

Quick Steps for Creating a Faculty Posting

Step 1. On the Home Page, from the Shortcuts box, select or **Create New Faculty Posting**

LOYOLA UNIVERSITY MARYLAND

Inbox | PeopleAdmin
Watch List | 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
See more...			

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 web application interface. At the top left is the Loyola University Maryland logo. The top navigation bar includes links for Home, Postings, Applicants, Employment Recommendations, My Profile, and Help. A red arrow points to the 'Postings' link. Below this, a dropdown menu is open, showing 'Staff/Admin', 'Faculty' (highlighted), and 'Student'. Another red arrow points to the 'Faculty' option. In the top right corner, there is an 'Inbox' link and a 'PeopleAdmin' header with a dropdown menu showing 'APPLICANT TRACKING'. A red arrow points to this dropdown. Below the navigation bar, the user is identified as 'Monica Lim, you have 0 messages.' with a 'Hiring Manager' dropdown and a 'logout' link. The main content area is titled 'Faculty Postings'. A red arrow points to a yellow 'Create New Posting' button in the top right of this section. Below the button is a search bar with a 'Search' button and a 'Hide search options' link. There are also filters for 'Add Column', 'Workflow State' (with a dropdown menu showing options like 'Draft', 'Create Hiring Manager/Delegate', etc.), and 'Job Category'. At the bottom, there is a 'Saved Search: "Postinas" (0 Items Found)' section with an 'Actions' button.

LOYOLA UNIVERSITY MARYLAND

Home Postings Applicants Employment Recommendations | My Profile Help

Postings / Faculty

Faculty Postings

Create New Posting

Search: [Search] Hide search options

Add Column: [Add Column]

Workflow State: [Draft, Create Hiring Manager/Delegate, Submitted for Director/Chair/DepartmentHead Approval, Submitted for Acad Affairs Diversity Approval]

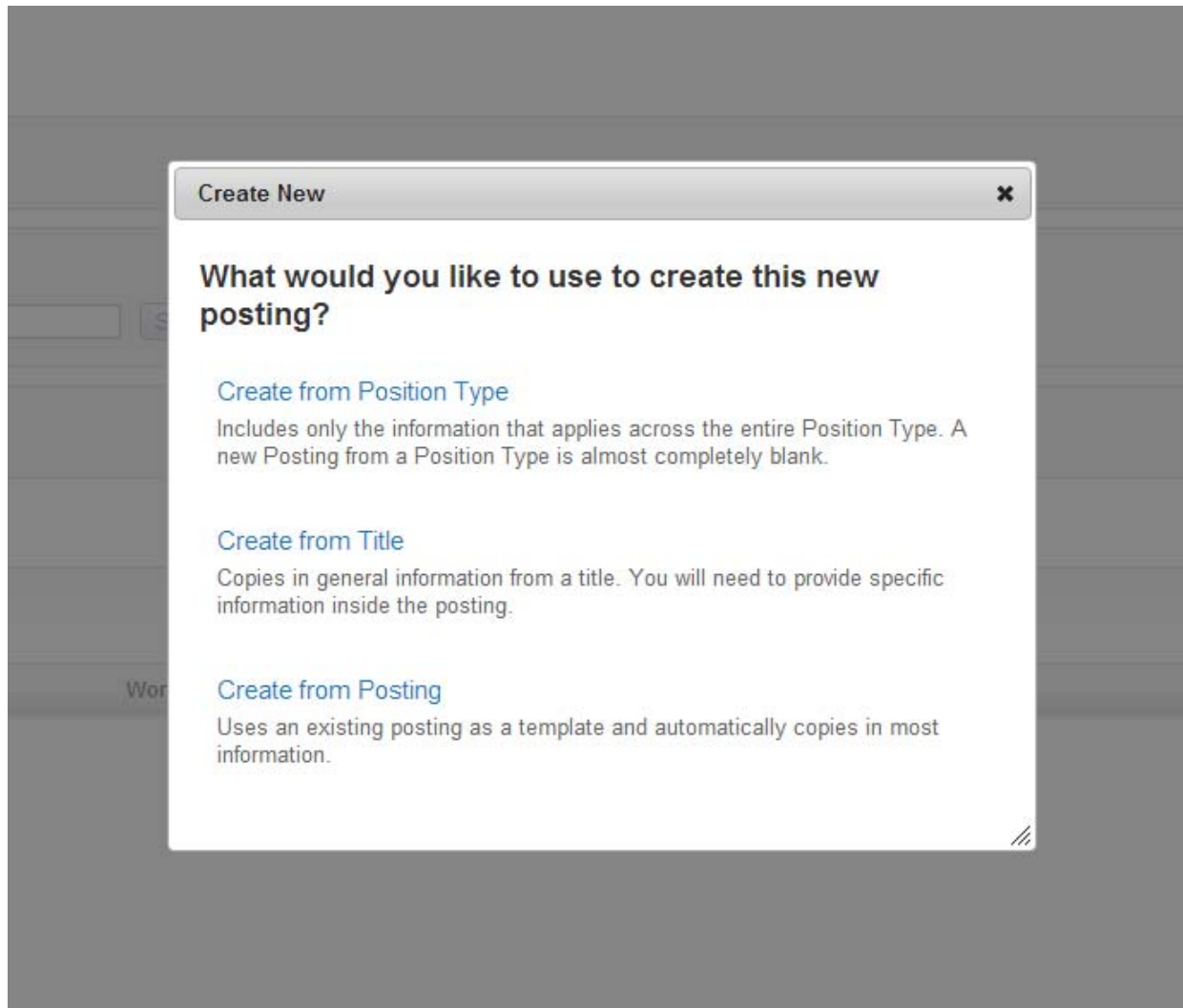
Job Category: []

Ad hoc Search Postings

Saved Search: "Postinas" (0 Items Found)

Actions

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 PostingCancel

* Required Information

Position Title *

Organizational Unit

Division *

Department *

Applicant Workflow

Workflow State

Under Review by Primary Contact ▾

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**

Postings / Faculty / New Posting From Title

Faculty Titles

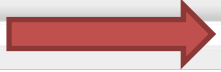
[Open Saved Search](#) Search: [Search](#) [Hide search options](#)

Add Column:

All Titles ×

[✓ Saved Search: "All Titles" \(2 Items Found\)](#)

Title	Classification Status	(Actions)
Associate Professor-kill	Approved	Actions
Faculty Classification FV	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 / Faculty / Assistant Professor (Draft) / Edit: Posting Details

Editing Posting

Posting Details

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

Posting Details Save Next >>

 [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**

Position Authorization
Announcement Number

* **Faculty Type** This field is required.

If
Teaching/Administrator,
list % T/A

* **Visiting Faculty
Member?** This field is required.

If Temporary or
Visiting, Estimated End
Date: mm/dd/yyyy

* **Duration of
employment within a 12
month period** This field is required.

if other please explain

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

If replacing, whom:

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 / Faculty / Assistant Professor (Draft) / Summary

Posting: Assistant Professor (Faculty) [Edit](#)

Current Status: Draft

Position Type: Faculty

Department: Accounting

Created by: Monica Lim

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

Position Title	Assistant Professor
Department	Accounting
Position Authorization Announcement Number	
Faculty Type	
If Teaching/Administrator, list % T/A	

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

Postings / Faculty / Assistant Professor (Draft) / Summary

Posting: Assistant Professor (Faculty) [Edit](#)

Current Status: Draft

Position Type: Faculty

Department: Accounting

Created by: Monica Lim

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.

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✔ Posting Details [Edit](#)

Position Information

Position Title	Assistant Professor
Department	Accounting
Position Authorization Announcement Number	
Faculty Type	Tenure Track
If Teaching/Administrator, list % T/A	
Visiting Faculty Member?	No

*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. Faculty positions will follow the “**All Academic Positions**” approval workflow.

Welcome to your Online Recruitment System

Inbox (0 items need your attention)

Displaying items for group "Human Resources".

Postings (0) Users (0) Employment Recommendations (0) Position Requests (0) Special Handling Lists (0)

Job Title	Type	Current State	Owner
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Shortcuts

- View Failed Document Conversions Report
- Create New Staff/Admin Posting
- Create New Faculty Posting
- Create New Student Posting
- View Scheduled Report Output

My Links

Useful Links

- Loyola University Maryland Applicant Portal
- Approval Workflow**

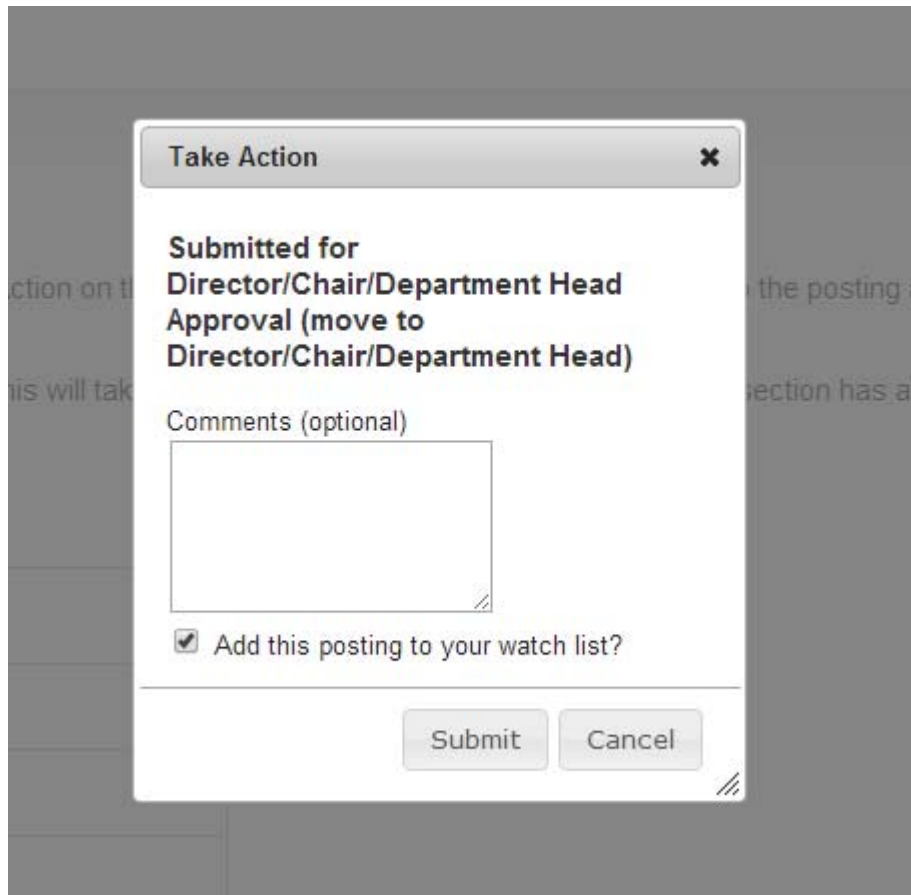
Watch List (0 items)

Postings (0) Employment Recommendations (0) Position Requests (0)

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 main text inside the box reads: 'Submitted for Director/Chair/Department Head Approval (move to Director/Chair/Department Head)'. Below this text is a label 'Comments (optional)' followed by a large, empty rectangular text area. At the bottom of the dialog box, there is a checked checkbox followed by the text 'Add this posting to your watch list?'. Below the checkbox are two buttons: 'Submit' and 'Cancel'. A small double-slash icon is located at the bottom right corner of the dialog box.