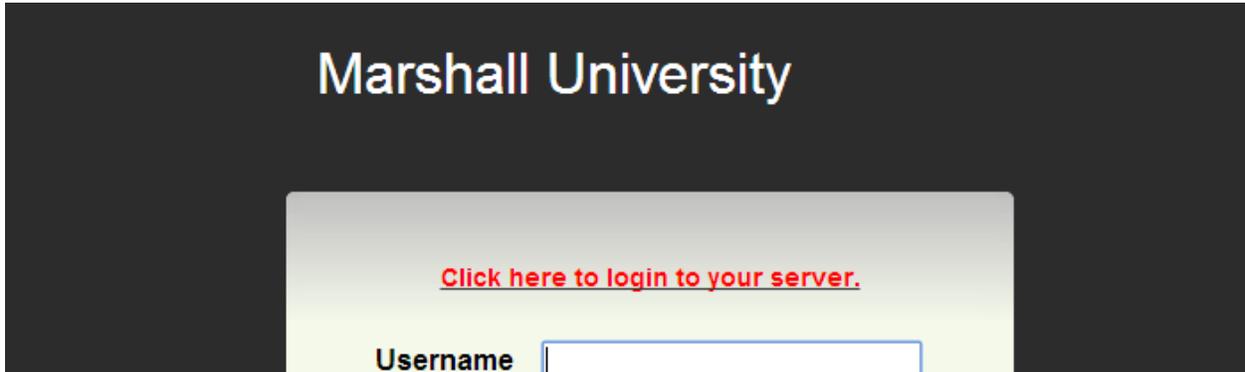
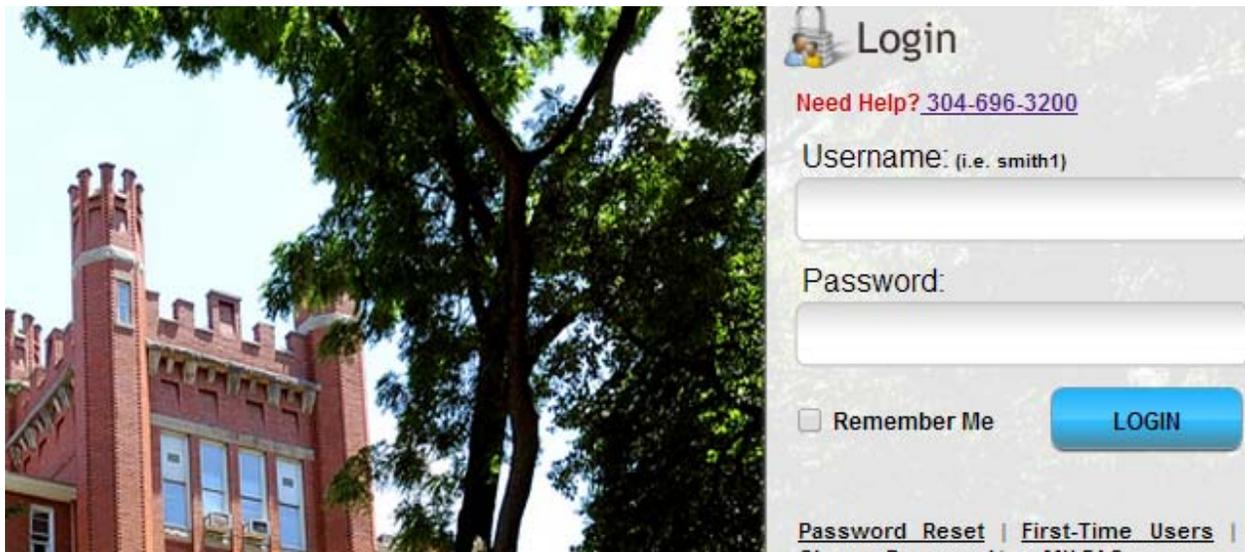


**Reviewing Applications in PeopleAdmin
Search Committee Members and Search Committee Chairs**

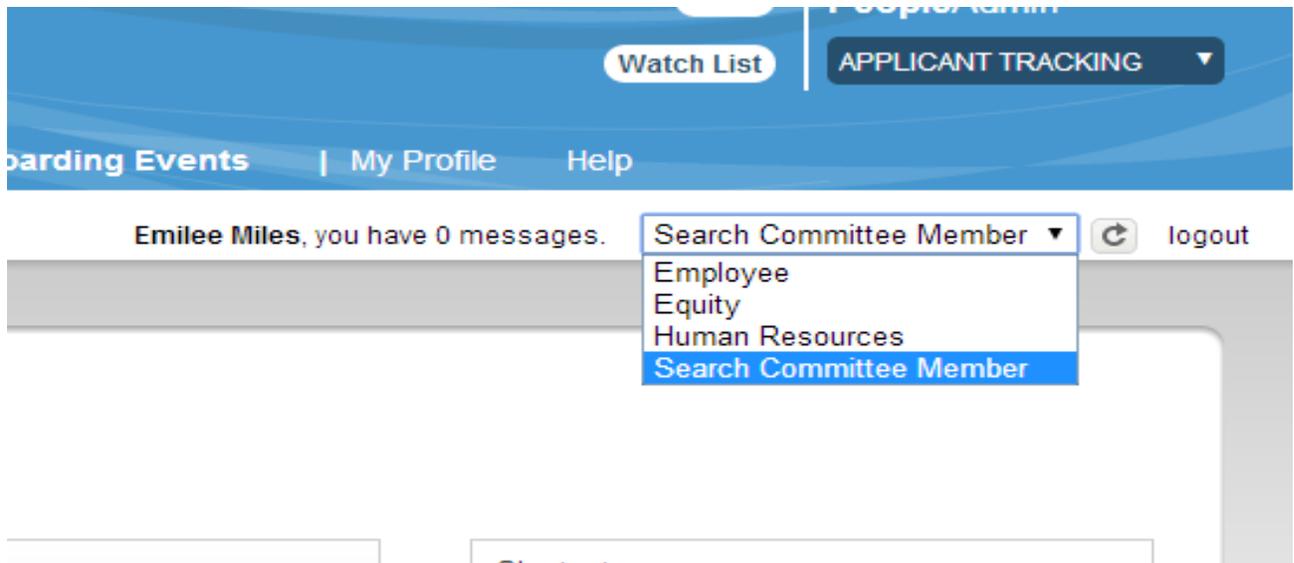
1. Visit <https://marshall.peopleadmin.com/hr/login>



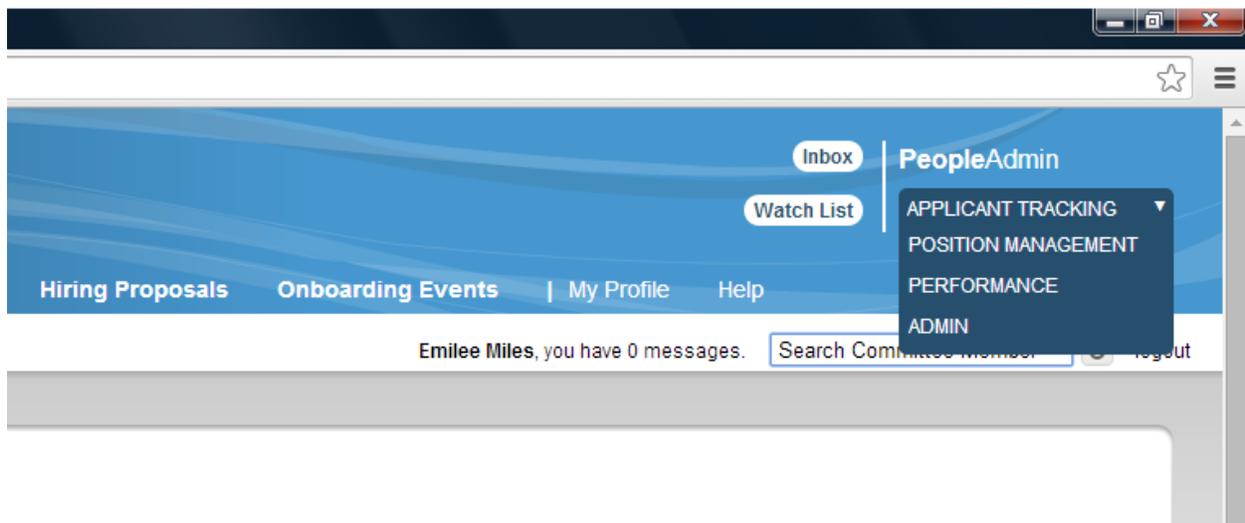
2. Click on the red letters **“Click here to login to your server.”** This will bring you to a page that looks as if you are signing into MyMu. Enter your username and password as you would to log into any MU computer.



3. **Change your Role.** Do this by clicking on the drop down box on the upper-right part of the screen. It should be set as employee. **Change it to your assigned search role and click the refresh button to the right of the drop down box** (either search committee member or search committee chair).



4. **Make sure you are in the correct Module.** The top of your screen should have a blue border and in the dropdown box at the top right, it should say **Applicant Tracking**.



5. Click on **Postings** and the type of position that you are viewing (for example, “Faculty” or “Classified/Non-Exempt”).



6. Click on the position title in which you are reviewing applicants for.
7. Click on the blue link “Applicants”.

Settings | Applicants | Reports | Hiring Proposals | Associated Pos

s of the posting carefully before continuing.

t the appropriate **Workflow Action** by hovering over the orange "Take Action on s posting to your **Watch List**. in the popup box that appears. When you are read

on the **Edit** link next to the **Section Name** in the **Summary Section**. This will t:

8. You will now view a list of applicants’ names that are approved for you to view. **To view** their application/resume/cover letter etc. **Click on a specific Name**. Their general application will appear. To view any other required documents from the application scroll to the bottom and click on the uploaded documents.

*Search Committee members will only have the ability to view applicants. The Search Committee Chair will be responsible for taking action on applications such as “Not Hired, Not selected for interview, or Approve to Equity Review” etc.