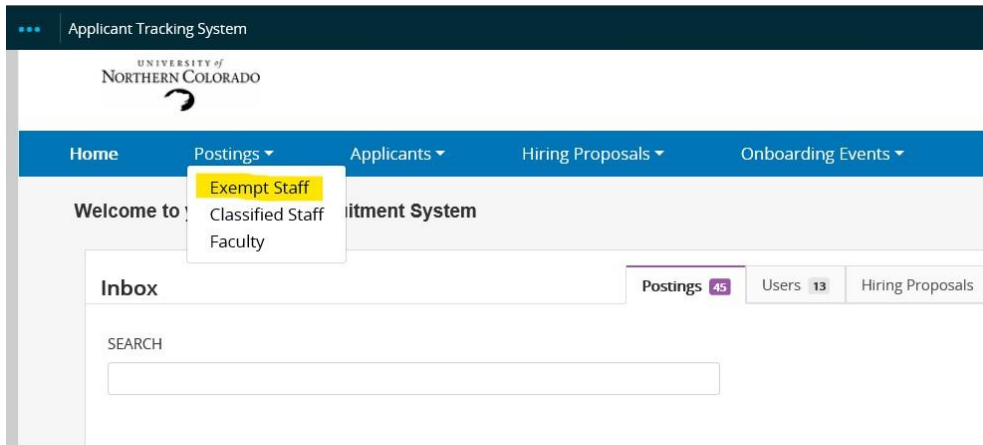# Adding your ASC position to PeopleAdmin:
Step-By-Step Instructions

1. Have the designated department Administrative Assistant log into PeopleAdmin at: https://careers.unco.edu/hr/.
2. From the 'Postings' drop-down list, choose 'Exempt Staff'. We will use this for all ASC roles, including the classified roles.

3. Choose '+ Create New Posting' in the orange box in the top right of the page
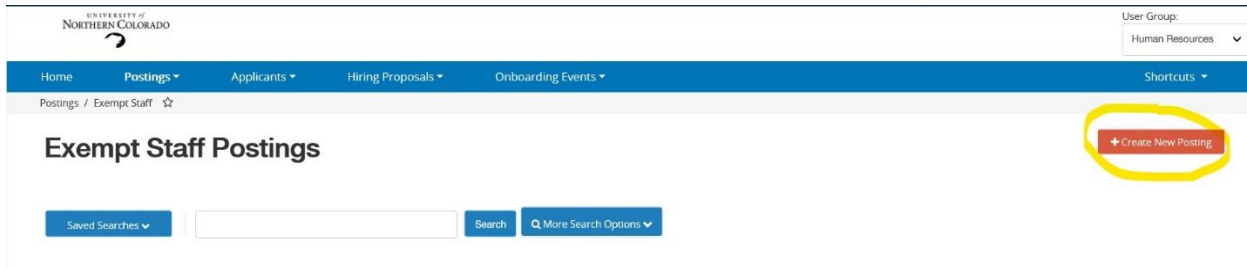
4. Click 'Create from Position Type' option.
5. Begin new posting by completing all required sections: Advertising Position Title and Department.
   a. **IMPORTANT** – When establishing a title of your roles please use the following format(s):
      i. ASC Human Resources Specialist @ Division of Finance & Administration
      ii. ASC Communications Specialist @ HSS
      iii. ASC Accounting Specialist @ HHS
      iv. ASC Business Operations Manager @ PVA

6. Begin the 'Posting Details' section and complete the following:

Human Resources

✍ Check spelling

Position Information

Position Title	ASC Position
Department	Finance & Administration
FTE	1.0
FLSA	Exempt ⌄
Pay Rate	As determined through job analysis
Job Type	Full-Time ⌄
Job EEO Category	Executive/Administrative/Managerial ⌄
Physical Demands	
Job Summary	Copy & Past Job Description
Minimum Qualifications	Classified Roles - Established by the State of CO Professional/Admin - N/A
Preferred Qualifications	Determined By Department

7. Click 'Save & Continue' and move to the 'Posting Details' section.

Posting Details

ᴬᴮᶜ Check spelling
* Required Information

Posting Detail Information

★	**Advertising Position Title**	DRAFT - ASC Human Resources Specialist
	Posting Number	
	Position Number	TBD
	Reason for Vacancy/Position Change	New Position ⌄
	Method Used to Fill Vacancy	Search Committee ⌄
	Desired Start Date	05/01/2020
	Open Date	04/01/2020
	Close Date	04/05/2020
	Open Until Filled	No ⌄
★	**Post To Higheredjobs.com**	No ⌄

Recruiting Plan: If you plan to advertise externally, indicate the advertising sources

☐ www.higheredjobs.com
☐ Chronicle of Higher Education
☐ Inside HigherEd
☐ UNC Today
☐ Greeley Tribune
☐ Coloradoan
☐ Denver Post
☐ Other [   ]

Special Instructions to Applicants

Only current staff of the University of Northern Colorado and of the listed division and department are eligible to apply to this role.

This a special field that shows up at the top of the screen to an applicant when they apply to the job.

Salary is commensurate with qualifications and experience. Benefits available include

8. Click 'Save & Continue' and move to the 'Position Budget Information' section.

    a. Click 'Add Budget Summary Entry.'

Position Budget Information

Budget Summary

Add Budget Summary Entry

    b. Add FOAP and FOAP % accordingly. (Example – 10000-54000-65120-1000 = 100%)

9. Click 'Save & Continue' and move to the 'Applicant Documents' section.

    a. Mark '(1) Resume' as <u>Required</u>.

    b. Mark '(2) Cover Letter/Letter of Application' as <u>Optional</u>.

    c. All others will remain as <u>Not Used</u>.

Applicant Documents

Order	Name	Not Used	Optional	Required
1	Resume	○	○	◉
2	Cover Letter/Letter of Application	○	◉	○

10. Click 'Save & Continue' and move to 'Supplemental Questions' section.

11. Click the orange 'Add a question' button on right side of screen.
    a. Category = Experience
    b. Click 'Add a new one'
    c. You should get a 'Do you want to leave the page and lose all changes?' prompt… click 'OK'
    d. New screen.
        i. Name = ASC Communication Specialist @ HSS Q1, ASC Communication Specialist @ HSS Q2, etc.
        ii. Status will be 'Pending' until HR approves questions and activates them.
        iii. Category = Experience
        iv. Question = Use the language directly from the Application Review/Scoring Form.
        v. Leave 'Possible Answers' as 'Open Ended Answers.'
        vi. Click 'Submit'

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name * ASC Human Resources Spec @ F&A Q1

Status * pending

Category Experience

Question * Are you experienced?

Possible Answers

◉ Open Ended Answers

○ Predefined Answers

Submit   Cancel

12. Repeat and enter all questions from the Application Review/Scoring Form.
13. After entering all supplemental questions, please make sure all are marked as 'Required'.

Supplemental Questions

Included Supplemental Questions

Position	Required	Category	Question
1	☑	Experience	Are you experienced?

14. Click 'Save & Continue' and move to 'Guest User' section.
    a. We will not be creating Guest Users.

15. Click 'Save & Continue' and move to 'Search Committee' section.
    a. Click 'Add Existing User' OR 'Create New User Account(s)'
    b. For all New Users, HR will review and approve access requests.
    c. Add all members of search committee and designate the Committee Chair.
16. Click 'Save & Continue' and move to the 'Evaluative Criteria' section.
    a. No entries… they've already been included in the Supplemental Questions and we will use the upcoming 'Posting Documents' section to submit the Application Review/Scoring Form.
17. Click 'Save & Continue' and move to the 'Reference Letters' section and complete the section as shown.

Reference Letters

ABC Check spelling

References

Accept References	Yes
Minimum Requests	0
Maximum Requests	3
Last Day a Reference Provider Can Submit Reference	04/05/2020
Special Instructions to Reference Provider	If interested, please submit 1-3 professional references.

18. Click 'Save & Continue' and move to the 'Posting Documents' section.
    a. Please upload the following documents:
        i. Position Description Questionnaire (aka – PDQ)
        ii. Organizational Chart
        iii. Position Authorization Form (PAF)
        iv. Screening Criteria (aka – Application Review/Scoring Form)
        v. Other Documents - anything else that may be relevant to the role/search/approvals
19. Click 'Save & Continue' and move to the 'AAEO CUPA Date' section.
    a. You can skip this.
20. Click 'Save & Continue' and move to the 'Summary' section.
    a. Review request and ensure proper Position Title, Department, Job Summary, Open and Closing Dates, FOAP data, Supplemental Questions, Committee Members, and Posting Documents.

21. After successfully reviewing that all information is accurate and correct, please click on the orange 'Take Action on Posting' button on the right side of the screen.

    a. Depending on your area please 'Submit to VP' <u>OR</u> 'Submit to Provost,' appropriate to your department's reporting structure.

22. Once all approvals are received, HR will activate the postings on Wednesday, April 1st and postings will be active through Sunday, April 5. Review of applications will begin on Monday, April 6 with HR reviewing the Classified ASC HR, Accounting, and Communication roles for residency and minimum qualifications in accordance with State Personnel Rule. We will move the Professional/Administrative Business Operations Manager through its respective process as well at this time.

If you have question,   *comments, concerns, please contact*

Kyle Mathes in Human Resources at 970-351-2325 or email at kyle.mathes@unco.edu.