

Search and Selection Process for Staff/PPF Positions

Steps to Take to Re-fill a Position With an Approved Position Description

Steps	Action Taken	Responsible Party(ies)
1 - Access PeopleAdmin's Applicant Tracking Module	<ul style="list-style-type: none"> Access PeopleAdmin (PA) as the Hiring Official, go to the Applicant Tracking Module, Shortcuts to choose to create New Staff/PPF or New Instructional/Executive posting. You will be presented with a box asking what to use to create the posting? Choose "Create from Position Description." 	Hiring Official
2 - Locate the Position Description	<ul style="list-style-type: none"> As the Hiring Official (HO), you will see the position displayed in your approved position list. If you don't see the position, contact your Compensation Analyst for assistance. If you don't know the name of your Compensation Analyst, you can find that information along with the name of your Employment Specialist for Staff/PPF searches by checking the Compensation and Employment Contact resource below. Sharron Gatling in the Office of Diversity and Equal Opportunity handles all Instructional and Executive searches. 	Hiring Official
Resource	Compensation and Employment Contacts	
3 - Select the Approved Position Description	<ul style="list-style-type: none"> Once you are able to see the position in your approved list, select it by hovering over the "Actions" link located at the far right and choose "Create From". 	Hiring Official
4 - Create the posting from an approved Position Description	<ul style="list-style-type: none"> Review and complete the New Posting page and click on "Create New Posting". If you need step by step instructions on completing the posting, refer to the training guide resources below. 	Hiring Official
5 -Approvals Completed	<ul style="list-style-type: none"> Once the re-fill of the position has been approved by all required approvers, you will be contacted by Employment to finalize the posting. 	Employment
Resource	Creating a Staff or Professional Posting Posting Guide for Instructional or Executive	

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