**Request to Advertise an Existing Position**

Use this checklist when requesting to advertise an existing position that is vacant or will become vacant. Positions modified under this checklist are routed through the approval process.

Login to PeopleAdmin by going to the Human Resources home page and clicking on the PeopleAdmin link under **Quick Links** or by logging into the RU portal; click on the Employee tab and clicking on the PeopleAdmin link under **Quick Links** on the right hand side of the screen. The username and password is the same as your RU login information.

On the Welcome screen, check the welcome message to make sure you are in the correct user type for the action you want to do. For example, to begin an action you will need to be in user type level 1, level 2, etc. rather than Evaluating Supervisor. To change the user type, click on **Change User Type** under the **Admin** section on the left side of the screen. Select the appropriate user type and click **Change Group**.

On the Welcome screen, click **Begin New Action** under the **Position Descriptions** heading on the left side of the screen.

Click the **Start Action** link under **Modify Existing Position Description**.

The position can be searched using multiple identifiers, i.e. role title, position number, working title, employee ID number, employee first name, or employee last name. The information must be entered exactly as it is on the position description. Enter information in one field and click **Search**.

*TIP:* Employee Last Name or Position Number is often the most readily available position identifiers.

Select the position to be advertised by clicking **Start Action** under the role title. The position will be displayed as a series of 10 tabs.

The first two tabs display the approved classification and current job description. These tabs cannot be user modified.

The third tab lists the current role assignment. Since you are not requesting a formal review for a possible role change, proceed to the fourth tab, **Position Details** to begin modifications.

**POSITION DETAILS.** Review the position details carefully, making changes as necessary. Items in red will copy over to the posting and will be seen by
applicants. Items with an * (asterisk) are required before the system will allow you to continue to the next page. However, always review and update all data items to ensure a complete and accurate position description. Pay close attention to the chief objective of the position, the job summary, required and preferred qualifications. When review and/or modifications are complete click **Continue to Next Page >>**.

**TIP:** Position will most likely have last incumbent’s name listed as Employee Name.

**TIP:** If an individual’s name is not listed for Department User Access that means the individual has not been granted PeopleAdmin access. See the checklists for User Access to PeopleAdmin for guidance.

**TIP:** If the designated supervisor's name is not listed in the drop down menu he/she may not have PeopleAdmin user access or departmental access to the particular department.

**TIP:** The required qualifications should only list knowledge, skills and abilities required for entry into the position.

**BUDGET INFORMATION.** If needed, FOAP changes can be made on the Budget Information tab by clicking **Edit.** Enter the entire four part FOAP. If no changes are necessary then click **Continue to Next Page >>.**

**MAJOR RESPONSIBILITIES OF THE POSITION.** Review and/or edit the percent of time and job duties/responsibilities on the **Major Responsibilities of Position** tab by clicking **View** or **Edit.** You may also add or delete entries. When finished click **Continue to Next Page >>.**

**TIP.** Percent of work time for all work tasks must equal 100%.

**TIP.** To facilitate the performance planning and evaluation process, position descriptions for classified employees should list at least 5 major responsibilities of the position. PDs for A/P Faculty should list 5 to 8 major responsibilities (ref A/P Faculty Handbook).

**EMPLOYMENT CONDITIONS.** Review and/or edit employment conditions and requirements at this tab. Each item listed should be addressed with a positive response for each “radio button.” When finished click **Continue to Next Page >>.**

**SUPPLEMENTAL DOCUMENTATION.** Organizational charts or memos may be attached on this tab. If there are no attachments click **Continue to Next Page >>.**

**REQUISITION FORM.** This tab is completed when you are requesting to advertise a position. Items in red will appear in the posting and be seen by
applicants. Items with an * (asterisk) are required before the system will allow you to continue to the next page. Always review and update all data items before clicking **Continue to Next Page >>**.

**TIP:** There are three types of recruitment. General public is open to everyone; Agency Only is only open to current employees at Radford University; and Statewide is only open to state employees.

**TIP:** Vacancies are required to be posted a minimum of five workdays. The assigned HR Generalist will contact you regarding posting and closing dates once the action has been approved.

**TIP:** All external advertising sources should be indicated for EEO purposes at the bottom of the Requisition Form.

**COMMENTS.** On the **Comments** tab, enter a brief descriptive statement which indicates the intention of the action and lists the vacancy date of the position. For example, **Requesting to advertise position which will be vacated on xx/xx/xx.** When finished, click **Continue to Next Page >>**.

**TIP.** This is an extremely important tab. A brief descriptive statement helps facilitate the approval process and lets everyone in the approval process know exactly what is going on and what their required action may be.

On the **View Modify Existing Position Description Summary** screen, review the modified position description. If additional changes are needed, click **Edit** which brings you back to the tabs. When you finish modifying the position description, click on **Submit Action to Level x** and click **Continue**.

You will then click **Confirm** and will see a message indicating the status of the Action has successfully been changed to **Action Submitted to Level x**.

**TIP.** The action has not been submitted until the confirmation is displayed.

**TIP.** All actions requesting to advertise a position must be routed through the approval process. Each level of the approval process will receive a system generated email notifying them of action to be taken as the action is submitted to higher levels.

**TIP:** The status of the action can be reviewed by clicking on **Search Actions** under **Position Descriptions** section. Search by any position identifier (employee name or position number) and ensure that the Action Submitted to Level 2, 3, Budget, Sponsored Programs, and HR boxes are checked. Click **Search**.

**TIP:** Once the action is approved and is sent to HR, the assigned HR Generalist will contact the person listed as Department Contact regarding posting details.