Welcome to your Online Recruitment System

**Alerts** (7 alerts from the administrator)

<table>
<thead>
<tr>
<th>Type</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All faculty offer letters must include the following statement – effective immediately: The University’s program of affirmative action invites you to identify whether you are a covered veteran or an individual with a disability in order to receive the benefits of affirmative action. This information is used solely for affirmative action purposes and will not subject you to any adverse treatment. You can access the self-identification forms at <a href="http://hr.ua.edu/policies-and-forms">http://hr.ua.edu/policies-and-forms</a>.</td>
</tr>
<tr>
<td></td>
<td>Requisitions are required for the following actions: 1. Official title/rank changes 2. Status Changes (eclass changes) 3. Salary changes outside of the normal raise process There may be other reasons for requisitions to be processed. Please contact OAA if you have questions.</td>
</tr>
</tbody>
</table>

**Inbox** (27 items need your attention)

Displaying items for group "Office For Academic Affairs".

<table>
<thead>
<tr>
<th>Postings (0)</th>
<th>Users (0)</th>
<th>Hiring Proposals (10+)</th>
<th>Actions (0)</th>
<th>Restricted Lists (0)</th>
</tr>
</thead>
</table>

**Shortcuts**

- View Failed Document Conversions Report
- Create New Faculty Posting
- View Scheduled Report Output

**Useful Links**

- **Training Videos**
  (Go here for helpful videos for staff training on the use of PA7.)
- **Your Applicant Portal**
  (How Applicants access your PeopleAdmin system)
- **UA Faculty Hiring System Manual**
  - Creating a Requisition
  - Managing and Hiring Applicants
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Type</th>
<th>Current State</th>
<th>State Owner</th>
</tr>
</thead>
</table>

- **Temporary Academic Appointment**
- **Instructions**
- **SACS 18 Hour Rule**
- **Official Transcript policy**
- **Supplemental Academic Appointments**
- **Supplemental Pay Hiring Proposal**
- **Instructions**