How Do I?

Advertise and Replace an Existing Unclassified Position

PeopleAdmin

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.

Begin New Action	
5 Records	
Action	▲ **Description**
New Position Description Start Action	Use this action to request a new position.
Modify Existing Unclassified/Faculty/Classified Position Description Start Action	Use this action to request an update or reclassification of an existing position.
Advertise and Replace for Existing Unclassified & Faculty Positions Start Action	Use this action to request to advertise and replace an existing unclassified or faculty position.
Advertise and Replace for Existing Classified Positions Start Action	Use this action to request to advertise and replace an existing classified position.
Advertise and Replace for Existing Graduate Assistants Start Action	Use this action to request to advertise and replace an existing graduate assistant position.

3. Select **Start Action** from below Advertise and Replace for Existing Unclassified & Faculty Positions.
   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 unclassified 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.

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

9. Complete the desired information on the page.
   All of the fields you are able to change contain either dropdown menus from which to select an option or a white box into which you can key information.

10. In the Department information section, select your name in the Not Selected box and move it to the Selected box by clicking the **>** button to ensure you are able to access this position request again.
    This applies to the "Hiring Manager" user. Dept Head, Dean/Director, and all other higher level users will not be located here and DO NOT need to be selected. You may select additional Hiring Manager users and move them in the same manner as needed.

11. When you have completed the necessary information on this page, click the **Continue to Next Page** button.
    The Proposed Job Duties tab is now highlighted.

12. If the job duties are already listed, review them to ensure their accuracy. If they are correct, select the **Continue to Next Page** button.

13. If no list of job duties and the percentage of time spent on each is listed, click the **Add New Entry** button.
    An Add New Entry box displays.

14. Add job duty information to the Add New Entry form.

15. Click the **Add Entry** button.
    An Existing Entries form displays to show all of the job duties and the percentage of time spent on each currently associated with that position number.

16. If the percentage is less than 100%, click the **Add New Entry** button and add additional job duties and the percentage of time spent on each.
    *It is recommended that you add an entry for "Other Duties as Assigned" for 3-5% of the unclassified employee's job duties. **Note:** You have links available to View, Edit, and Delete all entries prior to proceeding to the next screen.*

17. When you have completed the list of required duties and the percentages for each, click the **Continue to Next Page** button.
    The Physical Requirements tab is now highlighted.

18. Complete the fields on this page as it pertains to the position number.
    You may complete either all or just the fields that pertain to the position. For assistance completing this section, contact Human Resources at X-5651.

19. When you have completed all the desired fields on the Physical Requirements page, 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 become 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.*

20. 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.*

21. 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.*

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

23. Complete the desired fields.
    ***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.*
    ***Note:** If a department has already selected someone as an Internal Waiver, which would not be visible for all applicants to apply, use this field to request that HR post the position as an Internal Waiver and note that you have already selected the candidate to fill the position on a temporary appointment.*

24. When you have completed all of the desired fields on the Requisition Form page, click the **Continue to Next Page** button.
    *The Posting Specific Questions tab is now highlighted. Use this page if there are any specific questions you would like the applicants to answer to help determine his/her qualifications to fill the position. If you do not have any questions, click the **Continue to Next Page** button.*

25. To add a question, click the **Add a Question** button. *You will have the option to search for an existing question, which allows you to search a list of questions others have already used as well as an option for creating a new question.*

26. To search existing questions, type a key word into the Search by Keyword field and click the **Search** button.
If there are any questions already in the database that contain the key word, they will display in list format.

27. To review an existing question, click **View/Add** to the right of the desired question. It will then display and allow you to either add it to your position request by clicking the **Add This Question** button or return to the search.

28. To add a new question, select **Create a Question**.
A Question form will display.

29. Type the desired question in to the Please Enter Question Text field.

30. Select the radio button next to the desired Answer Type.

31. For closed-ended questions, type in the possible answers from which the applicant can select.
This option works well for questions that require only a yes or no answer.

32. For open-ended questions, select the open-ended answer type desired.

33. Once you are satisfied with the question, click the **Submit Question** button.
Your question will display with two radio buttons below it to designate the question being as required or not required.

34. Select the radio button next to the desired response.

35. To create more questions, click the **Add a Question** button and repeat the previous steps until you have added all of the desired questions. If you are done, click the **Continue to Next Page** button.
*The Disqualifying / Points tab is highlighted. Open-ended questions will not be displayed on this page. If you have only entered open-ended questions or do not want to use the page to evaluate the answers to a question, click the **Continue to Next Page** button.*

36. To use this page to select a question that would disqualify a candidate for the position, select the box next to the answer in the Disqualifying field. To use it to add points for a question, type the desired number of points to assign to each response in the Score field.
Please see the following example.

37. When you have completed this form, click the **Continue to Next Page** button.
The Comments tab is now highlighted.

38. 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 you name or initials. This will help the next level of reviewer identify who made these comments when reviewing the summary.

39. 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.

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

41. 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.*

42. 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.

43. 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 Dean/Director.*