Social Media Sharing Buttons Job Aid

A new feature in PeopleAdmin now allows us to post positions directly to social media channels, LinkedIn, Twitter & Facebook. These postings are free of charge and will be sent to the social media account associated to the user’s account logged into. Once the position is posted, simply click on the icon and submit the posting.

How to post positions on Social Media:

1. Log-in to either a personal or departmental social media account.

![LinkedIn login page]

2. Log-in to People Admin ([www.iastatejobs.com/hr](http://www.iastatejobs.com/hr)) and ensure the posting is at a *Posted* status (i.e. Posted, Re-posted, Re-published).

   ![ISU NetID login page]

   Posting: Research Associate I (P&S)

   *Current Status: Posted*
Social Media Sharing Buttons Job Aid

3. Once logged in to PeopleAdmin, choose the Applicant Tracking (blue) screen in the top upper-right hand corner and select the “Posting Admin user” group.

4. Using the top navigation bar, choose postings and then the appropriate appointment type.

5. To locate the posting, enter the posting number in the search box and/or choose it from your list of postings. If you search by posting number be sure to click on search to submit your request.

6. Click on the Working Title of the posting to bring up the job posting summary.
Social Media Sharing Buttons Job Aid

7. In the upper right-hand corner of the page, click on the social media icon where you want to share the posting. Repeat this step for each social media venue you desire to post the position.

8. As an example, when posting to LinkedIn, you will see the ISU logo, Job Working Title, and the first sentence of the job summary. You do have the ability to edit this to be a quicker description of the position.

9. If you decide not to change the summary, you do have the ability to type some information in the next field or ‘tag’ an individual in the posting. In addition, you can choose to share with the public or your connections.
10. Additionally, you can choose to post the position to specific LinkedIn groups you are a member of or to targeted individuals.

11. Share the position with your respective TA Consultant on LinkedIn to ensure all positions are shared broadly in support of our campus-wide mission to attract the most diverse and talented candidates to the institution. You would do this by checking the box to send to individuals.
12. Once you’ve shared the position, your update will look like this to all of the people you are connected to:

![Social Media Post Example]

13. In an effort to attract more candidates, if you see one of your connections/friends has a position posted, feel free to click on the share button to share the posting! This will then be posted to all of your connections/friends.

![Social Media Post Example]

14. Start reviewing all of your great candidates!

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1 Be careful! If you are not prompted to sign in, it may be because you are already signed in to that site, possibly on a personal account. Make sure that you make a post on the correct account. For example, if you want to post to your university's Facebook page, make sure that you aren’t already signed into Facebook with your personal account.