

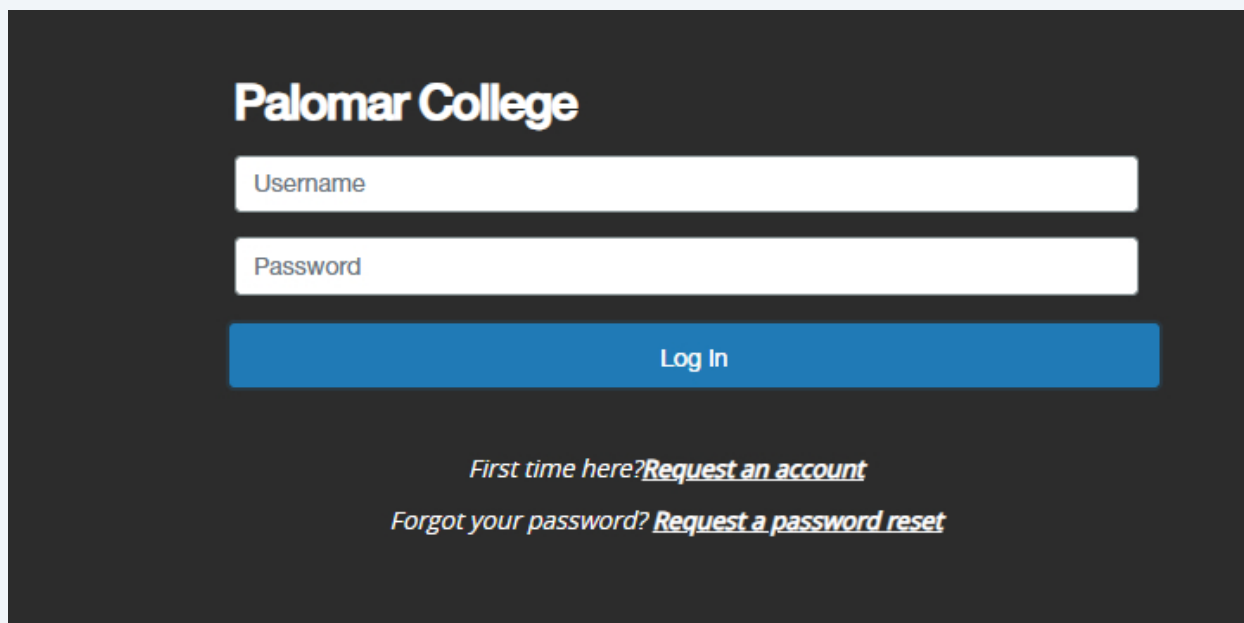
PeopleAdmin: How To Create A New Position Requisition

Replacement to "PAR Form"


1 Navigate to <https://palomar.peopleadmin.com/hr/login>

Use your Palomar domain credentials to log in (*Hint: first initial last name 'jdoe'*)

- for assistance resetting your password email HRHelp@palomar.edu

The image shows a login page for Palomar College. At the top, the text "Palomar College" is displayed in a bold, white font. Below this, there are two white input fields: the first is labeled "Username" and the second is labeled "Password". Underneath the password field is a blue button with the text "Log In" in white. At the bottom of the page, there are two lines of text: "First time here? [Request an account](#)" and "Forgot your password? [Request a password reset](#)". The entire page has a dark background.

2 Employee homepage



User Group:
Employee

Shortcuts

Welcome to your Online Recruitment System

Inbox

PostingsActions

SEARCH

Filters

There are no results to be displayed.

My Filled Postings
Last 30 days

0

My Open Postings

0

Average days your inbox tasks wait

Watch List

PostingsActions

SEARCH

Unwatch Postings

There are no results to be displayed.

3

Once logged in, select the correct "User Group" on the top right side of the webpage.

*Default setting is "employee" which **does not** grant access to process position requisitions.*

Depending on your role select the appropriate user group

- Hiring Manager
- Fiscal Reviewer
- Executive Cabinet Reviewer
- Divisional VP Reviewer

Palomar College
SANTA CRUZ

User Group:
Hiring Manager

Shortcuts

Welcome to your Online Recruitment System

Inbox Postings Actions

SEARCH

Filters

There are no results to be displayed.

Watch List Postings Actions

SEARCH

Unwatch Postings

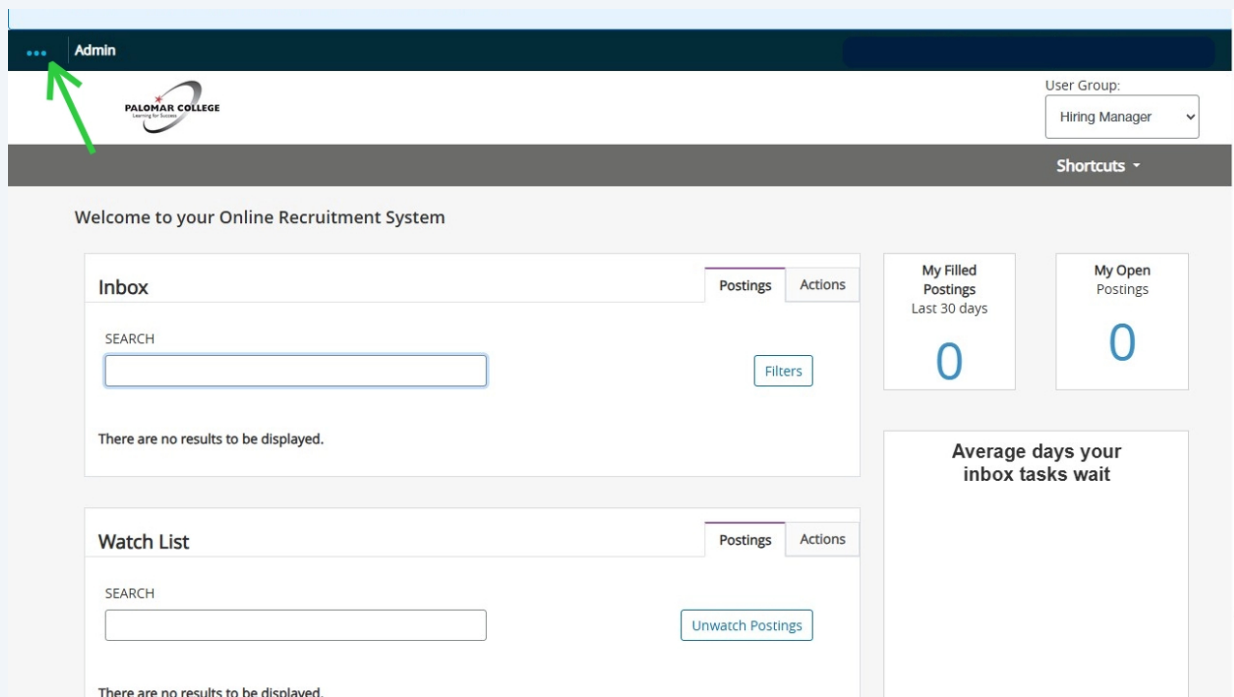
There are no results to be displayed.

My Filled Postings
Last 30 days
0

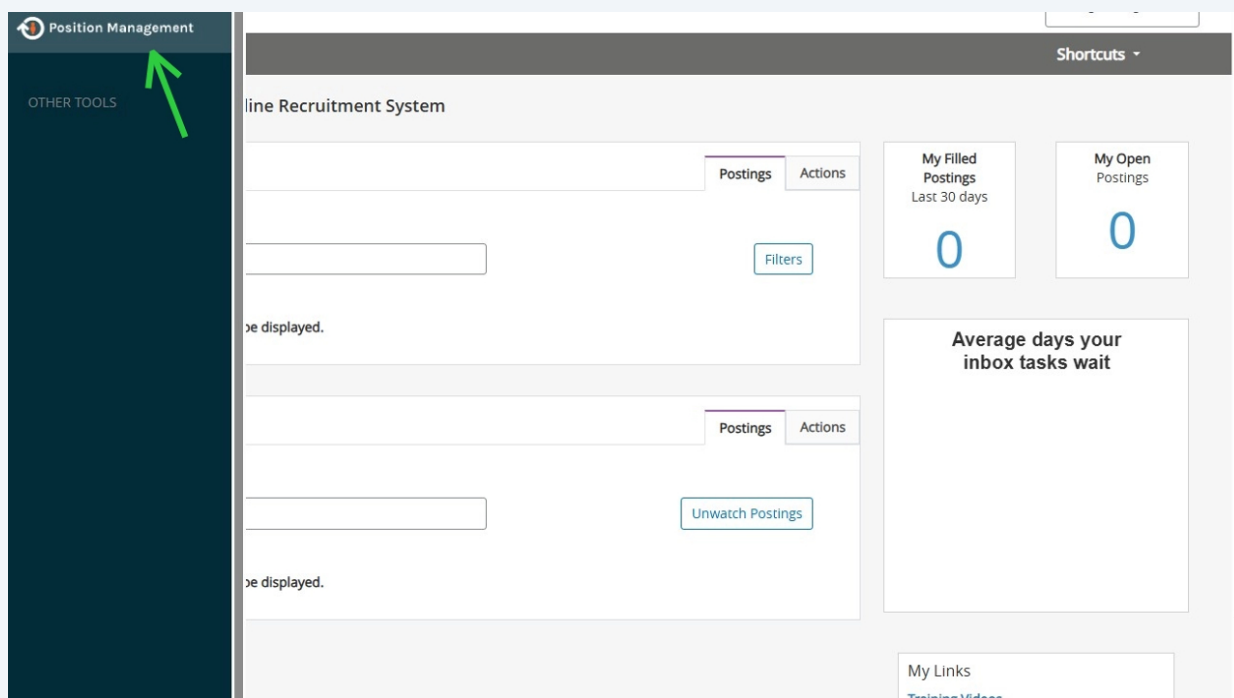
My Open Postings
0

Average days your inbox tasks wait

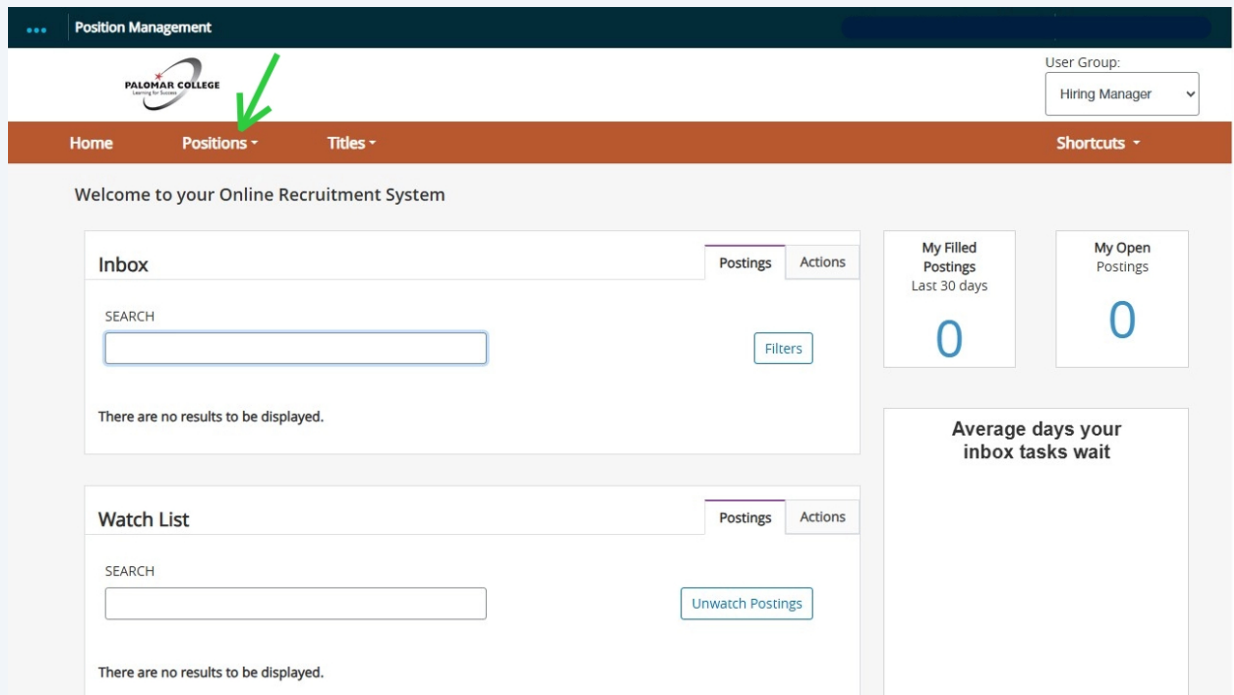
- 4 Select the ellipsis menu (3 dots) on the top left of the homepage.



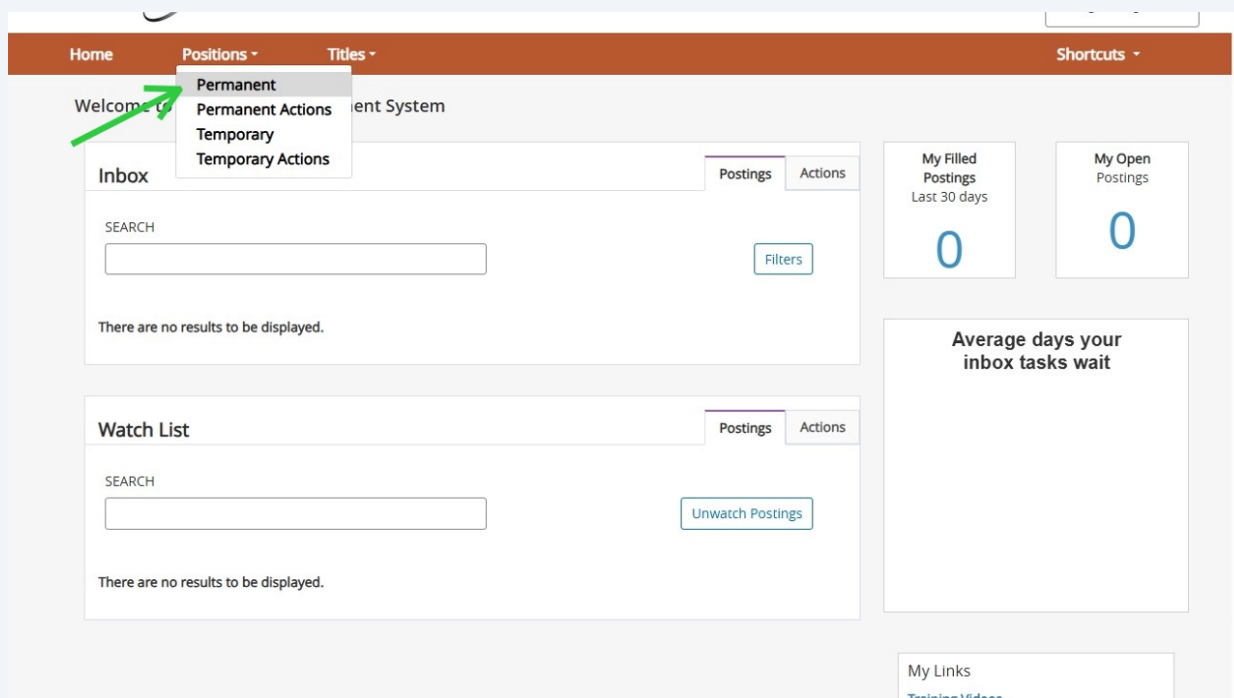
- 5 In the menu select "Position Management"



6 On the homepage of position management, select "Position" dropdown

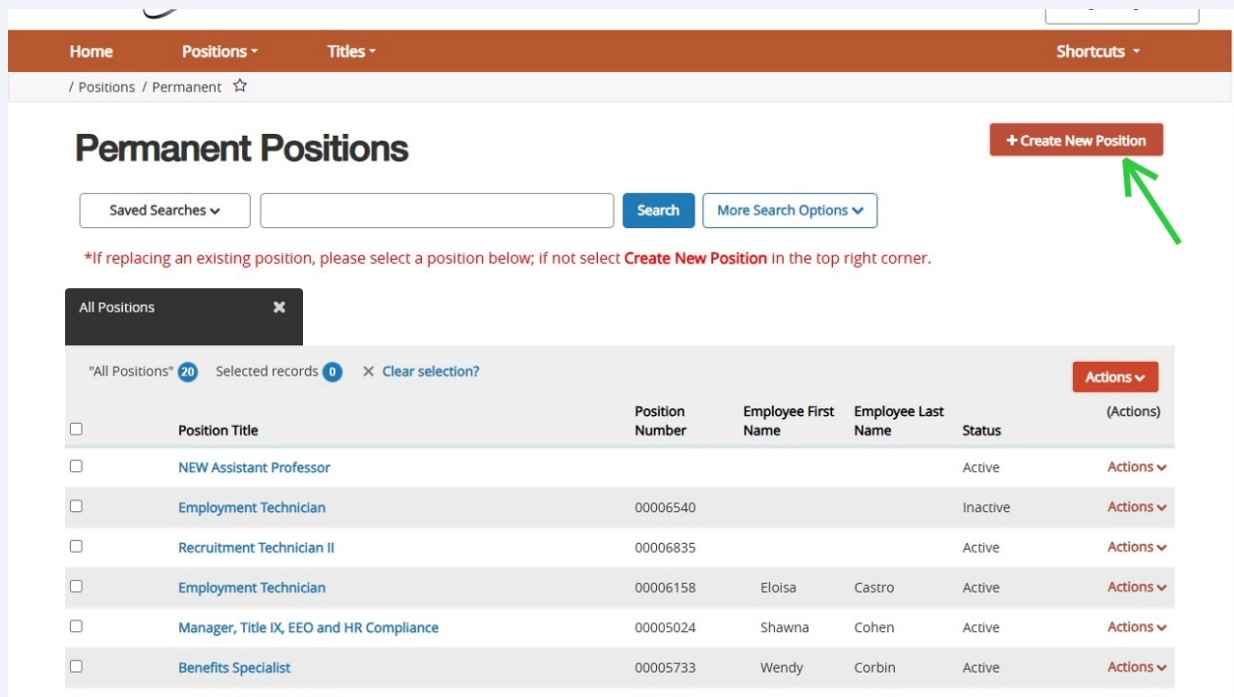


7 Click "Permanent"



8

To create a new position without cloning an existing position, click "Create New Position"



Home Positions Titles Shortcuts

/ Positions / Permanent ☆

Permanent Positions

+ Create New Position

Saved Searches Search More Search Options

*If replacing an existing position, please select a position below; if not select **Create New Position** in the top right corner.

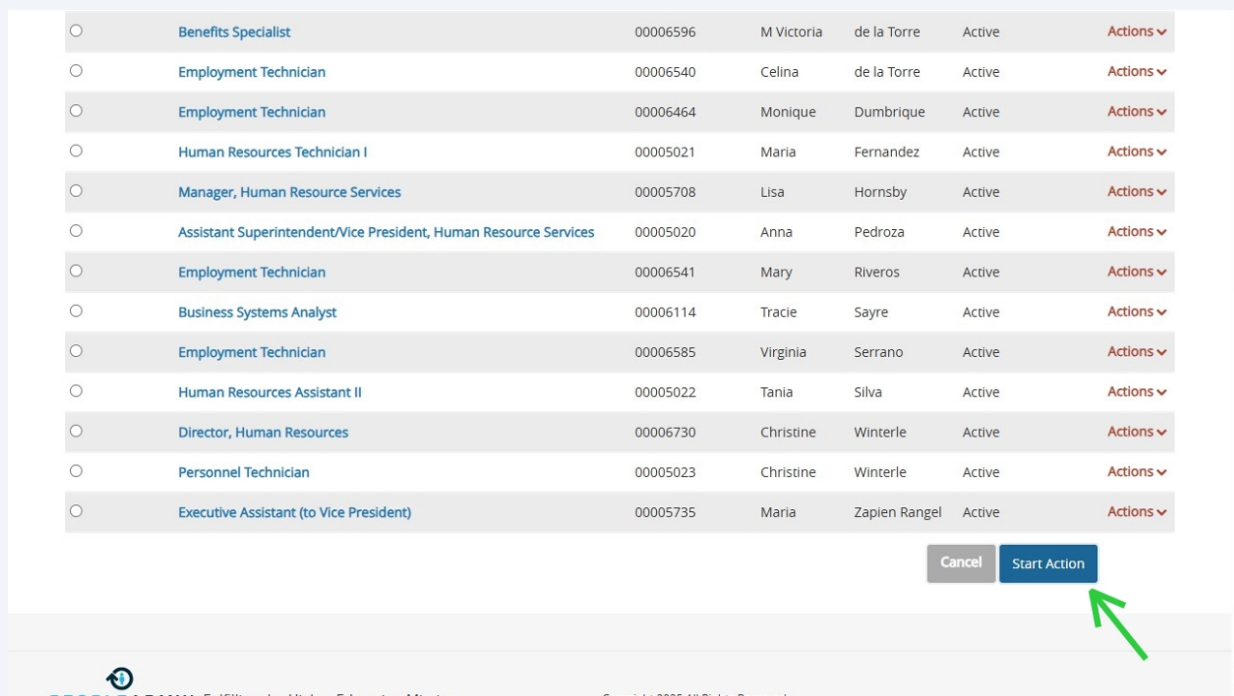
All Positions X

"All Positions" 20 Selected records 0 X Clear selection?

	Position Title	Position Number	Employee First Name	Employee Last Name	Status	Actions (Actions)
<input type="checkbox"/>	NEW Assistant Professor				Active	Actions
<input type="checkbox"/>	Employment Technician	00006540			Inactive	Actions
<input type="checkbox"/>	Recruitment Technician II	00006835			Active	Actions
<input type="checkbox"/>	Employment Technician	00006158	Eloisa	Castro	Active	Actions
<input type="checkbox"/>	Manager, Title IX, EEO and HR Compliance	00005024	Shawna	Cohen	Active	Actions
<input type="checkbox"/>	Benefits Specialist	00005733	Wendy	Corbin	Active	Actions

9

Scroll to the bottom of the page and select "Start Action"




<input type="radio"/>	Benefits Specialist	00006596	M Victoria	de la Torre	Active	Actions
<input type="radio"/>	Employment Technician	00006540	Celina	de la Torre	Active	Actions
<input type="radio"/>	Employment Technician	00006464	Monique	Dumbrique	Active	Actions
<input type="radio"/>	Human Resources Technician I	00005021	Maria	Fernandez	Active	Actions
<input type="radio"/>	Manager, Human Resource Services	00005708	Lisa	Hornsby	Active	Actions
<input type="radio"/>	Assistant Superintendent/Vice President, Human Resource Services	00005020	Anna	Pedroza	Active	Actions
<input type="radio"/>	Employment Technician	00006541	Mary	Riveros	Active	Actions
<input type="radio"/>	Business Systems Analyst	00006114	Tracie	Sayre	Active	Actions
<input type="radio"/>	Employment Technician	00006585	Virginia	Serrano	Active	Actions
<input type="radio"/>	Human Resources Assistant II	00005022	Tania	Silva	Active	Actions
<input type="radio"/>	Director, Human Resources	00006730	Christine	Winterle	Active	Actions
<input type="radio"/>	Personnel Technician	00005023	Christine	Winterle	Active	Actions
<input type="radio"/>	Executive Assistant (to Vice President)	00005735	Maria	Zapien Rangel	Active	Actions

Cancel Start Action

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10 Enter required information on form.

 User Group: Hiring Manager

Home Positions Titles Shortcuts

Actions / Permanent / Edit

Editing Action

- Position Details
- Posting Information
- Action Summary

Position Details Save Save & Continue

[Check spelling](#)
* Required Information

Position Information

Action Number

Action Type

- ☐ Reclassification
- ☐ Replacement
- ☐ Change in Assignment
- ☐ Change in Schedule
- ☒ New Position

* Position Justification
This field is required.

* Position Title Employment Technician

Position Number 00006540

Department

11

Action type

- ☐ Change in Assignment
- ☐ Change in Schedule
- ☒ New Position

* Position Justification
This field is required.

* Position Title Employment Technician

Position Number 00006540

Department

Location

* Full or Part Time

* Category

Paygroup CLS

* FTE / Percent Time

* Hours per week

* Number of Months

Work Schedule

Regular Work Schedule Monday-Friday

12

* Hours per week

* Number of Months

* Work Schedule

Grade

Step

Salary/Wage

Salary/Wage Frequency

* Supervisor Title

Reports to Position #

Additional Information

Examples include PRP 2023 request, position mandated for compliance with X, etc.

Salary Account Chart Fields

* Position Funding (Select all that applies)
 ☐ General Funds
 ☐ Grant Funds
 ☐ Categorical Funds

13

Examples include PRP 2023 request, position mandated for compliance with X, etc.

Salary Account Chart Fields

* Position Funding (Select all that applies)
 ☐ General Funds
 ☐ Grant Funds
 ☐ Categorical Funds

This field is required.

Grant Name

Grant Number

Award Begin Date

Award End Date

Categorical Program Name

If Categorical Funds, Will COLA Apply?

COLA information can be found in the CCCO Compendium or the Joint Analysis - Governor's.

Comments

* Salary Account #1

Be sure that the information provided here is the Salary Account, NOT the Budget Pool.

* Fund #1

14

★ Salary Account #1	<input type="text" value="A212200611100666000000000"/>	<i>Be sure that the information provided here is the Salary Account, NOT the Budget Pool.</i>
★ Fund #1	<input type="text" value="11"/>	2 digits
★ Class #1	<input type="text" value="10"/>	6 digits maximum
★ % #1	<input type="text" value="100"/>	
Salary Account #2	<input type="text"/>	25 digits
Fund #2	<input type="text"/>	2 digits
Class #2	<input type="text"/>	6 digits maximum
% #2	<input type="text"/>	
Salary Account #3	<input type="text"/>	25 digits
Fund #3	<input type="text"/>	2 digits
Class #3	<input type="text"/>	6 digits maximum
% #3	<input type="text"/>	

15

Salary Account #3	<input type="text"/>	25 digits
Fund #3	<input type="text"/>	2 digits
Class #3	<input type="text"/>	6 digits maximum
% #3	<input type="text"/>	

Additional Salary Account Chart Fields

[Add Additional Salary Account Chart Fields Entry](#)

Certification Statement

I acknowledge that this recruitment proposal will be reviewed by the Divisional VP Reviewer. Additionally, Fiscal and HRS staff will perform preliminary reviews of the proposal. HRS will start the recruitment process after: (a) Executives approved the proposal during cabinet meeting; and (b) Fiscal staff approved the position during the Fiscal Final Approval workflow.

- ★ ☐ This field is required.

★ First Name

This field is required.

16 Complete "Certification Statement" with your information.

Class #3
6 digits maximum

% #3

Additional Salary Account Chart Fields

[Add Additional Salary Account Chart Fields Entry](#)

Certification Statement

I acknowledge that this recruitment proposal will be reviewed by the Divisional VP Reviewer. Additionally, Fiscal and HRS staff will perform preliminary reviews of the proposal. HRS will start the recruitment process after: (a) Executives approved the proposal during cabinet meeting; and (b) Fiscal staff approved the position during the Fiscal Final Approval workflow.

☐ This field is required.

* First Name
This field is required.

* Last Name
This field is required.

* Date

17 Review "Position Summary/ Job Description"

Desired modifications will need to be reviewed and modified by Human Resources Team.

Position Summary

Primary Function	To coordinate the recruiting and hiring processes for classified and administrative positions District-wide; write, publish and distribute position announcements; conduct training sessions with selection committee members; and perform a variety of technical duties relative to assigned area of responsibility.
Distinguishing Characteristics	
Supervision Received and Exercised	Receives direction from the Supervisor, Employment Services while assuming independent responsibility and serving as a lead to other Employment Services staff.
Duties and Responsibilities	Essential and other important responsibilities and duties may include, but are not limited to, the following: Essential Functions: Coordinate the recruiting and hiring processes for all regular District positions including classified, administrative and Child Development Center teacher positions; assuming sole responsibility for all assigned recruitments and work independently of supervision; ensure compliance with federal, state and District laws and regulations regarding employment for all recruitments. Draft, publish and distribute position announcements; research advertising sources and draft and place advertisements in print publications and on websites. Maintain and update the Human Resource Services website with new positions and employment information. Input position and applicant data into the department
Knowledge, Skills, Abilities	
Minimum Qualifications	Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three years of increasingly responsible recruiting and hiring experience. Training: Equivalent to the completion of the twelfth grade supplemented by college-level course work in human resource management, business administration or a related field.
Diversity, Equity and Inclusion Statement	Position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.
Preferred Qualifications	
Licenses and/or Certificates	
Working Conditions	Environmental Conditions: Office environment; exposure to computer screens. Physical Conditions: Essential and marginal

18

work in human resource management, business administration or a related field.

Diversity, Equity and Inclusion Statement Position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

Preferred Qualifications

Licenses and/or Certificates

Working Conditions Environmental Conditions: Office environment; exposure to computer screens. Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

Terms of Employment

EE06 Category 5

Benefits Full-time employees receive fully-paid benefits including medical, dental, and vision insurance for employees and dependents; life, disability, and long-term care insurance; and sick leave, vacation and paid holidays. All full-time classified employees are enrolled in PERS (Public Employees Retirement System).

Executive Cabinet Hold

Executives' Hiring Decision (Please select a choice)

Executive Cabinet Hold Comments

[Save](#)[Save & Continue](#)

19 Click "Save & Continue"

work in human resource management, business administration or a related field.

Diversity, Equity and Inclusion Statement Position requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

Preferred Qualifications

Licenses and/or Certificates

Working Conditions Environmental Conditions: Office environment; exposure to computer screens. Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

Terms of Employment

EE06 Category 5

Benefits Full-time employees receive fully-paid benefits including medical, dental, and vision insurance for employees and dependents; life, disability, and long-term care insurance; and sick leave, vacation and paid holidays. All full-time classified employees are enrolled in PERS (Public Employees Retirement System).

Executive Cabinet Hold

Executives' Hiring Decision (Please select a choice)

Executive Cabinet Hold Comments

[Save](#)[Save & Continue](#)

20 Enter Posting Information if known (refer to AP 7120 or AP 7120A for details).

***If information is not known, skip section.*

Home Positions Titles Shortcuts

Actions / Permanent / Edit

Editing Action

- Position Details
- Posting Information
- Action Summary

Posting Information

Save << Prev Save & Continue

Check spelling

Posting Information

Proposed Search Committee Members

Proposed Committee Chair (Applicant Reviewer)

This is the first level committee chair or dept user responsible for moving applicants through the workflow.

Additional information for the posting (optional)

Save << Prev Save & Continue

21 Click "Save & Continue" to continue

Home Positions Titles Shortcuts

Actions / Permanent / Edit

Editing Action

- Position Details
- Posting Information
- Action Summary

Posting Information

Save << Prev Save & Continue

Check spelling

Posting Information

Proposed Search Committee Members

Proposed Committee Chair (Applicant Reviewer)

This is the first level committee chair or dept user responsible for moving applicants through the workflow.

Additional information for the posting (optional)

Save << Prev Save & Continue

22 Review Position Details before submitting requisition

Summary History Settings

Position Details

Position Information

Action Number	
Action Type	New Position
Position Justification	
Position Title	Employment Technician Currently: blank
Position Number	00006540 Currently: blank
Department	Employment Services (Dept)
Location	
Full or Part Time	Full-Time Currently: blank
Category	Classified Currently: blank
Paygroup	CLS Currently: blank
	1 00

23 After reviewing, select "Take Action" menu on the top right of the webpage and select appropriate action.

Home Positions Titles Shortcuts

Actions / Permanent / New Position definition

New Position and Posting: Employment Technician (Permanent)

Current Status: Draft

Position Type: Permanent
Department: Employment Services (Dept)

Created by: Maria Zapien Rangel
Owner: Maria Zapien Rangel

Summary History Settings

Position Details

Position Information

Action Number	
Action Type	New Position
Position Justification	
Position Title	Employment Technician

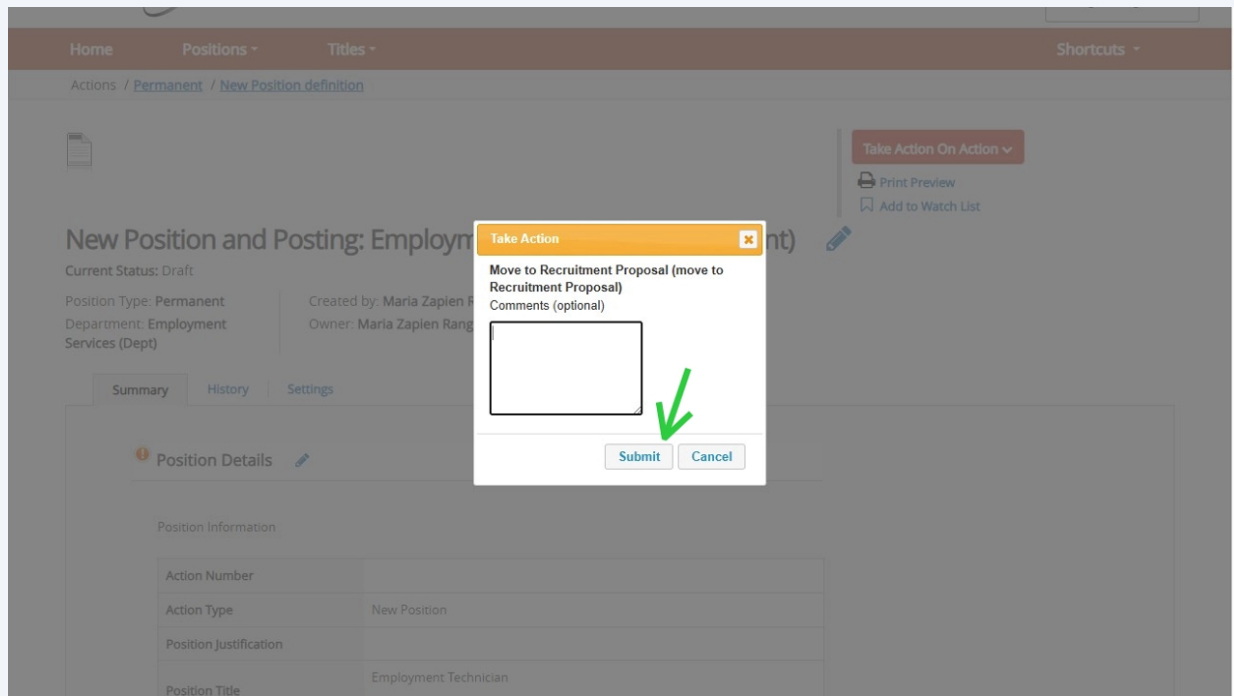
Take Action On Action

Keep working on this Action

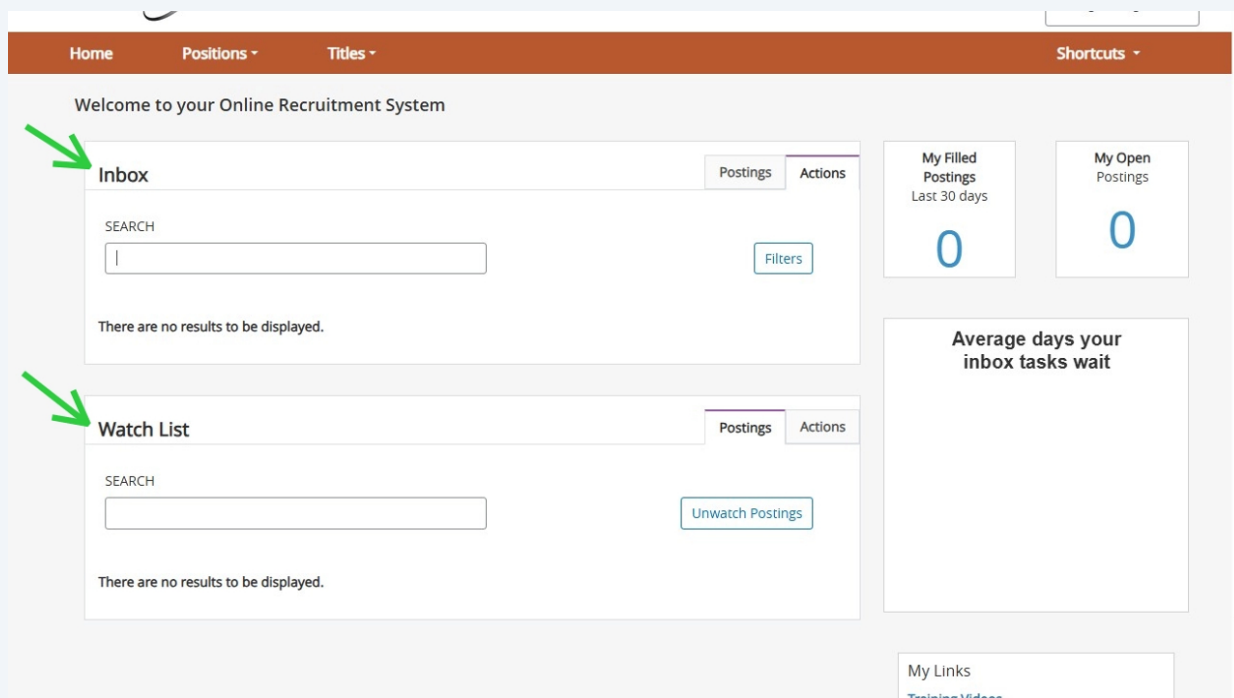
WORKFLOW ACTIONS

- Cancel Action (move to Canceled)
- Move to Recruitment Proposal (move to Recruitment Proposal)
- Send to Recruitment Proposal Review (move to VP Recruitment Proposal Review)
- Cancel (move to Canceled)

- 24 To take final action to next step, enter brief comment and select "Submit"

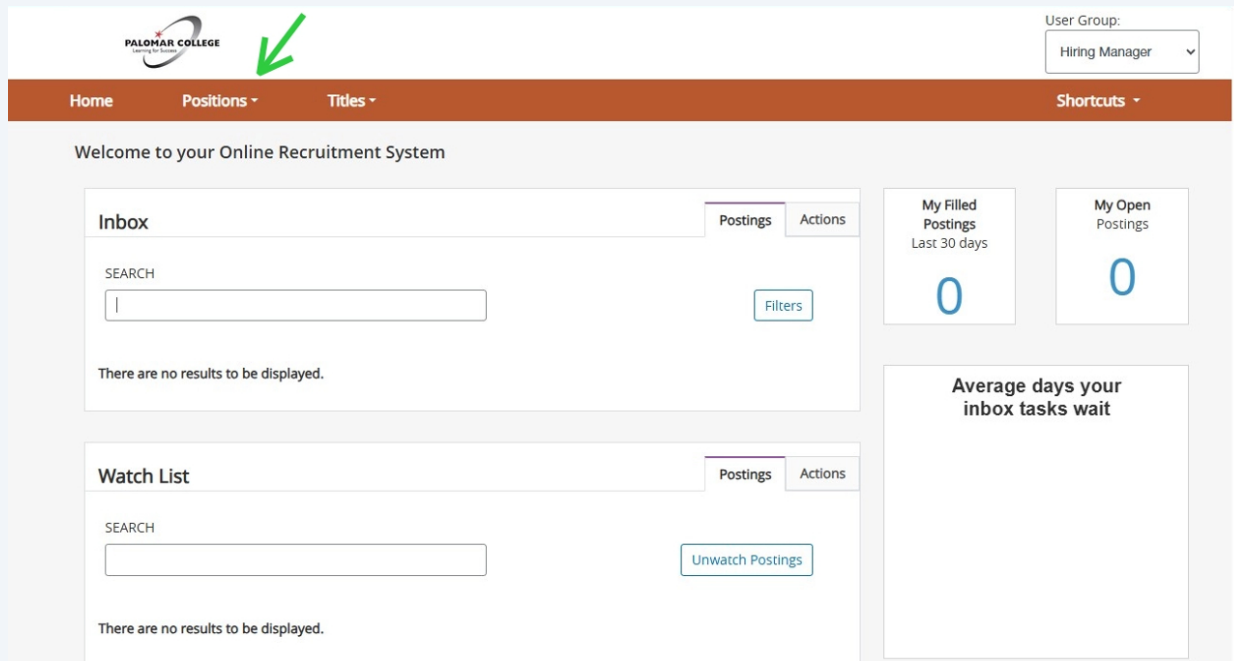


- 25 Use "Inbox" and "Watchlist" to monitor pending requisitions.



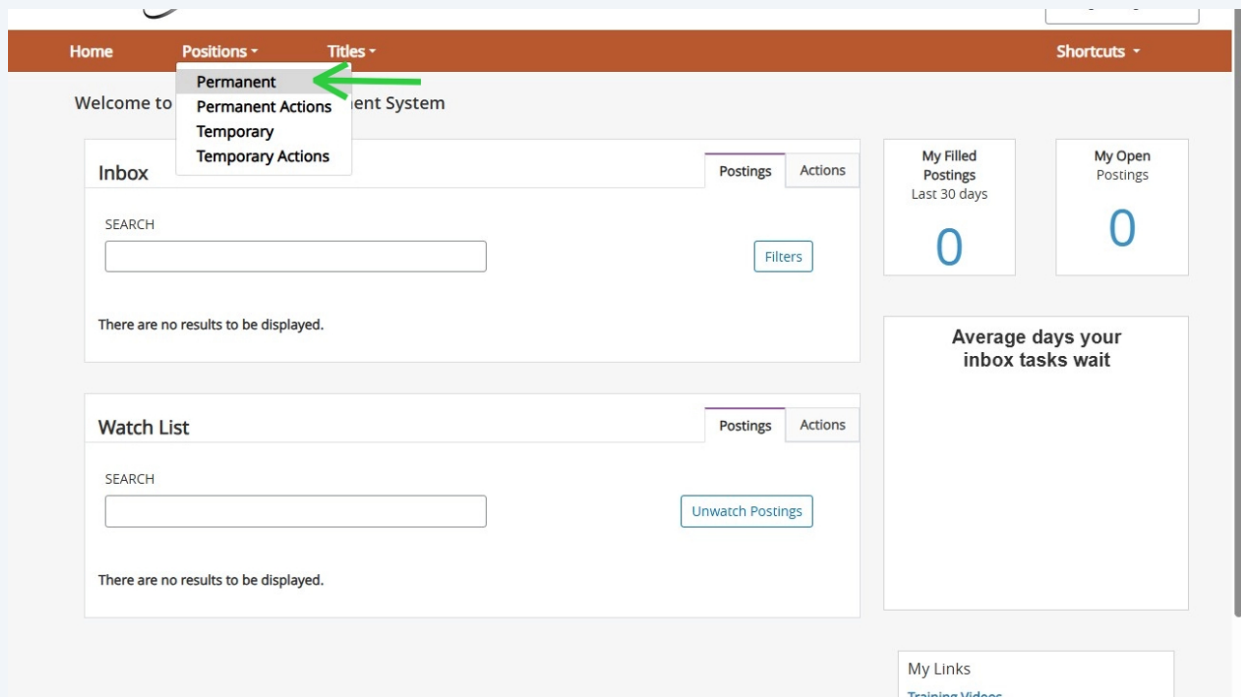
Cloning a Position in PeopleAdmin

26 To **clone** existing position, select "Position"

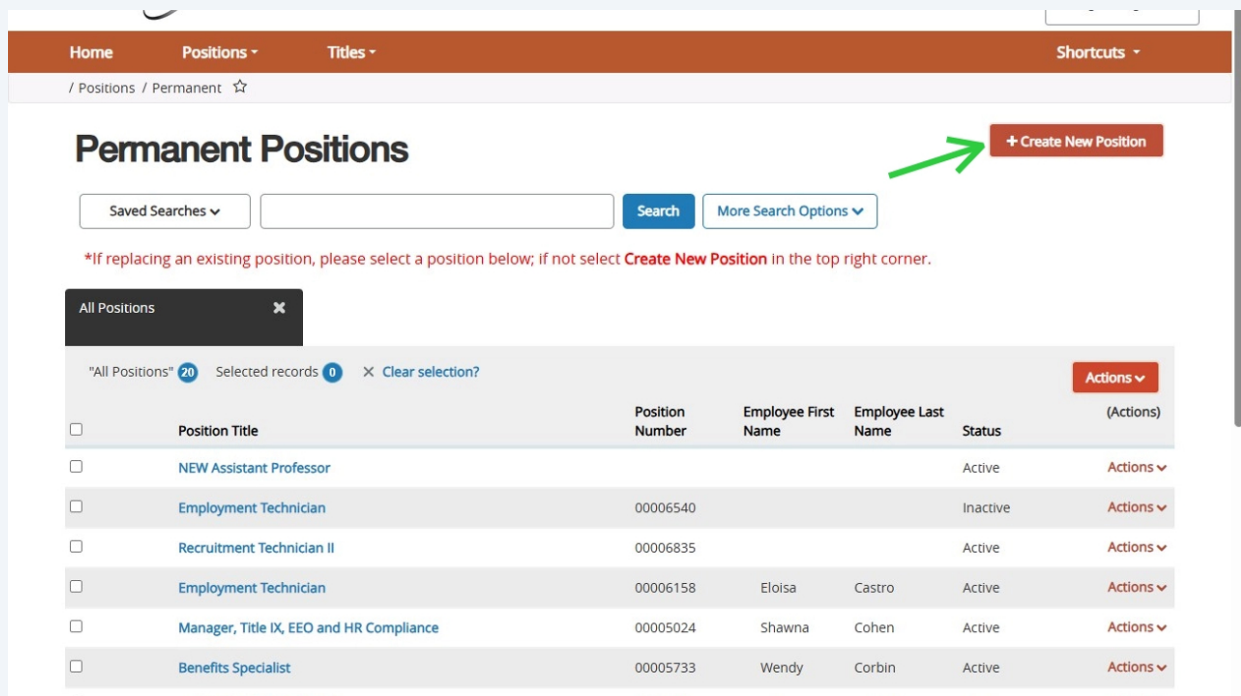


The screenshot shows the Palomar College PeopleAdmin interface. At the top, the Palomar College logo is on the left, and the 'User Group' dropdown menu is on the right, currently set to 'Hiring Manager'. Below the logo, a green arrow points to the 'Positions' menu item in the top navigation bar. The navigation bar also includes 'Home', 'Titles', and 'Shortcuts'. The main content area is titled 'Welcome to your Online Recruitment System'. It features two main sections: 'Inbox' and 'Watch List'. Both sections have a search bar and a 'Filters' button. The 'Inbox' section shows 'There are no results to be displayed.' The 'Watch List' section also shows 'There are no results to be displayed.' On the right side, there are two summary boxes: 'My Filled Postings Last 30 days' with a large '0' and 'My Open Postings' with a large '0'. Below these is a box titled 'Average days your inbox tasks wait'.

27 Click "Permanent"



28 Click "Create New Position"



29 Using search bar, find similar position from your department to clone.

To create a new Position, select a title and Organizational Unit. Select a Position below to clone from an existing

Position.

Position Title *

Organizational Unit

Area * Select a Area

Department * Select a Department

Saved Searches Search More Search Options

Clone an existing Position?

All Positions

"All Positions" 20

Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)
...

30 Select "Search"

To create a new Position, select a title and Organizational Unit. Select a Position below to clone from an existing

Position.

Position Title *

Organizational Unit

Area * Select a Area

Department * Select a Department

Saved Searches recruitment Search More Search Options

Clone an existing Position?

All Positions

"All Positions" 20

Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)
...

31 Select appropriate radio button

Organizational Unit

Area *

Department *

Saved Searches

Clone an existing Position?

Ad hoc Search ☒ All Positions ☐

Ad hoc Search

	Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)
<input type="radio"/>	Human Resources Technician I	00005021	Maria	Fernandez	Active	Actions
<input type="radio"/>	Manager, Human Resource Services	00005708	Lisa	Hornsby	Active	Actions
<input checked="" type="radio"/>	Recruitment Technician II	00006835			Active	Actions

32 Select "Start Action"

Area *

Department *

Saved Searches

Clone an existing Position?

Ad hoc Search ☒ All Positions ☐

Ad hoc Search

	Position Title	Position Number	Employee First Name	Employee Last Name	Status	(Actions)
<input type="radio"/>	Human Resources Technician I	00005021	Maria	Fernandez	Active	Actions
<input type="radio"/>	Manager, Human Resource Services	00005708	Lisa	Hornsby	Active	Actions
<input checked="" type="radio"/>	Recruitment Technician II	00006835			Active	Actions

33 Review and modify position information as needed for new position.

The screenshot shows the Palomar College HR system interface. At the top, there's a navigation bar with 'Home', 'Positions', 'Titles', and 'Shortcuts'. A 'User Group' dropdown is set to 'Hiring Manager'. Below the navigation bar, there's a breadcrumb trail: 'Actions / Permanent / Edit'. The main content area is titled 'Position Details' and includes a 'Save' button and a 'Save & Continue' button. On the left, there's a sidebar with 'Editing Action' options: 'Position Details' (selected), 'Posting Information', and 'Action Summary'. The main form area is titled 'Position Information' and includes a 'Check spelling' link and a 'Required Information' section. The form fields are as follows:

Field	Value
Action Number	
Action Type	<input type="checkbox"/> Reclassification <input type="checkbox"/> Replacement <input type="checkbox"/> Change in Assignment <input type="checkbox"/> Change in Schedule <input checked="" type="checkbox"/> New Position
Position Justification	<input type="text"/> (This field is required.)
Position Title	Recruitment Technician II
Position Number	00006835
Department	Human Resource Services

34

The screenshot shows the continuation of the 'Position Details' form. The form fields are as follows:

Field	Value
Position Number	00006835
Department	Human Resource Services
Location	San Marcos
Full or Part Time	Full-Time
Category	Classified
Paygroup	CLS
FTE / Percent Time	1.00
Hours per week	36
Number of Months	12 month
Work Schedule	Monday-Friday 7:30am-4:30pm
Grade	G24
Step	1
Salary/Wage	\$4,987.89
Salary/Wage Frequency	Monthly
Supervisor Title	Supervisor, Human Resources

35

Grade G24

Step 1

Salary/Wage \$4,987.89

Salary/Wage Frequency Monthly

* Supervisor Title

Reports to Position # 00006464

B *I* U [Link](#) **TT** **¶¶** **<>** **≡** **≡** **≡** **≡** **↶** **↷**

Additional Information

Examples include PRP 2023 request, position mandated for compliance with X, etc.

Salary Account Chart Fields

* Position Funding (Select all that applies)

☐ General Funds

☐ Grant Funds

☐ Categorical Funds

This field is required.

Grant Name

Grant Number

Award Begin Date 

36

B *I* U [Link](#) **TT** **¶¶** **<>** **≡** **≡** **≡** **≡** **↶** **↷**

Comments

* Salary Account #1

Be sure that the information provided here is the Salary Account, NOT the Budget Pool.

* Fund #1

2 digits

* Class #1

6 digits maximum

* % #1

Salary Account #2

25 digits

Fund #2

2 digits

Class #2

6 digits maximum

% #2

Salary Account #3

25 digits

Fund #3

2 digits

Class #3

6 digits maximum

% #3

Additional Salary Account Chart Fields

[Add Additional Salary Account Chart Fields Entry](#)

Certification Statement

I acknowledge that this recruitment proposal will be reviewed by the Divisional VP Reviewer. Additionally, Fiscal and HRS staff will perform preliminary reviews of the proposal. HRS will start the recruitment process after: (a) Executives approved the proposal during cabinet meeting; and (b) Fiscal staff approved the position during the Fiscal Final Approval workflow.

☐ This field is required.

* First Name

This field is required.

* Last Name

This field is required.

* Date

Continue reviewing position information

position during the Fiscal Final Approval workflow.

* First Name

This field is required.

* Last Name

This field is required.

* Date

This field is required.

Position Summary

Primary Function	Independently performs highly responsible and paraprofessional specialized and technical level work conducting full-cycle recruitment and selection of District personnel; coordinates the recruiting and hiring processes; provides technical support to hiring committees; coordinates with applicants.
Distinguishing Characteristics	Recruitment Technician is the journey-level class in the Recruitment series. This class is distinguished from the Senior Recruitment Specialist by the former's coordination of standardized recruitments assigned to positions within the series, and by latter's lead-level duties in providing direction to lower-level department staff.
Supervision Received and Exercised	Supervision received from: an assigned Supervisor, Human Resources Supervision given: general supervision

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Drafts job postings from established class specifications; works with administrators, supervisors, and faculty department chairs to obtain preferred qualifications for job postings; creates, edits and publishes job postings in the online applicant tracking system; coordinates advertisements of postings including placing ads and processing invoices; drafts recruitment timelines.
2. Coordinates recruitments with committee chairs and provides training to hiring committees; provides training on screening applicants and interviewing; assists hiring committees with the development of application screening criteria and interview questions; works with Senior Recruitment Specialist or supervisor to ensure compliance with all legal requirements, equal employment opportunity (EEO) and District policies and procedures.
3. Screens and evaluates online applications for completeness, minimum qualifications and conformance with

39 Review Position Summary and Job Description

Modifications needed to a position must be reviewed and processed by Human Resources Recruitment team.


* Date This field is required.

Position Summary

Primary Function	Independently performs highly responsible and paraprofessional specialized and technical level work conducting full-cycle recruitment and selection of District personnel; coordinates the recruiting and hiring processes; provides technical support to hiring committees; coordinates with applicants.
Distinguishing Characteristics	Recruitment Technician is the journey-level class in the Recruitment series. This class is distinguished from the Senior Recruitment Specialist by the former's coordination of standardized recruitments assigned to positions within the series, and by latter's lead-level duties in providing direction to lower-level department staff.
Supervision Received and Exercised	Supervision received from: an assigned Supervisor, Human Resources Supervision given: general supervision
Duties and	Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following: 1. Drafts job postings from established class specifications; works with administrators, supervisors, and faculty department chairs to obtain preferred qualifications for job postings; creates, edits and publishes job postings in the online applicant tracking system; coordinates advertisements of postings including placing ads and processing invoices; drafts recruitment timelines. 2. Coordinates recruitments with committee chairs and provides training to hiring committees; provides training on screening applicants and interviewing; assists hiring committees with the development of application screening criteria and interview questions; works with Senior Recruitment Specialist or supervisor to ensure compliance with all legal requirements, equal employment opportunity (EEO) and District policies and procedures. 3. Screens and evaluates online applications for completeness, minimum qualifications and conformance with legal requirements; answers applicant and candidate questions regarding District employment and generates notices and correspondence to applicants and candidates; routes applications to hiring committees. 4. Ensures applicants' eligibility for employment in regards to citizenship and nepotism; works with Supervisor to ensure applicants' eligibility for employment in regards to criminal history and in identifying any special accommodations needed for the interview process. 5. Assigns user access to committee members for the District's online selection committee trainings or gives in-person training; checks training test grades and manages the database of trained committee members; ensures committee members sign confidentiality agreement forms. 6. Assists applicants with the online application process by providing technical support and user assistance; uploads documents to applications and corrects errors when needed. 7. Drafts and schedules interviews with applicants and coordinates the interview process; sends notifications to

40 After reviewing, select "Save & Continue" to move forward to the next section

Licenses and/or Certificates	Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.
Working Conditions	Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment.
Terms of Employment	The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.
EEO6 Category	5
Benefits	
Executive Cabinet Hold	
Executives' Hiring Decision (Please select a choice)	
Executive Cabinet Hold Comments	

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41 Enter Posting Information if known (refer to AP 7120 or AP 7120A for details).

***If information is not known, skip section.*

The screenshot shows the Palomar College HR system interface. At the top, there's a header with the Palomar College logo and a 'User Group' dropdown set to 'Hiring Manager'. Below the header is a navigation bar with 'Home', 'Positions', 'Titles', and 'Shortcuts'. The main content area is titled 'Actions / Permanent / Edit'. On the left, there's a sidebar with 'Editing Action' and sub-items: 'Position Details', 'Posting Information' (highlighted with a green arrow), and 'Action Summary'. The main content area is titled 'Posting Information' and contains a 'Check spelling' link, a 'Posting Information' heading, and three text input fields: 'Proposed Search Committee Members', 'Proposed Committee Chair (Applicant Reviewer)', and 'Additional Information for the posting (optional)'. Each field has a rich text editor toolbar above it. At the bottom right, there are three buttons: 'Save', '<< Prev', and 'Save & Continue'.

42 Select "Save & Continue" on the bottom right of the page.

This screenshot is identical to the one above, showing the 'Posting Information' section. A green arrow points to the 'Save & Continue' button at the bottom right of the page, indicating the next step in the process.

43 Review Position Details before submitting

Summary History Settings

Position Details

Position Information

Action Number	
Action Type	New Position
Position Justification	
Position Title	Recruitment Technician II Currently: blank
Position Number	00006835 Currently: blank
Department	Human Resource Services (Dept)
Location	San Marcos Currently: blank
Full or Part Time	Full-Time Currently: blank
Category	Classified Currently: blank
Paygroup	CLS Currently: blank

44 On the top right of the webpage, select "Take Action on Action"

Select appropriate action to proceed

New Position and Posting: Recruitment Technician II (Permanent)

Current Status: Draft

Position Type: Permanent
Department: Human Resource Services (Dept)

Created by: Maria Zapien Rangel
Owner: Maria Zapien Rangel

Summary History Settings

Position Details

Position Information

Action Number	
Action Type	New Position
Position Justification	
Position Title	Recruitment Technician II Currently: blank
Position Number	00006835 Currently: blank

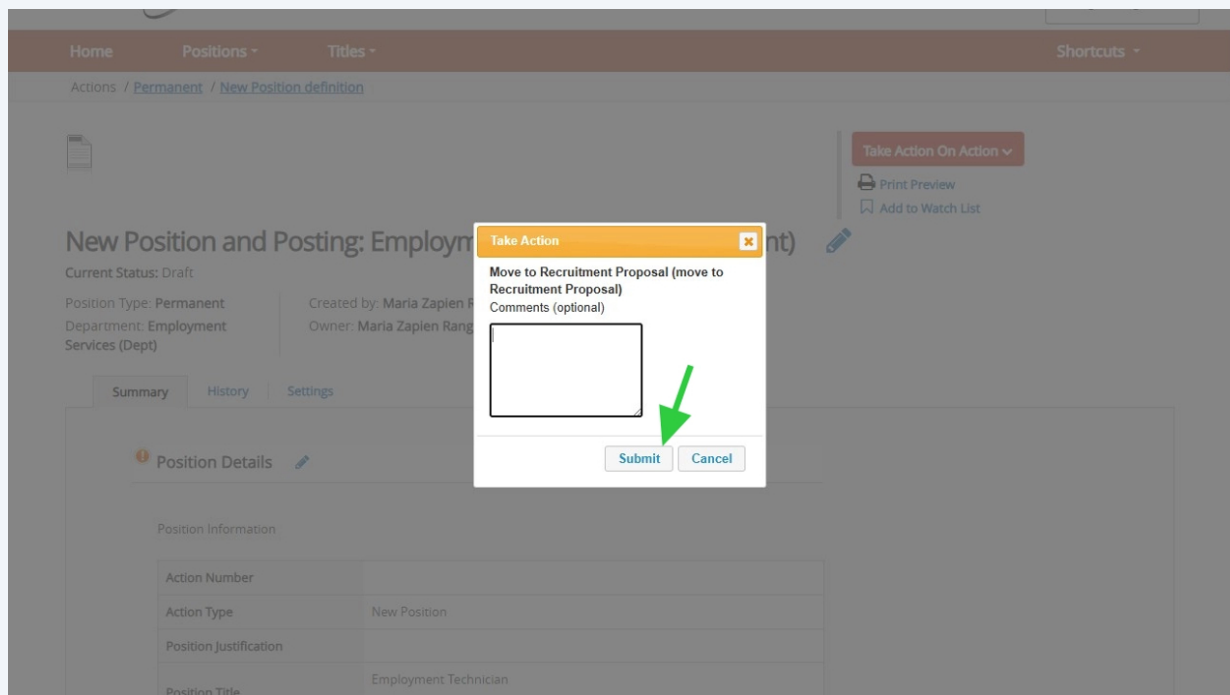
Take Action On Action

Keep working on this Action

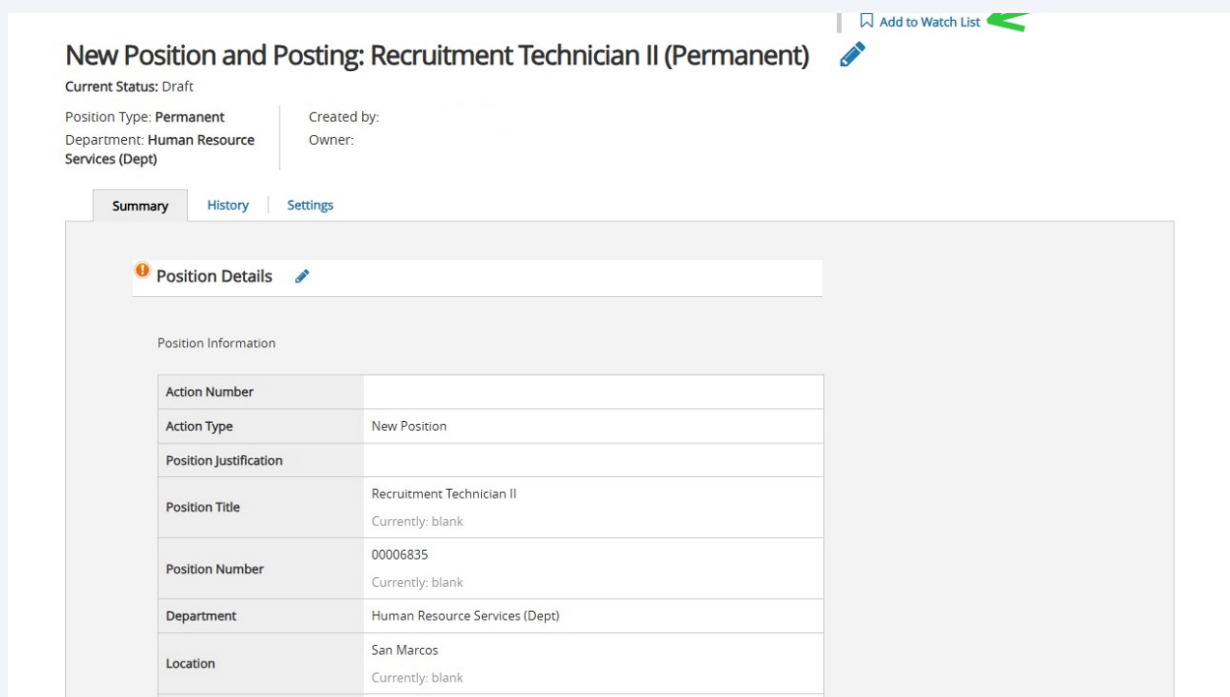
WORKFLOW ACTIONS

- Cancel Action (move to Canceled)
- Move to Recruitment Proposal (move to Recruitment Proposal)
- Send to Recruitment Proposal Review (move to VP Recruitment Proposal Review)
- Cancel (move to Canceled)

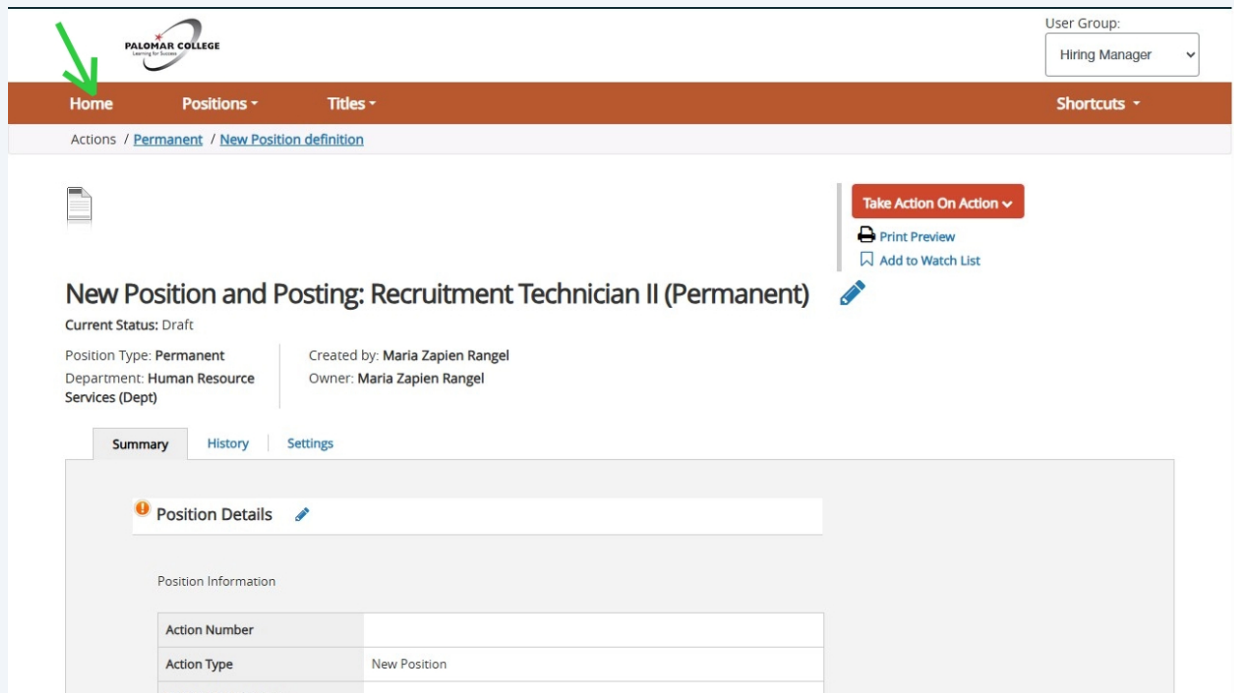
45 To take final action to next step, enter comment and select "Submit"



46 Select "Add to Watch List" to add posting on your PeopleAdmin homepage to monitor posting

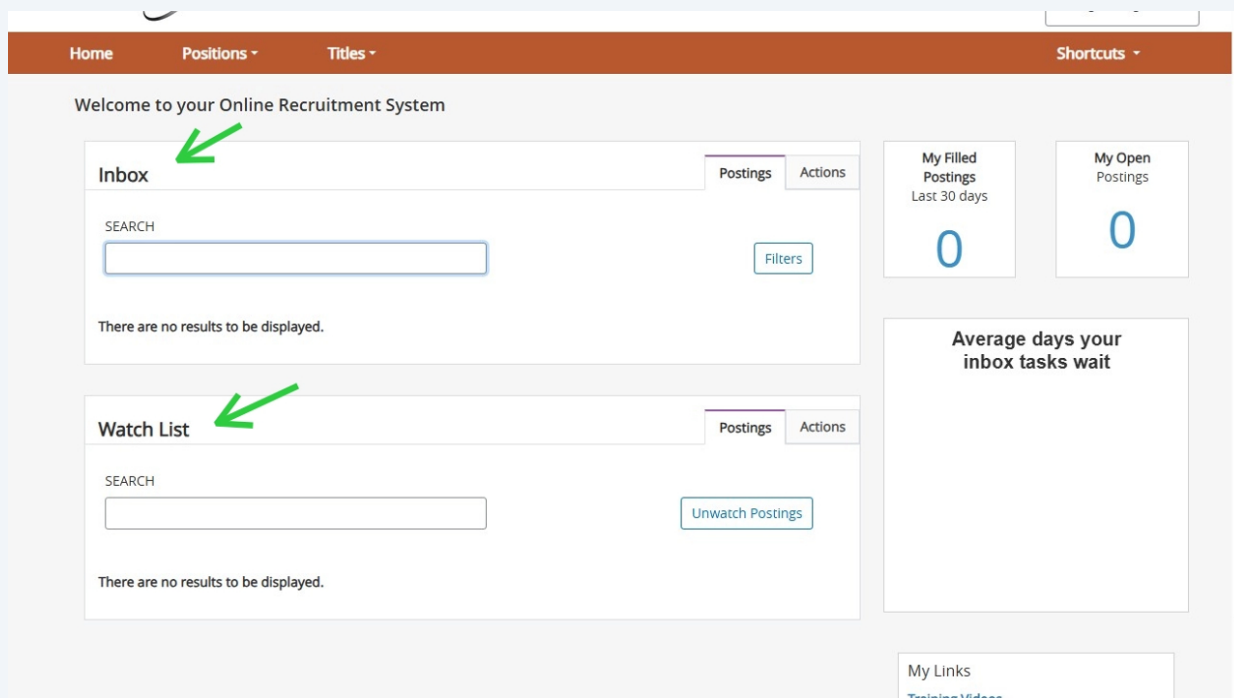


47 Click "Home" to return to homepage of PeopleAdmin



The screenshot shows the PeopleAdmin interface. At the top, there is a navigation bar with the Palomar College logo and a 'User Group' dropdown menu set to 'Hiring Manager'. Below the navigation bar, there is a breadcrumb trail: 'Actions / Permanent / New Position definition'. The main content area displays 'New Position and Posting: Recruitment Technician II (Permanent)' with a 'Current Status: Draft'. It also shows 'Position Type: Permanent', 'Department: Human Resource Services (Dept)', 'Created by: Maria Zapien Rangel', and 'Owner: Maria Zapien Rangel'. There are tabs for 'Summary', 'History', and 'Settings'. A table titled 'Position Details' is visible, with columns for 'Action Number' and 'Action Type', showing 'New Position'.

48 Review pending position requisitions on homepage



The screenshot shows the PeopleAdmin homepage. At the top, there is a navigation bar with the Palomar College logo and a 'User Group' dropdown menu set to 'Hiring Manager'. Below the navigation bar, there is a breadcrumb trail: 'Actions / Permanent / New Position definition'. The main content area displays 'New Position and Posting: Recruitment Technician II (Permanent)' with a 'Current Status: Draft'. It also shows 'Position Type: Permanent', 'Department: Human Resource Services (Dept)', 'Created by: Maria Zapien Rangel', and 'Owner: Maria Zapien Rangel'. There are tabs for 'Summary', 'History', and 'Settings'. A table titled 'Position Details' is visible, with columns for 'Action Number' and 'Action Type', showing 'New Position'.

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For assistance, please contact Human Resources

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