



How to Create a Staff Posting

To begin the recruitment process, all staff positions must be posted on-line using the applicant tracking system *PeopleAdmin*, which is accessed through CMU's website.

- From www.cmich.edu select "About" and click on "Human Resources".
- On HR's webpage, select the gold button for "Supervisor's Toolkit" under the Quick Links section. **You will be required to log into CMU's portal (or click the SSO Authentication link).**
- Click on "Postings" and select "Staff".
- Select "Create New Posting" (orange tab).
- Choose "Create from Position Description".
- Click on the position you would like to post from the list of positions (or search by PC#).
- Select "Create Posting from this Job Description" in the upper right corner.
- On the New Posting page, select "Accept Profile" for P&A positions and "Accept Application" for all other positions (located at the bottom of the page).
- Select "Create New Posting" on the bottom right side of the page (orange tab).
- Complete the required fields on the Posting Details page (in red).
- Click "Save and Continue" (on the bottom right side) to advance to the next page, continue to fill in the required fields until the Summary page is reached.
- Select "Take Action on the Posting" (in the upper right corner) and "Submit Posting to the Senior Manager".
- The Senior Manager (SM) will also need to "Take Action on the Posting" and "Submit to the VP/Provost" for final approval.

Once the VP/Provost approves, HR will verify the details of the posting and will contact the Hiring Manager to assist with advertising and the hiring process. Departments are responsible for all advertising expenses.

Human Resources will automatically advertise positions on the following websites (if applicable) for a nominal fee of \$150.00. The cost also includes the criminal history check that will be conducted on the recommended candidate.

- CMU Website (www.jobs.cmich.edu)
- Higherjobs.com
- Pure Michigan Talent Connect (previously Michigan Works)
- Indeed.com
- Higher Education Recruitment Consortium (HERC)
- National Labor Exchange/USjobs.com
- AcademicCareers.com
- StudentAffairs.com
- Diverse listservs