The purpose of this guide is to provide instruction and orientation to the AppState Careers system (PeopleAdmin) for the department to post a Faculty position using the Applicant Tracking Module.

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1 Applicant Tracking Module

1.1 Select Applicant Tracking Module & User Group:

- Log into the PeopleAdmin System using your AppState username and password
  [www.jobs.appstate.edu/hr](http://www.jobs.appstate.edu/hr)
- Click (top left) and choose Applicant Tracking

![Applicant Tracking System]

- User group must be selected (top right).

![User Group Selection]

Users that can create postings are Search Chair, Department Head, Dean/Director, and Vice Chancellor.

*If you receive a message at the top of the screen “Sorry, you don’t have permission to access this object.” Contact HR in order to obtain proper access to this posting.

1.2 Create Posting

1. Navigate to the blue menu bar, choose Postings dropdown, and choose Faculty

![Faculty Postings Menu]

2. Click the orange button to create a new posting

![Create New Posting Button]
3. On the pop-up screen, choose Create from Position Type

4. On the next screen, complete:
   - Position Title
   - Division
   - Department

You will also be required to select an Interest Card Category. Interest Cards allow prospective employees to receive automatic emails when a position is posted in a specific category. We have created several Faculty Interest Cards, based on the college.

5. Select the orange button Create New Posting. This will initiate an edit mode outlined in the next step.
6. Let’s review each tab on left hand side:

• **Posting Details**: Complete all the information (similar to Addendum C template)

   ![Posting Details](image)

   Once in a section, you may click Next, Prev, or Save to navigate between sections.

Click Next to navigate to the next section.

• **Supplemental Questions (Optional)**: Add or Create Open-Ended or Close-Ended questions for each applicant and the responses will be included in the application profile.

   ![Supplemental Questions](image)
Enter keyword to locate questions in library or create a new action.

- **Applicant Documents:** Select Optional or Required Documents for applicants to attach when applying.
• **Search Committee Members**: Add each Search Committee Member which will give each member access to view the posting and the application materials. AllAppState employees have the Search Committee User Group so they can be added by clicking on Add Existing User. Search Committee Members can also be added later if you do not know at the time of posting who will be on the Search Committee.

Once the employee is located, click Add Member. Continue adding other members in the same way. When all members are added, click ‘Close’ to view your complete Search Committee list.

• **Evaluative Criteria (Optional)**: The matrix/rubric can be built in the system by adding criterion (similar to adding or creating Supplemental Questions). Evaluative Criteria can also be added at a later time if you are not ready to add at the time of posting.
For more information on how to add Evaluative Criteria to your posting, please visit section 1.6 of our Search Committee Guide on Evaluative Criteria or view our Video Tutorial.

- **Guest User (Optional):** Non-AppState Employees who need access to view the posting and applications will need a Guest User Account.

Click Create Guest User Account:

Enter guest user(s) email address(es). HR will approve and guest user will receive email with instructions.
• **Posting Documents:** If placing a print advertisement in a publication or in other areas, attach print ad in Additional Advertisement (EHRA and Faculty Postings Only). [Sample Ad for Faculty Positions](#)

You may choose to Upload a document, Create a New document or Choose and Existing document

- **Upload New:** Will allow you to upload an existing document from your computer. PDF conversion process will occur.
- **Create New:** Will allow you to create the document using the Rich Text Editor on the next page.
- **Choose Existing:** Will allow you to choose an item from your library. *Please note, the item would need to

**Summary:** Postings remain in Draft status and can continue to be edited/reviewed prior to submitting for approval. Take Action on Posting and submit to Academic Affairs. Once Academic Affairs approves the posting, it will be submitted to Compliance/EEO for review and HR will post the position. The Assigned Search Chair will receive an email that the position is posted with Search Chair instructions.