

Posting Procedures in PeopleAdmin

Unless you are dealing with an “emergency hire” for an adjunct, all hiring must go through PeopleAdmin. *Please do not wait until an “emergency hire” is necessary.** Three forms must come forward for a job to be posted in PeopleAdmin (see attached):

1. Job Requisition Form
This form is a fillable pdf. When completing the form, please be sure to include the correct position number and the name and salary of the prior incumbent. **Not including this information will result in a delay of posting.**
2. Job Description Form for Admins *or* Faculty Position Specification Form for Faculty
These forms must be sent forward in Microsoft Word. You must include the names of the Search Committee (for Adjuncts that would be your DPC) and identify the Hiring Manager and the Committee Chair. The Hiring Manager and the Committee Chair can be the same person. HR will create a user group for the position in PeopleAdmin.
3. Ad Approval Form
This form is a fillable pdf.

Background Checks

Please continue to send the final applicant the ADP Candidate Link instructions to initiate the background check process and the background check request email with budget code to: backgroundcheck@hofstra.edu.

Background checks are normally completed within 5 business days after the candidate submits their ADP Candidate Link. If you have not received a background check clearance within this timeframe, please feel free to follow up with: backgroundcheck@hofstra.edu.

For detailed instructions see “User Guide for PeopleAdmin.” A training video can be found at: [PeopleAdmin Demo Link](#)

*Article 24.3(b) Emergency Appointments. If the need for an adjunct faculty appointment could not reasonably have been foreseen and the event which triggers the need for the adjunct occurs within 30 days prior to the commencement of the semester, the Chair must make a good-faith effort to convene the DPC. If the Chair is unable to convene the DPC they may recommend an adjunct appointment to the Dean for one semester only. In these circumstances, the position will be advertised and the DPC notified prior to the commencement of the subsequent semester.