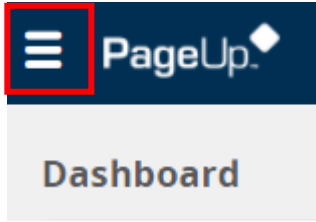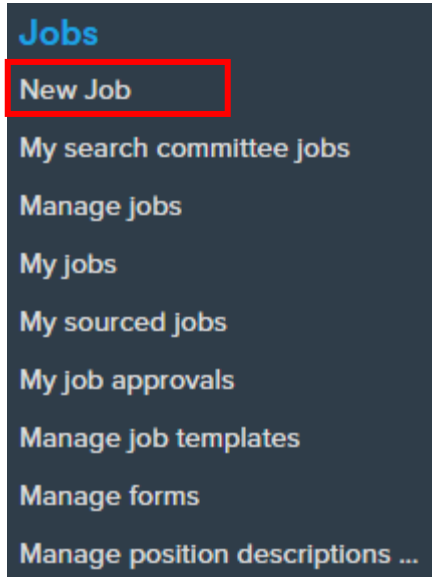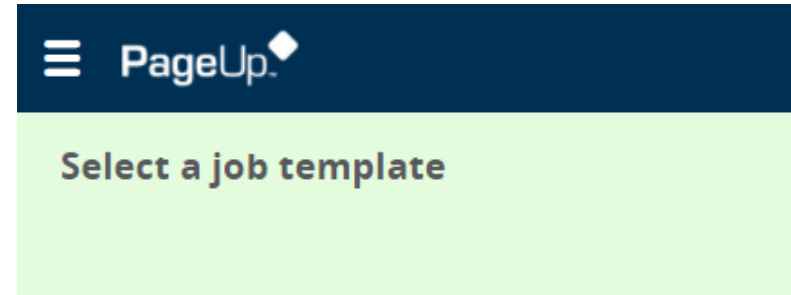Purpose: To request a **Temporary** or **Adjunct** position to be posted.

Note: Temporary position requests must be approved by your Strategic Business Partner.

This process is intended for requesting Temporary and Adjunct positions <u>ONLY</u>. If you need to request a posting for a regular position, please contact your Compensation Consultant for assistance.

Step Description	Page
From the NSU Careers dashboard, access the main menu using the "hamburger" icon (3 lines in the upper left-hand corner of the page).	
From the main menu under the "Jobs" section, select **New Job**.	
Select a job template will display.	

Scroll to the bottom of the screen and select **Next**. Note: Entry is not needed on this form.	**1. Position** [ ] 🔍 ✎ No position selected A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type. Select 'No Template' if there is no suitable template available **2. Template** --No template-- ◻ Preview Next > Cancel
The **JOB DETAILS** screen will display allowing the user to enter all necessary details about the temporary/adjunct position to be posted.	**JOB DETAILS** Job Number: [ ] Leave blank to automatically create a reference No. Position Classification: [ ] 🔍 ✎ No position classification selected. Posting Title:* [ ] Approved Title: [ ] Position Number: [ ] 🔍 ✎ No position selected. **POSITION DETAILS** Reason: Select Date Opened: Mar 10, 2021 📅 Closing Date: [ ] 📅 at Hr ▾ Min ▾ AM ▾ Center / College:* Select Home Org: No Home Org found ▾ Sub-Department: No Sub-Department found ▾ Org: [ ] 🔍 ✎ No Org selected. Campus Location: [ ] 🔍 ✎ No Site name selected. Work Type: Select FLSA Status: Select

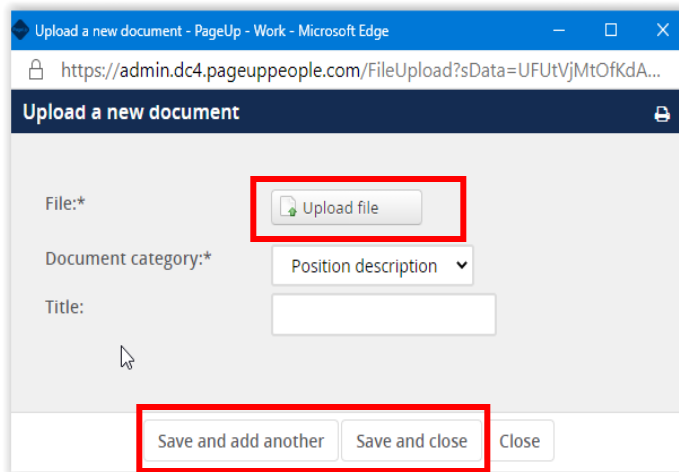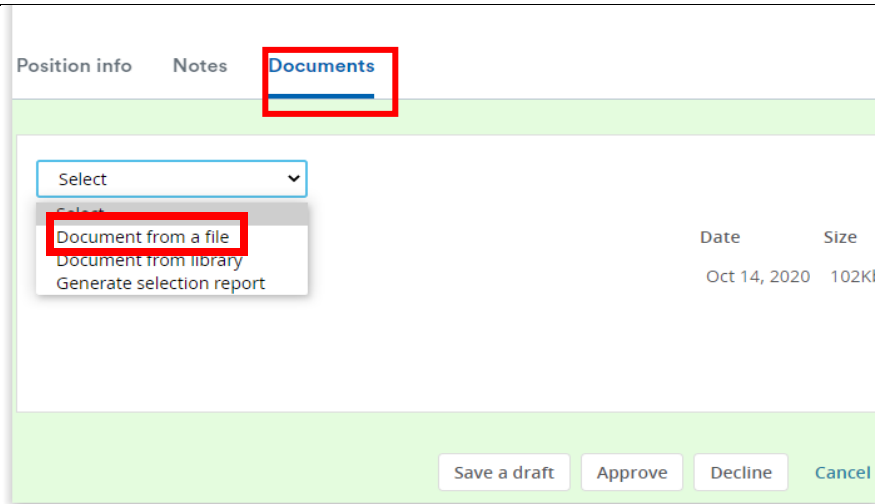|	
Scroll to the **ADVERTISING DETAILS** section and enter the necessary information. Please copy the "Primary Purpose" from the Posting Details section into the "Advertising Summary" section. Click on the **Generate Description** tab to display the position description. Note: All fields notated with an "*" are required fields	**ADVERTISING DETAILS** Advertising Summary: Posting Location:* Select Recruitment process:* Select Search Category:* Select Advertisement Text: Generate Description B I U S ≡ ☰ ⋮ ⬅ ➡ Formats A A 🔗 🖼 🖼 ▦ I <> ⓘ Form: Select Preview Customize for job

To add notes, click on the **Notes** tab at the top of the page and select **Note** from the drop-down menu.	Position info **Notes** Documents
	
	Add: Select
	        Select
	        Note
	        Hold day
	                                        Next page ❯
	
	Save a draft Approve Decline Cancel

A box will appear for you to type in any additional information. When finished, click on the **Submit** button.	**Add note** Note:* File: 📤 Upload file E-mail this note to: ☐ User: 🔍 ✎ Other e-mail: Submit Cancel

To add a document, click on the **Documents** tab at the top of the page and select **Document from a file** from the drop-down menu. A box will appear for you to upload your file. If you wish to upload additional files, select **Save and add another**, otherwise, select **Save and close**.	Position info Notes **Documents** Select ▼ Select Document from a file Document from library Generate selection report Date Size Oct 14, 2020 102Kb Save a draft Approve Decline Cancel Upload a new document - PageUp - Work - Microsoft Edge — ☐ ✕ 🔒 https://admin.dc4.pageuppeople.com/FileUpload?sData=UFUtVjMtOfKdA... **Upload a new document** 🖨 File:* 🗋 Upload file Document category:* Position description ▼ Title: [_____] Save and add another Save and close Close
Select **Position info** at the top of the page then scroll down to **USERS & APPROVALS** to finish submitting your request.	**Position info** Notes Sourcing Documents

USERS & APPROVALS **Department Admin**: Enter the HR Contact name. **Initiator:*** Enter the Hiring Manager name **Approval process:*** Select **Post & Fill Approval Process** **PRC/HR Compensation Staff:** Enter the name of the **Strategic Business Partner** assigned to your center. **HR Posting Partner**: Leave as Timeka Franklin. **Hiring Manager:*** Enter the name of the hiring manager (same as Initiator above).	**USERS & APPROVALS** Department Admin: Chrystal Randle 🔍 Email address: cr1166@nova.edu ⌄ Initiator:* Corey Peacock 🔍 Email address: cpeacock@nova.edu ⌄ Approval process:* Post & Fill Approval Process ⌄ 1. PRC/HR Compensation Staff: Faustine Waryjas 🔍 fw118@nova.edu ⌄ 2. HR Posting Partner: Timeka Franklin 🔍 Email: timeka@nova.edu ⌄ Hiring Manager:* Corey Peacock 🔍 Email address: cpeacock@nova.edu ⌄
Use the buttons at the bottom of the page to **Save a draft** or **Submit**. **Submit and exit** returns the user to the **Manage jobs** page.	Save a draft **Submit** Submit and exit Cancel