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.

Hiring Manager Completes Posting and submits for approval to next higher level supervisor

Next higher level supervisor (Department Head, Dean, AVP, Executive User) approves the Posting – Submits to HR Employment Specialist for Posting

Human Resources Post Position
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 Position 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.

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? 

Special Instructions to Applicants

Additional Information

Job Category

Job Type

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
- Bookkeeping
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.
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

Use the “Search” feature to see if the Committee Member already has this user status because they previously served as search committee member on another search.
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.
Approvals

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

- **Hiring Manager**
  Completes Posting and submits for approval to next higher level supervisor

- **Next higher level supervisor**
  (Department Head, Dean, AVP, Executive User) approves the Posting — Submits to HR Employment Specialist for Posting

**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.