



Human Resource Services

Reviewing the Posting for Graduate Assistant Positions

1. On your homepage, make sure you are in the correct group for your part in the work flow, you can select the group by using the drop down menu next to “Current Group.”

The screenshot shows the top navigation bar with tabs for Home, Postings, Applicants, Hiring Proposals, My Profile, and Help. A dropdown menu for 'Current Group' is open, showing 'GA VP' selected. Below the navigation bar, the main content area displays 'Welcome to your Online Recruitment System' and an 'Inbox' section with a table of job postings.

Job Title	Type	Current State	Owner
Graduate Assistant (3 positions available)	Graduate Assistant	GA VP	GA VP
Graduate Assistant-Grant	Graduate Assistant	GA VP	GA VP
Graduate Teaching Assistant - 2 positions	Graduate Assistant	GA VP	GA VP

2. Hover your mouse over the “Postings” tab and then select the Graduate Assistant.

The screenshot shows the 'Postings' tab selected in the navigation bar, with a red arrow pointing to it. A sub-menu is open under 'Postings', with 'Graduate Assistant' highlighted. The main content area displays 'Welcome to your Online Recruitment System' and an 'Inbox' section with a table of job postings.

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Graduate Teaching Assistant - 2 positions	Graduate Assistant	GA VP	GA VP

3. Select the posting you wish to work by clicking on the Position Title.

The screenshot shows the 'Graduate Assistant Postings' page. At the top, there is a navigation bar with 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. A user profile for 'Alisha Harbour' is visible in the top right. Below the navigation bar, the page title 'Graduate Assistant Postings' is displayed. A search bar is present, and a table of postings is shown. A red arrow points to the 'Graduate Assistant (3 positions available)' row in the table.

Banner Position Number	Position Title	Department	Active Applications	Workflow State	Semester	Actions
GT0097	Graduate Assistant (3 positions available)	Sociology/Anthropology - MU2678	0	GA VP	Fall Semester	Actions
GT0185 and GT0206	Graduate Teaching Assistant - 2 positions	Natural Resources & the Environment - MU2455	0	GA VP	Fall Semester	Actions
GR0073	Graduate Assistant-Grant	Psy D Program-Specific Fee - MU2671	0	GA VP	Summer Semester	Actions

4. Review the posting and if you wish to make any changes to the posting, click on the "Edit" button. If the posting is missing information you will see an orange exclamation point, you will click the "Edit" button to correct any missing information.

The screenshot shows the 'Posting: Graduate Assistant (3 positions available) (Graduate Assistant) Edit' page. The page title is 'Posting: Graduate Assistant (3 positions available) (Graduate Assistant) Edit'. The current status is 'GA VP'. The position type is 'Graduate Assistant', created by 'Jami Hughes', and the department is 'Sociology/Anthropology - MU2678'. A 'Take Action On Posting' button is visible in the top right. Below the navigation bar, there is a section for 'Position Information' with a table of details. A red arrow points to the 'Edit' link in the 'Position Details' section.

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. In the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details **Edit**

Position Title	Graduate Assistant (3 positions available)
Description of GA Assignment	GA: Teacher – Adjunct instructor of record and assigned to teach one (half-time appointment) or two (full-time appointment) undergraduate course(s) or lab(s). Responsible for assigning student grades and following all University teaching guidelines.
Department	Sociology/Anthropology - MU2678
Location	MU - Marshall University

- Once the missing information has been entered or you've corrected any errors, you will click on the "Take Action On Posting" and "Approve" the posting for the next step in the work flow. Or "Return" so the posting can be corrected by the previous office in the work flow. The posting can also be "Cancelled," if it is no longer going to be filled.

Postings / Graduate Assistant / Graduate Assistant (3 positions available) (GA VP) / Summary

Posting: Graduate Assistant (3 positions available) (Graduate Assistant) [Edit](#)

Current Status: GA VP

Position Type: **Graduate Assistant** Created by: **Jami Hughes**
 Department: **Sociology/Anthropology - MU2678** Owner: **GA VP**

Summary | History | Settings | Applicants | Reports | Hiring Proposals

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

Cancel Posting (move to Canceled)

Return to Graduate Office (move to Graduate Office)

Approve (move to HR Review)

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Position Details [Edit](#)

Position Information

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