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. On the landing page of your Portal, select or search for SelectSuite - PeopleAdmin. Click on the icon to open.

2. The landing page will usually appear as the Applicant Tracking page and the banner should be blue. No matter the page you land on, select the three blue dots on the top.

3. From this menu, select the option Hire

6. From this menu, Hover over the Posting’s tab – Select the ADJUNCT Posting Template.
Quick steps to creating an Adjunct Posting

7. Search for the Approved template. If Creating from Template – click view – then click create posting from this template

8. The system will provide you the posting settings page for New Posting.

9. Make sure the working title is correct then click Create New Posting.

10. Complete the various required fields of the posting on each Tab.

11. When you reach the Summary Tab, any tab that has an exclamation point (!) next to it indicates required information is missing and must be completed before moving forward.

12. Toggle over the Take Action on Posting and select the appropriate workflow state.

13. Add any comments in the Comment Box keeping 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.