Create & Route a Posting for Approval – Hiring Manager

*Do not update or enter any information into the Posting that is not explicitly mentioned in this instruction sheet. This includes the section pertaining to the Search Committee; no entry is to be made in those fields.

1) Log into the PeopleAdmin system using your YSU portal credentials.

2) Change your Current Group in the upper right hand corner of the page to Hiring Manager.

3) On the right hand side under the Shortcuts menu, select Create new “Professional/Administrative Posting”.

4) Select Create from Position Description.
5) Hover over the orange Actions dropdown to the far right of the position you will be posting. Select Create From.

Professional/Administrative Position Descriptions

<table>
<thead>
<tr>
<th>Position Description Title</th>
<th>Department</th>
<th>Position Description Number</th>
<th>Last Status Update</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Athletic Administration</td>
<td>990254</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator of Athletics Business Operations/Patient Management</td>
<td>Athletic Administration</td>
<td>990351</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>Athletic Administration</td>
<td>990451</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6) Review the settings displayed and click Create New Posting either at the top or the bottom of the screen.
7) Move through each section of the posting by clicking the next button in the top right corner, reviewing the information as you go. You will be reviewing, not updating, this information.

8) Review the information displayed that pulls in directly from the Position Description. Move through each section of the Posting by clicking the orange Next button on the right hand side at either the top or the bottom of the page.

9) Hover over the Take Action On Posting drop down menu on the right side of the screen. Make the appropriate selection based on your position in the University's organizational structure.
10) Add a comment explaining whether the position is new or a replacement. If the position is a replacement, include the name of employee being replaced.