HOW TO CREATE ADMINISTRATIVE OR CLASSIFIED POSTINGS IN PEOPLEADMIN 7

Document describes the step by step process of posting positions for Administrative/Classified Positions.

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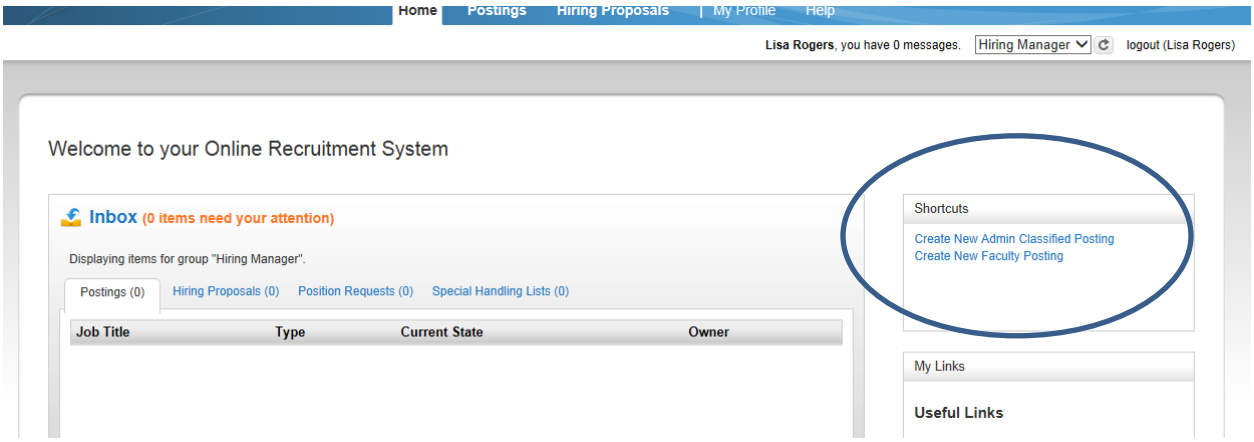
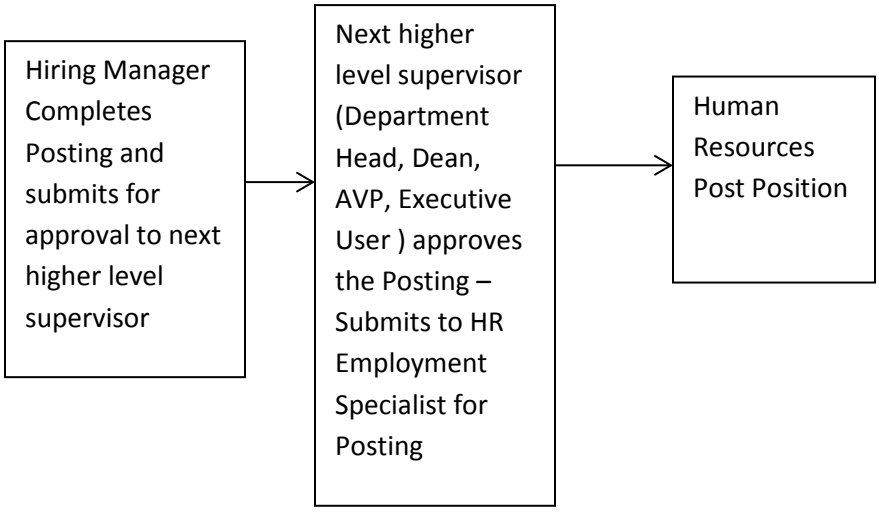
Creating an Administrative/Classified Posting

To begin, login to the site at https://mtsujobs.mtsu.edu/hr. On the Home Page, from the Shortcuts box, select Create New Admin Classified Posting.



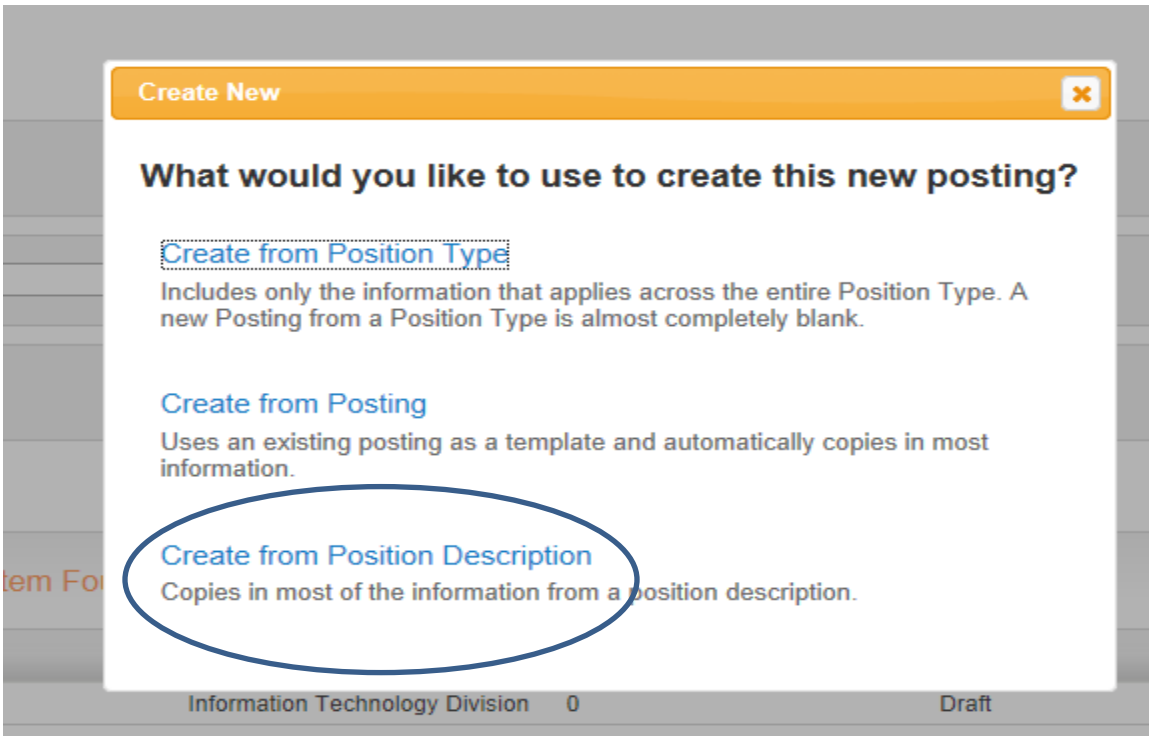
Approval Process for Postings of Administrative/Classified Positions

Hiring Manager, Department Head, AVP or Dean will create the posting and submit for Approval to the next higher level supervisor. Higher level supervisor will submit to Human Resources for Posting.

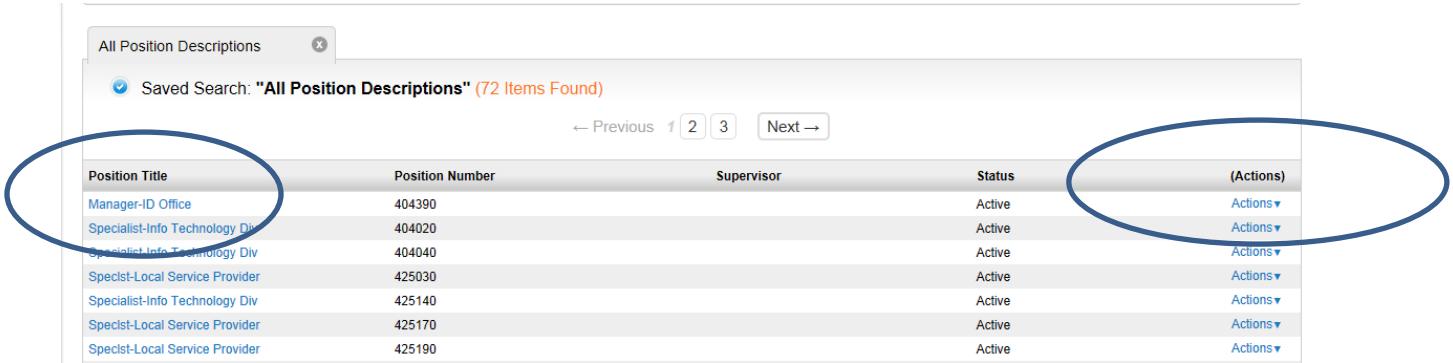


Create New Admin Classified Posting

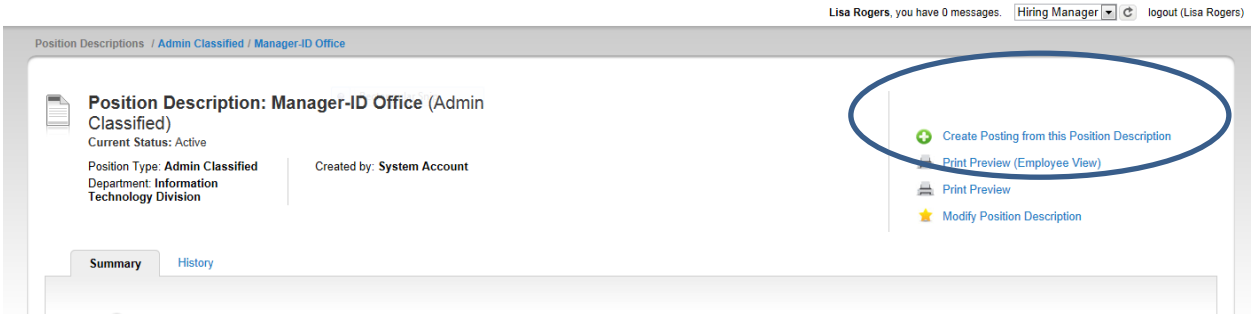
This box will appear for you to choose **Create from Position Description**. All postings for Administrative/Classified positions should be from Position Descriptions.



Choose the Positon Description you want to use to create this new posting and hover over Actions to View the Position Description or click on the hyperlink view the position.

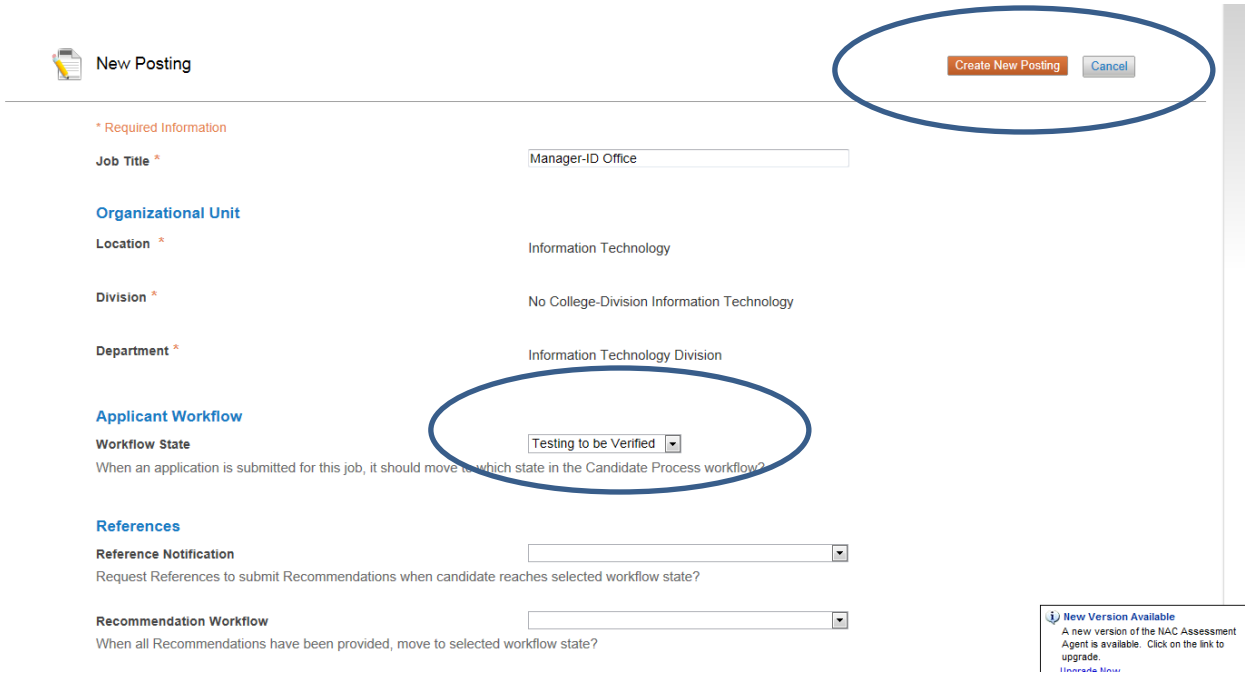


Click on the **Create Posting from this Position Description**.



New Posting

The Position Title will default from the approved Position Description as well as the Department and Division. For classified positions, leave the Applicant Workflow – Workflow State as **Testing to be Verified.** For administrative positions, click on the dropdown box and select Workflow State of **Under Review by Department**.



References

Departments may request that reference information be provided electronically. Email notifications will be sent to the references provided by the applicant. For the Reference Notification and Recommendation Workflow the system defaults in the status of **Applicant Approved for Interview**. For the **Recommendation Document Type** select Recommendation Letter from the drop down box.

If you do not wish to accept electronic references, change the reference notification and recommendation workflow where the field is blank . Once completed, click **Create New Posting**.

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

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

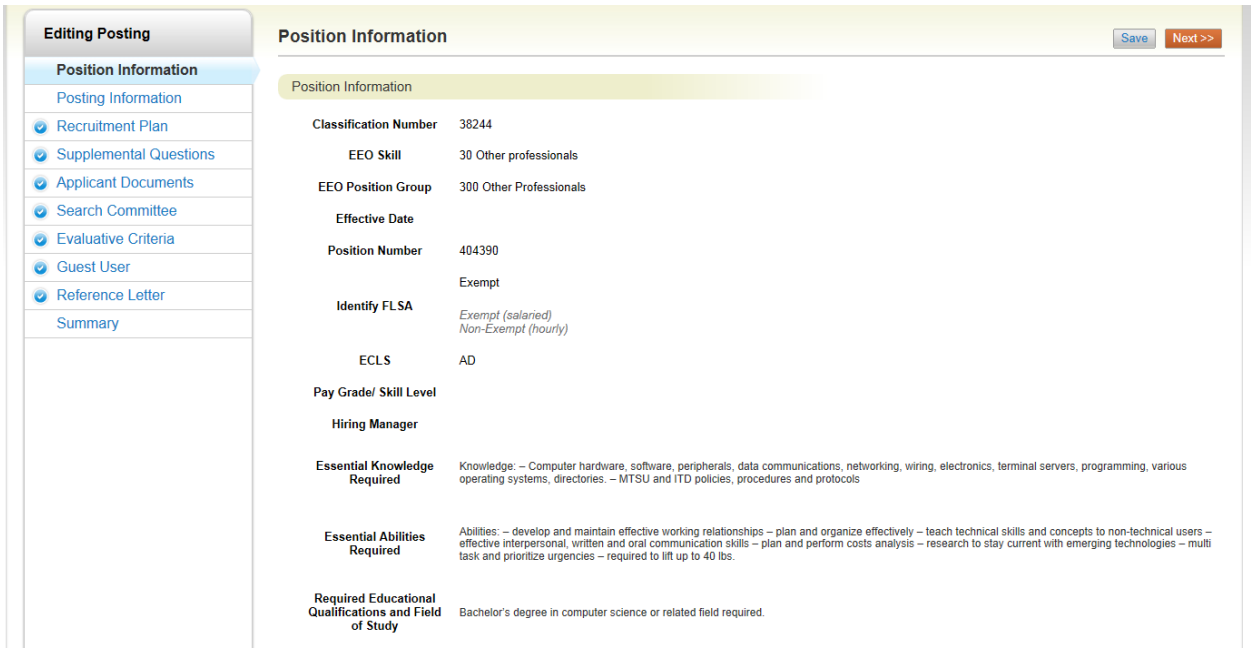
When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type No Document

Allow a document upload when a reference provider submits a Recommendation?

Position Information

The requirements for the position will default from the Position Description. Click **Next** to proceed to the new tab.

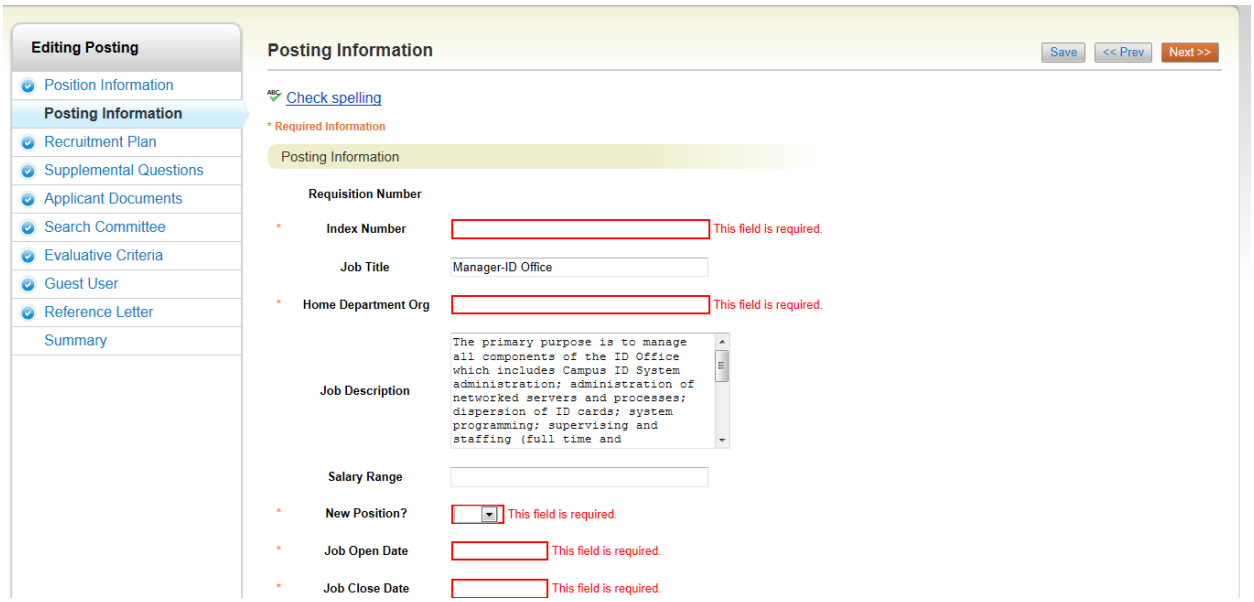


Posting Information

The Posting Information tab contains information about the position, some of which will default or automatically be filled in from the approved position description. Complete the required fields as noted in red. The Job Open Date should be the date that you wish the job be posted (may be altered by Human Resources) and the Job Close Date should be thirty days after the Job Open Date for Administrative Positions and fourteen days after the Job Open Date for Classified Positions. Using the

drop down boxes, indicate if the position is grant funded, position category, and type of position you are posting.

For Classified positions, place a check mark in the box beside each skill test that you wish for the applicant to take in order to be eligible for the posting. Click **Next** to continue to next page.



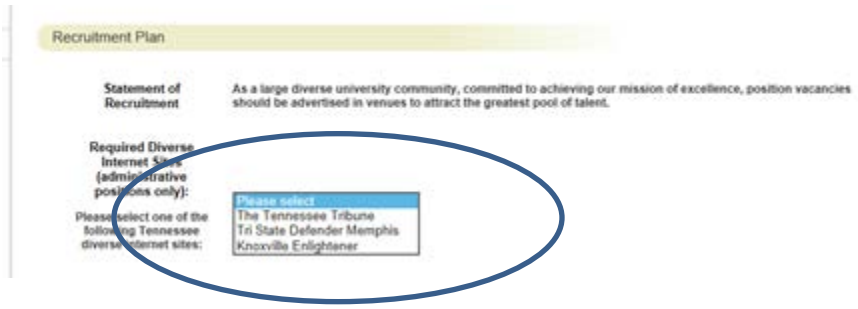
*	**Is this position Grant Funded?**	This field is required.
	Special Instructions to Applicants	
	Additional Information	
*	**Job Category**	Please select This field is required.
*	**Job Type**	Please select This field is required.
	Pass Message	Thank you for your interest in this position. The screening 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,
	Fail Message	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that

- Typing
- Data Entry
- Ten Key
- Proofreading

Recruitment Plan

Human Resources will post the advertisement in the publications noted for Administrative and Classified positions.

For administrative positions, you are required to post positions in one of the Tennessee diverse internet sites.



Other Advertising Sources

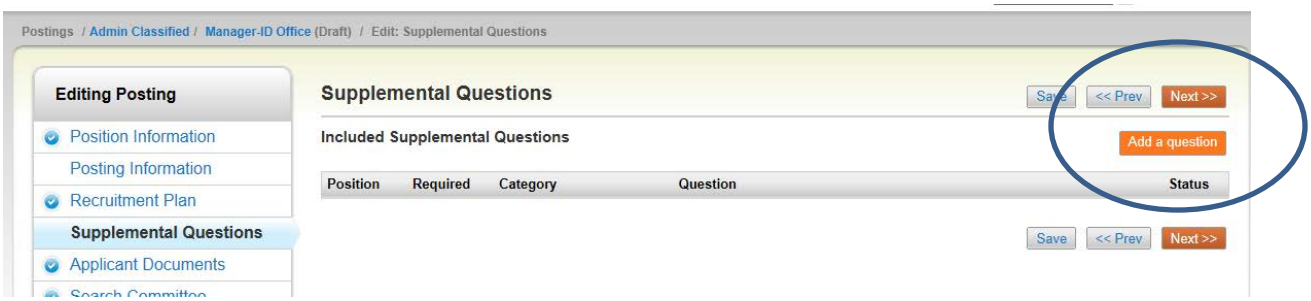
Complete the additional requested information regarding preferred departmental advertising sources. Also include other plans to ensure a diverse pool of applicants. Click **Next** to continue to next page.

Other Advertising Sources - Departmental Preferences	
I plan to advertising in the following publications	
I plan to advertise online	
I plan to request nominations from the following disciplne related groups	
I plan to make the following direct contacts to insure that qualified minorities, women, veterans, and individuals with disabilities are aware of the position.	

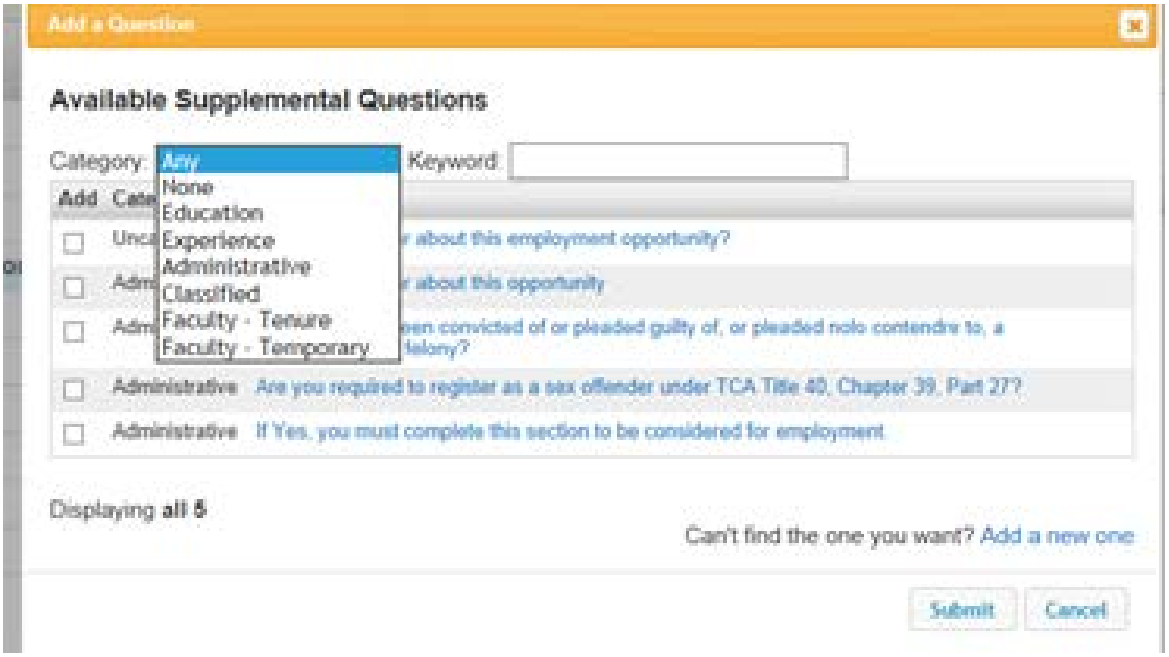
Supplemental Questions

Supplemental Questions will be used to capture information on how an applicant heard of the job posting and the criminal history of an applicant for background checks. Click on **Add a Question.**

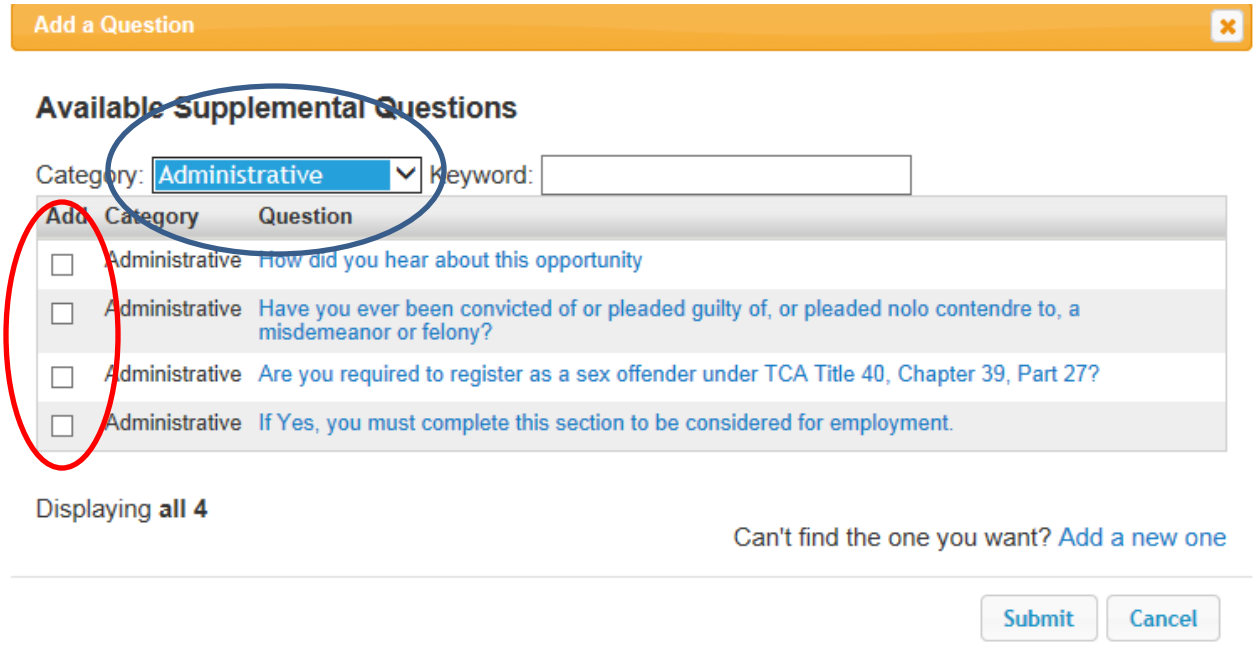
NOTE: At this time we do not plan to use the Supplemental Questions to screen out applicants based on education or experience.



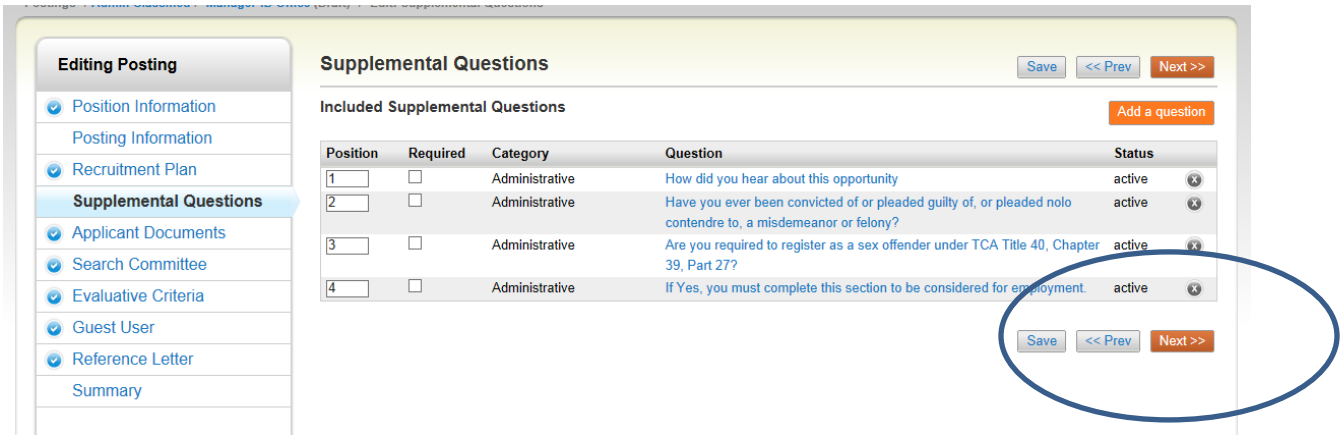
On the Available Supplemental Questions page, select the Category drop down box and select the type of position that you are posting from the list provided.



Once the Category is selected please check the **Add** box beside all of the supplemental questions to add them to your posting and click Submit



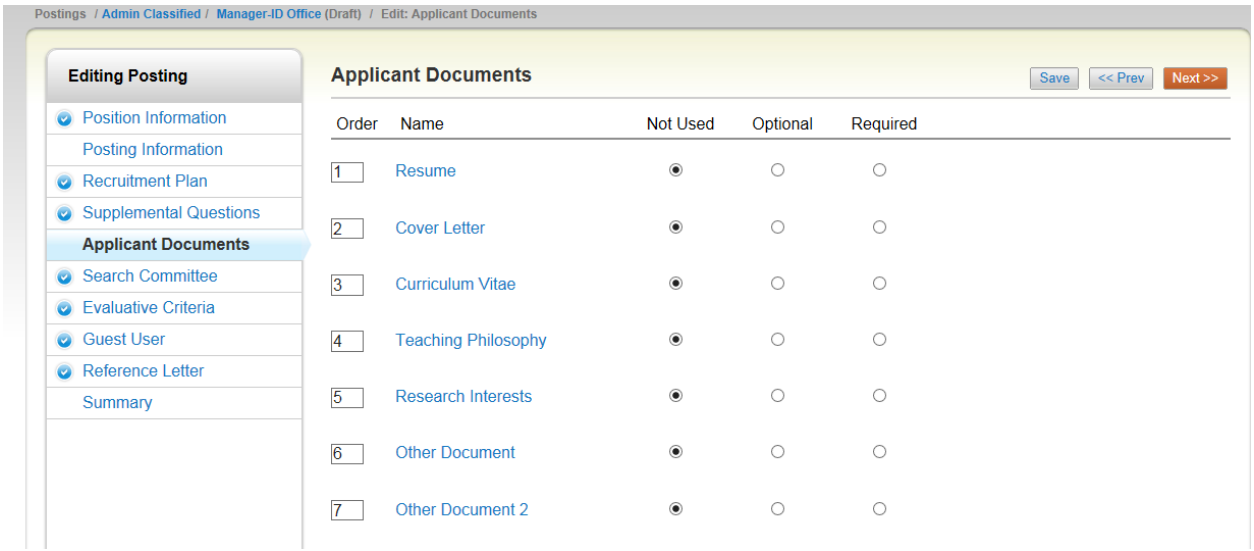
Click **Next** to proceed to the Applicant Documents tab



Note: Tennessee Law states that all registered sex offenders are ineligible for employment with MTSU due to our campus location. The system will automatically disqualify an applicant from the pool if they answer "yes" to this question.

Applicant Documents

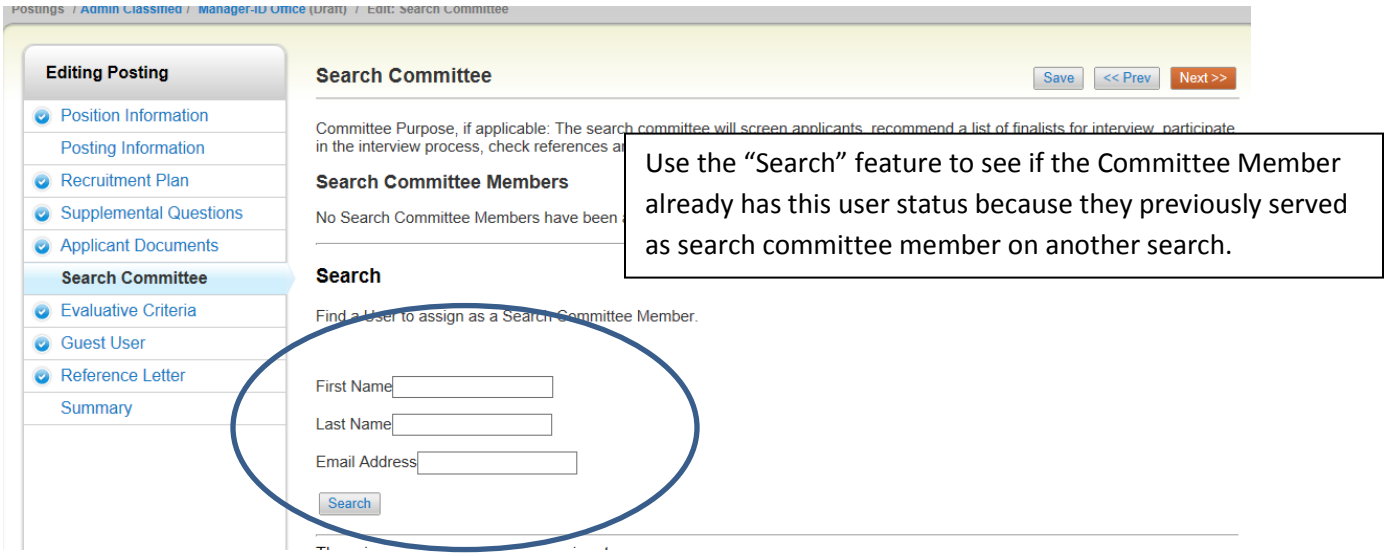
On the applicant documents tab, select the documents the applicant will attach to the application. Once selections are made, click **Next** to continue to the Search Committee tab.

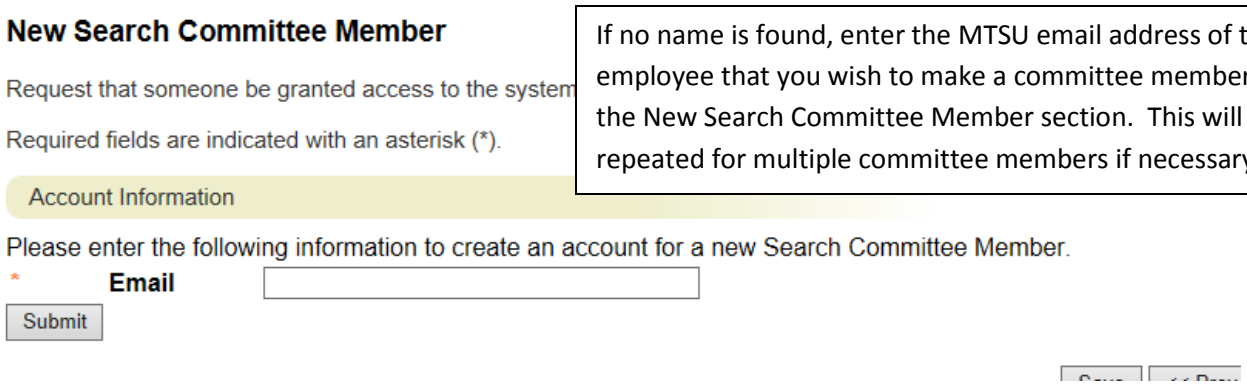


Search Committee

Entering users as a Search Committee Member allows the member to screen applicants and recommend a list of finalists for interview. **Search committee members must be employees of the university**. Non-employees will be assigned a guest user account. To see if a user has previously been assigned as a Search Committee Member enter the First Name, Last Name, or email address and click **Search**.

NOTE: Please include females and minorities in the search committee. Human Resources will approve Search Committee Members for Administrative/Classified Postings





If no name is found, enter the MTSU email address of the employee that you wish to make a committee member in the New Search Committee Member section. This will be repeated for multiple committee members if necessary.

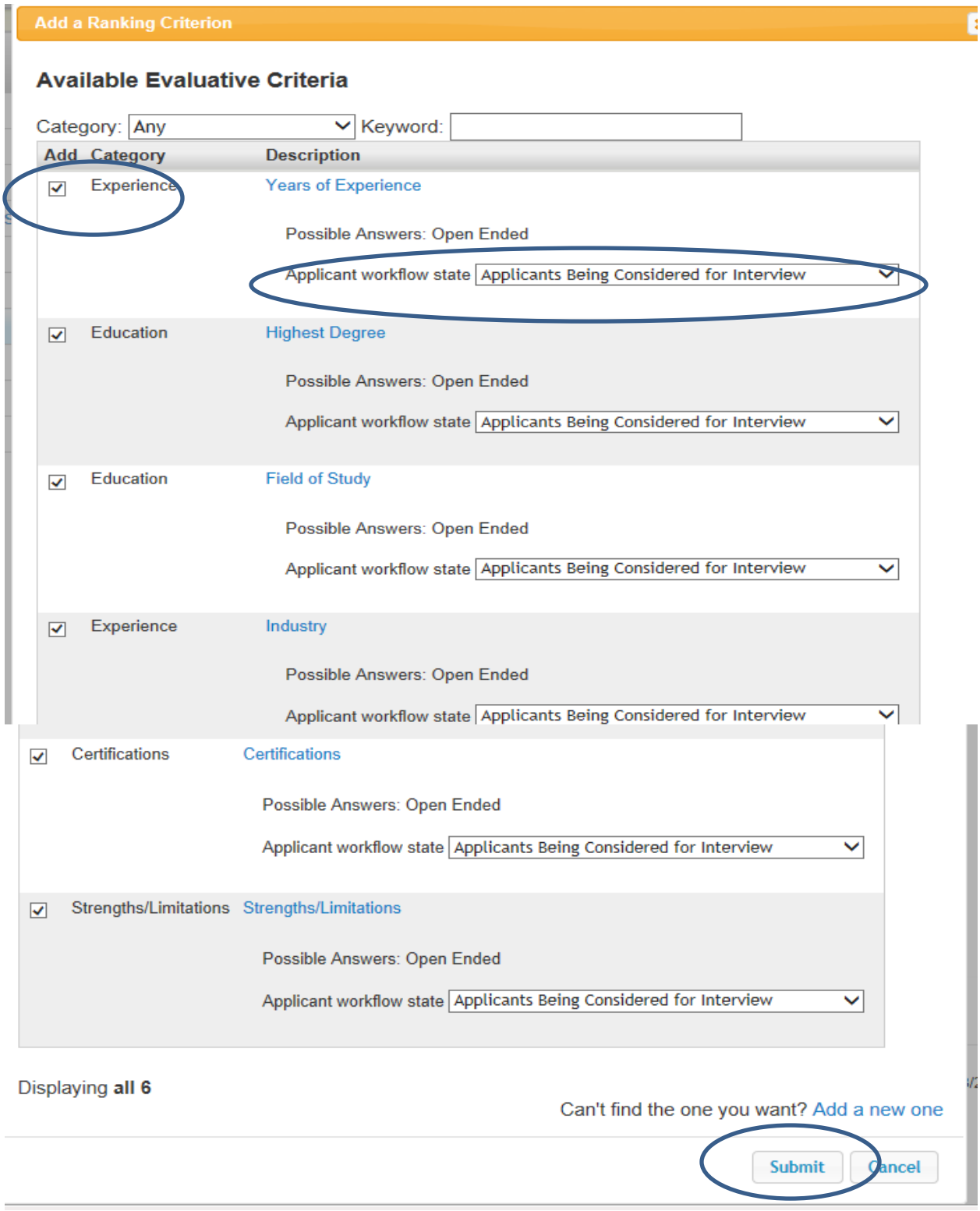
The search should result in finding a matching user. Click on **Add User**. After all committee members have been added click Next to continue.

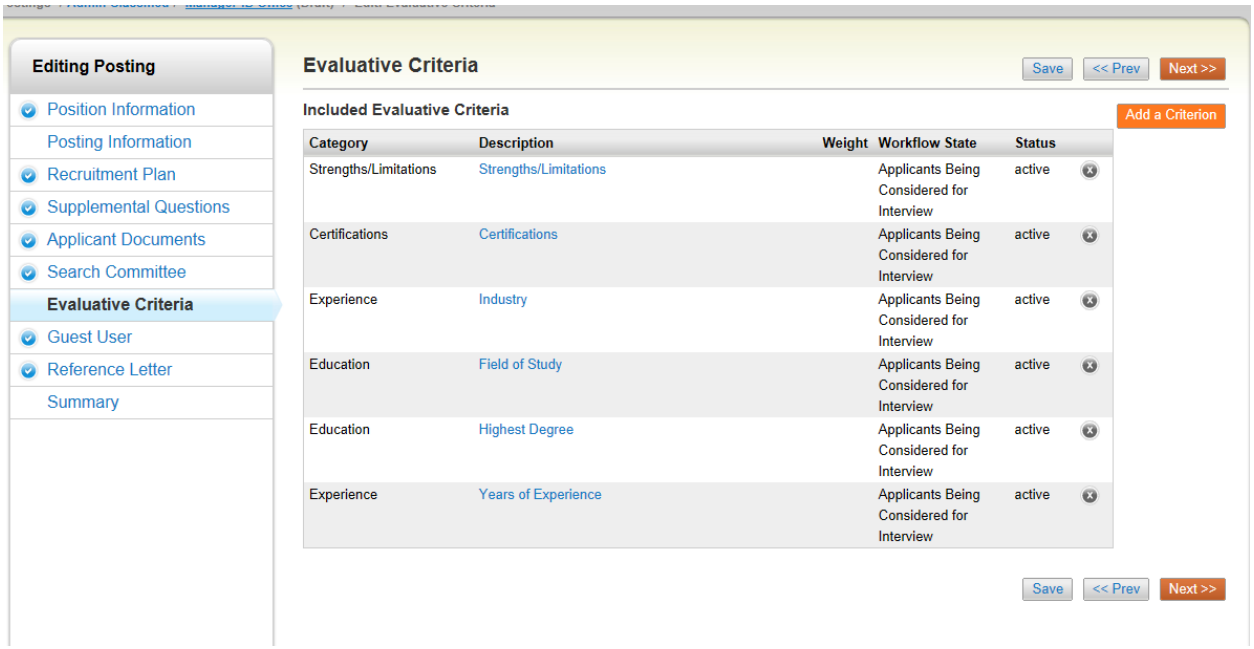
NOTE: Search Committee Members are assigned per posting. If an employee is selected as a Search Committee Member to three separate postings, the employee must be linked or assigned to each of the three postings individually by the creator of the posting.

Evaluative Criteria – Administrative Positions Only

The Evaluative Criteria tab will be used as the tool that was previously known as Candidate Rating Instrument. Click on **Add a Criterion.**

A pop-up box will appear that lists the criterion to be used. Click on each criteria to add it to the posting and change the Applicant Workflow state to **Applicants Being Considered for Interview**. Click on **Submit.**

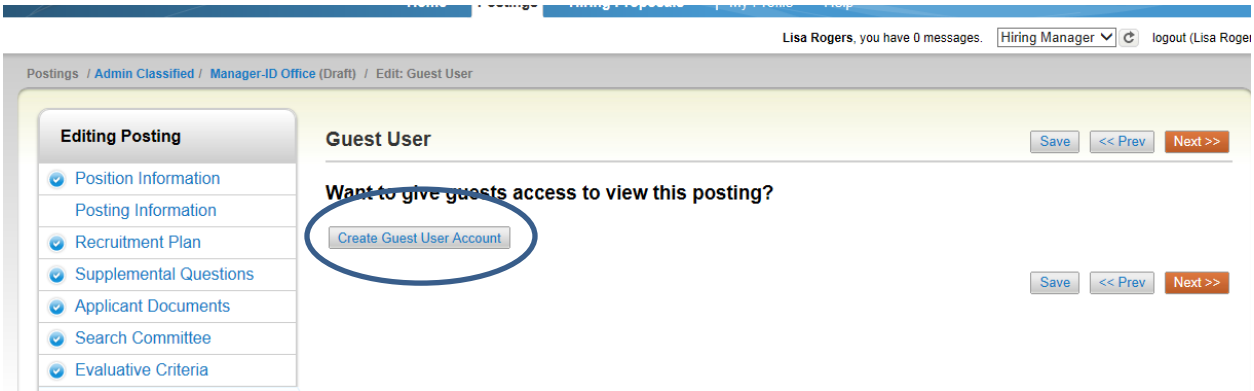




Once all criterion is added, click **Next** to proceed to the Guest User tab.

Guest User

To create a Guest User, select **Create Guest User Account** button. Guest User accounts should only be created for individuals that are not employees of MTSU.

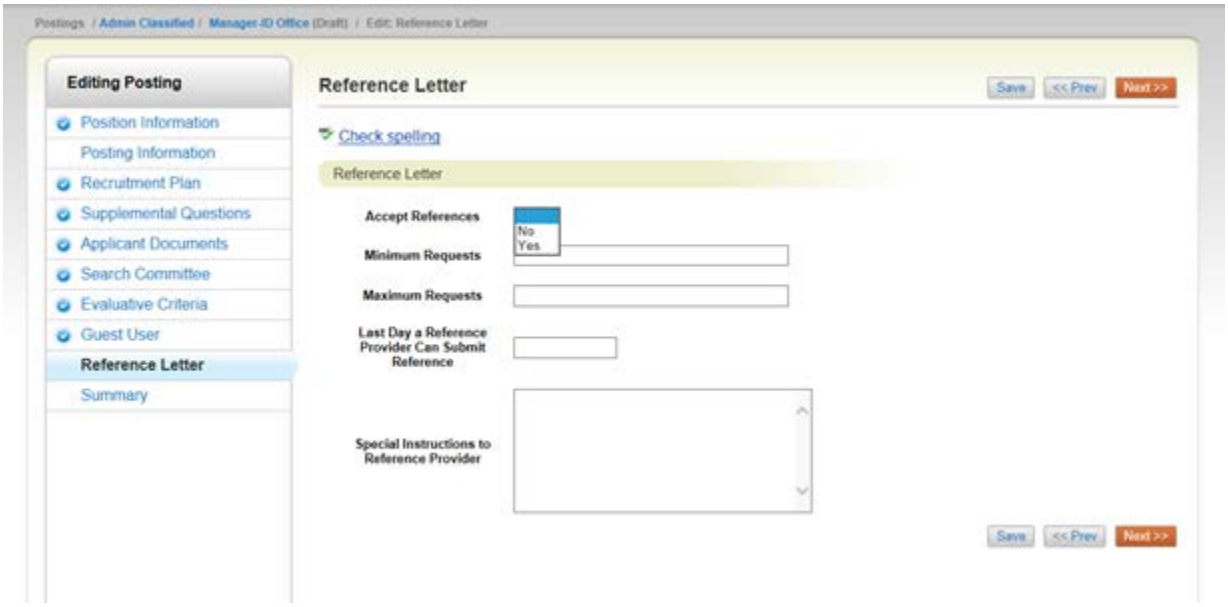


The Guest User will be assigned a Username and Password by the system. Provide the email address for each Guest User. An automated message will be sent to the Guest User informing them of their account. When finished adding user email addresses, click **Next**.

Reference Letter

The reference letter portion of the posting indicates how many references that the applicant will be allowed to enter on the application for the position. A minimum of three references should be required. The Last Day a Reference Provider Can Submit Reference box is for entering the last date that you would

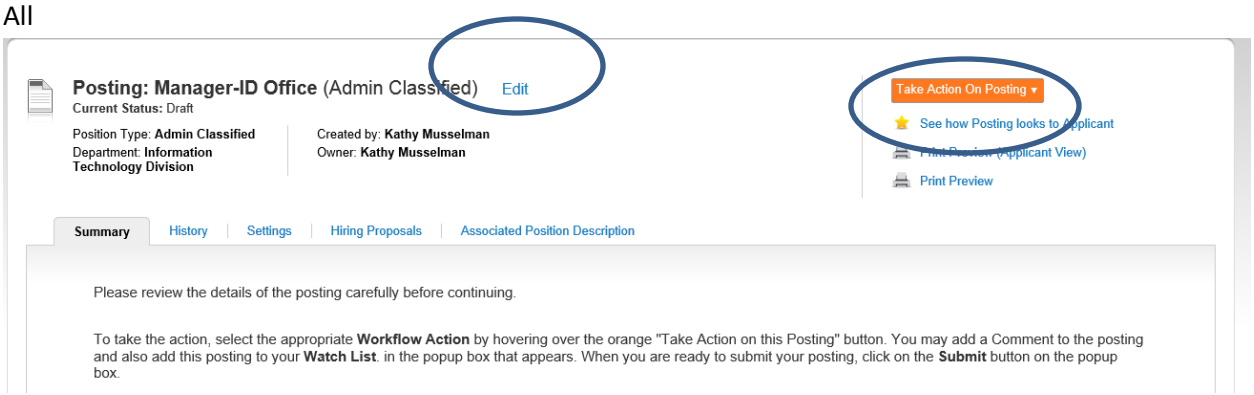
like the reference to be able to submit an electronic reference. If no date is entered the reference will have access to the system permanently. After reference information is entered click **Next**.



Summary

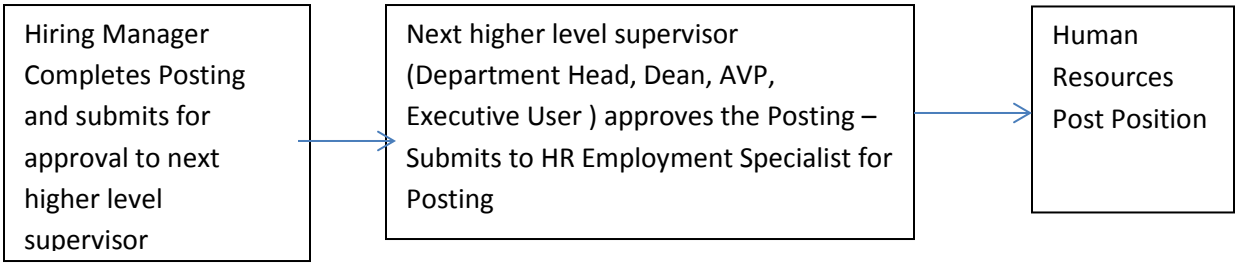
The summary tab allows the user to view all of the items entered on the posting. If edits are needed, click on the edit button.

All



Approvals

After changes are complete, hover over **Take Action on Posting.** Select the appropriate approval level for routing the posting for approval.



NOTE: Postings should be submitted to the next higher level supervisor. Next higher level supervisor will submit posting to Human Resources for posting.

Once the action is selected, a comment box will appear and a comment may be added that will be incorporated into the email notification sent to the approver. **Please keep in mind these comments will become part of the position record and cannot be removed.**

If you want to monitor the progress and easily access the position description later, add the action to your Watch List. You will be able to view it quickly from your home screen. Select **Submit** to move the action to the next stage of processing.