Pool Postings – may be utilized to fill positions that are ongoing throughout the year, have frequent turnover and have no changes in duties. These postings may remain open for up to 12 months. Active applications may be pulled from this posting anytime through the year.

Creating a Pool Posting:

In PeopleAdmin from the home screen, click on “Pools”, choose from the drop down menu the type of posting to be created (i.e. staff, faculty, temporary staff (<120 days), and student).

Click on Orange button “+Create New Pool”.

Next, choose the preferred method to create the posting
   1. Position Type - create from scratch
   2. Position Title: create from an existing template for a title

Selection 1 – Enter the Pool Title, Select application forms, Create new pool and complete the appropriate fields. Please note fields with an asterisk are required fields.

Selection 2 – Find the title of the posting you want to create a new pool posting from. Click on the Actions button on the far right of the posting, click on “create from”. Follow steps from Selection 1.

This posting will now be referred to as the “source” posting.

After all fields are completed select the orange “Take Action on Pool” and select move to posted.
Contact your H.R. Liaison to post to additional required state employment sites.

Creating a posting to link the applicants from the “source” posting to; this posting will be referred to as the “Target” posting.

Create a posting from the "Shortcuts" menu click on the type of posting to be created (i.e. staff, faculty, temporary staff (<120 days), and student).

Select the option to create the posting from a pool posting. Select the source pool posting where applicants applied. Modify fields as appropriate and forward for approvals.

Contact your H.R. Liaison to move applicants from the pool posting to the target posting.

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