Quick steps to creating an Adjunct Posting

1. Log into MyRU using your Radford credentials.

2. On the Home page of your Portal, select the Employee Folder.

3. Under Administrative Tools, you will see the PeopleAdmin SelectSuite in your list of options. Select this option.

4. From the PeopleAdmin Select Suite landing page, select your User Group.

5. To access the Postings information, on the TOP LEFT of your screen you will see three blue dots. Click on the dots and a drop down menu will appear. From this menu, select HIRE.

6. From this menu, Hover over the Posting’s tab – Select the ADJUNCT Posting Template.
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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.

End