User Guide

Applying for a Lecturer – Pool Faculty Position
Step One:

- Access the PeopleAdmin online employment website: https://shsu.peopleadmin.com/
- Click on the ‘Faculty’ box in the middle of the screen
Step Two:

- This will bring you to the screen below. On this screen, you will see the pooled postings listed as ‘Lecturer-Pool Faculty (Dept name) (Pool).
- Click on the posting for the department you want to apply for.
Step Three:

- This will bring up the posting, with specific degree requirements and contact information for that department.
- Click on “Apply to this Job” to begin the application process.
Step Four:

- You will need to have an account. If you have already created an account, simply sign in using the User Name and Password created for PeopleAdmin.
- If you have not previously created an account, click on “Create a new account”
If you have clicked on ‘Create a new account’ the screen below will appear. Any field marked with a red ‘*’ is a required field. When you have completed entering your information, click on the ‘Create’ button located at the bottom of the screen.
Step Five:

- The fields marked with a red “*” are required. Once you have completed this form, click on “Next” located at the top and/or bottom of the screen.
- By clicking on “Next” your data on this form is automatically saved.
Step Six:

- The next screen that appears is the ‘Voluntary Demographic Information’.
- This information is voluntary. However, we urge you to complete this information to help us track important EEO data.
- When you have completed this form, click on “Next” located at the top and/or bottom of the screen.
Step Seven:

- This is the ‘Supplemental Documents’ screen. You will see several optional documents listed.
- These documents are optional. You will want to upload the documents important for the position you are applying to.
- If you are uploading a document and receive a message saying ‘PDF conversion in process’ please wait until this message clears before trying to upload another document.
- When done, click on “Next” located at the top and/or bottom of the screen.
Step Eight:

- The next screen is where you want to review your information for accuracy.
- If you see a green check mark, it signifies there are no errors in that section.
- If you need to make any changes, click on “Edit this application”. Make your necessary changes and click on ‘Save Changes’ when done.
- Once you are confident that your information is accurate, click on “Certify and Submit.”
**Step Nine:**
- Read the application certification.
- Check the box to indicate that all information being submitted is true and complete.
- Enter your initials where indicated.
- Click on “Submit this Application” when done.
**Step Ten:**

- You should then receive a confirmation screen.
- This screen indicates that you have successfully submitted your application.
- Record this confirmation number for future reference. You will not have access to this screen again.
FAQ’s

1. If I was a Lecturer – Pool Faculty for the fall 2010 semester, do I need to re-apply for the spring 2011 semester?

   A lecturer pool faculty employed in the fall will not have to apply for the spring.

2. If I am not working as a Lecturer – Pool Faculty in the fall 2010, but have taught previously as a pool faculty, do I still have to apply for the spring 2011 semester?

   Anyone who was not employed as a lecturer pool faculty in the fall 2010 semester will need to apply online.

3. Do I have to apply online if a PAF has already been processed to payroll for the spring 2011 semester?

   Anyone who has not already been processed through to payroll with a PAF for the spring will need to apply online.