

FACULTY HIRING PROCESS

STEP 3



Initiate the Search-Post the Position

One Page How to Guide

Step 1	Login To People Admin: Go to MyApps and select PeopleAdmin . Login with UT Arlington credentials.
Step 2	Initiate Draft Posting: Go to Postings > Faculty > Create New Posting > Create from Position Type .
Step 3	New Posting: Complete all required fields and any necessary optional fields, then select Create New Posting .
Step 4	Position Details: Complete all required fields and any necessary optional fields, then select Save & Continue .
Step 5	Reference Collection: Enter the maximum number of reference requests, or leave blank, then select Save & Continue .
Step 6	Requirement Questions: Requirement Questions: Create or select questions from the question bank to weed out applicants based on the requirements for the position. Select Save & Continue .
Step 7	Documents Needed to Apply: Select the required and optional documents needed for applicants to apply for the position, then select Save and Continue .
Step 8	Posting Documents: Attach documents required to post position (job ad, hiring rubric, interview questions, confidentiality agreements for all search committee members.) Select Save & Continue .
Step 9	Guest User: Add emails for search committee member(s) external to UT Arlington. UT Arlington students who will serve as search committee members should be added here as well. Select Save and Continue .
Step 10	Search Committee Members: Enter Search Committee members and Search Committee Chair. Select Search Committee Member from Add Existing User , or Create New User Account if a profile does not already exist. Make a note of the search committee member's name on the History tab if the search committee member does not populate in either category and Faculty Employment will add them. Note, that all search committee members are required to attend training prior to being added to the posting. Click Save & Continue .
Step 11	Review all posting information on the Summary Page. Make any necessary revisions by selecting the pencil next to Position Details.
Step 12	Go to the red Take Action on Posting button on the top right corner of the screen and select Submit Posting Request to Dean's Office for Review .

