Quick Reference Guide: Creating A Faculty Posting

Instructions: Use the following steps to create a new posting in People Admin as a posting admin. A posting should be created when a faculty position needs to be routed, approved, and posted on the IASTATE Jobs website.

Refer to Creating a Faculty Posting Job Aid for more detailed descriptions and guidance for each field.

1. Hover over Postings and click Faculty/Other.

2. Click Create New Posting on the top right.

3. Click Create from Classification (to start posting with all fields blank) or Create from Posting (to create from a similar posting with same classification).

4. Locate the Classification/ Position Title from which to create the posting.

5. Hover over Actions and click Create From.
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6. Fill out the required information for the new posting:

Enter the Position Title or Series as the working title.

- **Position Title:**
  - [New Posting]
  - [Create New Posting]
  - [Cancel]
  - * Required Information
  - [Working Title] Associate Professor of English

- **Series Posting:**
  - [Clincian, Senior Clinician, Assistant, Associate, or Full Prof]

Complete the Organizational Unit

*Note:* This is populated based on your posting admin user group.
If multiple departments and/or colleges share the position, the primary college and department should be selected.

*(Optional)* Choose if you would like to Accept letters of References through the hiring system (see Reference Letter Tool Job Aid).

Check P&S/Faculty/Other Application Forms.
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7. Click Create New Posting.

8. Fill in all the required fields. For more detailed guidance, please refer to Create a Faculty Posting Job Aid.

*Note:* Completed fields will be denoted by a blue checkmark next to the section title (located on the left). The section that you are currently viewing will not have a checkmark.

9. Once all of the posting sections are completed, you will be taken to a summary page. Hover over Take Action On Posting and select the appropriate workflow for your organizational structure.

*Note:* If no college/unit routing/approvals are needed, Send Posting to UHR for posting on website. Alternatively, you can save the posting for later (keep working on this posting) or cancel the posting.

You should see a green bar appear at the top of the page. A green bar means the Position Description has successfully been routed for review. The Current status will also change from draft to the appropriate workflow step. If you see a red bar the action you were trying to take was unsuccessful, go back and review the noted sections.