Quick Reference Guide: Creating a Merit Temporary Posting

Instructions: Use the following steps to create a new Merit Temporary posting in People Admin7 as a posting admin. A posting should be created when a Merit Temporary position needs to be routed, approved, and posted on the IASTATE Jobs website for recruitment (or waiver).

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

1. Hover over Postings and click Merit Temp.

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:

   Note: This is populated based on your posting admin user group.

7. Click Create New Posting on the top right.

8. Fill in all the required fields. For more detailed guidance, please refer to Create a Merit Temporary 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.

If you are requesting a waiver, be sure to fill out waiver fields including business rationale for waiving advertisement, and name of intended hire if applicable.
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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 you are the HR Liaison, and no further college/unit routing/approvals are needed, move to HR Liaison Approved Temp Posting (move to UHR). Alternatively, you can save the posting for later (keep working on this posting) or cancel the posting. If the posting is a waiver, route to Equal Opportunity Office for non-Academic units. Route the posting to Provost for academic units.

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.