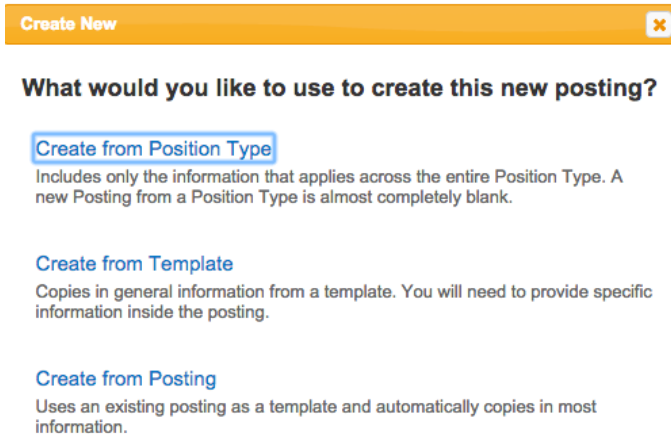


How to Create a Posting in PeopleAdmin

1. To access PeopleAdmin, please visit: <https://jobs.lclark.edu/hr/>. From the Home Screen, click on the **Postings** tab. Next, click on the orange box in the upper, right hand corner that says **Create a New Posting**.
2. The Create New box (see below) will appear and you will need to select one of the three options listed.



Create New ✕

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

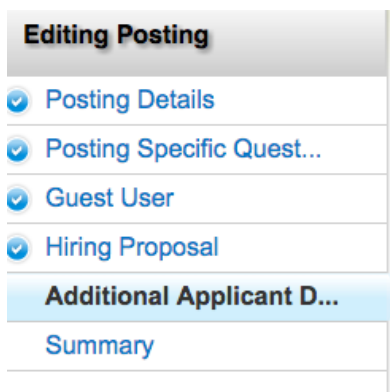
Create from Template
Copies in general information from a template. You will need to provide specific information inside the posting.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

To create a new posting from a blank form, click on **Create from Position Type**.
To access an existing posting to edit, click on **Create from Posting**.

3. When creating a new posting, you will be required to list the **Job Title, Division, and Department**. The Workflow State should remain in the default selection- Under Review by Manager. Click on **Create New Posting** to advance to the next page.
4. Now, it is time to list all of the posting details. HR will confirm the Workday Position ID, so please start with the **Position Information** section. In this section, please provide all of the information requested. If you have any questions please contact HR.
5. In the **Department Information** section, list the names of those who you would like to have access to the posting and applications. If you are unable to find a name in the drop down menu, please contact HR to set up the user.
6. The information listed in the **Posting Text** section should match that of the current job description. Please reference the job description when filling this section out. List an **Anticipated Start Date** and **Posting Date** for the position. If you want the posting up for a specific amount of time, list the **Closing Date** for the posting. If you want the job posted until filled, select the **Indefinite Close** box. If this is an internal only posting, please check the Internal Posting box.
7. To post externally, please check the boxes next to the advertising sources. For details regarding pricing information, contact HR.

8. Read through the **Acknowledgement Statement**, enter your initials, and click **Save**. To advance to the next page, click **Next**.
9. To add posting specific questions, click the **Add a Question** box. These questions can help weed out candidates don't meet minimum qualifications. Examples: Do you have at least a high school diploma or equivalent? Are you first aid/CPR certified? How many years of experience do you have as a law librarian? Questions can be Yes/No questions, multiple choice, or open-ended questions. After adding your questions, click **Save**. For help on this section, contact HR.
10. The last thing you need to do is indicate which applicant documents will be required. To do this, click on the Additional Applicant Documents tab on the left hand side of the screen (see below).



The Cover Letter and Resume items are required. To add any additional documents (letters of reference, writing sample, etc.) click on the radio buttons next to the document title. If you do not see the title of the document you want to require, select Other Document and be sure to have special instructions listed for the applicant, on the **Posting Details** tab. Click **Save** and then **Next**.

11. On the **Summary** page you will see a preview of your posting. If you would like to make any changes, go back to the **Posting Details Tab**.
12. When you are ready to submit the posting, go to the **Summary** page. Click on the orange **Take Action On Posting** box and under Workflow Actions select **Human Resources (move to Submitted to Human Resources)**.

