To re-post an archived/filled posting within PeopleAdmin:

- Log in to the Applicant Tracking module (blue header), as Originator.
- On the Home tab, on the right hand side, are shortcuts. Click on “Create New (Faculty/Staff/Student/Adjunct) Posting” then in the pop-up box, click on Position Description.
- This will bring up all of the approved position descriptions for that category, within the system. To narrow the search for your position description, use the “More Search Options” function.
  - Do a search by Banner Position Number to bring up the position description tied to that number;
  - Or, to search for the position description title you used (remember, this can be different than the posting title you used), simply access the archived/filled posting you are wanting to re-post, go to the History tab, scroll to the bottom and find the statement that says “Created from Position description: __________”. Once you have this position description title and the org number it was created from, you can then use the search function to find that particular position description.
  - For example, if the title of your position description is “Regular Student Clerical” type that in and press search. This will bring up only those titles with those words in it. Once that is narrowed down, you can then use the small arrows beside the org numbers and categorize them alpha-numerically. Then, you just search the pages until you find the title associated with your org.
  - Please note: You’ll want to use the position description that doesn’t have an employee’s name already associated with it – those columns should be blank – unless you are replacing the employee currently seated in the position.
- Once you find the approved position description you want to use, simply use the ACTIONS function to the right side of the screen. Hover over the word, and then click on “Create From”. This will bring up the posting details and you just walk through each page to fill in the required information. Once that is completed, send it through the approval queue to be posted.
  - If the option to “Create From” is not present within the ACTIONS function, click on the title of the position description you want to use and look for the green plus sign on the right side of the screen that should allow you to create a posting at that point.

If you have any questions about accessing a position description, making modifications, or about a posting, please contact the Human Resources department at jobs@uco.edu.