Quick Reference Guide: Creating a P&S Temporary or Emergency Posting

**Instructions:** Use the following steps to create a new posting in People Admin as a posting admin. A posting should be created when a P&S Temporary or Emergency position needs to be routed, approved, and posted on the IASTATE Jobs website for recruitment (or for waiver).

1. Hover over **Postings** and click **P&S Temp/Emergency**.

2. Click **Create New Posting** on the top right.

3. Click **Create from Classification** *(to start posting with all fields blank)* or **Create from Posting** *(to create from a similar posting with same classification)*.

4. Locate the **Classification/Position Title** from which to create the posting.

5. Hover over **Actions** and click **Create From**.
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6. Fill out the required information for the new posting.

7. Click **Create New Posting**.

8. Fill in all the required fields. For more detailed guidance, please refer to **Create a P&S Temporary or Emergency Posting Job Aid**.

**Note:** Completed fields will be denoted by a blue checkmark next to the section title (located on the left). The section that you are currently viewing will not have a checkmark.

If you are requesting a waiver, be sure to fill out waiver fields including business rationale for waiving advertisement, and name of intended hire if applicable.
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9. Once all of the posting sections are complete, you will be taken to a summary page. Hover over Take Action On Posting and select the appropriate workflow for your organizational structure.

**Note:** If you are the HR Liaison, and no further college/unit routing/approvals are needed, move to HR Liaison Approved Temp Posting (move to UHR).

If the posting is an emergency waiver, route to Equal Opportunity Office for non-Academic units. Route the posting to Provost for academic units.

Alternatively, you can save the posting for later (keep working on this posting) or cancel the posting.

You should see a green bar appear at the top of the page. A green bar means the Position Description has successfully been routed for review. The Current status will also change from draft to the appropriate workflow step. If you see a red bar the action you were trying to take was unsuccessful, go back and review the noted sections.

<table>
<thead>
<tr>
<th>Take Action On Posting</th>
<th>WORKFLOW ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep working on this Posting</td>
<td></td>
</tr>
<tr>
<td>Send to Dean/AVP (move to Dean/AVP)</td>
<td></td>
</tr>
<tr>
<td>Send to President/Senior VP (move to Pres/Senior VP)</td>
<td></td>
</tr>
<tr>
<td>Send to Provost (move to Provost)</td>
<td></td>
</tr>
<tr>
<td>Send to UHR Recruitment for posting (move to UHR)</td>
<td></td>
</tr>
<tr>
<td>Cancel without posting (move to Cancel without Posting)</td>
<td></td>
</tr>
</tbody>
</table>