

Posting a Vacant Position

1. The Hiring Manager will need to log into People Admin at <https://jobs.tnstate.edu/hr>. Insert User Name and Password. Click “Log in”.
2. Under **Position Descriptions**, click **Begin New Action**. If you are advertising a newly created position or a position that has not been advertised in the People Admin system, click **Start Action** under **Create New Position**. If advertising a position that has been advertised via People Admin in the past, click **Start Action** under **Hire into an Existing Position**.
3. In the **Classification Official Title** dropdown box choose the appropriate title and click **Search**.
4. Once the job appears click **Start Action**. At the top of your computer screen you will see tabs that you can click on. Click on the **Position Details tab**, this is where the job description and any modifications to position should be entered. Review and edit information on this form. All items that are denoted with an asterisk must be filled in to advance to the next form.
5. Once all information is completed on the tab, scroll down to the bottom of the page and click, **Continue to Next Page** or you can select the next tab at the top of the page to continue to the next form.
6. The next tab is the **Requisition Form** which is where the Hiring Manager will fill in the documents that are to be required by the applicant (e.g. cover letter, resume, etc.) and advertising sources.
7. Once completed, the next tab is **Accounts; this** form is where the Hiring Manager will provide account information for the position (FOAP).
8. The next tab is **Search Committee**; this form must be completed for all faculty, Director, and Executive positions level positions. Enter the name, title, race, and gender of all committee members.