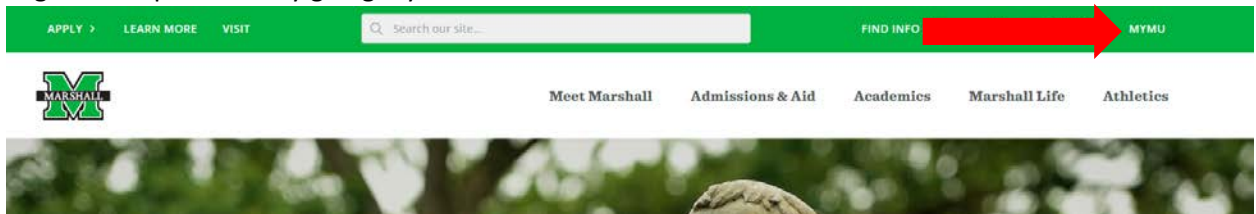


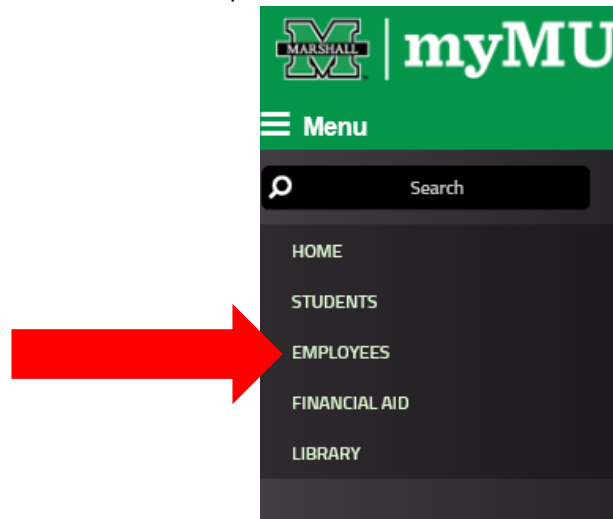


Signing into PeopleAdmin

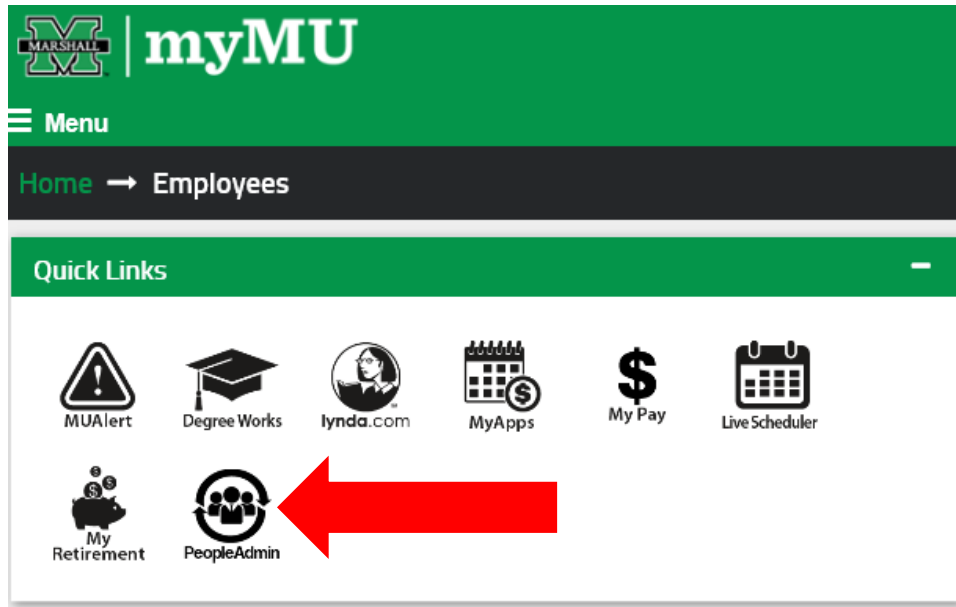
1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



2. You will be defaulted to the Employee Group on the **Applicant Tracking System** (blue) screen, so you will need to select the User Group of **GA Dean/Director**.

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.

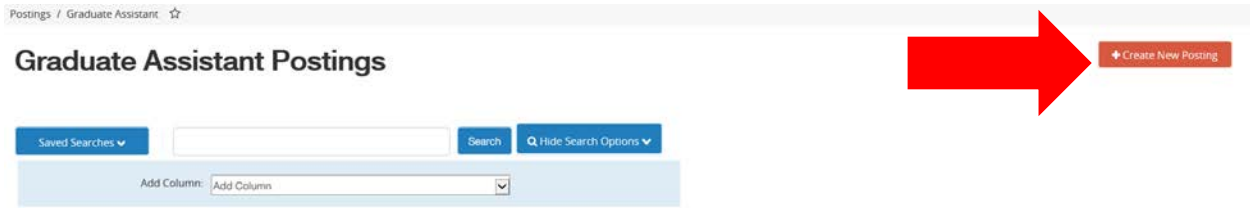


Creating a Graduate Assistant Posting

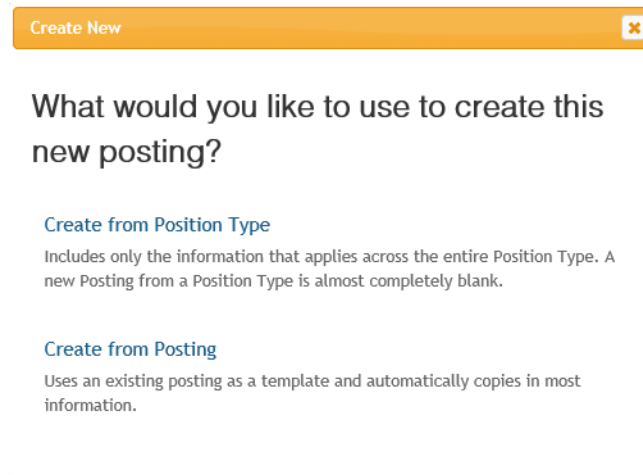
1. Click on the "Postings" tab and select the "Graduate Assistant."



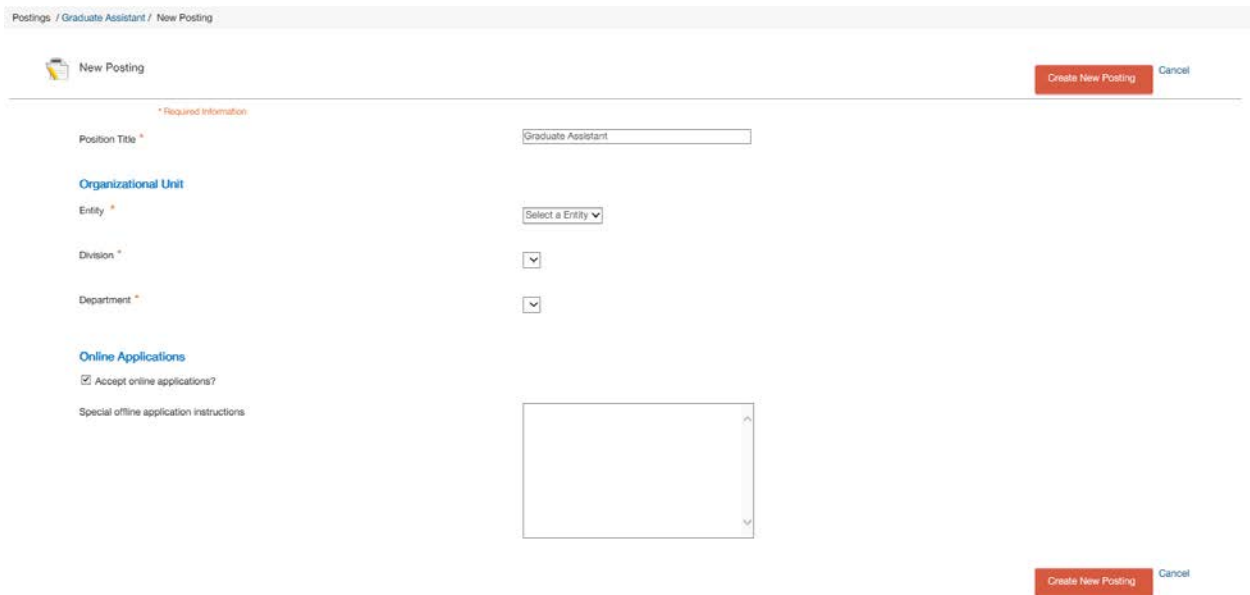
2. Once you are on the correct Position Type, you will click on the "Create New Posting" (orange button).



3. The **Create New** window will pop up, if this is a new position you will click on “Create from Position Type.” If you have previously made a posting for this Graduate Assistant position you will use the “Create from Posting” option.



4. The New Posting screen is where you will enter the entity (MU or MURC), division (i.e. – Academic Affairs) and the department.



- The **Position Details** screen is where you will enter information about the position. You must fill out everything that is marked with a red box. Once you have entered the information, click on “Next.”

NOTE: If you are requesting a search waiver, you will check the “I am requesting permission to waive a search” under the **Additional Search Information** section.

Hourly

- GA Clinical Practice – GCXXXX
- GA Graduate Service Assistant – GSXXXX
- GA Faculty Support – GFXXXX
- GA Research Assistant – GRXXXX

Salaried

- GA Doctoral Research Assistant – DRXXXX
- GA Exempt – GGXXXX
- GA Teacher – GTXXXX

Guidelines for the Job Description:

- Outline the core responsibilities of the position.
- Highlight day to day activities of the position.
- **Note:** If the position is a GA Teacher, the job description requires the course number that the candidate will be teaching for review/approval by the Academic Affairs office.

Guidelines for the Job Requirements:

- Education requirements.
- Experience requirements.
- Knowledge requirements.

Position Details

Position Information

Position Title: Graduate Assistant

Description of GA Assignment

- GA: Graduate Service Assistant - You will provide service/administrative duties for a non-academic unit or office. This work does not constitute teaching or research.
- GA: Clinical Practice - The department will assign you to various tasks that will require you to provide professional service to MU students, clients of a MU Clinic, or other individuals in need of professional services provided by the office.
- GA: Exempt "Require HR Approval" - The department will assign you specific duties.
- GA: Faculty Support - Assist faculty, services may include tasks as supervising laboratories, under their supervision, grading quizzes, homework, and other projects, and assist with other course and research related duties as assigned.
- GA: Doctoral Research Assistant - The department will assign you specific duties.
- GA: Research Assistant - The department will assign you to a member of the faculty who is a principal investigator on an external grant or contract. You will assist him or her on the project as directed.
- GA: Teacher - Adjunct instructor of record and assigned to teach one (full-time appointment) or two (full-time appointments undergraduate courses) or more. Responsible for assigning student grades and following all University teaching guidelines.

Location: Please Select

Banner Position Number

Fall Semester
 Spring Semester
This field is required.

Full Time (20 hrs a week)
 Part Time (10 hrs a week)
This field is required.

Hourly Rate:
 Salary:

Position Summary Information

Job Description
This field is required.

Required Qualifications
This field is required.

Preferred Qualifications

Posting Detail Information

Posting Number:

Open Date:
This field is required.

Close Date:

Open Until Filled:

Special Instructions Summary:

Post Message: Thank you for your interest in this position. The screening and selection process is currently ongoing and all suitable and successful candidates are chosen. Should none of your qualifications result in a decision to pursue your candidacy, you will be so notified.

Full Message: Thank you for your interest in this position. Based on your response to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Additional Search Information

I am requesting permission to waive a search: No

Justification For Waiver:
This field is required.

Approval:
Graduate CSR approval is not required for waiver of search. If a waiver of search is requested please enter "Waiver".

****Note:** The “I am requesting permission to waive a search” check box should only be marked under special circumstances.

6. The **Position Budget Information** screen is where you will enter the budget information. You will click on the “Add Budget Summary Entry” blue button to add the information.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Position Budget Information

Editing Posting: Position Budget Information << Prev Next >>

Position Budget Information

* Required Information

Budget Summary

<< Prev Next >>

Enter the budget information, click on “Save” after it saves, then click on the “Next” button.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Position Budget Information

Editing Posting

- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents
- Guest User
- Summary

Position Budget Information

Save << Prev Next >>

Check spelling

* Required Information

Budget Summary

Budget Fund 123456

Budget Org 1254

Percentage Funded 100

Remove Entry?

Add Budget Summary Entry

Save << Prev Next >>

7. The **Supplemental Questions** screen is where you will add supplemental questions that will help filter out the applicants.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Supplemental Questions

Editing Posting

- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents
- Guest User
- 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 >>

I. To add a question, you can click on the orange “Add a Question” button. A window will pop up with the questions you can select.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Supplemental Questions

Editing Posting

- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents
- Guest User
- 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.

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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 >>

II. Select your question by checking the box next to the question you wish to have on your posting. Then click on the “Submit” button at the bottom of the window.

Add a Question
✕

Available Supplemental Questions

Category: Keyword:

Add	Category	Question
<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?
Possible Answers:		
<ol style="list-style-type: none"> 1. Public Job Posting 2. Internal Job Posting 3. Agency Referral 4. Advertisement/Publication 5. Personal Referral 6. Website 7. Other 		
<input type="checkbox"/>	Education	Do you have a high school diploma or equivalent?
<input type="checkbox"/>	Experience	How many years of Accounting experience do you have in a higher education setting?
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	Do you have a Master's Degree?
<input type="checkbox"/>	Education	Do you have a terminal degree?
<input type="checkbox"/>	Education	Will you have a bachelor's degree in Computer Science or related field within the next 6 months?
<input type="checkbox"/>	Experience	Do you have over 2 years computer related work experience?
<input type="checkbox"/>	Uncategorized	Are you willing to work different shifts?
<input type="checkbox"/>	Experience	Do you have at least 6 months of Receiving Experience?
<input type="checkbox"/>	Uncategorized	Can you lift up to 75 pounds?
<input type="checkbox"/>	Education	Do you have a valid driver's license?
<input type="checkbox"/>	Experience	How much Pre-K teaching or daycare experience do you have?
<input type="checkbox"/>	Education	Do you have 18 months or more of education beyond high school or 10 years or more of related experience?
<input type="checkbox"/>	Experience	Do you have 2 years or more of related experience?

Displaying 1 - 15 of 41 in total
[← Previous](#) | [Next →](#)

Can't find the one you want? [Add a new one](#)

III. 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.

Add a Question

Available Supplemental Questions

Category: **Any** Keyword:

Add	Category	Question
<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?
<input type="checkbox"/>	Education	Do you have a high school diploma or equivalent?
<input type="checkbox"/>	Experience	How many years of Accounting experience do you have in a higher education setting?
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	Do you have a Master's Degree?
<input type="checkbox"/>	Education	Do you have a terminal degree?
<input type="checkbox"/>	Education	Will you have a bachelor's degree in Computer Science or related field within the next 6 months?
<input type="checkbox"/>	Experience	Do you have over 2 years computer related work experience?
<input type="checkbox"/>	Uncategorized	Are you willing to work different shifts?
<input type="checkbox"/>	Experience	Do you have at least 6 months of Receiving Experience?
<input type="checkbox"/>	Uncategorized	Can you lift up to 75 pounds?
<input type="checkbox"/>	Education	Do you have a valid driver's license?
<input type="checkbox"/>	Experience	How much Pre-K teaching or daycare experience do you have?
<input type="checkbox"/>	Education	Do you have 18 months or more of education beyond high school or 10 years or more of related experience?
<input type="checkbox"/>	Experience	Do you have 2 years or more of related experience?

Displaying 1 - 15 of 41 in total
 -- Previous | Next --

Can't find the one you want? Add a new one

- IV. 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 GA Dean/Director.
 - 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.

Add a Question

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

See the next image for the example of 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.

Add a Question

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:

- V. 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"/>

- VI. You will see your question(s) that you have selected/added. You will click on the "Next" button.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Supplemental Questions

Editing Posting

- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents
- Guest User
- 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	
1	<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active	x DC

Save << Prev Next >>

- On the **Applicant Documents** screen, you will select the documents using the "radio" buttons next to the document you wish to have the applicant to supply during their application process. Once the documents are selected, click on the "Next" button.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Applicant Documents

Editing Posting

- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents
- Guest User
- Summary

Applicant Documents Save << Prev Next >>

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 type="radio"/>	<input type="radio"/>	<input checked="" 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"/>

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 Rese...	<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"/>

[Save](#) or [Cancel](#)

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

8. The **Guest User** is used for non-Marshall employees and students who will serve on the search committee. You can skip this step of the posting workflow.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Guest User

Editing Posting

- [Position Details](#)
- [Position Budget Inform...](#)
- [Supplemental Questions](#)
- [Applicant Documents](#)
- [Guest User](#)
- [Summary](#)

Guest User [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 >>](#)

9. The **Reference Requests** is used to allow references to submit their reference letters to the system on behalf of the applicant.
- a. If you want to set a required minimum, you will add the Minimum Requests (such as 3) and then add the maximum you want allowed to be submitted (such as 3). If you want to make the reference requests optional, you will add zero (0) to the minimum requests.
 - b. The **Cutoff Date** is the deadline for references to submit their letters to the system. If you set a deadline, after the deadline date no references will be able to submit to the system.
 - c. The **Provider Special Instructions** is used for any special requests to the reference to submit on behalf of the applicants.

Postings / Graduate Assistant / Graduate Assistant (Filled) / Edit Reference Requests

Editing Posting

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

Reference Requests Save << Prev Next >>

[Check spelling](#)

Reference Request Details

Minimum Requests

Maximum Requests

Cutoff Date

Provider Special Instructions

Save << Prev Next >>

10. The **Summary** page is where you need to review your posting. Once you are satisfied with your posting, you will use the “Take Action On Posting” then select the next step in the posting work flow either to the Graduate Office or MURC GA.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Summary

Posting: Graduate Assistant (Graduate Assistant) [Edit](#)

Current Status: Draft

Position Type: Graduate Assistant Created by: Alisha Harbour
 Department: Accountancy/Legal Environment - MU2310 Owner: Alisha Harbour

Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Summary History Settings Hiring Proposals

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

Position Title	Graduate Assistant
Description of GA Assignment	GA: Service Assistant
Department	Accountancy/Legal Environment - MU2310
Location	MU - Marshall University
Banner Position Number	123456
Semester	Fall Semester
Hours Per Week	Full Time (20 hrs a week)