

How to Create A Posting in PeopleAdmin



Alcorn
State University





Access PeopleAdmin

IN THE SEARCH ENGINE TYPE:

[HTTPS://JOBOPPS.ALCORN.EDU/HR/LOGIN](https://jobopps.alcorn.edu/hr/login)

Enter your daily login credentials

User Name: prefix only

without @alcorn.edu

Password:

Alcorn State University

Username Jane

Password 1234PASS

Log In

Applicant Tracking System

Welcome, Tarsha McCroy My Profile Help Logout

Alcorn State University

User Group: Employee

Shortcuts

Welcome to your Online Recruitment System

Alerts (2 alerts from the administrator)

TYPE	MESSAGE
!	New Hire dates are the 1st and 15th of the month.
!	Please click on the link to the right to download the Request to Move Pooled Applicant(s) to Live Posting.

Inbox

Postings Users Hiring Proposals Position Requests Onboarding Tasks Special Handling Lists

SEARCH

There are no results to be displayed.

Filters

Watch List

Postings Hiring Proposals Position Requests

SEARCH

There are no results to be displayed.

Unwatch Postings

10 Filled Postings Last 30 days

Applicants Per Day Last Week

Inbox Items

Open Postings

User Group:

Employee

From the home page in the top right corner


Select the drop down window and change your group status from:

Employee

to

Hiring/Budget Authority

Applicant Tracking System





Home Postings ▾ Pools ▾ Applicants ▾ Hiring Proposals ▾ Onboarding Events ▾

Welcome to the Recruitment System

Staff
Faculty
Student

Alerts (2 alerts from the administrator)

TYPE	MESSAGE
	New Hire dates are the 1st and 15th of the month.
	Please click on the link to the right to download the Request to Move Pooled Applicant(s) to Live Posting.

- Select the postings tab
- From the drop down menu, select the position type you are creating

Staff Postings

+ Create New Posting

Saved Searches Search [More Search Options](#)

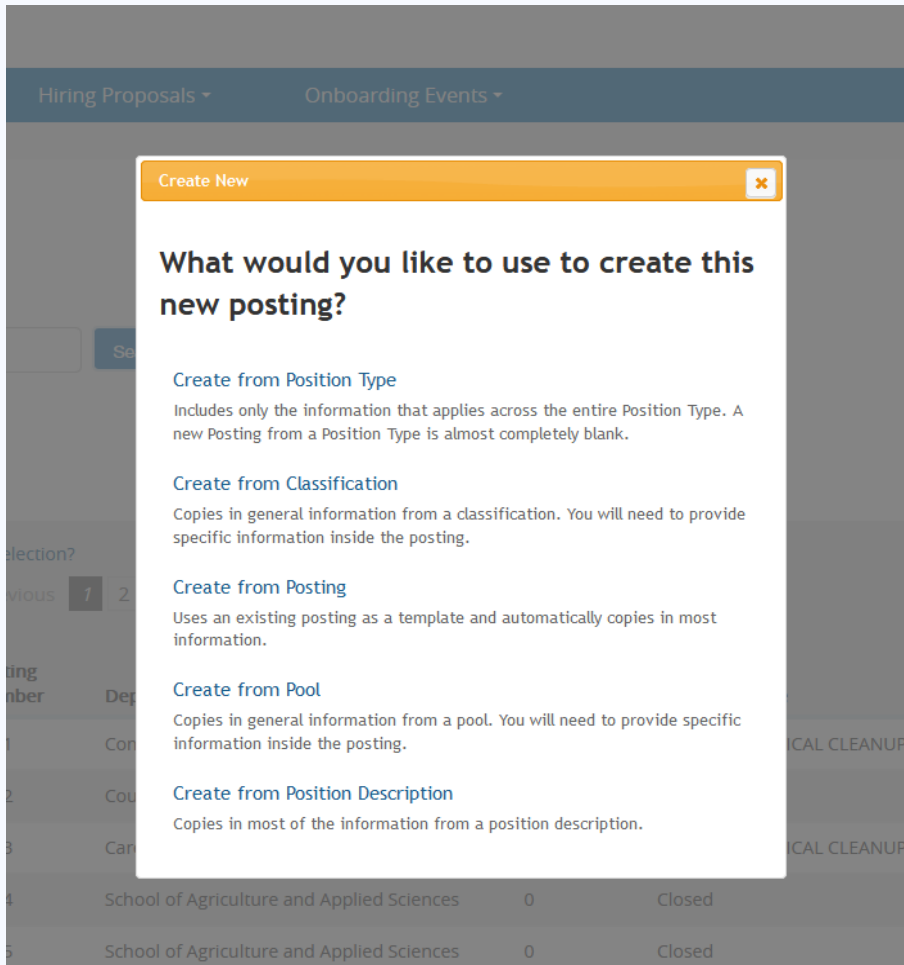
Staff Postings

"Staff Postings" 793 [Delete this search?](#) Selected records 0 [Clear selection?](#) [Actions](#)

← Previous 1 2 3 4 5 6 7 8 9 ... 26 27 Next →

<input type="checkbox"/>	Job Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
<input type="checkbox"/>	Director of ASU TV-13	S001	Communications	0	Closed (HISTORICAL CLEANUP)	November 02, 2020 at 11:36 AM	Actions
<input type="checkbox"/>	Assistant Director, Counseling Services	S002	Counseling	0	Canceled	October 01, 2013 at 01:55 PM	Actions

In the right hand corner, select create new posting



This menu will appear.

Select the action to create the posting.
Make sure to **read** the description of each action.

For training purposes, we will select:
Create from classification.

If your position request was approved, select:

Create from Position Description

Staff Classifications

Saved Searches ▾ Search [More Search Options ▾](#)

Staff Classifications ✕

"Staff Classifications" 464 ✕ Delete this search?

← Previous 1 2 3 4 5 6 7 8 9 ... 15 16 Next →

Classification Job Title	Classification Code	Classification Status	(Actions)
Research Associate - Agriculture	Academic Research	Approved	Actions ▾
Secretary	Administrative Support	Approved	Actions ▾
Administrative Assistant	Administrative Support	Approved	Actions ▾

- Search for the posting you are creating
- Next select the classification of the posting you are creating



Classification: Administrative Assistant (Staff)

Current Status: Approved

Position Type: **Staff**Created by: **System Account**

Summary

History





✓ Classification Details

Classification Information

Classification Title	Administrative Assistant
Classification Code	Administrative Support
Job Code	5 - Clerical and Secretarial
Series Level	3 of 4
FLSA Status	Salaried Non Exempt

✓ Supplemental Questions

Required fields are indicated with an asterisk (*).

-  Create Posting from this Classification
-  Create Pool from this Classification
-  Create Classification from this Classification
-  Print Preview

SUPPORT

NEW FEATURES ⁰

In the top right corner select: Create Posting from this Classification

New Posting

Create New Posting Cancel

* Required Information

Job Title *

Administrative Assistant

Organizational Unit

Division *

Finance, Administration Services & Operations

Department *

Human Resources

Applicant Workflow

Workflow State

Under Review by Department

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

Online Applications

Accept online applications?

Special offline application instructions

EEO Statement
Alcorn State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or other factors prohibited by law in any of its educational programs, activities, services, admissions, or employment practices. The following offices are designated to handle inquires and/or complaints regarding non-discriminatory policies and procedures of Alcorn State University:
Complaints, inquiries, or specific requests in regard to Title IX and Section 504 directives should be made to: the Title

Classification Documents

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

Complete the required information:

- Job Title
- Division
- Department

Next Select **Create New Posting**

Do not revise/change:

The Applicant Workflow and Special Offline application instructions.

This information is provided for the applicant when checking the status of their application.

Editing Posting

✔ How to Apply to this P...

✔ Posting Details

✔ Supplemental Questions

✔ Applicant Documents

✔ Posting Documents

✔ Guest User

✔ Search Committee

✔ Ranking Criteria

Summary

How to Apply to this Posting

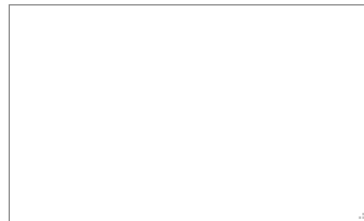
Save

Save & Continue

 [Check spelling](#)

How to Apply to this Posting

Special Instructions



Save

Save & Continue

Special Instructions: (optional)

Complete this section to notify the applicant of special instructions to apply for the position

Give information regarding how to apply.

This information will include the interview process, submission of documents, and contact information.

Specify documents required to apply to the position.

For instance, a work study student is required to attach the federal work study authorization form to apply to the position.

After you have completed this section, [select Save and continue.](#)

Editing Posting

- ✔ How to Apply to this P...
- ✔ Posting Details
- ✔ Supplemental Questions
- ✔ Applicant Documents
- ✔ Posting Documents
- ✔ Guest User
- ✔ Search Committee
- ✔ Ranking Criteria

Summary

Posting Details

Save << Prev Save & Continue

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

*** Required Information**

Classification Information

Classification Title	Administrative Assistant
Job Code	5 - Clerical and Secretarial
Series Level	3 of 4
FLSA Status	Salaried Non Exempt
DBM Evaluation	<input type="text" value="B23"/>

Minimum Qualifications

Associate degree (A.S., A.A.) or two year technical certificate in Administration or related field; and 3 years administrative support or secretarial experience.

Licensing Requirements: None

Position Information

* Job Title	<input type="text" value="Administrative Assistant"/>
Employment Status	<input type="text" value="Please select"/>

Read – to create the posting, complete each field by entering the information from *the job description* you submitted (copy and paste information into the fields).

Posted Salary Range

Physical Requirements

Work in noisy (above 85 decibels) areas

Sedentary Work - Exerting 10 pounds

Light Work - Exerting up to 20 pounds

Medium Work - Exerting 20-50 pounds

Heavy Work - Exerting 50-100 pounds

Very Heavy Work - Exerting in excess of 100 pounds

Travel

Extended Work Hours

Budget Position Information

Budget Banner Position Number

Budget Summary

Fund Number

Org. Number

Percentage Funded

Dollar Amount

Program Code

Remove Entry?

Posted Salary Range: Enter amount.

Physical Requirements: Enter the physical requirements based on the position type.

Budget Banner Position Number: Enter the position number from your budget, if you do not have a position number, the budget manager will provide this information if approved.

Budget Summary: Complete as outlined, if this is a new position, the budget manager will provide if approved.

If the funding is split between funding sources, select

[Add Budget Summary Entry](#)

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Posting Detail Information

Posting Number

Number of Vacancies

Location

Position End Date (if temporary)


 

Hiring / Budgetary Authority

Open Date

Close Date

Open Until Filled

EEO Statement

Alcorn State University
Equal Employment Opportunity and Notice of Non-Discrimination
Alcorn State University is an affirmative action and equal opportunity institution. It does not discriminate on the basis of race, color, sex, age, national origin, veteran status, or genetic information. All programs, and activities.

Advertising Summary

Quick Link for Internal Postings

<http://jobopps.alcorn.edu/postings/4438>

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Enter number of vacancies

Select location

If the position is temporary, provide the end date. This information will appear in the posting notifying the applicant of the job status.

Hiring/Budgetary Authority (the person that will oversee the position)

Open Date - the date the position is approved and posted

Close Date - (optional) it is good hiring practices to advertise for at least 10 days. This allows the applicant the opportunity to provide the required documents. A well documented application will provide you with a wealth of information.

Open until filled - as the applicants apply, you may review the applications and begin the interviewing process. Once the selected applicant is hired, the position will default to filled, and an email will be sent to the applicants.

Once completed **select Save and Continue.**

Save

<< Prev

Save & Continue

Editing Posting

- How to Apply to this P...
- Posting Details
- Supplemental Questions**
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- Ranking Criteria
- Summary

Supplemental Questions

Save << Prev Save & Continue

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Add a question

Save << Prev Save & Continue

Supplemental Questions: (optional)

- To help vet applicants, you may add a supplemental question for applicants to answer.
- Refer to the job description to create questions regarding the required qualifications, education and job experience.
- Select **Add a question.**

Editing Position Request

- Classification
- Position Justification
- Posting Details
- Seated Employee
- Supervisory Position
- Internal Position Docu...
- Supplemental Questions**
- Position Request Summary

Supplemental Questions

Adding New Posting Questions: Click here to create a new one.
Adding Existing Posting Questions: Click here to add an existing question.
Assign Points or Disqualifying Responses: Click here to assign points or disqualifying responses to a question.
Posting Question Options: Once questions are added, you can select options for each question.
Included Supplemental Questions: A table of included supplemental questions.

Position	Required	Category
----------	----------	----------

Add a Question

Available Supplemental Questions

Category: Keyword:

Add	Category	Question
<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?

Displaying 1

Can't find the one you want? [Add a new one](#)

- Select a supplemental question displayed or select [Add a new one](#)
- Select Submit

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Education

Status *

active

This is an HRM function

Category

Education

Question *

Do you have a bachelors degree/

Possible Answers

Open Ended Answers

Predefined Answers

Empty answers will be excluded.

Click and drag possible answers to reorder them.

Possible Answer 1: Yes

Possible Answer 2: No

Submit

Cancel

User Group:

Create a question as shown.

Name (Category):

- Education
- Experience
- Skills
- Knowledge
- Abilities

The questions you create should reference the requirements of the job.

Two Possible Answers

Open ended answers are an option if the question requires the applicant to explain or give details.

Predefined answers such as:

- Yes
- No
- Years of experience – 1 to 3 years secretarial experience
- No secretarial experience

Once you complete this section, select the Submit tab at the bottom of this page.

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Editing Posting

- How to Apply to this P...
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- Supplemental Questions
- Applicant Documents
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Summary

Supplemental Questions

Save

<< Prev

Save & Continue

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Education	Do you have a bachelors degree/	active
Possible Answers: Predefined Options				
		Answer	Points	Disqualifying
1.		Yes	25	<input type="checkbox"/>
2.		No		<input checked="" type="checkbox"/>

- Follow the instructions and view the sample question above.
- You can add as many questions as you would like.
- Refer to the essential job functions, minimum requirements, etc. when creating a question.
- Once you have completed this section, **select Save & Continue**.

- Supplemental Questions
- Applicant Documents**
- Posting Documents
- Guest User
- Search Committee
- Ranking Criteria
- Summary

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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter/Letter of Application	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Unofficial Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Multi Media	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Letter of Recommendation (Prof...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Letter of Recommendation (Pers...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Letter of Recommendation (Prof...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Additional References (3)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	License	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

Select the documents the applicant is required to submit for consideration of the position.

Note:
Multi Media is usually selected for a position related to marketing and communications or position that requires media skills.

Curriculum Vitae, Teaching Philosophy and Writing Sample are required for faculty position.

License is a requirement for those positions requiring a license such as the School of Nursing.

Writing Sample is an option/requirement for those positions that require creation of letters, memos, emails, etc.

Once you complete this section, select **Save and Continue**.

Editing Posting

- ✔ How to Apply to this P...
- ✔ Posting Details
- ✔ Supplemental Questions
- ✔ Applicant Documents
- ✔ Posting Documents
- ✔ Guest User
- ✔ Search Committee
- ✔ Ranking Criteria
- Summary

Posting Documents

[Save](#) [<< Prev](#) [Save & Continue](#)

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
---------------	------	--------	-----------

Advertising Details

[Actions](#)[Save](#) [<< Prev](#) [Save & Continue](#)

Upload advertising details regarding the position for the applicant to review. (optional)

This information will provide more details to the applicant such as history of the university, the organizational chart, the supervisor of the position, information regarding the department the position is housed, etc.

Once you have uploaded the advertising details, select **Save & Continue**.

Editing Posting

- How to Apply to this P...
- Posting Details
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User**
- Search Committee
- Ranking Criteria
- Summary

Guest User

Save << Prev Save & Continue

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. **Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password.** You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

Create Guest User Account

Save << Prev Save & Continue

Please follow the directions above in regards to creating a Guest User Account. (optional)
Notify those that you have identified and selected as a guest users before creating a guest user account for them.
Create a guest user account only for those that will assist in reviewing applications for the position.
Select *Create Guest User Account. (Optional)*

Editing Posting

- ✔ How to Apply to this P...
- ✔ Posting Details
- ✔ Supplemental Questions
- ✔ Applicant Documents
- ✔ Posting Documents
- ✔ Guest User
- ✔ Search Committee
- ✔ Ranking Criteria

Summary

Guest User

Save

<< Prev

Save & Continue

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. **Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password.** You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.
Guest User Credentials
Guest users may view this posting by using these credentials.
Username

gu26415

Password

dF55SQ

Update Password

Email Addresses of Guest User Recipients
Email addresses (one per line)

A unique guest user login and password is generated for each position created. Enter the email addresses of each guest user recipient one per line. Once you have entered the email addresses, select **Update Guest User Recipient List** below. Then select **Save & Continue**.

Update Guest User Recipient List

Save

<< Prev

Save & Continue

SUPPORT

NEW FEATURES ⁰

Editing Posting

- How to Apply to this P...
- Posting Details
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee**
- Ranking Criteria
- Summary

Search Committee

Save << Prev Save & Continue

WARNING: Please do not add new search committee members if they do not have access to the system. Instead, utilize the Guest User function.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Add Existing User Create New User Account

[Read the warning above.](#)

Ask those you would like to serve on the search committee before adding/creating a user account.

Save << Prev Save & Continue

Add Existing User ✕

Search: Search

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Hogan	Devina	dhogan@alcorn.edu	Institution	<input type="checkbox"/>	Add Member
Alipoe	Dovi	alipoe@alcorn.edu	Institution	<input type="checkbox"/>	Add Member
Gibson	Janice	janice@alcorn.edu	Institution	<input type="checkbox"/>	Add Member
Sturgis	Thomas	tsturgis@alcorn.edu	Institution	<input type="checkbox"/>	Add Member
Agyepong	Kwabena	kwabena@alcorn.edu	Institution	<input type="checkbox"/>	Add Member
Yu	Lixin	lixin@alcorn.edu	Institution	<input type="checkbox"/>	Add Member
Udemgba	Elizabeth	eudemgba@alcorn.edu	School of Arts & Sciences	<input type="checkbox"/>	Add Member
Idleburg	Dorothy	idleburg@alcorn.edu	Institution	<input type="checkbox"/>	Add Member
Banks	Ivan	ibanks@alcorn.edu	School of Education & Psychology	<input type="checkbox"/>	Add Member
Igwebuike	John	jigwe@alcorn.edu	Office of Student Records	<input type="checkbox"/>	Add Member

← Previous | Next →
Displaying User 1 - 10 of 46 in total

Create New User Account
Close

There are two options:

Add existing user – from this option you can view the library of existing users in PeopleAdmin and add an existing user.

If you cannot find an existing user account for the search committee member, select:

Create New User Account – Input the search committee members email information to create a new user account.

Also, you may select the chair for the committee in this section.

Once you complete this section, **select Close**.

Search Committee

Save

<< Prev

Save & Continue

WARNING: Please do not add new search committee members if they do not have access to the system. Instead, utilize the Guest User function.

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
------	-------	-----------------	--------	-----------

Jane Doe

jdoo@alcorn.edu



pending

Actions ▾

Add Existing User

Create New User Account

Save

<< Prev

Save & Continue

The search committee members you added/created new user accounts for will appear as shown above. The status is pending review by Human Resources. Once you complete this section, **select Save & Continue.**

Editing Posting

- How to Apply to this P...
- Posting Details
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- Ranking Criteria**

Summary

Ranking Criteria

Save << Prev Save & Continue

Used with Search Committees

Included Evaluative Criteria

Add a Criterion

Category	Description	Weight	Workflow State	Status
----------	-------------	--------	----------------	--------

Ranking Criteria (optional)
Add criterion for search committee members to use when vetting applicants.
If you do not wish to add criterion, you may **select Save & Continue**.

Editing Posting

- How to Apply to this P...
- Posting Details
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- Ranking Criteria**
- Summary

Ranking Criteria

Used with Search Committees

Included Evaluative Criteria

Category Description

Add a Ranking Criterion

Available Evaluative Criteria

Category: Keyword:

Add	Category	Description
<input type="checkbox"/>	Uncategorized	The applicant can communicate well verbally.
<input type="checkbox"/>	Uncategorized	The applicant is competent in writing.
<input type="checkbox"/>	Uncategorized	The applicant communicates friendly, professionally, and positively.
<input type="checkbox"/>	Uncategorized	The applicant has knowledge and skill in Word, Excel, Outlook, Web Browser, and Windows, especially the file organization.
<input type="checkbox"/>	Uncategorized	The former supervisor's opinion on the performance of the applicant.
<input type="checkbox"/>	Uncategorized	Does the applicant intend to work on this position for an extended time or simply use this position as a temporary alternative.
<input type="checkbox"/>	Uncategorized	Ability to conduct research and publish
<input type="checkbox"/>	Uncategorized	What is the applicant's supervisory experience?
<input type="checkbox"/>	Uncategorized	How strong is the mathematics background of the applicant?

Displaying all 9

Can't find the one you want? [Add a new one](#)

Ranking Criteria (optional)

When you select *add a criterion*, a list of criterion will populate for your selection. You may add a new criterion by selecting [Add a new one](#) in the lower left corner.

Add a Ranking Criterion



Available Evaluative Criteria

Category: Keyword:

Add Category Description

Uncategorized [The applicant can communicate well verbally.](#)

Possible Answers: Open Ended

Applicant workflow state

Uncategorized [The applicant is competent in writing.](#)

Uncategorized [The applicant communicates friendly, professionally, and positively.](#)

Uncategorized [The applicant has knowledge and skill in Word, Excel, Outlook, Web Browser, and Windows, especially the file organization.](#)

Uncategorized [The former supervisor's opinion on the performance of the applicant.](#)

Uncategorized [Does the applicant intend to work on this position for a extended time or simply use this position as a temporary alternative.](#)

Uncategorized [Ability to conduct research and publish](#)

Uncategorized [What is the applicant's supervisory experience?](#)

Uncategorized [How strong is the mathematics background of the applicant?](#)

Displaying **all 9**

Can't find the one you want? [Add a new one](#)

Submit

Cancel

Ranking Criteria (optional)

For each criterion, a list of workflows will appear.

Select the drop down window and select the workflow state the search committee will apply the criterion to evaluate the applicant.

Select **submit** when you are finished with your selection.



Posting: Administrative Assistant (Staff) [Edit](#)

Current Status: Draft

Position Type: **Staff**

Department: **Human Resources**

Created by: **Tarsha McCroy**

Owner: **Tarsha McCroy**

Take Action On Posting

- View Guest User Credentials
- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

[Summary](#) | [History](#) | [Settings](#) | [Hiring Proposals](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

How to Apply to this Posting [Edit](#)

How to Apply to this Posting

Special Instructions

Posting Details [Edit](#)

Classification Information

Classification Title	Administrative Assistant
Job Code	5 - Clerical and Secretarial
Series Level	3 of 4
FLSA Status	Salaried Non Exempt
DBM Evaluation	B23
Minimum Qualifications	High school diploma.

A draft of the posting will appear for your review.

If you need to revise the posting, select the edit button above the area that needs to be revised.

Once you complete revisions, select **save** at the bottom of the page.

If no revisions are needed, select the **Take Action on Posting Tab** in the top right corner of the page.

SUPPORT

NEW FEATURES ⁰



Posting: Administrative Assistant (Staff)

[Edit](#) [Delete](#)**Current Status:** DraftPosition Type: **Staff**Created by: **Tarsha McCroy**Department: **Human Resources**Owner: **Tarsha McCroy**[Summary](#) | [History](#) | [Settings](#) | [Hiring Proposals](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. In the popup box, submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review before moving to the next step in the workflow.

[✔ How to Apply to this Posting](#) [Edit](#)

How to Apply to this Posting

Special Instructions[✔ Posting Details](#) [Edit](#)

Classification Information

Classification Title	Administrative Assistant
Job Code	5 - Clerical and Secretarial

- Take Action On Posting ▾
- Keep working on this Posting
 - WORKFLOW ACTIONS
 - Canceled (move to Canceled)
 - Send to Human Resources (move to Human Resources)
 - Send to Approved- Pending (move to Approved-Pending)
 - Posted (move to Posted)
 - Canceled (move to Canceled)
 - Approve Internal (move to Approved - Internal)
 - MOVE DIRECTLY TO...
 - Human Resources
 - Posted
 - Approved-Pending
 - Approved - Internal
 - Closed
 - Filled
 - Reposted
 - Extended Posting
 - Canceled
 - Closed (HISTORICAL CLEANUP)

From the drop down menu

Select **Send to Human Resources**.

The posting is then sent to Human Resources.

Human Resources will review the posting.

If there aren't any revisions or concerns, the posting will be posted to the website.



Congratulations!

You have completed:

“How to Create a Posting Training!”



QUESTIONS?



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