

# Quick Steps for Creating a Staff/Admin Posting

Step 1. On the Home Page, from the Shortcuts box, select **Create New Staff/Admin Posting**

LOYOLA UNIVERSITY MARYLAND

PeopleAdmin  
APPLICANT TRACKING

Home Postings Applicants Employment Recommendations | My Profile Help

Monica Lim, you have 0 messages. Hiring Manager Logout

Welcome to your Online Recruitment System

**Inbox** (10 items need your attention)

Displaying items for group "Hiring Manager".

Postings (7) Employment Recommendations (3) Position Requests (0) Special Handling Lists (0)

Job Title	Type	Current State	Owner
<a href="#">See more...</a>			

**Shortcuts**

- Create New Staff/Admin Posting**
- Create New Faculty Posting
- Create New Student Posting

**My Links**

**Useful Links**

- [Your Applicant Portal](#)  
(How Applicants access your PeopleAdmin system)

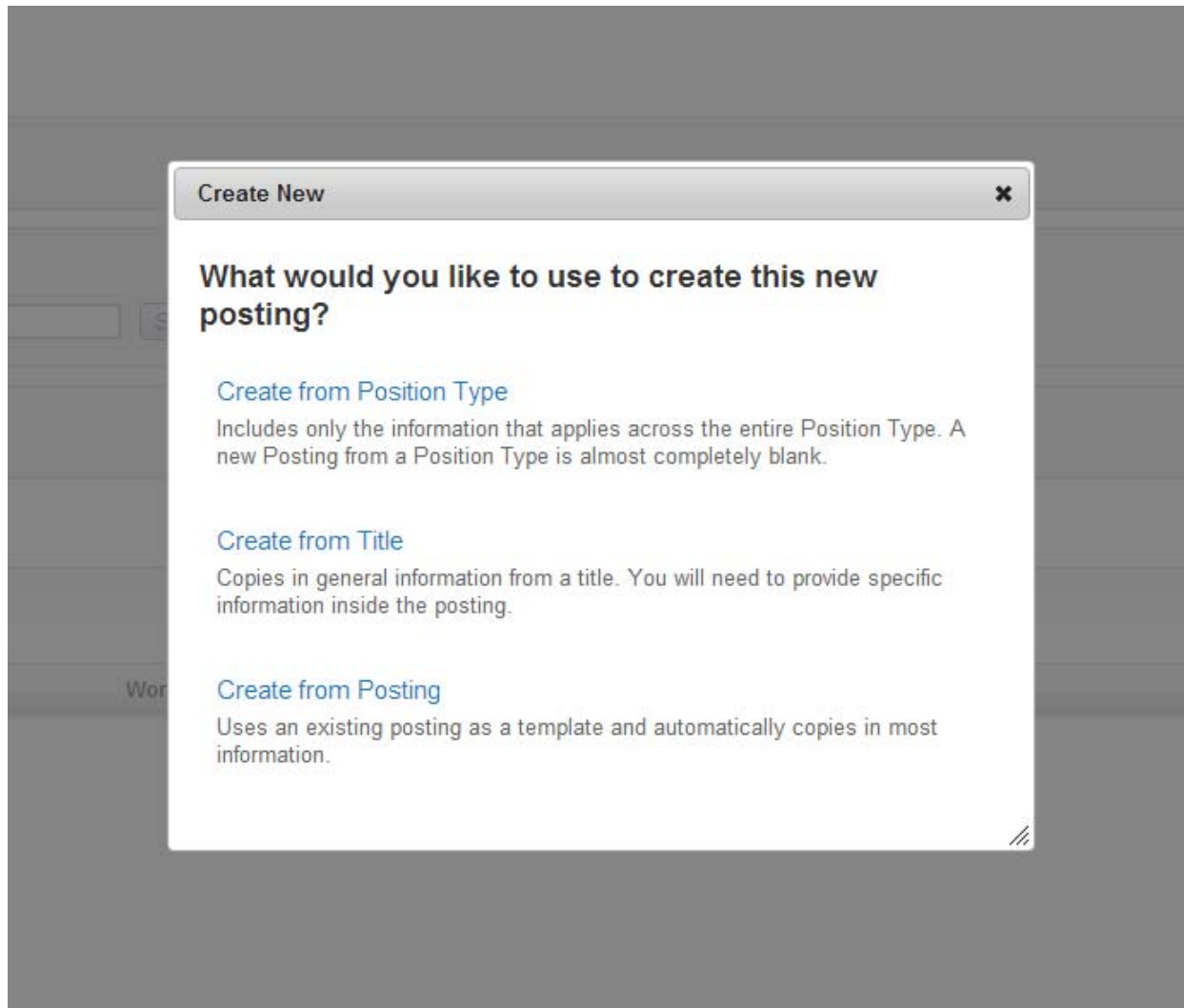
**Watch List** (3 items)

Or select **Applicant Tracking** on the top right corner and toggle over the **Posting** tab and choose the appropriate position type

From here click **Create New Posting**

The screenshot displays the PeopleAdmin interface for Loyola University Maryland. The top navigation bar includes the university logo, a 'Home' link, and a menu with 'Postings', 'Applicants', 'Employment Recommendations', 'My Profile', and 'Help'. The 'Postings' menu is open, showing 'Staff/Admin', 'Faculty', and 'Student' options. In the top right corner, there is an 'Inbox' link, a 'PeopleAdmin' dropdown menu with 'APPLICANT TRACKING' selected, and a 'logout' link. Below the navigation bar, the user's name 'Monica Lim' and message count 'you have 0 messages.' are shown, along with a 'Hiring Manager' dropdown menu. The main content area is titled 'Staff/Admin Postings' and features a 'Create New Posting' button. Below this, there is a search section with a search bar, a 'Search' button, and a 'Hide search options' link. The search filters include 'Add Column' (set to 'Add Column'), 'Workflow State' (with options: Draft, Hiring Manager/Delegate, Director/Chair/Department Head, Academic Affairs Diversity), and 'Job Category'. At the bottom, there is an 'Ad hoc Search' section with a 'Draft' tab and a 'Saved Search: "Draft" (0 Items Found)' entry, along with an 'Actions' button.

Step 2. Select **Create from Position Type, Title or Posting**



### Step 3.

If using POSITION TYPE , then fill in the blanks (Recommended)



#### New Posting

Create New Posting

Cancel

#### \* Required Information

Position Title \*

#### Organizational Unit

Division \*

Department \*

#### Applicant Workflow

Workflow State

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

#### References

Accept references

#### Online Applications

Accept online applications?

Special offline application instructions

Successful candidates for any staff, faculty, or administrative position at Loyola University Maryland will be subject to a pre-

If using TITLE -Search for the appropriate approved Title to create the posting  
OR

If using POSTING – search for the posting you wish to copy from

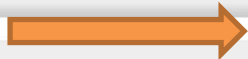
\*Toggle over **Actions** drop-down located on the right side of screen and select **Create From**

Staff/Admin Titles

Open Saved Search ▾Search: SearchMore search options

All Titles ✕  
Saved Search: "All Titles" (8 Items Found)

Title	Classification Status	(Actions)
Administrative Assistant	Approved	Actions ▾
Associate Professor	Approved	Actions ▾
Custodian	Approved	Actions ▾
HR Manager	Approved	Actions ▾
Staff /Admin PA Test - 12/16	Approved	Actions ▾
Staff/Admin Test -1/29	Approved	Actions ▾
Staff/Admin Title FV	Approved	Actions ▾
staff_class	Approved	Actions ▾



Step 5. The system will provide the posting settings page for **New Posting**

Step 6. Complete the various required fields of the posting


Postings / Staff/Admin / HR Assistant (Draft) / Edit: Posting Details

**Editing Posting**

**Posting Details** Save Next >>

Posting Supplemental Q...  
 Search Committee  
 Ranking Criteria Quest...  
 Applicant Documents  
 Guest User  
 References  
Summary

**Posting Details**

 [Check spelling](#) ▼

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

**\* Required Information**

**Position Information**

\* **Position Title**

\* **Job Category**  **This field is required.**

**Position Authorization**  
**Announcement Number**

**If Staff, list days and hours**

**If Part-time, list #hrs/week**

**If Temporary , Estimated End Date: mm/dd/yyyy**

**Duration of employment if less than 12 months**

\* **Is this a new position?**  **This field is required.**

**If replacing, whom:**


**Is job description on file in HR?**

**Date of last position review**

\* **Pay Grade**  **This field is required.**  
<http://www.loyola.edu/department/hr/programs/compensation.aspx>

Step 7. When you reach the **Summary Tab**, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.




Postings / [Staff/Admin](#) / [HR Assistant \(Draft\)](#) / Summary

 **Posting: HR Assistant (Staff/Admin)** [Edit](#)

Current Status: Draft

Position Type: **Staff/Admin** Created by: **Monica Lim**  
Department: **Human Resources** Owner: **Monica Lim**

[Take Action On Posting](#)

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

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

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.


**!** [Posting Details](#) [Edit](#)

Position Information

<b>Position Title</b>	HR Assistant
<b>Job Category</b>	Staff
<b>Office/Department</b>	Human Resources
<b>Position Authorization Announcement Number</b>	
<b>If Staff, list days and hours</b>	

Step 8. Toggle over the **Take Action on Posting** and select the appropriate workflow state.

Postings / Staff/Admin / HR Assistant (Draft) / Summary

 **Posting: HR Assistant (Staff/Admin)** [Edit](#)

Current Status: Draft

Position Type: **Staff/Admin**      Created by: **Monica Lim**  
Department: **Human Resources**      Owner: **Monica Lim**

**Take Action On Posting** ▼

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview

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

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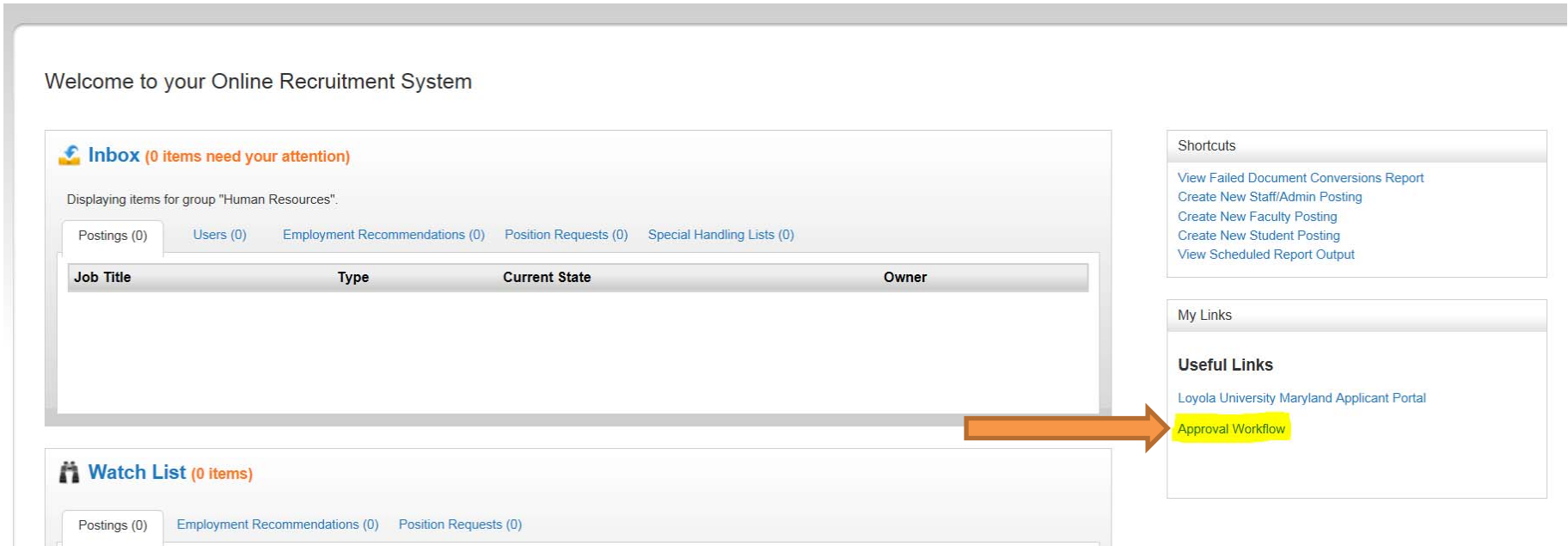
🔵 Posting Details [Edit](#)

Position Information

Position Title	HR Assistant
Job Category	Staff
Office/Department	Human Resources
Position Authorization Announcement Number	
If Staff, list days and hours	
If Part-time, list #hrs/week	
If Temporary , Estimated End Date: mm/dd/yyyy	



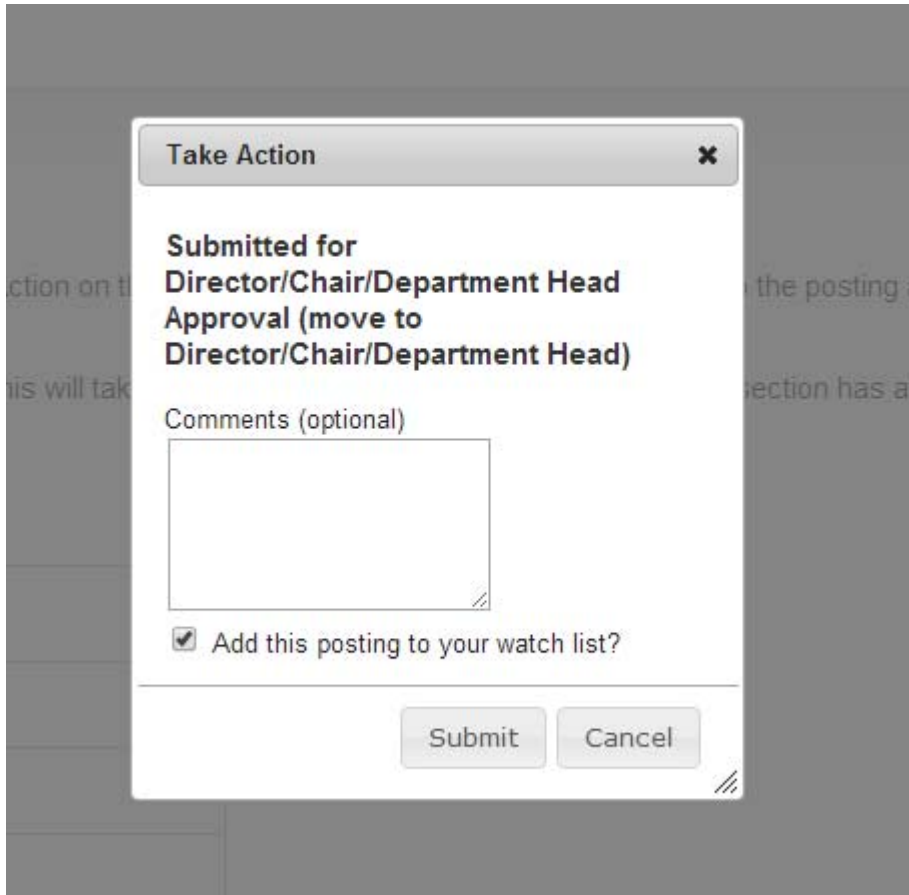
\*If you do not know what the next workflow step is, please go to the home page and click **Approval Workflow** under **Useful Links**. A new window or tab will open to the posting workflow for all academic and non-academic positions.



### Posting Workflow

All Academic Positions	Non-Academic Staff/Admin
Hiring Manager/Delegate	Hiring Manager/Delegate
Director/Chair/DeptHd	Director/Chair/DeptHd
Acad Affair Diversity	Asst/Asso VP/Dean
Asst/Asso VP/Dean	HR Compensation
AA Compensation	VP
HR Compensation	HR
VP	
HR	

Step 9. Add any comments in the **Comment Box** keeping in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.



The image shows a 'Take Action' dialog box with a close button (X) in the top right corner. The text inside the dialog reads: 'Submitted for Director/Chair/Department Head Approval (move to Director/Chair/Department Head)'. Below this is a section labeled 'Comments (optional)' with an empty text input field. At the bottom of the dialog, there is a checked checkbox labeled 'Add this posting to your watch list?'. Two buttons, 'Submit' and 'Cancel', are located at the bottom right of the dialog box.