



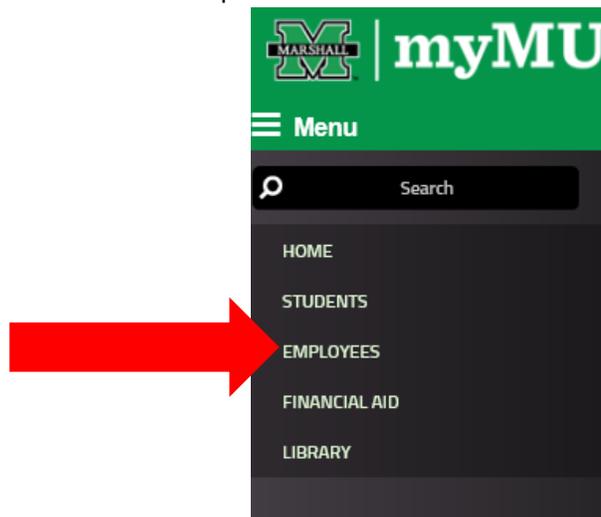
Human Resource Services

Search Committee Members - How to Access Applications for Review

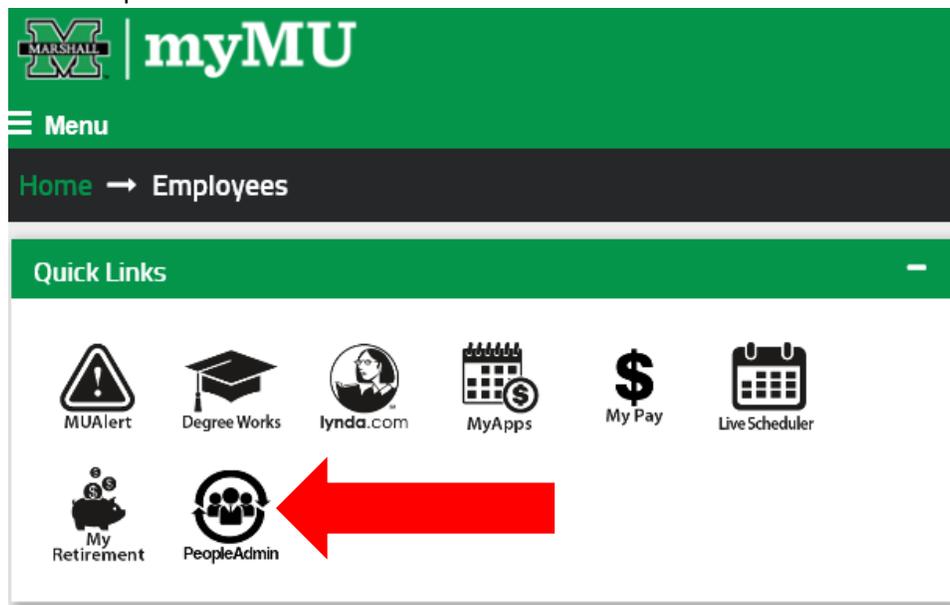
1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



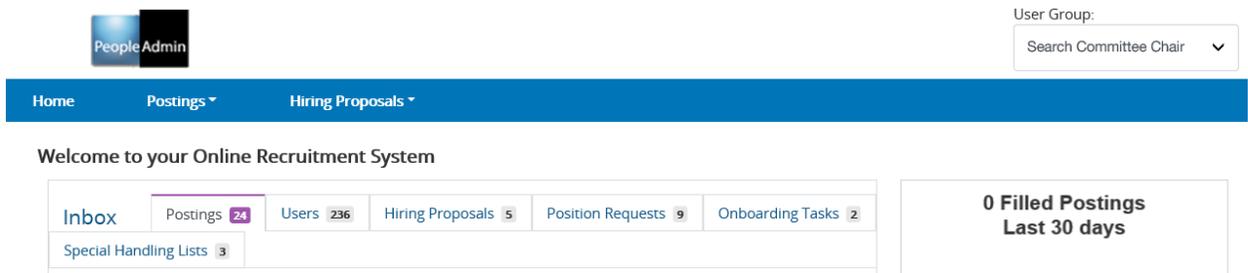
- You will be defaulted to the Employee Group on the **Applicant Tracking** (“Hire”) screen, so you will need to select the User Group of **Search Committee Chair or Member** and select the **Position Management** screen.

a. Selecting the Correct User Group:

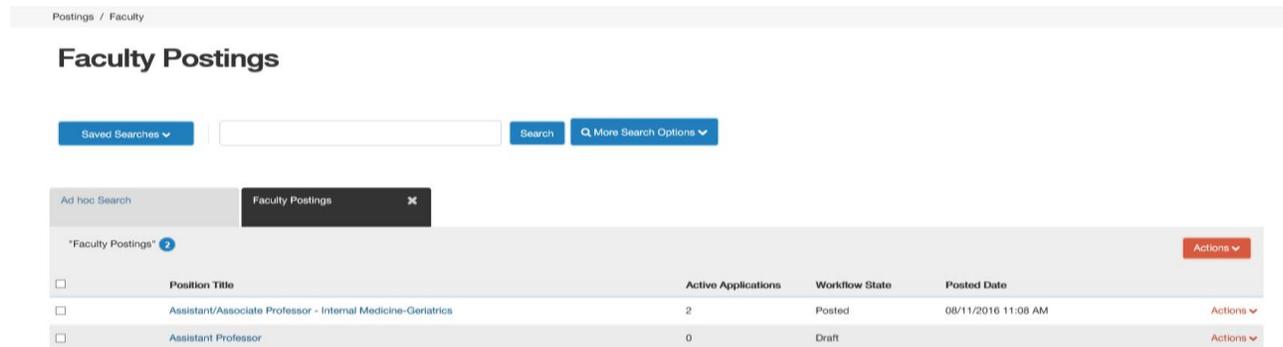
You can do so by using the drop down menu under your name on the upper right hand side of the screen to select the user group.



- On the home page, hover your mouse over the “Postings” tab. Select the correct Position Type for your position.



- You will see the listing of the postings in that particular Position Type that you are a search committee member. Click on the postings you wish to view the applicants.



- You will come to the summary page of that posting. To view your applicants, you will click on the Applicants tab next to the Summary tab.

Posting: Assistant/Associate Professor - Internal Medicine-Geriatrics (Faculty)

Current Status: Posted

Position Type: Faculty
 Department: SOM-Internal
 Medicine - MU9410

Created by: Emilio Miles
 Owner: Human Resources

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview
- [f](#) [t](#) [in](#)

Summary | History | Applicants | Reports

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

Position Information

Banner Position Number	001994
Position Title	Assistant/Associate Professor - Internal Medicine-Geriatrics
Classification Title	Assistant Professor
Department	SOM-Internal Medicine - MU9410
Location	MUSOM - MU School of Medicine
FLSA	Exempt
Salary Range	Commensurate with qualification and experience.

6. The applicants tab will list your applications that have been submitted for this position.

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Summary | History | Applicants | Reports

Saved Searches Search Add Column

Faculty Applications

"Faculty Applications"

<input type="checkbox"/>	Last Name	First Name	Status	Application Date	<input type="button" value="Actions"/>
<input type="checkbox"/>	Doe	Jane	Under Review by Committee	August 11, 2016 at 11:03 AM	<input type="button" value="Actions"/>
<input type="checkbox"/>	Doe	John	Under Review by Committee	August 11, 2016 at 11:06 AM	<input type="button" value="Actions"/>

- To view their applications, click on the last name of the applicant and it will take you to the application that they submitted. Scroll down to look at all of the information that your applicant has provided. You can print the application by right clicking on your mouse and then clicking print. Or you can also use the preview application using the “Preview Application” to the right side under the orange “Take Action on Job Application.” The application will pop up in a new window and you can right click with your mouse and then click print.

Job application: John Doe (Non-Classified/Classified Exempt)

Current Status: Under Review by Committee
Application form: MU Application

Take Action On Job Application ▾

- [★ View Posting Applied To](#)
- [★ Preview Application](#)

Full name: John Doe
 Address:
1 John Marshall Drive
Huntington, WV 25755
United States of America

Username: johndoe1
 Email: johndoe@mu.edu
 Phone (Primary):
 Phone (Secondary):
 Position Type: **Non-Classified/Classified Exempt**
 Department: **Human Resources - MU1065**

Created by: **John Doe**
 Owner: **Search Committee Chair**

Summary
Documents
Recommendations (1 of 1)
History
Reports

✔
Personal Information

If you posting required applicant documents and you wish to view them, scroll down close to the bottom to the “Required Documents” section. You can click on each of the documents and it will open in a separate window in a PDF format. You can print these for the committee or for yourself.

Document Type	Name	Conversion Status
✔ Cover Letter	Cover Letter 08-11-16 09:56:16 (10.1 KB)	PDF complete
✔ Curriculum Vitae	Curriculum Vitae 08-11-16 09:57:59 (9.96 KB)	PDF complete
✔ List of Three References w/contact information.	List of Three References w/contact information. 08-11-16 09:58:07 (10.3 KB)	PDF complete