Search Committee Members - How to Access Applications for Review

1. Log into PeopleAdmin by going to the Human Resources page at the following: http://www.marshall.edu/human-resources/. Hover your mouse over the PeopleAdmin and click “PeopleAdmin Login.”

2. You will then click on the “Employee Server Log-in” to log into PeopleAdmin. The username and password fields on this screen are for guest users that do not have a Marshall email/domain.
3. Once you click onto the “Employee Server Log-in,” you will be sent to the Employee Login screen. You will use your Marshall Username and password to log in.

4. When you first reach the homepage in PeopleAdmin, you are defaulted to the Employee View. You will need to change it to the correct group the Search Committee Member/Chair. You can find the drop down menu at the top right of the page. (The employee view shows you the applications that you have submitted for positions).
5. To begin viewing your applicants, you must be in the correct Position Type otherwise you will not find any of your postings. Hover your mouse above the Postings tab and select the appropriate Position Type.

6. 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.
7. 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.

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