

*This document will explain how to create an Adjunct Staff Job Posting.*

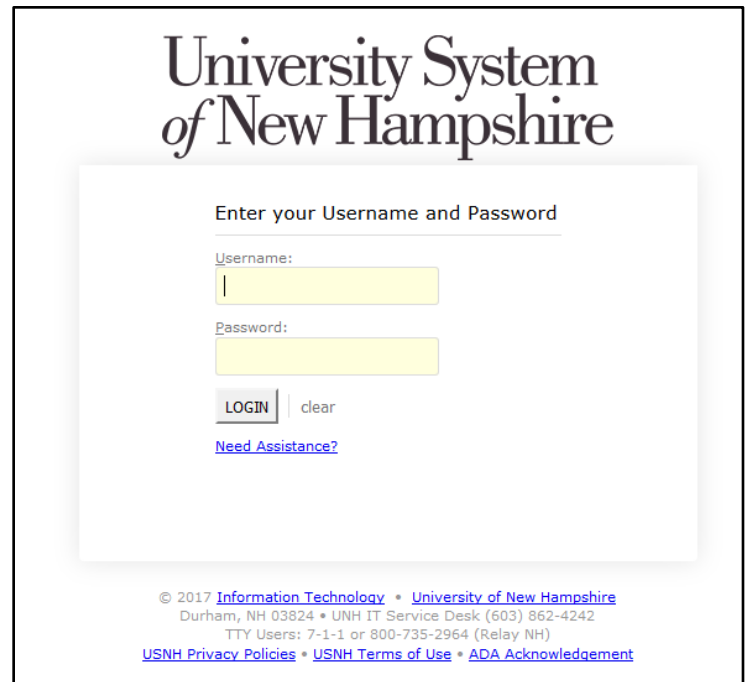
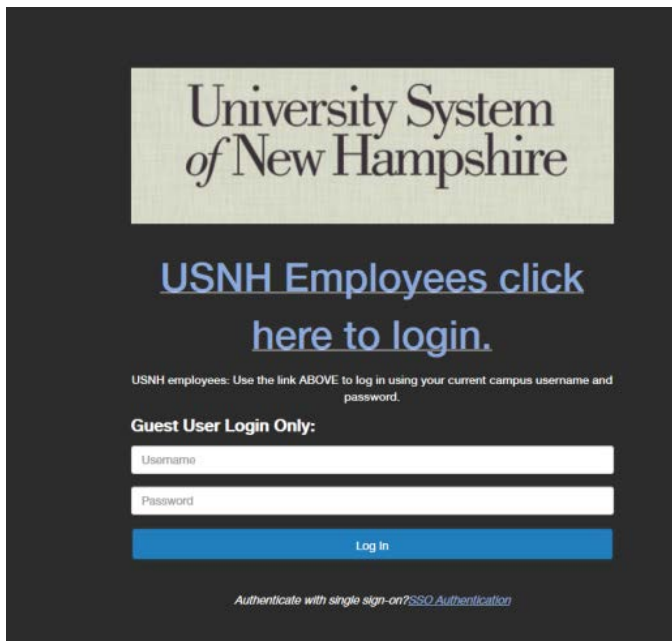
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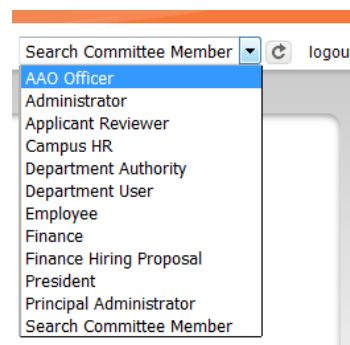
## Logging in to PeopleAdmin

People Admin is part of the USNH Central Authentication Service (CAS)

1. Navigate to <https://jobs.usnh.edu/hr>
2. Click on “USNH Employee Login”



3. At the USNH CAS login page, enter your USNH ITID in the Username field
4. Enter your password in the password field.
5. Click Log In
6. Select your user role from the menu in the top right



## Getting Started

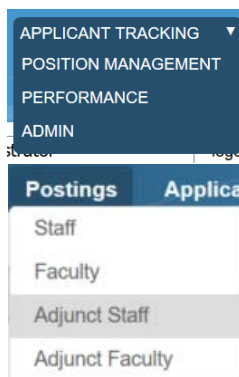
1. Select Applicant Tracking from the menu in the top right.

2. Select "Adjunct Staff" from the "Postings" tab.

3. Click



4. Click



## New Posting Tab

1. On the New Posting page, fill in the Operating Title, Campus, Division and Department.

2. Choose what workflow state received applications should start at. Contact your campus HR office with questions.

3. Reference Notification - Select the workflow state that will trigger emails to reference providers.

4. Recommendation Workflow – Select the workflow state to move candidates to after all recommendations have been received. This option is usually left blank. Contact your HR office for clarification.

5. Recommendation Document Type – Choose "No Document" to receive letters directly from reference providers. Choose "Reference Letter" to let providers upload the documents.

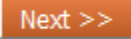

6. Online Applications – Verify that Accept online applications is checked. Provide offline instructions if necessary.

7. Click





## Navigation



While editing the Posting there are some navigation features to be aware of.

- When a section is complete, click  to save the information and move to the next section.
- To save information without advancing to the next section, click .
- Switch between sections by clicking on the section names in the list on the left:




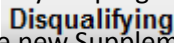
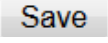
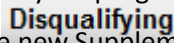
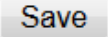
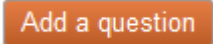







- Be sure to fill in required fields on every section. Required fields are denoted with \* .
- When all sections are complete, navigate to the “Summary” section.
- Review all information. A  denotes an incomplete section.



## Position Details Tab

1. Fill in all required fields. Required fields are denoted with \* .
2. *Institution Information* – This field should be used to write general information about the College, University, or department, and will be displayed to applicants.
3. *Please enter the names of users who should be able to move this posting through the workflow* – This field is used to suggest to HR which users will manage the posting. The Applicant Reviewer role will be assigned to these users, and they will be responsible for moving applicants through the hiring process.
4. *Applicant Reviewer* – Only Campus HR will see this field. The Applicant Reviewer role will be assigned to these users, and they will be responsible for moving applicants through the hiring process.
5. When finished with all fields, click .

## Supplemental Questions Tab

1. Click  on the Supplemental Questions page.
2. Find the desired question in the list
  - a. The list of questions can be filtered by category.
  - b. All questions in the Core category should be included on every staff posting.
  - c. Select one or more questions using the check boxes on the left.
  - d. Click .
3. You may add weight to Supplemental Questions and/or make them disqualifying. Click on the question to be edited on the Supplemental Questions page.
4. A menu will open below the question showing the possible answers .
5. Assign point values to each answer and a weigh to the question if necessary.
6. Check the box under  if applicable for an answer.
7. Click the question title again to collapse the menu and move to another.
8. Click  to save your progress.
9. You may also purpose new Supplemental Questions if necessary. Click  on the Supplemental Questions page.
10. Click .
11. Enter a Name, Status, and Category for your question.    
Can't find the one you want? [Add a new one](#)
12. Write out your question in the Question field.
13. Choose from  or .
14. If you choose Predefined Answers, fill them in. More answer spaces will be provided automatically when you enter text in the last one.
15. Click  **Open Ended Answers**  **Predefined Answers**
16. New questions will only be available after they have been approved by an administrator.
17. When finished with Supplemental Questions, click .

## Documents Needed to Apply Tab

1. Choose which documents are required and / or optional for the Posting. 
2. You may drag and drop the document types to reorder them.
3. Three "Other" document types are available for document types not otherwise listed.
4. When finished, click .

## Posting Documents Tab

1. Upload any documents that should be attached to the Job Posting for the applicant to see. 

# Creating an Adjunct Staff Job Posting

People Admin 7 Manual

2. Select *Upload New* from the Actions menu to upload a document from your computer. Select *Choose Existing* to pick a document already in PeopleAdmin, or select *Create New* to create a document in word processor.
3. When finished, click .

## Guest User Tab

1. Guest User accounts can be created to give access to job postings to people outside of USNH. This may be used, for example, for a search firm that is assisting in a search.
2. Click to create a guest account.
3. Edit the Password field if desired, and click to activate the new password.
4. Enter the email addresses of people who need guest access in the Email addresses field, and click

5. Click **Create Guest User Account** to continue.

**Update Password**

## Summary Tab

**Update Guest User Recipient List**

1. Review all information for accuracy
2. Click next to any section heading to edit that section.
3. A next to a section heading denotes an incomplete section.
4. When all sections are complete, choose the appropriate action from the menu to move the Posting forward in the workflow.

**Edit**



**Take Action On Posting ▼**