# 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:

User Group:	
~	
Change your	user group
ιο. Hinng	Unicial

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

WILLIA CHARTERED 1693	M & MARY			
Home	Postings –	Applicar	nts 👻	Hiring Proposals 👻
Welcome to	Staff/PPF Instructional/	Executive	<b>(</b> 2011	cont and Permitment System

4. Click +*Create New Posting*:

•••	Applicant Tra	cking System			Welcome, Nicole Palmisano	My Profile Help	<u>logout</u>
	WIL CHARTER	LIAM & MARY				User Group: Employment	~
	Home	Postings -	Applicants 👻	Hiring Proposals 🗸		Shortcuts 👻	
	Postings / In	structional/Executive	☆				
	Instr	uctional/l	Executive	Postings		Create New Posting	
	Saved S	Searches 🗸			Search Q More Search Options V		

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	<b>Q</b> Hide Search Options 🗸							
Add Column: Status:	Add Column Status	~							
Department: Division:	Department	~							
Employment Category: Position Number: Last Updated Date:	between								
	MM/DD/YYYY and MM/DD/YYYY								
	, or O within hours v before the report r	un 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 Desc	riptions								
Ad hoc Search Position Number	<ul> <li>Save this search?</li> <li>Position Title</li> </ul>	Division	Department	Hiring Official	Employment Category	ECLS	Last Status Update	Status	Position Description ID	Employee Last Name	(Actions)
100100		And instants	Million State						100	Marries and	Actions View Create From

8. Fill out the posting details:

WILLIAM & MARY	Vectorie, Nicole Palmisario koyzizulie misi bigute User Group: Employment V
Home <b>Postings -</b> Applicants - Hiring Propo	osals → Shortcuts →
Postings / Instructional/Executive / New Posting 🏠	
New Posting	Create New Po
<ul> <li>Required information</li> </ul>	Cancel
Position Title *	Lecturer of Computer Science
Organizational Unit	
Butision * Required	Default Locabon-W&M
which pulls Department * Over from the	3KE310 Computer Science Dept
PD. No need to	
Job Alert Categories	Please choose one job alert. Once the
plan, direct, and formulate policies, set strategy)	signed up to receive an alert will receive
assistants & coordinators, bookkeepers, clerks)	one based on the alert they signed up for
Faculty Full-Time (EX: instructional, research, tenure eligible, non-cuerty eligible)	
Faculty Post Doc	
☐ Maintenance (EX: custodians/housekeepers, groundskeepers laborers)	s
Marine Operations (EX: captains, divers, safety officers, marine mechanics, boat swains)	
<ul> <li>Paraprofessional (EX: fiscal technicians, paralegals, human resources assistants, payroll technicians, library assistants)</li> </ul>	
<ul> <li>Professionals Academic (EX: academic advisors, admissions deans, assistant deans of students, career advisors)</li> </ul>	
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/Accting/Procurement (EX: accountants, bursars, comptrollers, analysts, procurement officers, auditors, pavoil managers).	
Professionals Fundraising (EX: donor relations, gift giving, alumi relations, prospect analysis, fundraisers)	
Professionals Healthcare/Counseling/Wellness (EX: counselors, oharmacists, Dsychiatrists, Dsychologists, physician	5.
nurses)	
engineers, programmers, network engineers, analysts, IT projec managers, database administrators)	
<ul> <li>Professionals Library Services (EX: librarians (with MLS or equivalent), curators)</li> </ul>	
Professionals Marketing/Comm/Events/Media (EX: art directors, graphic designers, marketing managers, communications managers, directors of conference services, event planners)	
<ul> <li>Professionals Other (EX: HR professionals; administrators, analysts, and project managers not listed in other professional</li> </ul>	
categories)	5,
environmental scientists, biologists)	
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 post bore typerate.	3
may be entry level)	
Applicant Workflow Workflow State	Under Review by Search Committee 🗸
	When an application is submitted for this job, it should move to which state in the Candidate Process workflow?
References	
Reference Notification	Linder Review by Search Committee V 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	Recommendation
Online Applications	
Accept online applications?	
Special offline application instructions B I S S S I T ™ ↔ 🗄 🗮 🔄 Σ	
Accepted Application Forms	
	Executive/Professional Choosing the wrong application will block you and your approval layole
	Executive Short Formv2
	Search Firm Option
Position Description Documents	
Please indicate which documents you wish to include on your ne	ew posting,
No documents found.	
	Create New Po
	Cancel
reopleAamin Better Talent. Better Future.	Copyright 2021 All Rights Reserved. SUPPORT NEW FEATURES Help

# 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
- <u>Accepted Application Forms</u> = 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
- <u>Review Date:</u> Faculty = 4 weeks minimum; Adjuncts = 2 weeks
- <u>Job Close Date:</u> 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.

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

	3.5,			ser Group:
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Home	Postings -	Applicants - Hiri	ng Pronosals *	Shortcuts 👻
Postings / S	Staff/PPF / Educational I	Media Assistant (Draft) / Edit: Reco	mmendations	Shorteuts
Editing P	Posting			
Posting	Details	Recommendations	Save << Prev	Save & Continue
Recom	mendations			
Supple	emental Questions	MS Check spelling		
🗢 Guest	User	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 ema	ail the reference
Applic	ant Documents	* Required Information	er of recommendation to be submitted.	
Search	n and Selection Plan	Recommendation	and Requests	
🗢 Intern	al Documents	<ul> <li>Will this position accept</li> <li>reference letters?</li> </ul>		
🗢 Rankir	ng Criteria	reference lettersi	This held is required.	
Search	n Committee	Minimum Number of Requests:		
Summa	ary		Prease enter the minimum number or reference letters that may be submitted	
		Maximum Number of Requests:	Please enter the maximum number of reference letters that may be submitted	
		Assigned Cutoff Date:	MWVDU/TTTT III	
		Email Reminder Days:	The number of days between each email reminder,	
			,	
		Instructions to		
		Reference Provider:		

- 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.

Posting was succes	ssfully updated.								×		
••• Applicant Track	ing System						Welcome, Nicole Palmisano	My Profile Help	logout		
WILLI	AM & MARY							User Group: Employment	~		
Home	Postings -	Applicants 👻	Hiring Proposals <del>-</del>					Shortcuts 👻			
Postings / Stafi	/PPF / Educational N	ledia Assistant (Draft) / E	dit: Supplemental Questions								
Editing Post	Editing Posting		estions								
Posting De	tails		Save <- Prev								
🗢 Recomme	endations										
Suppleme	ental Questions	Supplemental quest	lities. You can assign								
🗢 Guest Use	er	points to each close	points to each closed-ended question which rank the applicants by points. Below are the instructions on how to add Supplemental Questions.								
Applicant	Documents	Adding New Posting	Posting Questions: Click on the link labeled Add New Supplemental Question a section will appear where you will create and categorize the question.								
Search an	d Selection Plan	Adding Existing Post	ing Questions: There are two w	ays to search for approv	ed posting questions to add	d to the job being posted. You can fil	Iter using the key word search or fi	lter by question			
🗢 Internal D	locuments	category.									
Ranking C	riteria	Assign Points or Dise	qualifying Responses: Click on t	ne question that has bee	en added and a dropdown r	menu will appear where points and o	disqualifying responses can be asso	ociated to the posting	I		
Search Co	mmittee	question.									
Summary		Posting Question Op Included? for option	Posting Question Options: Once questions have been added to the posting you will see two columns where you can choose to include the question(s) as apart of the application Included? for optional questions and Required? for mandatory questions.								
		Included Supplemen	tal Questions					Add a questic	n		
		Position Requi	red Category	Question			Status				
							Save << Prev	Save & Continue	2		

## 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:

Posting was successfully updated.			×
••• Applicant Tracking System			Welcome, Nicole Palmisano <u>My Profile Help</u> logout
WILLIAM & MARY COARTINGD 1493			User Group: Employment V
Home Postings -	Applicants 👻	Hiring Proposals 👻	Shortcuts 👻
Postings / Staff/PPF / Educational I	Media Assistant (Draft) /	lit: Guest User	
Editing Posting	Guest User		
Posting Details			Save << Prev Save & Continue
Recommendations			
Supplemental Questions	On this screen, you	nay create an account that will be used by members of the review committee.	
Guest User	Committee membe	s who log in using this account may view applications and resumes for this requisition only	/ and are not able to take action on the applicants
Applicant Documents			
Search and Selection Plan	Click on the Create	uest User Account button. The system will automatically generate a Guest Username and F	Password. You may update the password if needed.
Internal Documents	You can also notify	te members of the review committee by adding their email address in the <b>Email Address of</b>	f Guest User Recipients. Each email address must be on a separate line. Once you have
Ranking Criteria	added all of the en	I addresses, click on the <b>Update Guest User Recipient List</b> to notify the review committee u	JSers
Search Committee	When finished or to	skip this section, click the <b>Next</b> button.	
Summary	Want to give gue	ts access to view this posting?	
	Create Guest Use	Account	Save << Prev Save & Continue

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: <u>Required</u>:

Resume/Curric Vitae Cover Letter Candidate/ Diversity Statement Research Statement (*for TE or Postdoc positions only; not instructional NTE or Adjuncts*) Teaching Statement

<u>Optional</u>: (hiring unit can choose additional required/optional if needed) Other Doc Other Doc 1

Home	Postings -	Applicants -	Hiring Proposals -				Shortaus •								
Postings /	Instructional/Executive /	Associate/Full Professor	of Music and Department	Chair (Draft) /	Edit: Applicant	t Documents									
Editing	Posting	Applicant Docum	nente												
O Post	ing Details		inorito				Save << Prev Save & Continue								
Reco	ommendations														
🗢 Supp	plemental Questions	Select the documer	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.												
O Gue	st User	Order Name		Not Used	Optional	Require									
<ul> <li>Appl</li> </ul>	licant Documents			0	0										
Sear	ch and Selection Plan	1 Kesume/	Curriculum vitae	U	0	•									
Inter	mal Documents	2 Cover Let	ter	0	0										
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							Course of Daniel Courses Courses								
							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.

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ostings / Staff/	/PPF / Educational M	/ledia Assistant (Draft) / Edit:	Search and Selection Plan		
Editing Posti	ing	Search and Selection	Plan		
Posting Det	tails		Save << Prev	Save & Continue	8
Recommended	ndations				
Suppleme	ntal Questions	Scheck spelling			
Guest Use	r	Your search process mu	st operate in a regulated, yet transparent environment in compliance with appropriate laws, statutes, regulations, policies and procedures. The Search	Committee or	
Applicant I	Documents	Training prior to serving	and thereafter at least every two years. Those individuals serving on Staff searches are encouraged to complete this training.	& Discrimination	
Search and	d Selection Plan	Search and Se	election		
Internal Do	ocuments	Each step of the hiring p	rocess should ensure all qualified candidates are respected and considered equally.		
Ranking Cr	riteria		Grace VanDivender, Chair, Department Head		
Search Cor	mmittee	Names and Titles of	Nicole Paimisano, Department Coordinator		
Summary		Search Committee/Inten/iew			
		Media Advertising	WMM Employment Website         Chronicle of Higher Ed (DC)         Daily Press (Newport News)         Richmond Times Dispatch         'yrignia Gazette         Washington Post         Graystone Group         HigherEdlobs         InsideHigherEd         ScholarlyHires         The Hispanic Outdook in Higher Education         Womnin Higher Education         Academic Diversity         Other (Please specify below)		
		Additional Advertisin 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 l for review and approval prior to placement.	nternal Documents tab	5

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

1 Po	osting was successfully updated.				×
•••	Applicant Tracking System		Wel	come, Nicole Palmisano	<u>My Profile Help logout</u>
	WILLIAM & MARY				User Group: Employment
	Home Postings -	Applicants ▼ Hiring Proposals ▼			Shortcuts 👻
	Postings / Staff/PPF / Educational Me	dia Assistant (Draft) / Edit: Internal Documents			
	Editing Posting	Internal Documents			
	Posting Details			Save << Prev	Save & Continue
	Recommendations				
	Supplemental Questions	PDF conversion must be completed for the document to be valid when applicable.			
	Suest User	Document Type	Name	Status	(Actions)
	Applicant Documents				1.0
	Search and Selection Plan	Job Advertisement Copy - for all searches			Actions 🗸
	Internal Documents	Search Walver/Modification Regulat			Actions
	Ranking Criteria	Scoler Harvermoundation Regards			Actions •
	Search Committee	Screening Search			Actions 🗸
	Summary	•			
		Additional Documentation			Actions 🗸
		10 Description of Ele (for UD and each)			Antonio
		HK Recruitment Hie (for HK use only)			Actions 🗸
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				Save << Prev	Save & Continue

## 23. Click Save & Continue

24. Skip over Ranking Criteria by clicking Save & Continue

🚹 Po	Posting was successfully updated.										
	Applicant Tracking Sys	tem							Welcome, Nicole Palmi	isano <u>My Profile Hel</u>	<u>logout</u>
	WILLIAM &	° MARY								User Group: Employment	<
	Home Pos	tings <del>-</del>	Applicants 👻	Hiring Proposals 👻						Shortcuts 👻	
	Postings / Staff/PPF /	Educational Me	edia Assistant (Draft) / E	dit: Ranking Criteria							
	Editing Posting		Ranking Criteria								
	Posting Details		, i i i i i i i i i i i i i i i i i i i						Save <<	< Prev Save & Contin	ue
	Recommendation	ns									
	Supplemental Q	uestions	Ranking Criteria allow interviewers to provide assessments of applicants on specific items at specific points in the workflow. This feature is used in combination with the Search							e Search Committee Men	ber
	Guest User		tab. Usually, these questions compare candidates to each other. Typical ranking criteria might include:								
	Applicant Docum	nents	- How well did this o	andidate handle the intervie	v process?						
	Search and Select	tion Plan	How did this candidate's portfolio compare with those of the other candidates?     How do you rate this candidate's teaching skills?								
	lnternal Docume	ints									
	Ranking Criteria		Io create a ranking criteria:								
	Search Committe	ee	Access the appropriate list of ranking factors.     Second by Actions provide a second								
	Summary		<ol> <li>From the Action's memory select Vetex (Vetex (Vetex</li></ol>							n, this is the only field tha ng your changes.	: you
			Included Evaluative	Criteria						Add a Crite	ion
			Category	Description				Weight	Workflow State	Status	
									Save <<	Prev Save & Contin	ue

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

diting Posting	Search Committee	
Posting Details		Save << Prev Save & Continue
Recommendations		
Supplemental Questions	County Committee March and	
Guest User	Search Committee Members	
Applicant Documents	No Search Committee Members have been assigned to this Posting yet.	
Search and Selection Plan	Add Existing User	
Internal Documents		
Ranking Criteria		Save << Prev Save & Continue
Search Committee		
Summary		

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:

••• Applicant Tracking System				Welcome, Nicole	ano <u>My Profile Help</u> logout
💃 WILLIAM & MARY					User Group:
Constitution (141)	Add Exist	ing User		×	Employment ~
Home Postings -			Search: Please enter at least 3 characters	Course of the local data	Shortcuts 👻
Postings / Staff/PPF / Educational Med	66		Department:	Search	
Editing Posting			pispiay search committee user group members only		- Denue & Continue
Posting Details		First	Committee	(Actions)	Save & Continue
© Recommendations	Last Name	Name	"Uncheck the box next		
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Applicant Documents	-	-	to Display Search 🜼	Add Member	
Search and Selection Plan	-	144	committee user aroun	Add Member	
Internal Documents     Ranking Criteria	-	-	commutee daer group	Add Member Save <-	< Prev Save & Continue
Search Committee	-		members only a	Add Member	
Summary	-				
	_			Add Member	
	-	-		Add Member	
	-	-		Add Member	
	-	-		Add Member	

- 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

Add Existin	g User					×	
Search: vandivender Department: Department: Display search committee user group members only						Search	
Last Name	First Name	Email		Department	Committee Chair	(Actions)	
VanDivender	Grace			William & Mary and VIMS		Add Member	
			Displaying 1 User	1		1	
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 T	racking System			Welcome, Nico	ole Palmisano <u>My Profile Help</u> logout			
X CHAN	ILLIAM & MARY				User Group: Employment V			
Home	Postings -	Applicants 👻	Hiring Proposals 👻		Shortcuts 👻			
Postings /	Postings / Staff/PPF / Educational Media Assistant (Draft) / Edit: Search Committee							
Editing F	Posting	Search Committee	3	Sa	Save << Prev Save & Continue			
Postin	g Details							
Recor	nmendations							
🗢 Suppl	lemental Questions	Course Cours	naitte e Mansheve					
🗢 Guest	t User	Search Committee Members						
🗢 Applio	cant Documents	Name	Email	Committee Chair	Status (Actions)			
Searc	h and Selection Plan	Nume	Linun	committee chuir	Status			
🗢 Interr	nal Documents	Grace VanDivender	concernance and a constant at a resolution of		pending Actions 🗸			
🗢 Ranki	ng Criteria							
Searc	h Committee	Nicole Palmisano			pending Actions 🗸			
Summ	ary	Add Existing User	Create New User Account					
				Sa	ve << 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

- 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