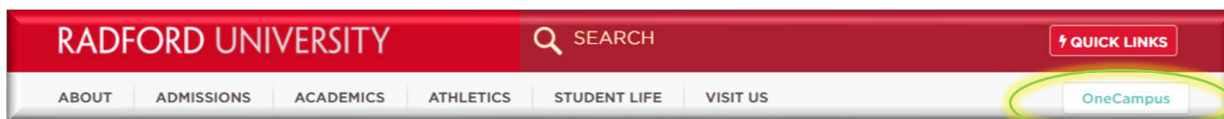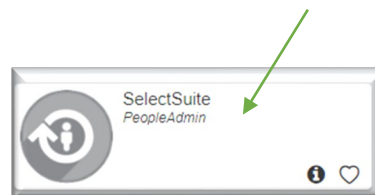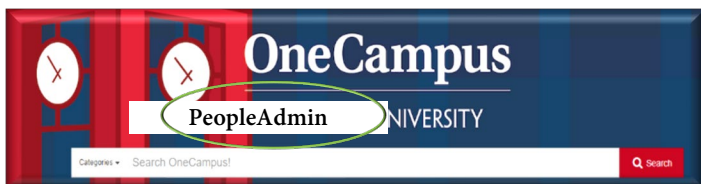PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your OneCampus Portal.

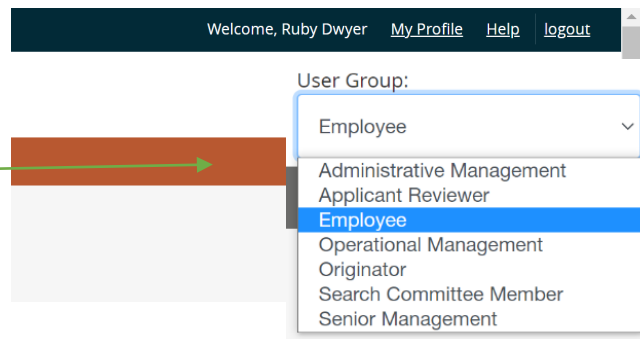1. Log into your OneCampus Portal, using your Radford credentials

2. On the landing page of your Portal, select or search for **PeopleAdmin**. Click on the tab to open.
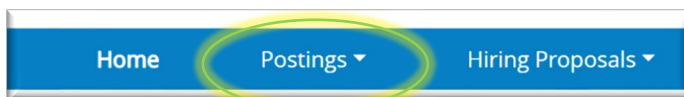

3. Once you have logged into SelectSuite, select your correct *User Group* according to your access.
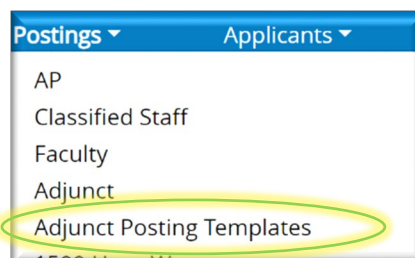

4. Navigate to the Applicant Tracking Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting Applicant Tracking System.
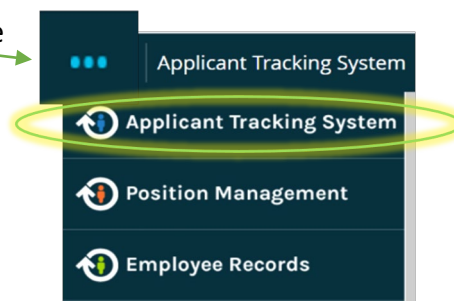
5. Select the **Postings** tab at the top of your screen.

6. Select **Adjunct Posting Templates**

7. Search for and select your approved department template by clicking on **View Posting Template** under the yellow Actions button.

8. If creating from Template – click **View Posting Template**

9. Make sure the Working Title is correct, then Select **Create Posting from this Template**

10. Click **Create New Posting**
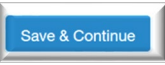
11. You will now be able to edit/complete the fields for your posting. Required fields are denoted by a ***** . These fields must be completed.   You can continue to each section by selecting [Save & Continue] or you can select each section in the menu on the left hand side.
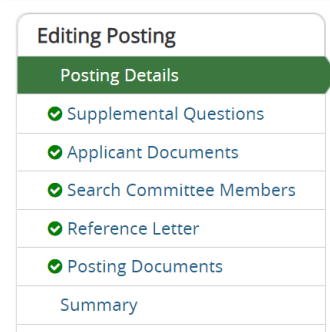
The tabs that have exclamation points **(!)** next to them indicates that there is required information missing that must be completed. NOTE* Make sure that you add in your *Search Committee members*.
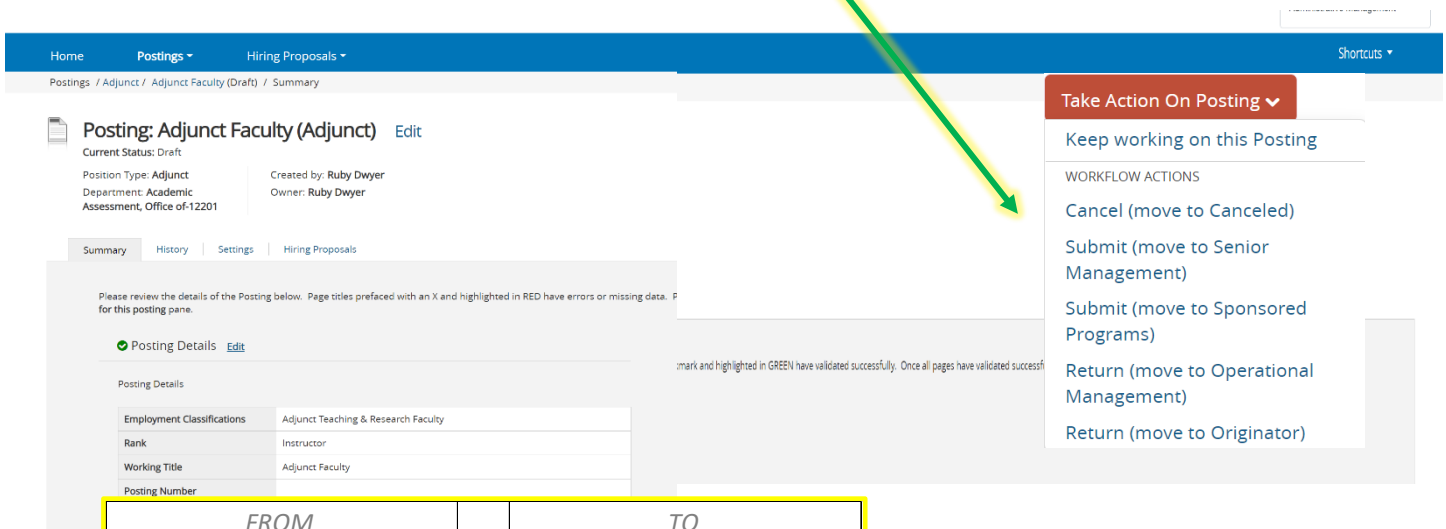
**When you have completed all of the screens they will show a** ✓

12. From the final Summary tab, hover over the **Take Action on Posting** (Top right hand corner) and select the next level of approvals in your que. Please see an *EXAMPLE* below:

FROM		TO
Originator	**>**	Operational Management
Operational Management	**>**	Administrative Management
Administrative Management	**>**	Senior Management

13. Enter any comments here and select **Submit**

NOTE* Please keep in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.
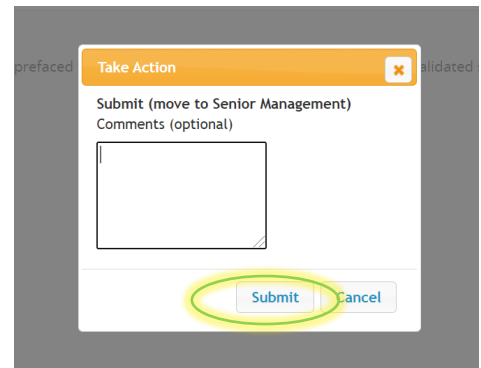
Tips and Tricks

- Remember to keep track of the Adjunct posting by selecting **Add to watch list** and it will show under your home page.

🔖 Add to Watch List

End