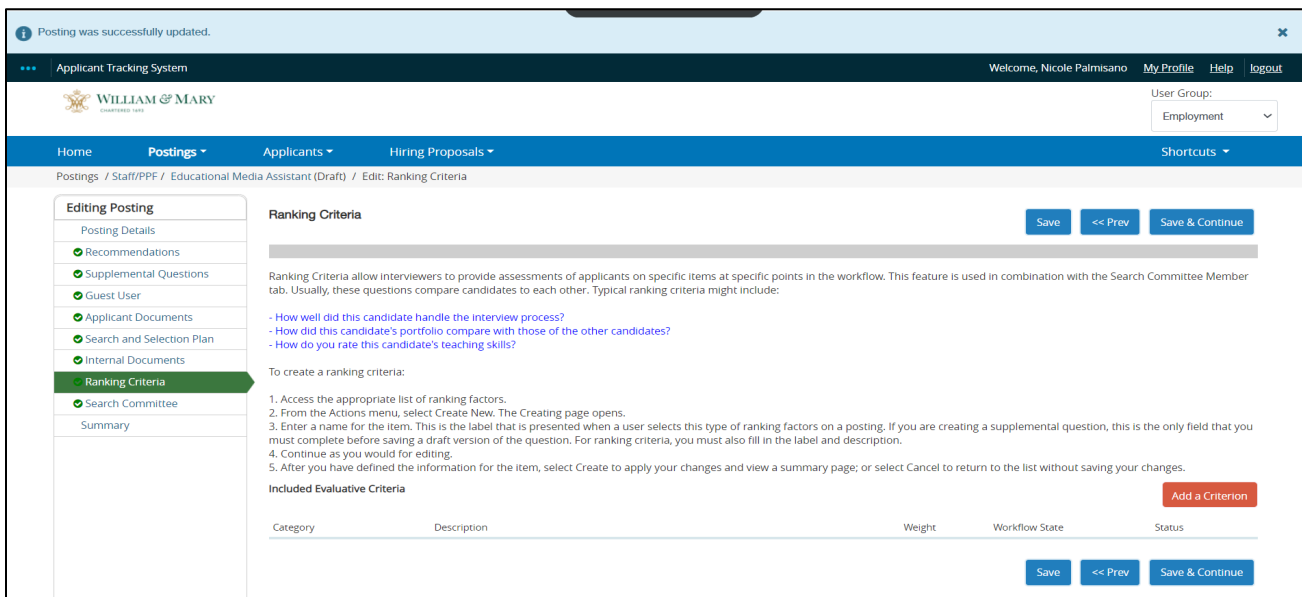
21. Click Save & Continue

22. Upload internal documents you would like to include in the posting. Frequently used: Search Waiver, important emails, grids:

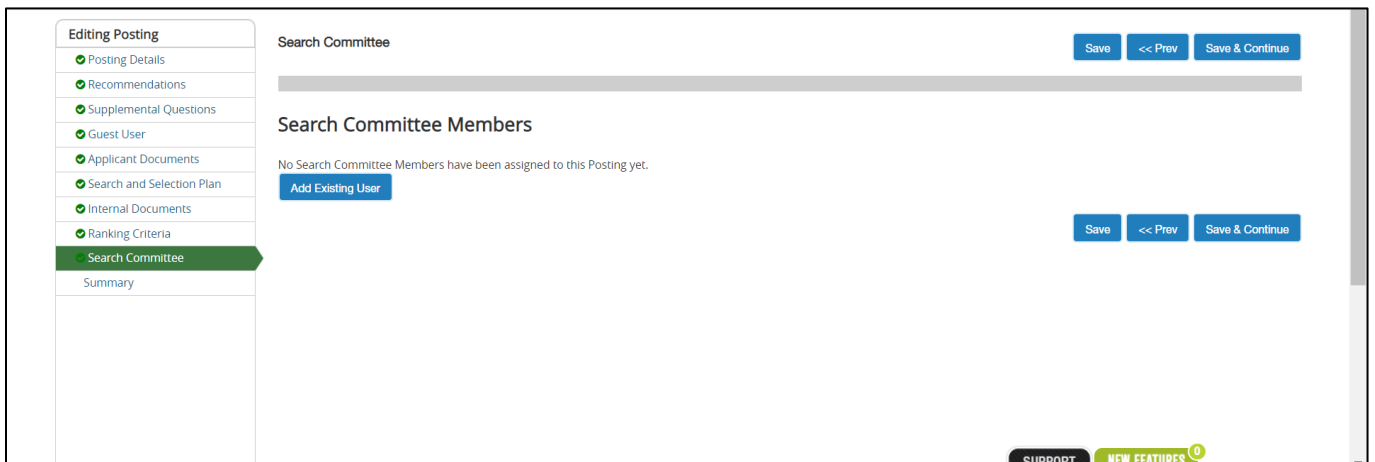


23. Click Save & Continue

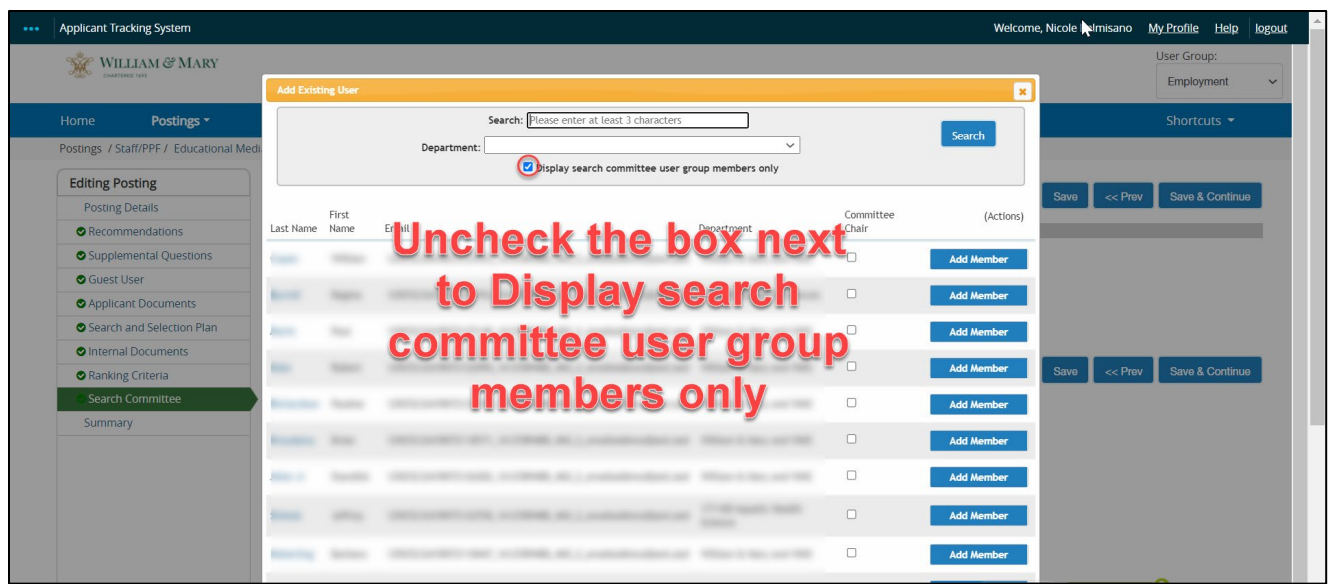
24. Skip over Ranking Criteria by clicking Save & Continue



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



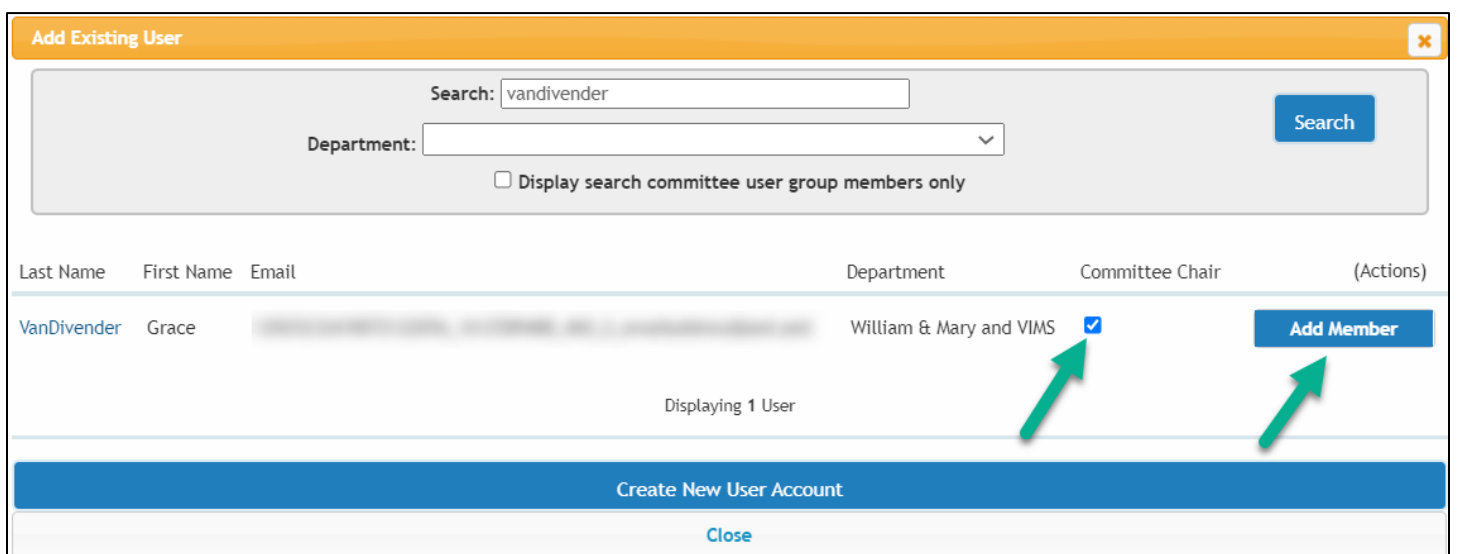
26. Uncheck the box next to Display search committee user group member only. If this box is not unchecked you will only see employees who have served on search committees in the past:



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

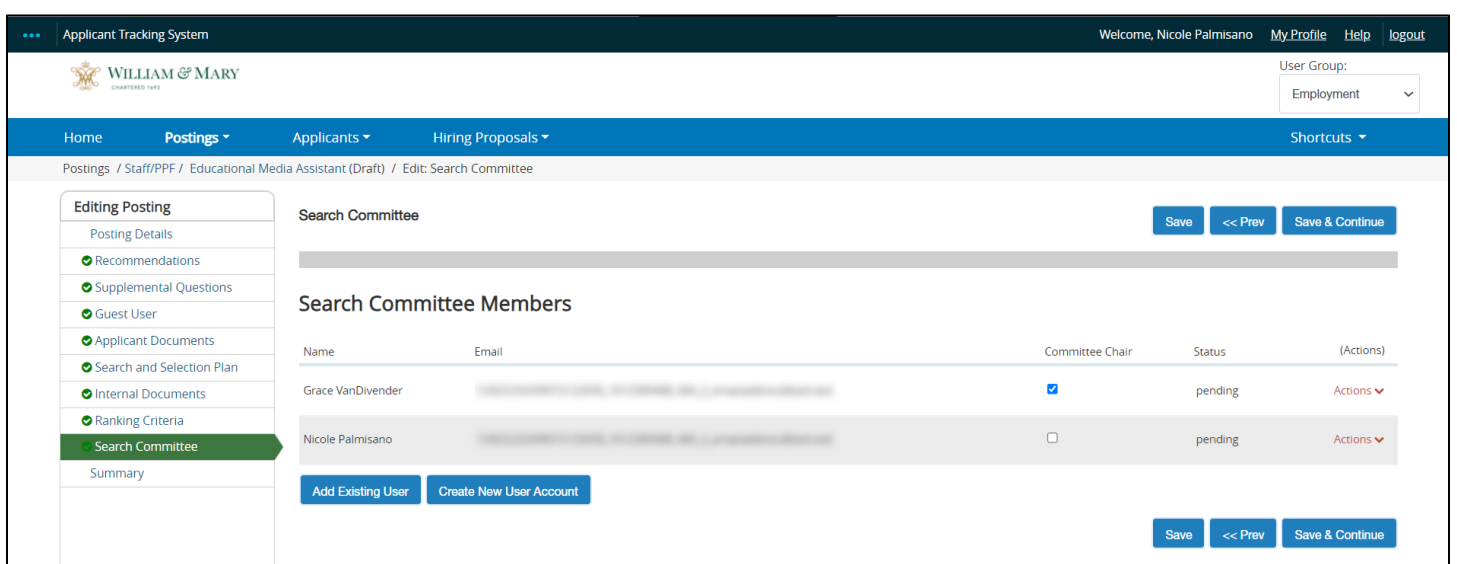
- a. If the employee is the committee chair, click the box under committee chair then click *Add Member*
- b. If the Search Committee member is not the Committee Chair, simply click *Add Member*
- c. Once you have added all committee members, close out by clicking the X in the orange banner

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



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.



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

31. Ready for Talent Acquisition Team review?

- a. Leave the posting in **Draft**. No need to move to level 1 and/or other approval levels unless the PD was not reviewed by Class/Comp.
- b. Send an email with the position number to:
 - i. Latasha America: Lamerica@wm.edu