

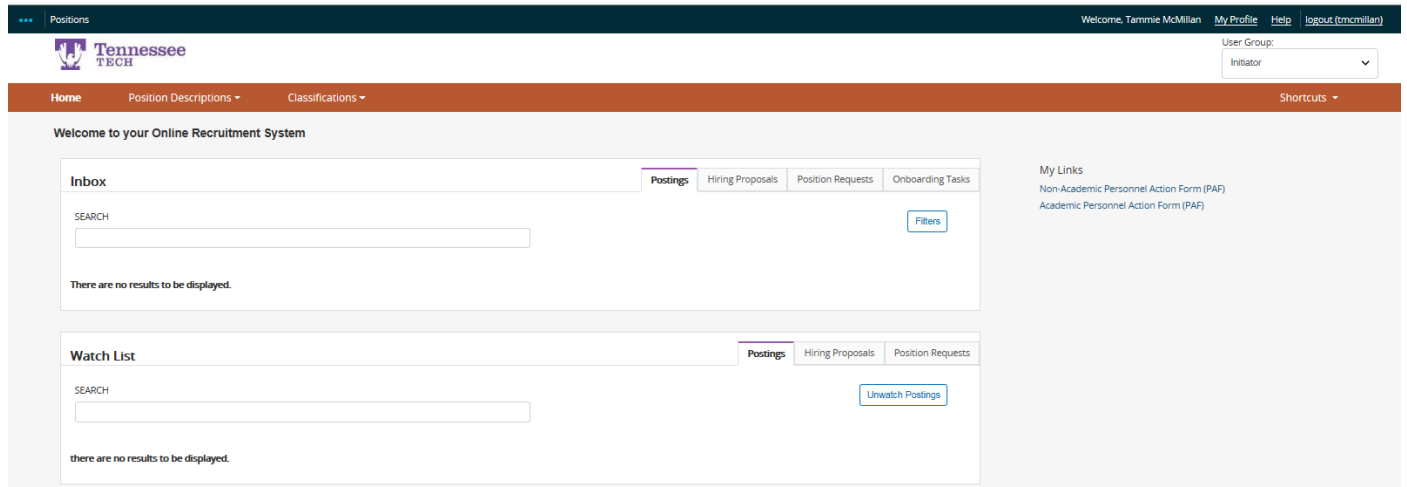
## Advertise Vacant Position

Log in to your PeopleAdmin account to get started. From the TTU homepage, click Faculty & Staff and select PeopleAdmin from the drop down menu—or go to the PeopleAdmin site directly at <https://jobs.tntech.edu/hr>.

**Step 1.** Requests to advertise can be started by an Initiator, Director/Department Chair, or Dean/Admin Officer. If needed, use the dropdown menu to change your group type.



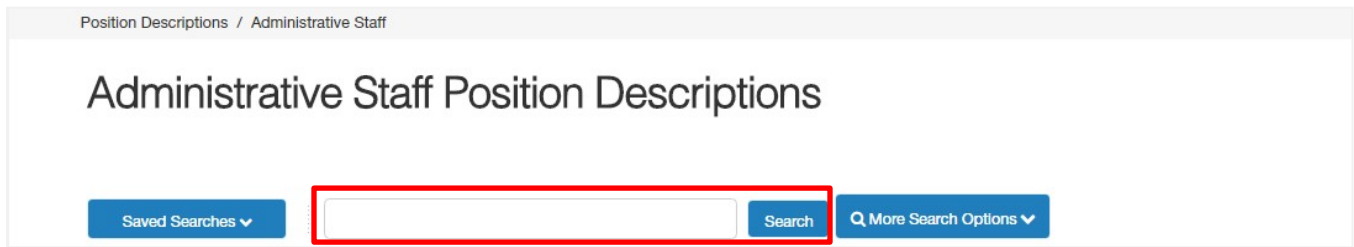
**Step 2.** Click on the module indicator (3 blue dots) in the upper left corner and select Positions. The top of the screen will turn orange.



**Step 3.** Click on the drop down arrow beside the **Position Descriptions** tab and select the position type from the dropdown box.

- Select **Administrative Staff, Clerical and Support Staff, or Faculty** to start a request.
- Select **Position Requests** to view requests currently in progress (including drafts).

**Step 4.** Use the search bar to find the position. (You can search by title, position number, employee name, etc.)



**Step 5.** Click on the **Position Number** or **Working Title** to open the position description.

Ad hoc Search 69 Save this search? Selected records 0 Clear selection? ← Previous 1 2 3 Next → Actions ▾

| <input type="checkbox"/> | Position Number | Working Title                | Employee First Name | Employee Last Name | Supervisor   | Job Category                | (Actions) |
|--------------------------|-----------------|------------------------------|---------------------|--------------------|--|-----------------------------|-----------|
| <input type="checkbox"/> | 811010          | Director                     |                     |                    | Director (Mark Wilson)                                     | Administrative/Professional | Actions ▾ |
| <input type="checkbox"/> | 458030          | Video Technology Coordinator |                     |                    | Assistant Director for External Relations (Matthew Dexter) | Administrative/Professional | Actions ▾ |
| <input type="checkbox"/> | 516030          | Assistant Coach 1            |                     |                    | Head Coach (Justin Holmes)                                 | Administrative/Professional | Actions ▾ |
| <input type="checkbox"/> | 644040          | Coordinator                  |                     |                    | Sports Information Coordinator/Broadcaster (Dylan Vazzano) | Administrative/Professional | Actions ▾ |

**Step 6.** Click on **Advertise Vacant Position**.

Position Descriptions / Administrative Staff / Director

### Position Description: Director (Administrative Staff)

Current Status: Inactive  
Position Type: Administrative Staff  
Department: Special Activity Fundraising (301004)

- Print Preview
- Print Preview (Employee View)
- View Supervisor
- Advertise Vacant Position**

**Step 7.** The system will ask if you want to start an advertising request on the position – Click **Start**.

Position Descriptions / Administrative Staff / Advertise Vacant Position

## Start Advertise Vacant Position Position Request on Director?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

**Step 8.** Fill in as much information as possible on each page. Required fields are marked with an \* asterisk. Click **Next** to save your changes and proceed to the next page, and continue until you have completed all the pages.

Position Requests / ... / Advertise Vacant Position / Director / Edit

### Editing Position Request

- Position Justification
- Position Details
- Supervisory Position
- Position Documents
- Applicant Documents
- Reference Portal
- Position Request Summary

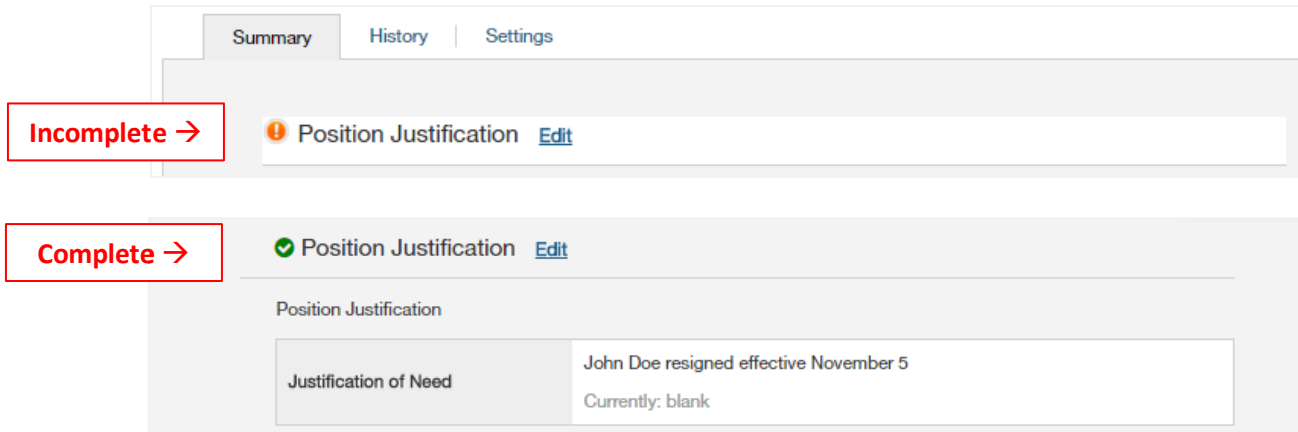
#### Position Justification

**\* Check spelling**  
**\* Required Information**

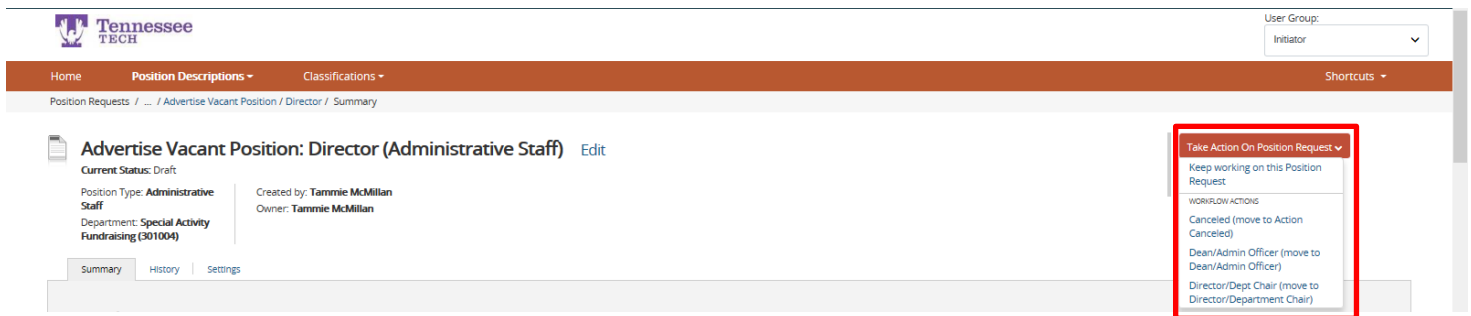
Position Justification

**\* Justification of Need**

When you reach the Position Request Summary page, all sections should have a green check mark indicating completion. If there are any exclamation points, that means required information is missing from the page.



**Step 9.** From the **Position Request Summary** page, toggle over the orange **Take Action On Position Request** button and submit to either the **Dean/Admin Officer** or **Director/Dept Chair** for approval.



**Step 10.** A confirmation screen will pop-up. Any comments left in the comment box will appear in the email notification sent to the approver and recorded in the history section of the request. Click **Submit** to send the request.

