

Lewis & Clark College

# Reposting a Closed Position in PeopleAdmin

## What is PeopleAdmin?

PeopleAdmin is an applicant tracking system which you can use to post your work-study positions. Students can apply for the position directly through the website and you can review their applications online. Once you have selected the students you want to hire, you can move them through the “workflow” and create a hiring proposal for the student. This will notify Human Resources to set up your student(s) in our payroll system. You will have control over the posting process, designating when you want the position posted and when you want to take it down from the website.

### Lifecycle of a Student Position Posting:

- Create a posting for your federal work-study position and post it to the website
- Students will apply for the position through the website
- Review the student applications online
- Select the students you want to hire
- Request permission to hire the students directly through the website
- Close the posting

### Workflow:

To take action on a posting or a student application, you will move it through the workflow. When you take action in this way, the system will automatically generate emails to Human Resources and to students notifying us of the changes.

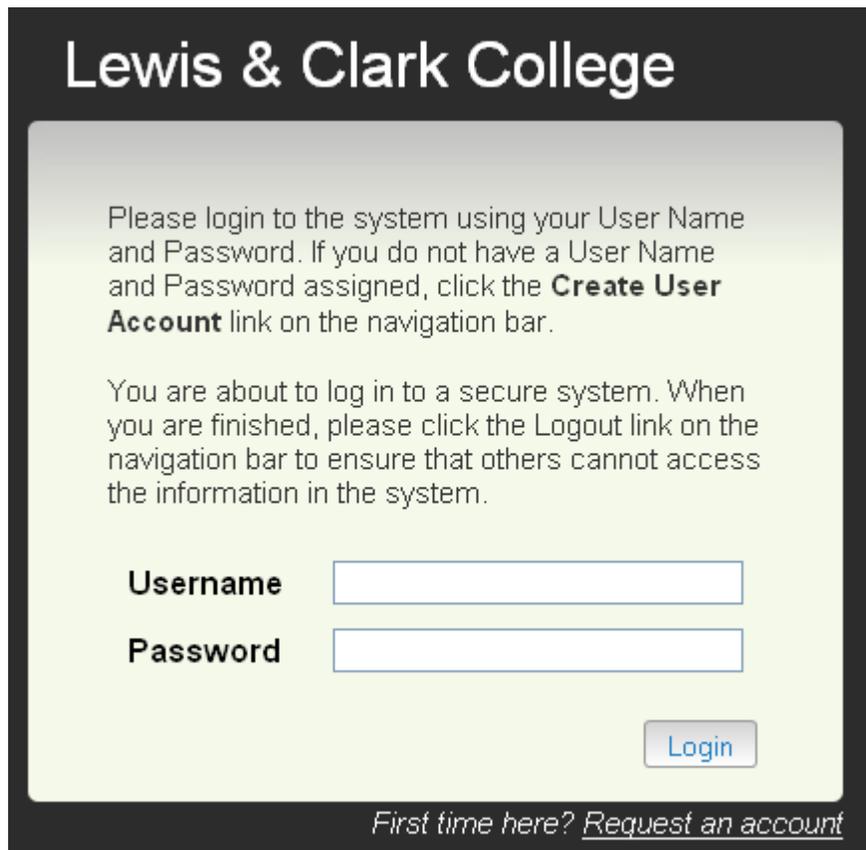
## Log Into PeopleAdmin

To access PeopleAdmin, open your internet browser and go to the following URL:

<https://jobs.lclark.edu/hr>

It's a good idea to bookmark this page for easy access in the future.

Log in using your Lewis & Clark user name and password.



**Lewis & Clark College**

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click the **Create User Account** link on the navigation bar.

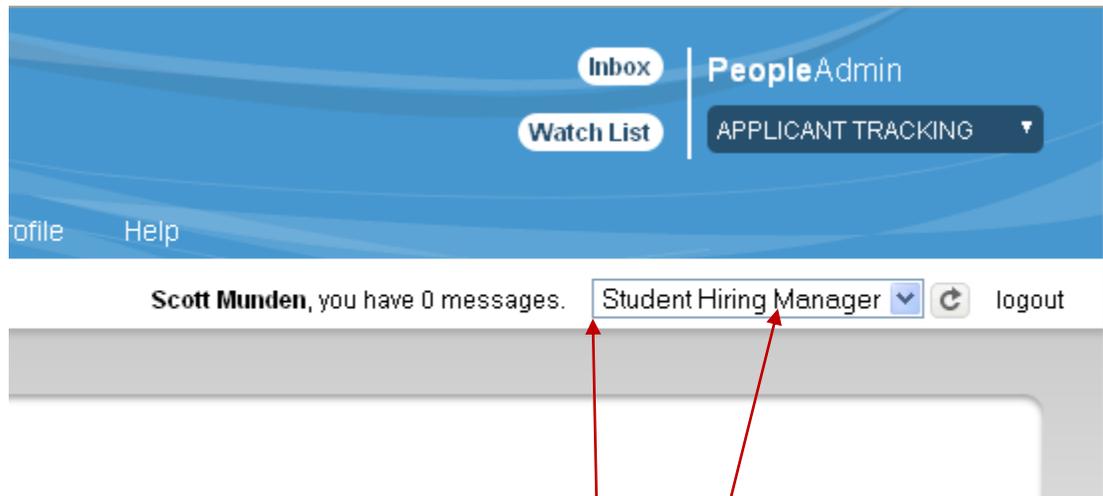
You are about to log in to a secure system. When you are finished, please click the Logout link on the navigation bar to ensure that others cannot access the information in the system.

**Username**

**Password**

*First time here? [Request an account](#)*

When you log in, you will be brought to the home screen. You will want to make sure you are logged in as the Student Hiring Manager. To do this, select “Student Hiring Manager” from the drop-down menu by your name, and then click the “Refresh” arrow beside the menu:



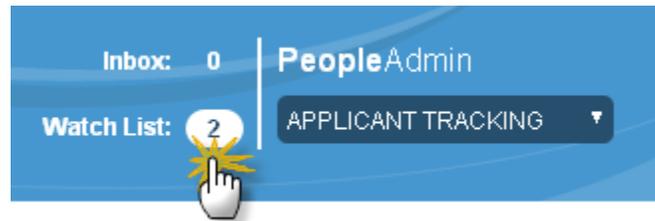
Select “Student Hiring Manager”, and then click the “Refresh” arrow to log in as the hiring manager

## General Navigation in PeopleAdmin

To help you navigate the system, a menu will always be available in the upper right corner

An **Inbox** will take you to pending actions

Adding postings to your **Watch List** can make it easier to track them later



A menu of **Shortcuts** is available on the right hand sidebar

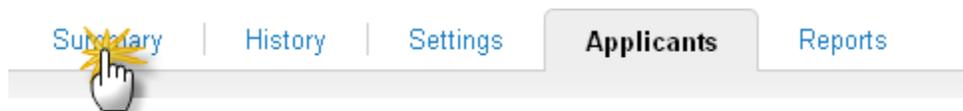


Know where you are at any given point by looking at the **breadcrumbs** in the upper left corner

You can click on options in blue to navigate backward in the system



Menu **tabs** can also be used to navigate from one area to another

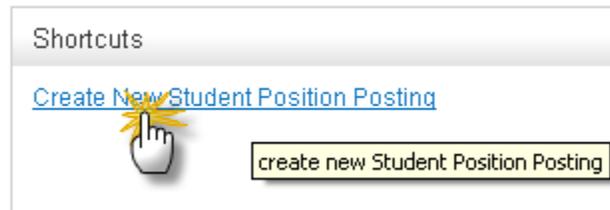


The **Take Action** button allows you to move a posting or an applicant through the workflow

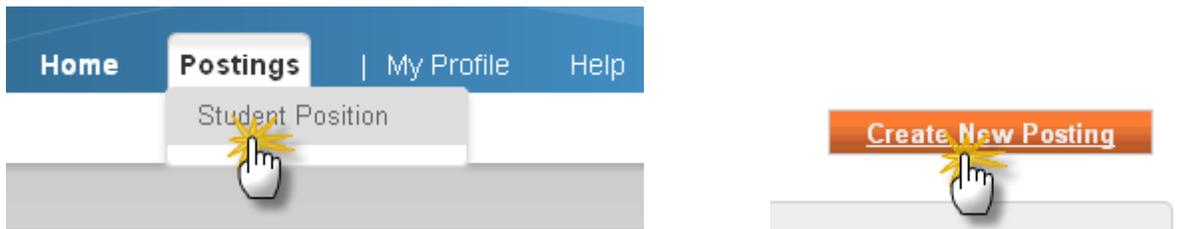


## Reposting a Closed Position

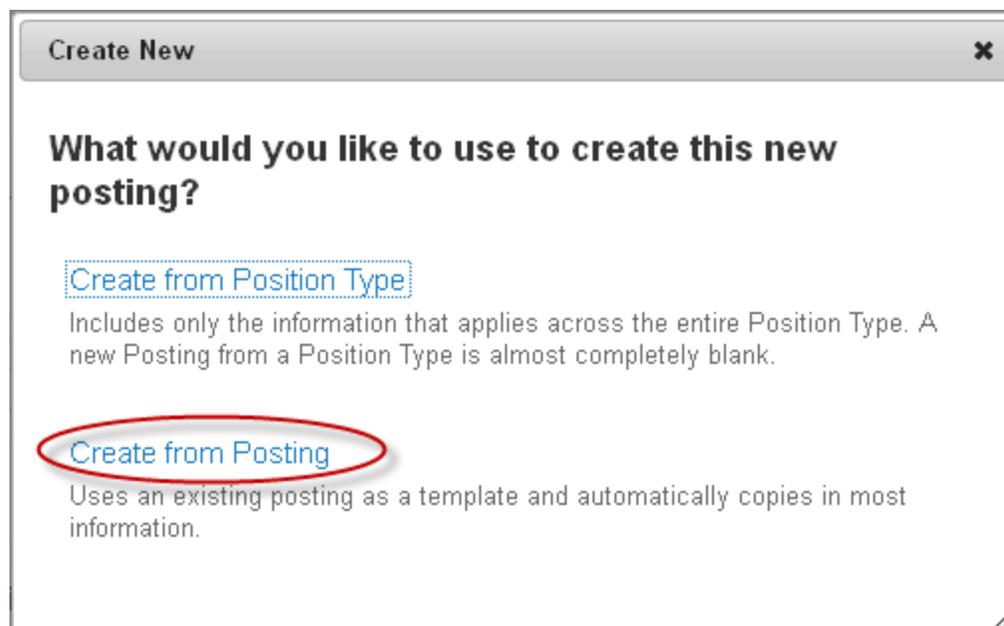
On the **Home** page, select **Create New Student Position Posting** from the **Shortcuts** menu



Or use the drop-down **Postings** menu at the top to select **Student Position** from anywhere inside PeopleAdmin. Click the **Create New Posting** button to begin.



To repost a closed position, select **Create from Posting** from the selection prompt.



This brings up a list of all postings to which you have access. On the drop down box by the posting you want to open, select 'Create From.'

Student Position Search ✕

Saved Search: "Student Position Search" (3 Items Found)

(Job Detail) Job Title	Active Applications	Workflow State	(Posting Detail) Open Date	(Actions)
Packing/Moving Assistant	2	Filled		Actions ▾
Sample Student Position	0	Closed	06/20/2011	Actions ▾
Office Assistant	10	Closed	04/30/2012	Actions ▾

The posting appears. Click 'Create New Posting.'



New Posting

Create New Posting

\* Required Information

Job Title \*

Office Assistant

This brings up the details of the posting. Here you can edit any information that needs to be updated, such as wage, schedule, or start date. When you are done editing, click 'Next.'

## Posting Details

Save

Next >>

ABC [Check spelling](#) ▾

\* Required Information

Posting Details

Posting Number

### POSITION INFORMATION

* Job Title	<input type="text" value="Office Assistant"/>
* Account Number	<input type="text" value="000-5470"/>
* Pay Type	<input type="text" value="Hourly"/> ▾
* Pay Rate:	<input type="text" value="\$8.80"/>

Click through the next few screens, changing any information that should be updated.

On the final screen you will be able to review your posting. If you are done making changes, click the 'Take Action on Posting' button, and click 'Send to HR to Post.'

**Posting: Office Assistant (Student Position)** [Edit](#)

**Current Status:** Draft

Position Type: **Student Position**

Department: **Human Resources**

**Take Action On Posting** ▼

- ★ [See how Posting looks to Applicant](#)
- [Print Preview \(Applicant View\)](#)
- [Print Preview](#)

**Summary** | [History](#) | [Settings](#)

This will send the posting to the Student Employment Coordinator to post on the posting date.