How Do I?

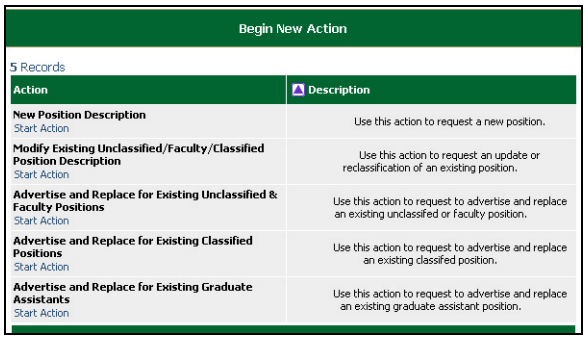
Advertise and Replace an Existing Classified Position

PeopleAdmin

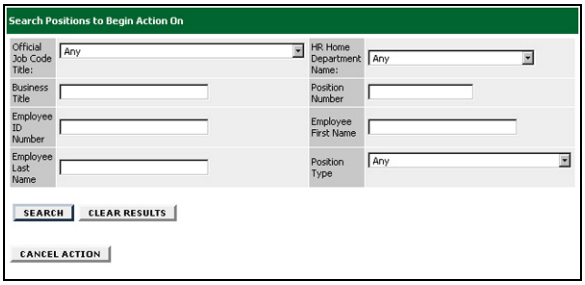
Note: Before beginning this action, please contact the Human Resources Classification Manager at X-5651 to ensure the position description is up-to-date.

1. Login to the PeopleAdmin System with your W# and university password.
   Make sure you use a capital W when entering your login ID. When you log in, you will see a page listing all your current postings. If you have no current postings, it will state, "No Active Postings."

2. Select **Begin New Action** under Position Descriptions on the left side of the page.
   A Begin New Action box will display your options.



3. Select **Start Action** from below Advertise and Replace for Existing Classified Position.
   A Search Positions to Begin Action On box displays.



4. In the Official Job Code Title field, select the job title you are replacing from the dropdown menu.
   If you know it, you can search by position number instead by keying the position number of the job you are replacing into the Position Number field.

5. Click the **Search** button.
   If you searched by job title, a list of all jobs with that job code to which you have access will display. If you search by position number, just that position will display.

6. Locate the record of the classified employee you are replacing and select **Start Action**, located below the title in the Official Job Code Title field.
   A box containing several tabs will display. The Current Classification tab will be highlighted to show you the tab you are currently working on.

7. Review the information on the Current Classification tab to ensure it is correct.
   If any of the information is incorrect, contact Human Resources at X-5651 before proceeding.

8. Click the **Continue to Next Page** button.
   The Position Details tab is now highlighted.

9. Review the information on the Position Details page to ensure it is correct.
   If any of the information is incorrect, contact Human Resources at X-5651 before proceeding.

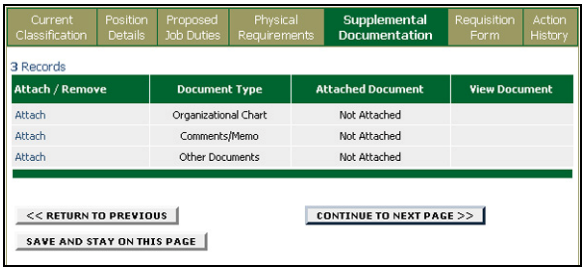
10. Click the **Continue to Next Page** button.
    The Proposed Job Duties tab is now highlighted.

11. Review the information on the Job Duties page to ensure it is correct.
    If any of the information is incorrect, contact Human Resources at X-5651 before proceeding.

12. Click the **Continue to Next Page** button.
    The Physical Requirements tab is now highlighted.

13. Review the information on the Physical Requirements page to ensure it is correct.
    If this section is not completed, complete the fields on this page as they pertain to the position. For assistance completing this section, contact Human Resources at X-5651 before proceeding.

14. Click the **Continue to Next Page** button.
    The Supplemental Documentation tab is now highlighted. Use this page to attach any documents you would like to be part of the position record. These documents will not be part of the posting reviewed by applicants. If you do not have any documents to attach, click the ***Continue to Next Page*** *button.*



15. To attach a document, select **Attach** from the Attach / Remove field of the document type to be attached.
*You will have the option to select a **Browse** button to locate the desired file for uploading or a text box in which to paste the document. Once you have used the desired option, click the **Attach** button. You will be returned to the main Supplemental Documentation page. **Note:** There is a 2MB limit on the file size to be scanned and attached.*

16. Click the **Confirm** button to attach the document.
*You will now have the option to view the document you have attached by selecting **View** from the View Document field. Your document displays in .pdf format.*

17. Repeat this process for attaching any additional documents. When you are done, click the **Continue to Next Page** button.
The Requisition Form tab is highlighted.

18. Complete the desired information on the page.
All of the fields you are able to change contain either dropdown menus from which you can select an option or a white box into which you can key information.
Note: It is on this page that you add the names of the Search Chair and Committee Members if applicable. This is an important field to complete because it tells HR to create a guest account, which will be provided to the department head, and allows the Search Chair and Committee Members access to the system for the purpose of reviewing the applications for the specific search to which they are assigned.

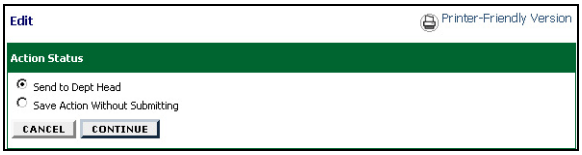
19. When you have completed all of the desired fields on the Requisition Form page, click the **Continue to Next Page** button.
The Comments tab is now highlighted.

20. If desired, complete the Hiring Manager's Comments field by keying in information the hiring manager feels the next level approver needs to know.
Make sure to include the date you made the comment and your name or initials. This will help the next level reviewer identify who made these comments when reviewing the summary.

21. Click the **Continue to Next Page** button.
The Action History tab is now highlighted. This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.

22. Click the **Continue to Next Page** button.
The completed Position Request summary form will display.

23. Review the information on the form to ensure its accuracy.
*If you see something incorrect, you can select **Edit** at the top of the page to return to the Current Classification tab, from which you can select the tab containing the information you need to edit. You can also print the form if desired using the Printer-Friendly link at the top of the page.*



24. If the form is incomplete, you can select the radio button next to Save Action Without Submitting and click the **Continue** button to return to it later with additional information.
***Note:** If you return to the position request and want to save it again, your option will just be "Save." This is not an error and does continue to save the action without submitting forward for review/approval.*

25. If the form is complete, you can select the radio button next to Send to Dept Head and click the **Continue** button and then the **Confirm** button.
*An Action Status box will display confirming that the position request was sent to the dept head. The department head will receive an e-mail message advising him or her that action needs to be taken on the position request. **Note:** If this action was created by a Department Head, he or she will select the radio button next to Send to Sponsored Research/Grant (if applicable) or Send to HR for Final Review and Approval.*