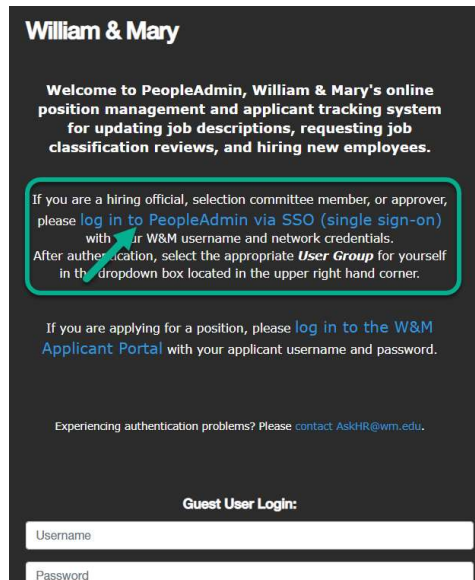


Creating a Posting (Instructional/Executive)

PeopleAdmin

8/30/2024

1. Login to PeopleAdmin using the link for log in to PeopleAdmin via SSO (single sign-on):



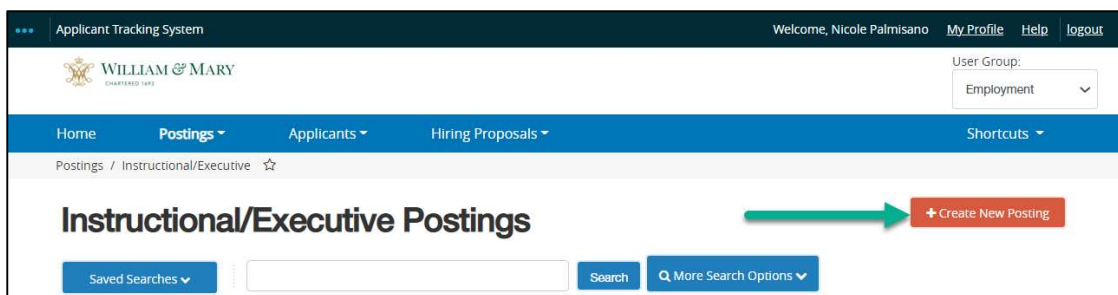
2. In the upper right-hand corner, change your user group to Hiring Official:



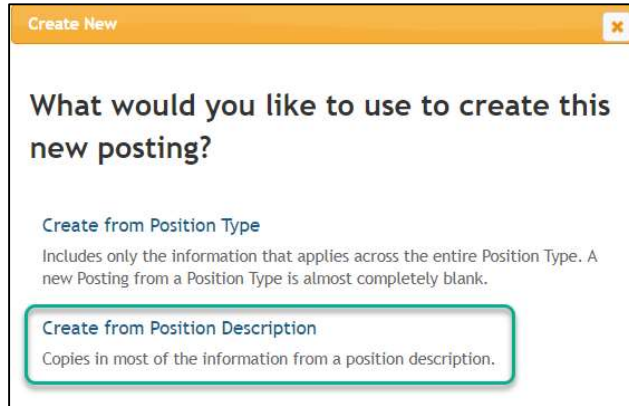
3. On the blue ribbon at the top of the screen, click Postings > Staff/PPF



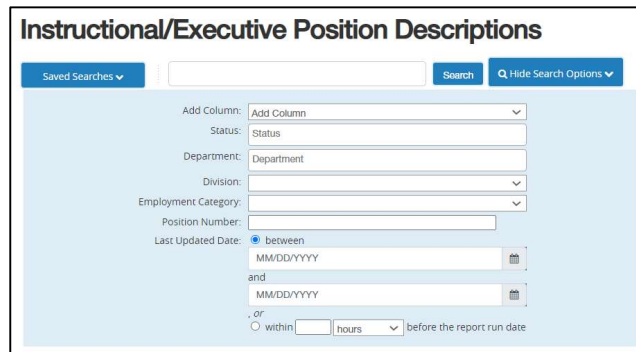
4. Click +Create New Posting:



5. Select *Create from Position Description*:

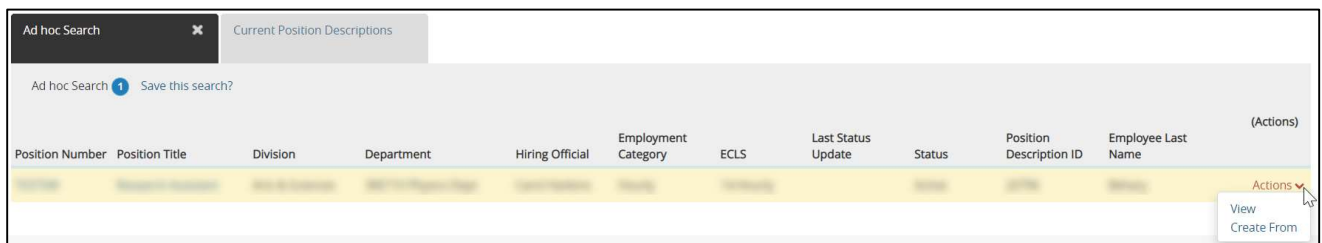


6. Using the search box, type in the approved position number. For more options, click *More Search Options* box then click search:

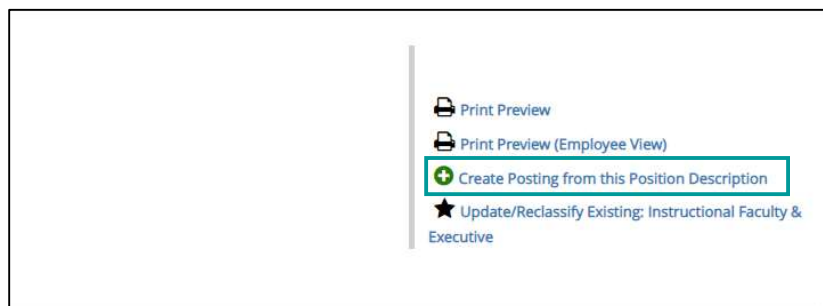


7. Hover over Actions on the right-hand side and click either *Create From* or *View*:

NOTE: If while hovering over actions your selections show other options outside of *View* and *Create From*, contact **Talent Acquisition Team** before moving forward with this posting.



If only *view* appears, click *view*. Your PD will appear. In the right-hand corner, select *Create Posting from this Position Description*



8. Then, fill out the posting details. Posting Title will pull over from your Position Description.

The screenshot shows a 'New Posting' form with the following sections:

- Required Information:** A text input field for 'Position Title *'.
- Organizational Unit:** Two dropdown menus for 'Division *' (selected: 'Division-Provost-Arts & Sciences') and 'Department *' (selected: '3KDS10 Modern Languages Dept').
- Job Alert:** A section titled 'Job Alert Categories' with several checkboxes:
 - Administrative & Managerial (EX: chiefs, VPs, senior leaders - plan, direct, and formulate policies, set strategy)
 - Clerical & Secretarial (EX: receptionists, administrative assistants & coordinators, bookkeepers, clerks)
 - Faculty Adjunct
 - Faculty Full-Time (EX: instructional, research, tenure eligible, non-tenure eligible)
 - Faculty Post Doc
 - Maintenance (EX: custodians/housekeepers, groundskeepers, laborers)
 - Marine Operations (EX: captains, divers, safety officers, marine mechanics, boatwains)

Job Alerts: These are opt-in email alerts for job seekers. Select the relevant job alert option (either Faculty Adjunct, Faculty Full-time, or Faculty Post Doc).

The screenshot shows the 'Applicant Workflow' and 'References' sections of the form:

- Applicant Workflow:** A dropdown menu for 'Workflow State' (selected: 'Under Review by Search Committee') with the question: 'When an application is submitted for this job, it should move to which state in the Candidate Process workflow?'.
- References:** Three dropdown menus:
 - 'Reference Notification' (selected: 'Under Review by Search Committee') with the question: 'Request References to submit Recommendations when candidate reaches selected workflow state?'.
 - 'Recommendation Workflow' (selected: blank) with the question: 'When all Recommendations have been provided, move to selected workflow state?'.
 - 'Recommendation Document Type' (selected: 'Recommendation') with the question: 'Allow a document upload when a reference provider submits a Recommendation?'.


References: 3 letters of reference are required for all standard A&S Faculty and Adjunct positions.

- Reference Notification = Under Review by Search Committee
- Recommendation Workflow = **Please leave blank**
- Recommendation Document Type = Recommendation

Online Applications

Accept online applications?

Special offline application instructions



Accepted Application Forms

Instructional Faculty

Executive

Select Instructional Faculty ONLY. Choosing the wrong application will block you and your approval levels from seeing application materials.

9. Once all initial posting details are complete > Click *Create New Posting*.

10. Posting Details: This Information will pull over from the approved Position Description. Do not change this information on the posting.

Posting Details

- Location: William & Mary
- Present Position Number: [REDACTED]
- Role Title: [REDACTED]
- Position Title: TEST POSTING FOR RECRUITMENT RESOURCE
- Unit Mission Statement: This will pull from your previously approved PD
- Position Summary:

This will pull from your previously approved PD:

The Department of X at William & Mary, a public university of the Commonwealth of Virginia, seeks applications for a tenure track position at the Assistant Professor level in [sub-discipline]. Appointment will begin August 10, 20xx. We are interested in individuals with research and teaching expertise in A or B, but exceptional applicants from other areas of [sub-discipline] will be considered. [list relevant discipline-specific key terms or phrases that will be picked up in applicant web searches]

Duties include research, teaching, and service to the University. The applicant is expected to establish and maintain a vibrant [externally funded] research program that inspires a highly motivated undergraduate student body [as well as Master's/Ph.D. students]. Teaching expectation is 2 courses per semester. Successful applicants must possess the skills to teach compelling courses in [sub-discipline] and other lecture and seminar-style courses, and to contribute to X.

(Brief description of the position)
- Required Qualifications: This will pull from your previously approved PD
Required Qualifications: Applicants must hold a Ph.D. [or list the appropriate terminal degree] [in [discipline] or a related field] at the time appointment begins (August 10, 20xx).
- Preferred Qualifications: This will pull from your previously approved PD
Preferred Qualifications: Previous experience in teaching and mentoring successful undergraduate [and graduate] research is preferred. Evidence of scholarly achievement or demonstrated potential as a scholar.
[Postdoctoral research experience is desirable]

Posting Details Continued

Funding Source	<input checked="" type="checkbox"/> E&G funded <input type="checkbox"/> Auxiliary funded <input type="checkbox"/> Grant funded <input type="checkbox"/> University Private/Local funded <input type="checkbox"/> Foundation funded
(Historical) Position Term	Other (specify actual months below)
Position Months	
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, you will be contacted.
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 interest you.
Background Check Statement	William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.
EEO Statement	William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.
Position Restricted?	Yes, the appointment is limited to a specified term <i>Positions can be restricted based on funding and/or time. If the position is restricted due to term, what is the end date? This is specified in the hiring proposal.</i>

11. Recruitment Request Form (bottom of Posting Details Tab):

Recruitment Request Form

Job Open Date	<input type="text" value="MM/DD/YYYY"/>	
	<i>(Date position will be posted on the website)</i>	
Review Begin Date	<input type="text" value="MM/DD/YYYY"/>	
	<i>(Date position will be removed from website)</i>	
Job Close Date	<input type="text" value="MM/DD/YYYY"/>	
	<i>(Date position will be removed from website)</i>	
Open Until Filled	<input type="text" value="No"/>	

FT Posns: Minimum 30 days to review begin date, PT posns minimum 14 days.

- **Job Open Date:** This is the date the posting is activated “live” in PeopleAdmin.
- **Review Begin Date:**
 - Full-time Faculty = Date approved in your narrative job ad. This may be either a minimum of “30 days after the posting date” or could be a specific date around 30-45 days after posting date. Some units seek dean approval for a longer posting period that may be close to or at 60 days past the posting date.
 - Adjunct = 2 weeks
- **Job Close Date:**
 - Full-time Faculty: Date entered in this field should be 60 days past the Job Open Date. If approval was granted for a 60-day Review Begin Date, then the Job Close Date must be set at 1-week past the Review Begin Date. This allows for the department to begin the applicant review and determine if they have a sufficient pool before the posting hard close date.
 - Adjunct Faculty: One year from job open date. All adjunct pools must close briefly and re-open again for the next recruitment year (typically in the spring).
- **Open until Filled:** Faculty = “No” for full-time positions; Adjuncts = “Yes” for all adjunct positions.

Recruitment Request form continued:

Media Advertising

- Chronicle of Higher Ed (DQ)
- HigherEdJobs
- InsideHigherEd
- LinkedIn
- W&M Employment Website
- TBD Ad via Graystone Group
- Other (please specify)

Additional Advertising Sources/Recruitment Plan

Please list any additional advertising sources, such as listservs, websites, journals or newsletters, conference recruiting, and activities targeting veterans, persons with disabilities, and persons from underrepresented groups. Attach the Ad copy on the Internal Documents tab for review and approval prior to placement.

List evaluation tools to be used in the selection process

Examples include CV screening matrix, interview Stream, on-campus interviews, etc. A response is required. This field is required.

Search is open to the following:

NOTES: Prior to the PD and Posting stage, the job ad must have been previously reviewed by the A&S Dean’s Office Faculty Personnel Services Team and then approved by the hiring department’s Vice-Dean. Depts must attach to the Position Description (prior to Posting Stage):

- the approved narrative job ad;
- the Dean’s search authorization (verifying authorized salary range); and
- and org chart for HR reference.

All PeopleAdmin postings are automatically displayed in the online national outlet Higher Ed Jobs shortly after the PeopleAdmin posting goes live. This posting satisfies Department of Labor (DOL) requirements. Please note: Hiring units must save the Higher Ed Jobs ad display as a PDF (must include HEJ page header or identifier) and retain with your search records for Reves Center international hires and DOL audit purposes.

TTE and Term recruitments typically receive a recruitment budget for additional advertising and interview visits.

Visiting & Adjunct job advertising is the responsibility of the department, using free or low-cost options.

All external advertisements must include the full approved narrative job ad and must point applicants to PeopleAdmin. They must include the university EEO statement:

“William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.”

Special Application Instructions

Applicants must apply online at <https://jobs.wm.edu>. Submit a curriculum vitae, a cover letter, a statement of teaching interests, a statement of research interests, [and XXX]. Candidates are encouraged to reflect on their past experiences or future plans to foster an inclusive and welcoming climate for learners/scholars in [enter discipline] in any of the aforementioned required documents. You cannot submit a separate diversity statement. You will be prompted to submit online the names and email addresses of three references who will be contacted by the system with instructions for how to submit a letter of reference.

For full consideration, submit application materials by the initial review date. [indicate a date that is minimum 30 days from date of live posting]. Applications received after the initial review date will be considered if needed.

Information on the degree programs in the Department of X may be found at [link for dept web site].

William & Mary offers our employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program). Our employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. To learn more, go to: <https://www.wm.edu/offices/hr/currentemployees/benefits/index.php>

Copy and paste the appropriate benefits statement for this position. If the position does not have any benefits, enter N/A.

Benefits Summary Statement

FT, Quasi FT, or PT Positions: William & Mary offers our employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program).

Our employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. To learn more, go to: <https://www.wm.edu/offices/uhr/benefits/index.php?type=none>

Hourly Positions: Our hourly employees enjoy many university benefits such as, participation in a supplemental savings plan for retirement, professional development, and wellness benefits. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more, in addition, after completing a year of continuous hourly service and working at least 1,000 hours during the previous 12 months, hourly employees are eligible for holiday pay, PTO and educational assistance. To learn more, go to: <https://www.wm.edu/offices/uhr/benefits/index.php?type=hourly>

Search Committee Members:

(Name, rank/position)

12. Search Committee members: key in the names of your search committee members as well as their email addresses.
13. Click Save & Continue

14. The recommendations tab will populate. All A&S faculty positions require 3 letters of recommendation at minimum. Please note that this feature will send a recommendation link to referees to submit a letter of recommendation.

Recommendations are required for all Faculty and Adjunct postings:

- Minimum Number recommendation: 3
- Maximum Number recommendation: 3 to 4
- Assigned Cutoff Date: **leave blank** (entering a date here will block referees from submitting letters)
- Email Reminder Days: Talent Acquisition Team recommendation, 5
- Instructions to Reference Provider: leave blank

15. Click Save & Continue

16. [Optional] Supplemental Questions can be used to gain more information about a candidate. Hiring units should only use no more than 5 questions.

- a. To add a question, click *Add a question* and search for a question: If the question you would like to add is missing or for further assistance using this feature, contact the Talent Acquisition Team.

17. Click Save & Continue

18. Guest User Access is used when Search Committee members are outside of the William & Mary community. If you have questions about this access, contact the Talent Acquisition Team:

The screenshot shows the 'Guest User' configuration page in the William & Mary HR system. The page is titled 'Guest User' and is part of a 'Draft' for 'TEST POSTING FOR RECRUITMENT RESOURCE'. The left sidebar contains a navigation menu with options: Posting Details, Recommendations, Supplemental Questions, Guest User (selected), Applicant Documents, Search and Selection Plan, Internal Documents, Ranking Criteria, Search Committee, and Summary. The main content area explains the purpose of the Guest User account and provides instructions on how to create and manage it. It includes a 'Create Guest User Account' button and a 'Want to give guests access to view this posting?' section with a 'Create Guest User Account' button. The page also features 'Save', '<< Prev', and 'Save & Continue' buttons at the top and bottom right.

19. Click Save & Continue

20. Select required and optional documents for your posting:

Applicant Documents

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Resume/Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Other Doc	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Other 2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	Other 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Other 4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Other 5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Candidate Diversity Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Research Statement	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10	Teaching Statement	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Attachment 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Recommendation Letter(s) - for ...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Annotations:

- Required for all faculty positions (points to rows 1 and 2)
- Optional applicant docs (points to rows 3 and 4)
- Effective 8/5: Diversity Statements can no longer be submitted. (points to row 8)
- Required for all TE / postdoc positions (points to row 9)
- Required for all full-time faculty positions. Not required for postdocs with no teaching. Optional document for adjunct positions. (points to row 10)

Save or Cancel

NOTE: CV/resume required for all postings. Documents listed below are selected as required based on the position requirements.

- For A&S: Select Applicant Documents for docs noted in A&S Job Ad – “Special Applicant Instructions” section:
 - Required:
 - Resume/Curric Vitae
 - Cover Letter
 - Research Statement (*for TE or Postdoc positions only; not instructional Term or Adjuncts*)
 - Teaching Statement (*exclude for research postdocs not expected to teach; optional for adjunct positions as teaching statement can be included in cover letter*)
 - Optional: (hiring unit can choose additional required/optional if needed)
 - Other Doc
 - Other Doc 1
 - Effective July 2024: candidates can no longer provide diversity statements. Instead, Candidates are encouraged to reflect on their past experiences or future plans to foster an inclusive and welcoming climate for learners/scholars in their discipline in any of the aforementioned required documents.

21. Click Save & Continue

22. Upload internal documents you would like to include in the posting. Frequently used: Approved job ad, important emails, screening grid sample:

Postings / Instructional/Executive / TEST POSTING FOR RECRUITMENT RESOURCE (Draft) / Edit: Internal Documents

Editing Posting

- Posting Details
- Recommendations
- Supplemental Questions
- Guest User
- Applicant Documents
- Search and Selection Plan
- Internal Documents**
- Ranking Criteria
- Search Committee
- Summary

Internal Documents

Save << Prev Save & Continue

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Job Advertisement Copy	- for all searches		Actions
Search Waiver/Modification Request			Actions
Screening Search			Actions
Additional Documentation			Actions
HR Recruitment File (for HR use only)			Actions
Screening Grid			Actions

Position Description Documents

Document Type	Name	Status	(Actions)
Organizational Chart (Required)	Organizational Chart (Required) 01-20-22 15:00:48 (EST)		Actions

Save << Prev Save & Continue

Note for future reference: Once search is concluded admin must retain all search documentation from all faculty who participated in the search. HR recommends that this documentation should be compiled as a single PDF file and later uploaded to the Hiring Proposal to be retained by HR for audit purposes.

23. Click Save & Continue

24. Skip over Ranking Criteria by clicking Save & Continue

Postings / Instructional/Executive / TEST POSTING FOR RECRUITMENT RESOURCE (Draft) / Edit: Ranking Criteria

Editing Posting

- Posting Details
- Recommendations
- Supplemental Questions
- Guest User
- Applicant Documents
- Search and Selection Plan
- Internal Documents
- Ranking Criteria**
- Search Committee
- Summary

Ranking Criteria

Save << Prev Save & Continue

Ranking Criteria allow interviewers to provide assessments of applicants on specific items at specific points in the workflow. This feature is used in combination with the Search Committee Member tab. Usually, these questions compare candidates to each other. Typical ranking criteria might include:

- How well did this candidate handle the interview process?
- How did this candidate's portfolio compare with those of the other candidates?
- How do you rate this candidate's teaching skills?

To create a ranking criteria:

1. Access the appropriate list of ranking factors.
2. From the **Actions** menu, select **Create New**. The Creating page opens.
3. Enter a name for the item. This is the label that is presented when a user selects this type of ranking factors on a posting. If you are creating a supplemental question, this is the only field that you must complete before saving a draft version of the question. For **ranking criteria**, you must also fill in the label and description.
4. Continue as you would for editing.
5. After you have defined the information for the item, select **Create** to apply your changes and view a summary page; or select **Cancel** to return to the list without saving your changes.

Included Evaluative Criteria

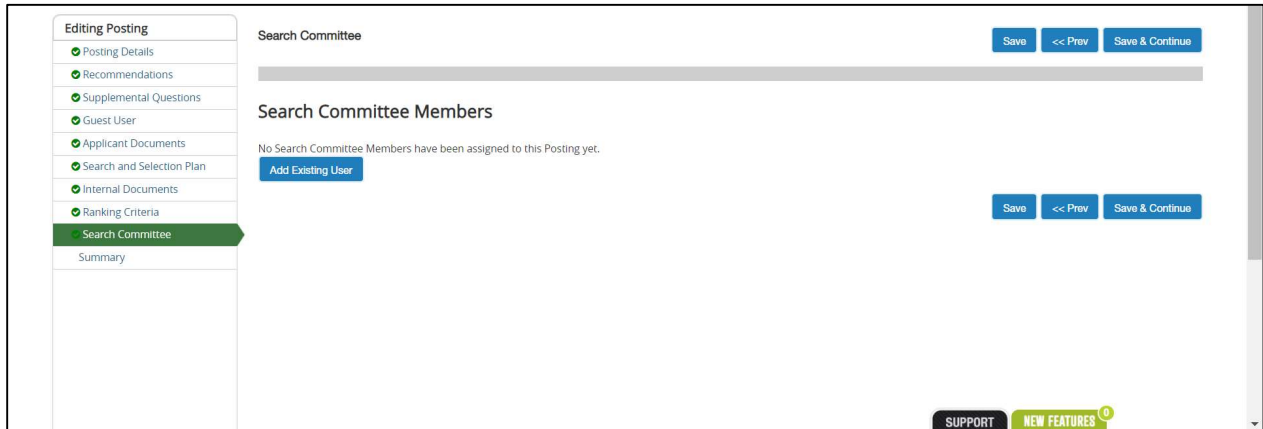
Add a Criterion

Category	Description	Weight	Workflow State	Status

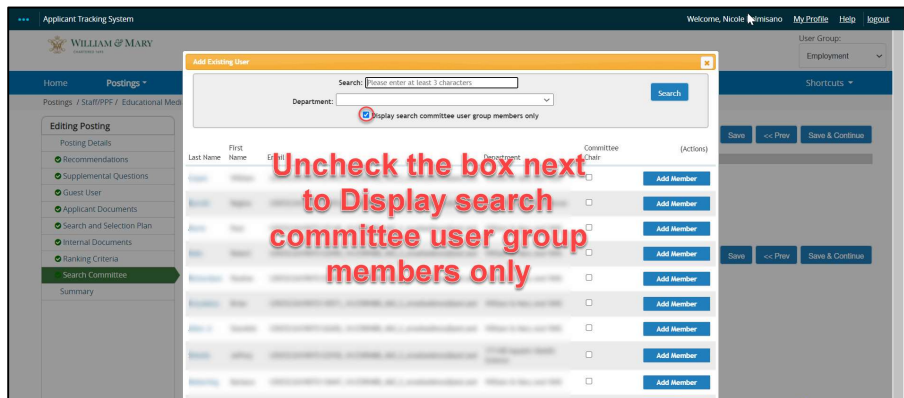
Save << Prev Save & Continue

25. Add Search Committee Members by clicking Add Existing User:

- a. Note: Once posting is live, you will be unable to add/update search committee members. Please contact Kirbi Baxley (kjbxley@wm.edu) to update this information for you once your posting is live.



26. Uncheck the box next to Display search committee user group member only. If this box is not unchecked, you will only see employees who have served on search committees in the past:



In the search field, type in the employees name you are looking for:

- If the employee is the committee chair, click the box under committee chair then click *Add Member*
- If the Search Committee member is not the Committee Chair, simply click *Add Member*
- Once you have added all committee members, close out by clicking the X in the orange banner

NOTE: If you see multiple employees with the same first and last name, you can double check you have the correct one by matching their email address

Add Existing User

Search: vandivender

Department: William & Mary and VIMS

Display search committee user group members only

Search

Last Name	First Name	Email	Department	Committee Chair	(Actions)
VanDivender	Grace	[REDACTED]	William & Mary and VIMS	<input checked="" type="checkbox"/>	Add Member

Displaying 1 User

[Create New User Account](#)

[Close](#)

27. Once the *Add Existing User* box has closed, the page will reload and the members you have added will populate:

NOTE: committee members who have not served on a committee in the past will show as pending. Talent Acquisition Team can approve them.

Applicant Tracking System

Welcome, Nicole Palmisano My Profile Help Logout

WILLIAM & MARY

User Group: Employment

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Staff/PPF / Educational Media Assistant (Draft) / Edit: Search Committee

Editing Posting

- Posting Details
- Recommendations
- Supplemental Questions
- Guest User
- Applicant Documents
- Search and Selection Plan
- Internal Documents
- Ranking Criteria
- Search Committee**
- Summary

Search Committee

Save << Prev Save & Continue

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Grace VanDivender	[REDACTED]	<input checked="" type="checkbox"/>	pending	Actions
Nicole Palmisano	[REDACTED]	<input type="checkbox"/>	pending	Actions

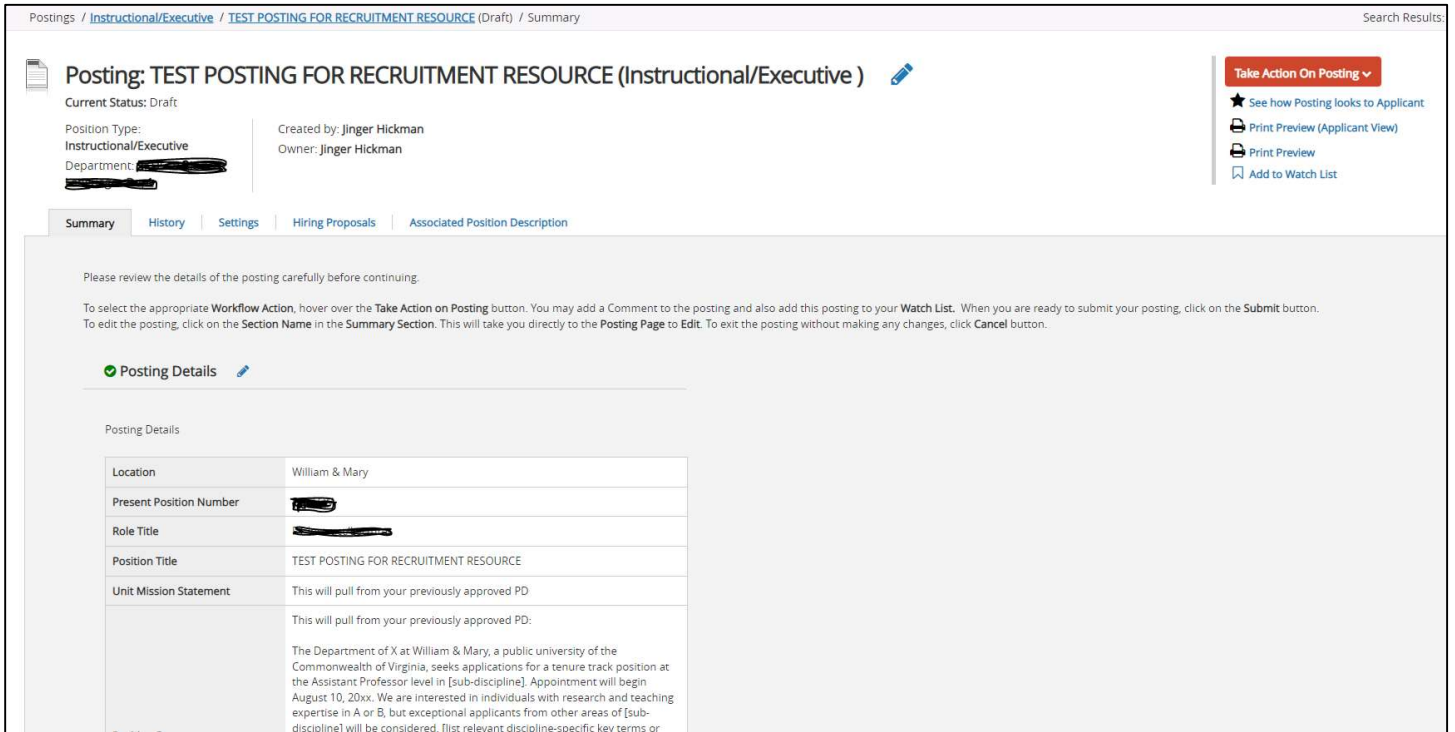
[Add Existing User](#) [Create New User Account](#)

Save << Prev Save & Continue

28. Click **Save & Continue**

29. The posting Summary will load for your review:

- a. If edits need to be made, you can click the edit button next to the section to make your changes. Be sure to click save after changes are made. To get back to the Summary page, simply click summary on the left side of the page



Postings / Instructional/Executive / TEST POSTING FOR RECRUITMENT RESOURCE (Draft) / Summary

Posting: TEST POSTING FOR RECRUITMENT RESOURCE (Instructional/Executive)

Current Status: Draft

Position Type: Instructional/Executive

Department: Department: [REDACTED]

Created by: Jinger Hickman

Owner: Jinger Hickman

Take Action On Posting

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Summary | History | Settings | Hiring Proposals | Associated Position Description

Please review the details of the posting carefully before continuing.

To select the appropriate **Workflow Action**, hover over the **Take Action on Posting** button. You may add a Comment to the posting and also add this posting to your **Watch List**. When you are ready to submit your posting, click on the **Submit** button. To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. To exit the posting without making any changes, click **Cancel** button.

Posting Details

Posting Details

Location	William & Mary
Present Position Number	[REDACTED]
Role Title	[REDACTED]
Position Title	TEST POSTING FOR RECRUITMENT RESOURCE
Unit Mission Statement	This will pull from your previously approved PD: This will pull from your previously approved PD: The Department of X at William & Mary, a public university of the Commonwealth of Virginia, seeks applications for a tenure track position at the Assistant Professor level in [sub-discipline]. Appointment will begin August 10, 20xx. We are interested in individuals with research and teaching expertise in A or B, but exceptional applicants from other areas of [sub-discipline] will be considered. List relevant discipline-specific key terms or...

30. Ready for Talent Acquisition Team review?

- a. Save the draft posting and leave the posting in **Draft status**. No need to move to level 1 and/or other approval levels.
- b. Send an email with the position number, asking HR to activate the draft posting, to:
 - i. Kirbi Baxley: kjbaxley@wm.edu