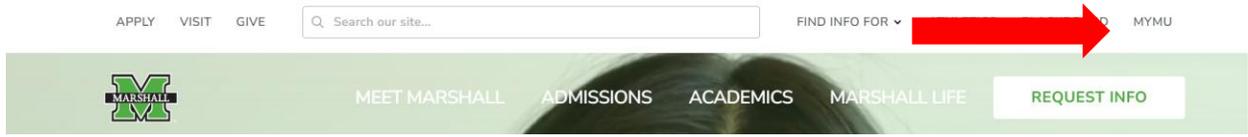
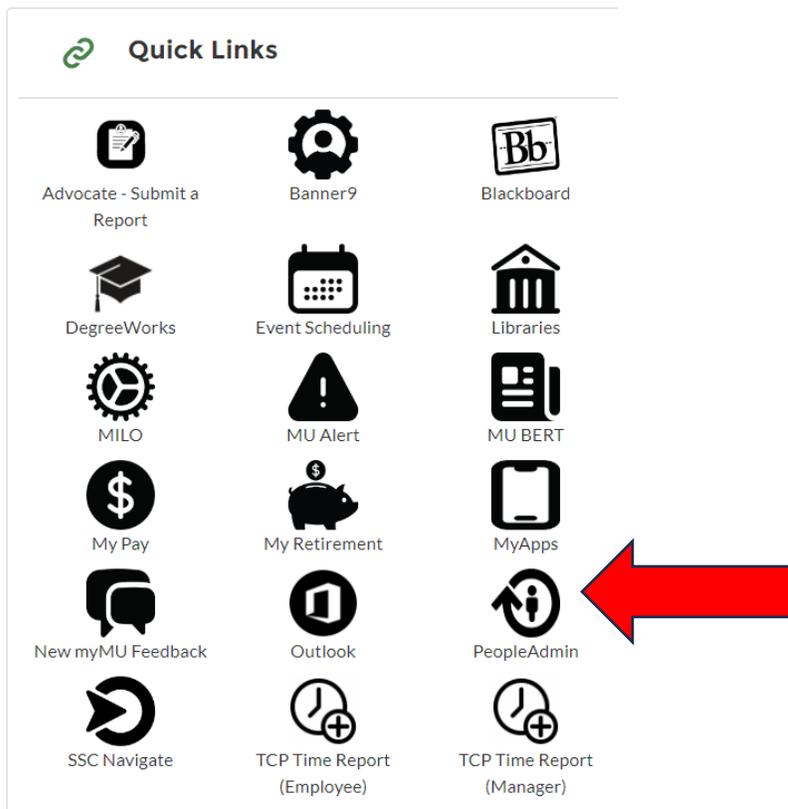


Creating a Posting for Applicant Tracking (Blue Screen)

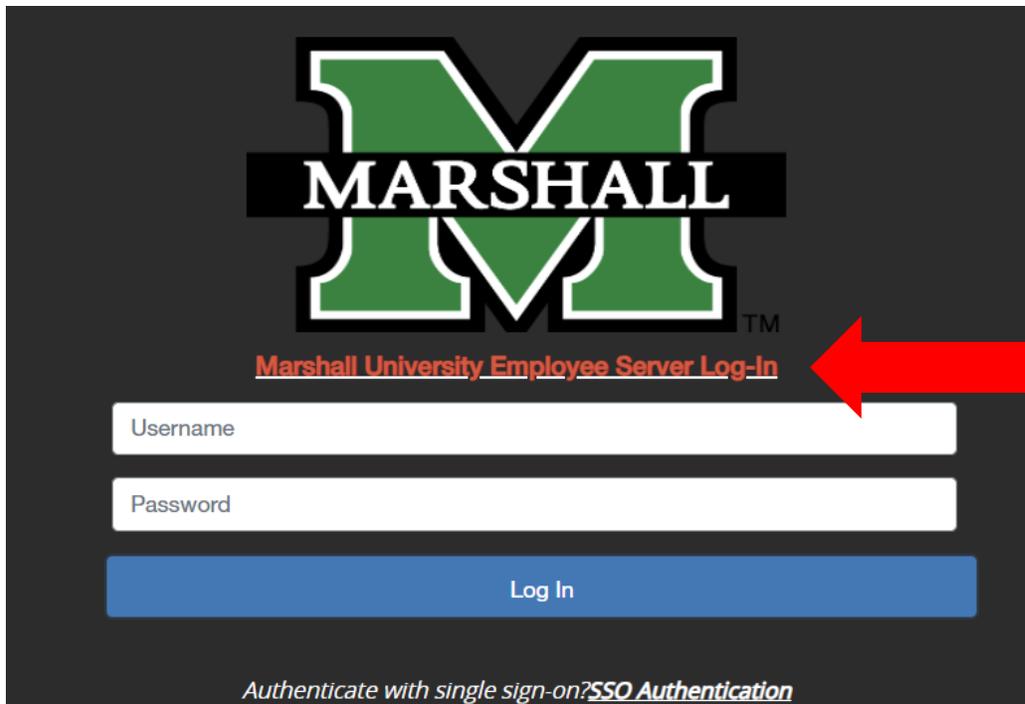
1. Log into PeopleAdmin by going myMU.



You will look for Quick Links and choose the PeopleAdmin icon.



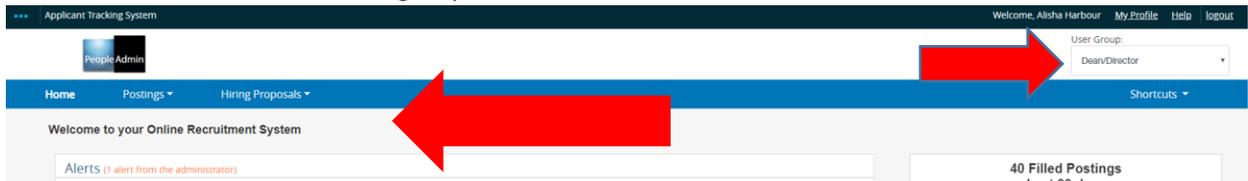
You will then click the red “Marshall University Employee Server Log-In” link. **Do not enter your username and password on this screen!**



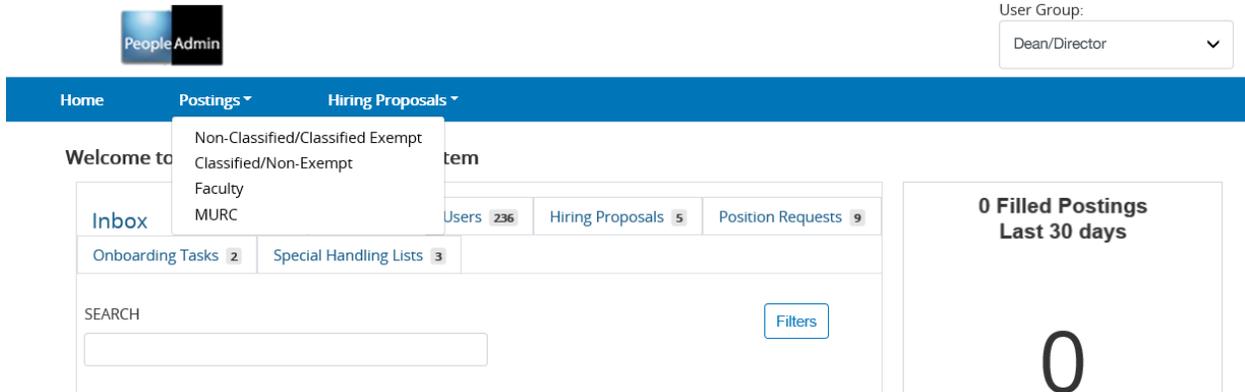
2. You will be defaulted to the Employee Group on the **Applicant Tracking** (“Hire”) screen, so you will need to select the User Group of **Dean/Director** and select the **Position Management** screen.

**a. Selecting the Correct User Group:**

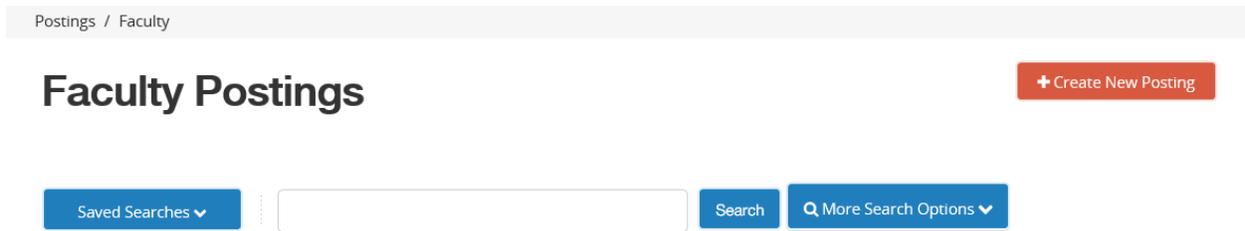
You can do so by using the drop down menu under your name on the upper right hand side of the screen to select the user group.



3. On the home page, hover your mouse over the “Postings” tab. Select the correct Position Type for your position you wish to post.



1. Click the “**+Create New Posting**” orange button to the right side to begin your Applicant Tracking posting work flow.



2. A new window will pop up, asking you how you want to create your new posting. Use the “Create from Position Description” option.



3. Find your position by typing the position number of the position you wish to post in the search bar. Click on your position and continue to the next screen.

## Faculty Position Descriptions

123456 Search Hide Search Options

Add Column: Add Column

Position Title	Department	Status	Actions
Assistant Professor	Accountancy/Legal Environment - MU2310	Active	

- At the **Position Description screen**, you will see the information that was entered in at the Position Management (orange) screen side. Review this posting and if it is satisfactory, you will click the “ Create Posting from this Position Description” at the right side of the screen.

**Position Description: Assistant Professor (Faculty)**  
Current Status: Active  
Position Type: Faculty  
Department: Accountancy/Legal Environment - MU2310

- Create Posting from this Position Description
- Print Preview
- View Supervisor
- Modify Position Description

Summary Settings History

**Classification**  
None specified.

**Position Details**

Employee Information

Employee First Name	
Employee Last Name	
Employee Id	

Classification Details

Classification Title	
Classification Code	
FLSA	
Salary Grade	
Min Salary	

- The **New Posting screen** you will enter the Position Title, Entity (MU or MURC), Division and Department. Use the Position Type handout to determine the appropriate applicant workflow state. The rest should not require any changes unless specified. After you have entered the information, click on “Create New Posting” on the right side.

Postings / Faculty / New Posting

New Posting Create New Posting Cancel

**\* Required Information**

Position Title \*

**Organizational Unit**

Entity \*

Division \*

Department \*

**Applicant Workflow**

Workflow State    
When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

**References**

Reference Notification    
Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow    
When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type    
Allow a document upload when a reference provider submits a Recommendation?

- The **Position Details screen** is where you will review the information, add the posting detail information if known (open date/close date), select if open until filled (yes/no), if posting needs to be placed on HigherEd (yes/no) and add the search committee chair if known at the time. You will need to scroll down to see the rest of the information. When you have entered all the information, click on “Next.” (HR will review at the end and make any changes necessary.)

Postings / Faculty / Assistant Professor (Draft) / Edit: Position Details

Editing Posting Save Next >>

Position Details

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

**\* Required Information**

**Position Information**

Banner Position Number 123456

Position Title

Classification Title

Location

FLSA

Salary Range

**Position Summary Information**

Job Description

**Required Qualifications**

### Posting Detail Information

Level 1

Posting Number

Open Date

Close Date

Open Until Filled

Special Instructions Summary

Post Position at HigherEdJobs.com?

Pass Message

Fail Message

Search Committee Chair

[Save](#) [Next >>](#)

7. The **Position Budget Information** screen is where the budget information is entered. The budget information should be here if it was entered in the Position Management screen so you will just click the “Next” button. If not, you will click the blue button named “Add Budget Summary Entry” and add the information; click the “Next” button.

Postings / Faculty / Assistant Professor (Draft) / Edit: Position Budget Information

**Editing Posting**

- Position Details
- Position Budget Inform...**
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- Reference Requests
- Summary

**Position Budget Information** [Save](#) [<< Prev](#) [Next >>](#)

[Check spelling](#)

**\* Required Information**

**Budget Summary**

Budget Fund

Budget Org

Percentage Funded

Remove Entry?

[Add Budget Summary Entry](#)

[Save](#) [<< Prev](#) [Next >>](#)

8. The **Supplemental Questions** screen, this screen is where you can add a variety of questions that can help you can help filter applicants.  
To add a question, you will click on the “Add a question” orange button.

Postings / Faculty / Assistant Professor (Draft) / Edit: Supplemental Questions

**Editing Posting**

- Position Details
- Position Budget Inform...
- Supplemental Questions**
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- Reference Requests
- Summary

**Supplemental Questions** [Save](#) [<< Prev](#) [Next >>](#)

Adding New Posting Questions: Click on the button labeled “Add a Question”. A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required. Special System Tab here for Supplemental Questions

Included Supplemental Questions [Add a question](#)

Position	Required	Category	Question	Status
				x

[Save](#) [<< Prev](#) [Next >>](#)

9. A new screen will pop in the center and you can view all the available questions that can be used to filter your applicant pool. If you do not see a question in the question bank, you can create a new one by using the “Add a new one” just above the Submit and Cancel buttons.

The screenshot shows a window titled "Add a Question" with a close button in the top right. Below the title bar, the text "Available Supplemental Questions" is displayed. There is a "Category:" dropdown menu set to "Any" and a "Keyword:" text input field. Below this is a table with two columns: "Add" (checkboxes) and "Question". The table lists 15 questions with various categories like "Uncategorized", "Education", and "Experience". At the bottom of the list, it says "Displaying 1 - 15 of 41 in total" and "← Previous | Next →". Below the table, there is a link that says "Can't find the one you want? Add a new one". At the very bottom, there are "Submit" and "Cancel" buttons.

10. The next screen that will pop up will be the screen to enter the information in for the Supplemental Question. You will name your question, select the category, type your question in the text box and then mark it as either Open Ended or create Predefined Answers.
- The Open Ended questions allow the applicant to write in their answers, these do not create a filter but give the ability to add an evaluation tool for the search committee.
  - The Predefined Answers allow for automatic filtering of the applicants. These answers can be simply, YES or NO, and you will mark one as the disqualifying answer. The

The screenshot shows a window titled "Add a Question" with a close button in the top right. Below the title bar, there is a note: "Questions defined here will be 'pending' approval and will not be available for use in other areas of the system until they have been approved." Below this note are three fields: "Name" with a text input, "Category" with a dropdown menu showing "Please select a category", and "Question" with a large text area. Below the text area, there is a section titled "Possible Answers" with two radio buttons: "Open Ended Answers" (which is selected) and "Predefined Answers". At the bottom right, there are "Submit" and "Cancel" buttons.

See the next page for an example of a question that has predefined answers.

- When you complete entering the information into the “Add a Question,” you will click the “Submit” button. Then the next screen is where you will add your disqualifying answers if you created predefined answers.

Questions defined here will be “pending” approval and will not be available for use in other areas of the system until they have been approved.

Name \*

Category

Question \*

**Possible Answers**

Open Ended Answers

Predefined Answers

Empty answers will be excluded.  
Click and drag possible answers to reorder them.

Possible Answer 1:

Possible Answer 2:

Possible Answer 3:

Possible Answer 4:

- To create your disqualifying answer, you will click on the question on the Supplemental Questions screen so it will show you your predefined options. You will check mark the disqualifying answer or if you have more than two options you can create a points system. You will then click the “Save” button.

Included Supplemental Questions

Position	Required	Category	Question	Status
<input type="text" value="1"/>	<input type="checkbox"/>	Experience	Have you had previous HR experience?	pending

Possible Answers: Predefined Options

Answer	Points	Disqualifying
1. Yes	<input type="text"/>	<input checked="" type="checkbox"/>
2. No	<input type="text"/>	<input type="checkbox"/>

- Once your question has been added, you will click “Next.” HR will approve the question later in the workflow.

**Editing Posting**

- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- Reference Requests
- Summary

Save << Prev Next >>

**Supplemental Questions**

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required. Special System Tab here for Supplemental Questions

**Add a question**

Position	Required	Category	Question	Status	
1	<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active	✕ ✕

Save << Prev Next >>

14. The **Applicant Documents** screen is where you will select the documents required for the applicant to upload to apply for the position. The three used (unless otherwise specified) is Resume, Cover Letter and List of 3 References with Contact Information. Select your documents using the "radio button," click "Save" after it saves then click "Next."

**Editing Posting**

- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- Reference Requests
- Summary

Save << Prev Next >>

**Applicant Documents**

Applicant documents can be included in the application process by selecting Included to make the documents optional and Required and included to make the document(s) mandatory to complete the application process.

Order	Name	Not Used	Optional	Required
1	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Three Letters of Reference	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	High School Diploma/G.E.D.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Other Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Criteria Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Other Attachment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Offer Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Contract	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

12	Other License or Certification	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	HP-Other 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	HP-Other 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	List of Three References w/conta...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	Vision Statement - Dean	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	Copy of Universal Technician Cer...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	Two Sample Syllabi	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	Unofficial Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
20	Statement on Personal Creative...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
21	20 Examples of Creative and/or S...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
22	Course Syllabi	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
23	20 Examples of Student Projects	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
24	Statement of Teaching and Resea...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
25	Statement of Research Focus	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
26	Leadership Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
27	CV or Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

or

15. **\*\*HR ONLY** - The Posting Documents screen is where you will add the freeze committee form. You will click on the “Actions” bar associated with the freeze forms and click on the “Upload New” option.

Postings / Faculty / Assistant Professor (Draft) / Edit: Posting Documents

**Editing Posting**

- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- Reference Requests
- Summary

**Posting Documents**

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.  
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Marketing Plan			Actions ▾
Print Ad Text			Actions ▾
Freeze & Recruiting Forms			Actions ▾
Authorization to Offer the Job			Actions ▾
Selection Document			Actions ▾
Other			Actions ▾

**Position Description Documents**

Document Type	Name	Status	(Actions)
Organizational Chart	Organizational Chart 08-10-16 14:30:50		Actions ▾

**\*\*HR ONLY** - On this screen, you will click on the “Browse” button, find the file you wish to upload then hit the “Submit” button. If there are other forms you need to upload, just repeat those steps with the other documents listed.

## Upload a Freeze & Recruiting Forms

To upload your document, provide a name and description of the document. To choose a file to upload, click the Choose File button and select the file from your computer. When you are ready to submit your document, click the Submit button.

Name

Description

File to upload  [Browse...](#)

[Submit](#)

16. **\*\*HR ONLY** - The Guest User screen is used if there is a search committee member that is not a Marshall employee and does not have a marshall domain. (i.e. – student on the search committee.) To add a guest user you will click the blue “Create Guest User Account.”

Postings / Faculty / Assistant Professor (Draft) / Edit: Guest User

**Editing Posting**

- [Position Details](#)
- [Position Budget Inform...](#)
- [Supplemental Questions](#)
- [Applicant Documents](#)
- [Posting Documents](#)
- [Guest User](#)
- [Search Committee](#)
- [Reference Requests](#)
- [Summary](#)

[Save](#) [<< Prev](#) [Next >>](#)

---

Click on the Create Guest User Account button. The system will automatically generate a Guest Username. Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the Email Address of Guest User Recipients. Each email address must be on a separate line. Once you have added all of the email addresses, click on the Update Guest User Recipient List to notify the review committee users.

When finished or to skip this section, click the Next button.

**Want to give guests access to view this posting?**

[Create Guest User Account](#)

[Save](#) [<< Prev](#) [Next >>](#)

- \*\*HR ONLY** - The username and password is created for this position automatically, you will need to add the email addresses of the guest user and click on “Update Guest User Request List.” Click on “Save” after it saves then click on “Next.”

Postings / Faculty / Assistant Professor (Draft) / Edit: Guest User

**Editing Posting**

- [Position Details](#)
- [Position Budget Inform...](#)
- [Supplemental Questions](#)
- [Applicant Documents](#)
- [Posting Documents](#)
- [Guest User](#)
- [Search Committee](#)
- [Reference Requests](#)
- [Summary](#)

[Save](#) [<< Prev](#) [Next >>](#)

---

Click on the Create Guest User Account button. The system will automatically generate a Guest Username. Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the Email Address of Guest User Recipients. Each email address must be on a separate line. Once you have added all of the email addresses, click on the Update Guest User Recipient List to notify the review committee users.

When finished or to skip this section, click the Next button.

**Guest User Credentials**

Guest users may view this posting by using these credentials.

Username

Password  
 [Update Password](#)

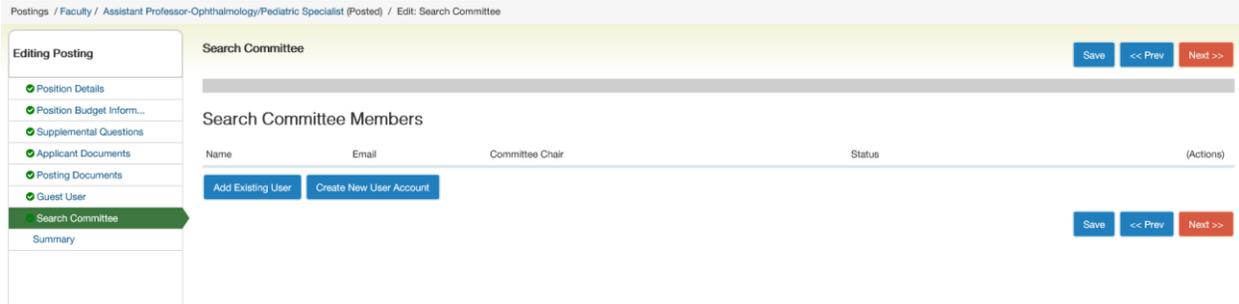
**Email Addresses of Guest User Recipients**

Email addresses (one per line)

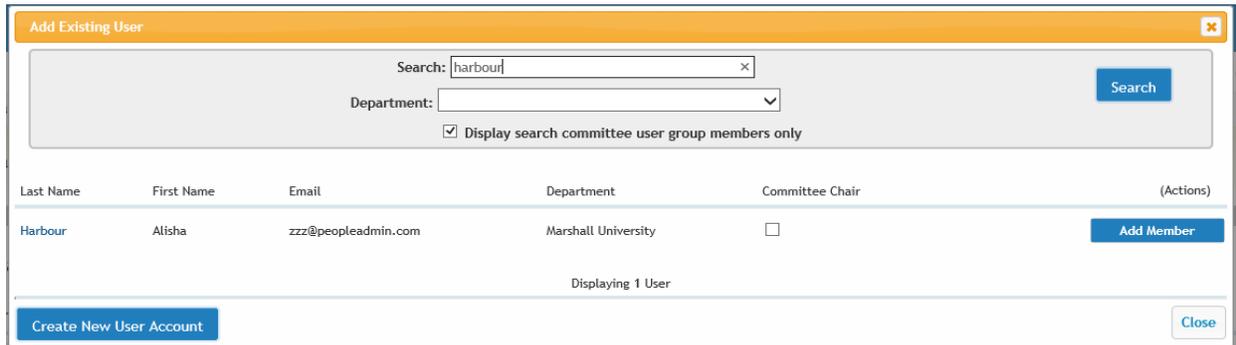
[Update Guest User Recipient List](#)

17. The **Search Committee screen** is where you add the search committee members. To add the search committee, you will click on the “Add Existing User.” A new window will pop up.

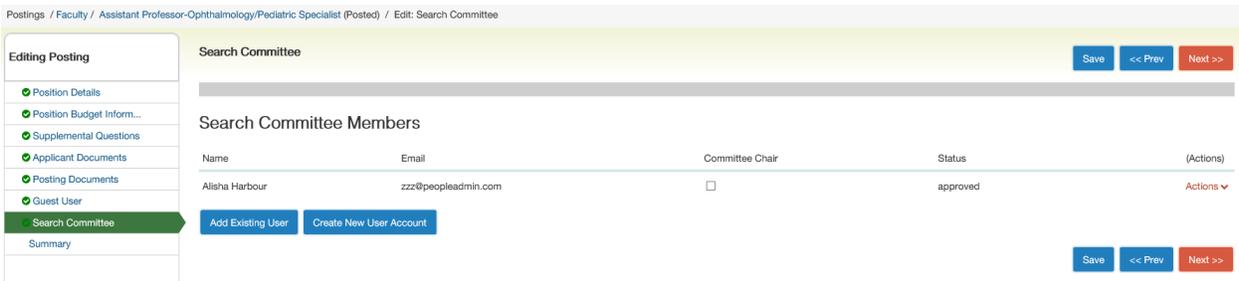
**\*\*PLEASE NOTE: DO NOT USE THE CREATE NEW USER ACCOUNT. IF YOU CANNOT FIND THE INDIVIDUAL JUST NOTIFY HUMAN RESOURCES AND THEY WILL ADD THEM AT THE END OF THE WORKFLOW.**



In this window, use the drop down menu in the Department to the blank option or you will get the “No Users Found” when you search. The type the last name of the search committee member. Then on the same line as their name click on “Add Member.” Repeat until you have all of your members for the search committee. You can then click on the “Close” button or on the “X” button to close the window.



You will see the list of the search committee members. You will then click “Save” then the “Next” button to move to the next screen.



18. At the **Summary page**, review your posting as this is what the applicant will see when it is posted. To make any changes, click on the edit button and go through each section you wish to make any changes.

**Posting: Assistant Professor (Faculty)** [Edit](#)

**Current Status:** Draft

Position Type: **Faculty** Created by: **Alisha Harbour**  
Department: **Accountancy/Legal Environment - MU2310** Owner: **Alisha Harbour**

Take Action On Posting ▾  
Keep working on this Posting  
WORKFLOW ACTIONS  
Canceled (move to Canceled)  
Approve (move to Vice President)

Summary | History | Settings | Hiring Proposals | Associated Position Description

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 Information

Banner Position Number	000384
------------------------	--------

19. Using the orange button named "Take Action on Posting" approve your position to the next process through the posting work flow. (Refer to the Posting Workflow Handout for the process).
20. **\*\*HR ONLY** - It will continue to go through the approval process then the last stop is to HR (Freeze Committee Review). HR will review the posting to ensure that the posting is coherent, add any missing information, etc. HR will then use the "Take Action on Posting" and use the "Posted" option so the posting is live and ready to accept applications.
  - a. Check the settings to make sure that the applicant workflow is correct.
  - b. Check to make sure all of the main information is complete: title, salary, description/qualifications, budget, open/close date (refer to Position Type handout), search committee chair/members, supplemental question, applicant documents, posting documents.