

# Department Guide for Consensus Faculty Positions

## Before Search

### Setting up the Posting

Create Job Posting in PeopleSoft. Refer to [Recruiting Solutions Manual \(PDF\)](#) for instructions.



Add an "Office Only" posting description using the selection "Consensus".



Leave Posting dates in PeopleSoft blank.



Send email to [consensus@louisville.edu](mailto:consensus@louisville.edu) to notify you have a posting you would like to run in Consensus.

Include PeopleSoft job ID, advertisement, dates for the ad to run and committee member names with UofL user IDs.



HR will create the posting in Consensus and follow up with additional instructions.

## After Search

### Preferred Candidate Selected

Send email to [consensus@louisville.edu](mailto:consensus@louisville.edu) with both Consensus and PeopleSoft job ID numbers and the name of the preferred candidate.



Search reviewed in HR and preferred candidate is linked to job ID in PeopleSoft. HR will send notification to department.



Submit Job Offer in PeopleSoft. For instructions on the process review the [Recruiting Solutions Manual \(PDF\)](#).



Offer reviewed by HR and approved.



Department completes hire with Faculty Personnel.