Creating a position for posting:

Before you begin...
Have the following information ready to streamline entry:
- Position Number (call budget office if you do not know the number or need a new one)
- Grade
- Budgeted Salary
- FOAPAL(s)
- Position title
- Job Description & Basic Requirements

To log into People Admin go to the Human Resources website [http://www.wpi.edu/offices/hr.html](http://www.wpi.edu/offices/hr.html) and click on People Admin Login

You should be under the Position Management Module (orange) and your user type should be administrator, supervisor/manager, or department head depending on your position. If you change your user type, be sure to click on the refresh button next to the box. Click on Position Descriptions – and select Staff to begin.
Go to Create New Position Description and choose New Position and Posting.
Enter the title of the position, select your division and department then click on Start Position Request.
***Do not select Clone and existing position description*** if you are creating a new position description.

The system will let you know about required fields. Complete each section and click “Next”. The action of clicking “Next” and moving to the next page saves your information. You’ll be able to edit before submitting.
Enter Principle Duties and Responsibilities next. You can add multiple duties by clicking on the Add Principal Duties and Responsibilities button. Click on next when finished.

Enter Position Requirements next. You can also add multiple requirements by clicking on the Add Position Requirements Entry button. Click on next when finished.
Enter budget details for the position. Enter the budgeted salary. Then click on the “Add Budget Information Entry” button to list the FOAPAL, department, percent and position number. If the position is funded from more than one FOAPAL, click “Add Budget Information Entry” until all FOAPALs are listed. Of course, they must add up to 100%. Click on next when finished.

*** The Add Budget Information Entry button is a required field. The position description will not be moved along until this information is complete.

Enter Posting Information: List the desired posting date and a closing date, if applicable. You may also check the box “Open until Filled. There’s a space for special instructions for applicants and a box to list desired external advertising sources. Positions are not automatically posted to the sites listed. You will have to email human-resources@wpi.edu to have positions posted externally.

** Important! If you enter a closing date the system will automatically remove the posting from the web site on that date.
Applicant Documents allows the parameters for documents that must be uploaded. Check the “Required” box for mandatory documents. If an item is marked “required” the applicant will not be able to submit their application without attaching these documents. Check optional if you would like these documents but they are not required. They can still apply without attaching optional documents. Click on next when finished.
Supplemental questions can be as simple as finding out where someone heard about the position to as complex as assigning points or disqualifying points. Specially tailored questions can be added. To add a question click on the “Add a question” box.

Reference letters can be handled through the system, which will generate emails to the recommenders. Leaving this box marked “No” will keep the current practice of checking references manually. This function is applicable to faculty searches. Click on next when finished.
When all the information has been entered, a summary will be available. Any missing information will be highlighted with an exclamation mark. Sections can also be edited. If you make a change, be sure to save it. If all information is complete you will see the check marks next to each section.
At the top of the page click the down arrow on the box that says, “Take Action On Position Request”. Send to your supervisor, department head or division head whichever is the next level of approval for you.
A box will appear to take action. You may add a comment that the next approver will see. Check off “Add this position request to your watch list” and you will be able to view it from your inbox to check on the workflow status at all times.

Submit to Supervisor/Manager (move to Supervisor/Manager)

Comments (optional)

☑ Add this position request to your watch list?

Submit  Cancel

Once this reaches Human Resources they will then approve and post the position.

Please call us at 508-831-5470 or email human-resources@wpi.edu if you need assistance!