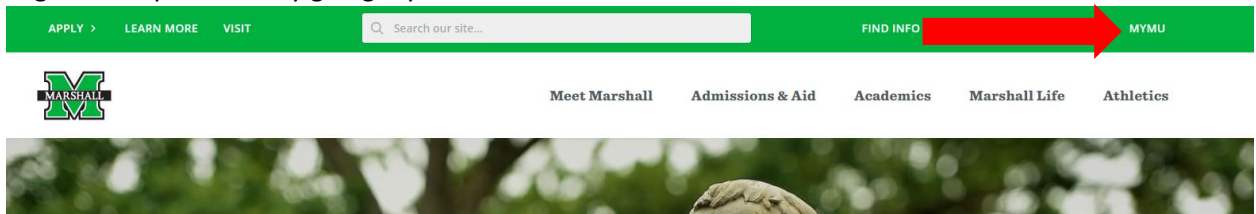


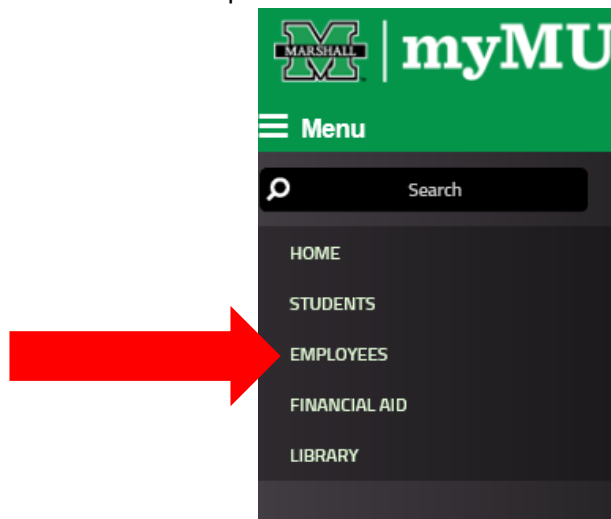


Signing into PeopleAdmin

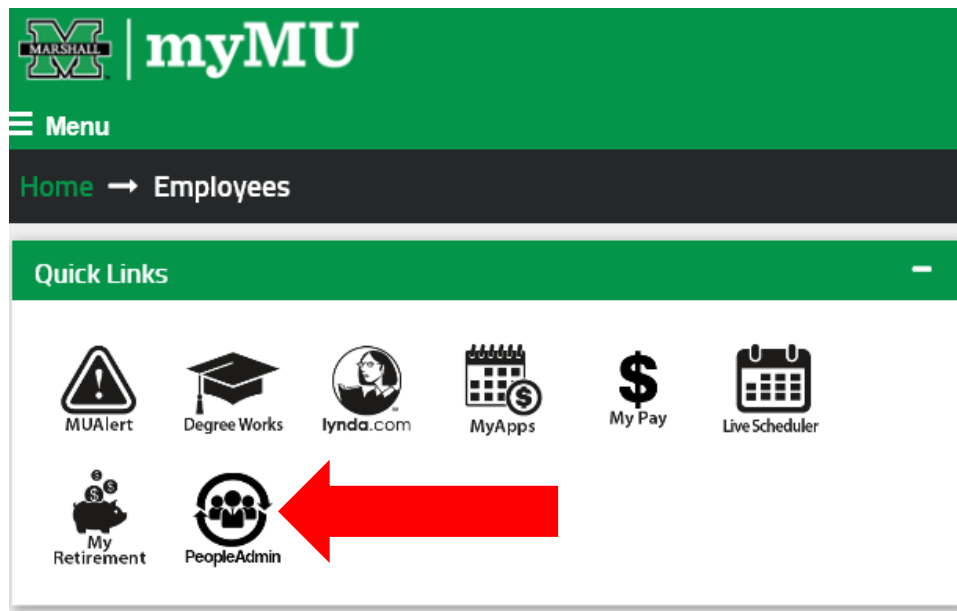
1. Log into PeopleAdmin by going myMU.



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 Originator**.

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).

Graduate Assistant Postings


 + Create New Posting

Saved Searches ▼ Search

Add Column: Add Column ▼

- 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.

Create New
 ✕

What would you like to use to create this new posting?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting

Uses an existing posting as a template and automatically copies in most information.

- The New Posting screen is where you will enter the entity (MU or MURC), division (i.e. – Academic Affairs) and the department.
- The Applicant Workflow State will be “Under Review BY GA Originator”. Please leave this workflow state unchanged.
- The Reference Section is **ONLY** used when the department is requesting reference letters to be submitted on behalf of the applicant. **Letters are generally reserved for Faculty positions.**
- The “Accept Online Applications” should **ALWAYS** remain checked regardless of whether the posting is external or internal.

Position Title * Graduate Assistant

Organizational Unit

Entity * MU

Division * Human Resource Services - MU

Department *

Applicant Workflow

Workflow State Under Review by GA Originator

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

No Document

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

Online Applications

☒ Accept online applications?

Special offline application instructions

Hidden Applicant States

Please select all applicable states where you would like to hide an Applicant's application from them.

☐ Draft

☐ Under Review by GA Originator

☐ Under Review by GA Dean/Director

☐ Proposed Hire

☐ Original Applicant

☐ Hired

☐ Not Selected for Interview, Not Hired

☐ Interviewed, Not Hired

☐ Finalist, Not Hired

☐ Hired for Another Position

☐ System Det. Does Not Meet Minimum Qualifications

☐ Determined Did Not Meet Minimum Qualifications

☐ Applicant Withdrawn

☐ Special Handling List

☐ Declined Offer

☐ Position Cancelled

Cancel Create New Posting

8. Please disregard the “Hidden Applicant Statuses” and you will click “Create New Posting” in the bottom right hand corner of the screen.
9. 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. In the “Justification For Waiver” box, please list each student’s name and MU ID number for each position.

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 Summary:

1. Outline the core responsibilities of the position.
2. Highlight day to day activities of the position.
3. ****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:

1. Education requirements.
2. Experience requirements.

Guidelines for the Semester and Hours Per Week:

1. Please make sure to choose the correct semester for your GA.
2. Please designate whether your GA is working full-time or part-time.

10. Pay- New Field Instructions

Pay Type- Choose Hourly or Salary

Pay Rate- Enter the hourly rate or salary amount.

Will the pay be funded from a grant or third party – Answer yes or no.

Tuition Percentage: Please enter percentage amount or enter N/A.

Flat Amount: Please enter flat amount or enter N/A.

Will the tuition benefit be funded by a grant or third party- Answer yes or no. If the grant is funded through MURC, please answer “yes” to this question.

Pay Type	<div>Hourly</div>
Pay Rate	<div>10.00</div>
Pay Rate (Historical)	
Will the pay be funded from a grant or third party?	<div>Yes</div>
Tuition Type	<div>Percentage</div>
Tuition Percentage	<div>70</div> <div>Please enter percentage amount or enter N/A</div>
Flat Amount	<div></div> <div>Please enter flat amount or enter N/A</div>
Will the tuition benefit be funded by a grant or third party?	<div>No</div>

Pay Type	<div>Please select</div>
Pay Rate	<div></div>
Pay Rate (Historical)	
Will the pay be funded from a grant or third party?	<div>Please select</div>
Tuition Type	<div>Please select</div>
Tuition Percentage	<div></div> <div>If "Percentage" is selected from Tuition type, then please type the tuition percentage else type N/A</div>
Flat Amount	<div></div> <div>If "Flat Amount" is selected from Tuition type, then please type the flat amount else type N/A</div>
Will the tuition benefit be funded by a grant or third party?	<div>Please select</div>

Required Qualifications

Preferred Qualifications

Posting Detail Information

11. 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.

Page 7 of 13

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

Position Budget Information

Save << Prev Save & Continue

Check spelling
* Required Information

Budget Summary

* Budget Fund 119014

* Budget Org 1065

* Percentage Funded 100

☐ Remove Entry?

Add Budget Summary Entry

Save << Prev Save & Continue

12. 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
- Reference Requests
- Summary

Supplemental Questions

Save << Prev Save & Continue

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
----------	----------	----------	----------	--------

Save << Prev Save & Continue

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.

Supplemental Questions

Save << Prev Save & Continue

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
----------	----------	----------	----------	--------

Save << Prev Save & Continue

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:
Any
Keyword:

Add
Category
Question

☒
Uncategorized
How did you hear about this employment opportunity?

Possible Answers:

- Public Job Posting
- Internal Job Posting
- Agency Referral
- Advertisement/Publication
- Personal Referral
- Website
- Other

☐
Education
Do you have a high school diploma or equivalent?

☐
Experience
How many years of Accounting experience do you have in a higher education setting?

☐
Education
Do you have a bachelor's degree?

☐
Education
Do you have a Master's Degree?

☐
Education
Do you have a terminal degree?

☐
Education
Will you have a bachelor's degree in Computer Science or related field within the next 6 months?

☐
Experience
Do you have over 2 years computer related work experience?

☐
Uncategorized
Are you willing to work different shifts?

☐
Experience
Do you have at least 6 months of Receiving Experience?

☐
Uncategorized
Can you lift up to 75 pounds?

☐
Education
Do you have a valid driver's license?

☐
Experience
How much Pre-K teaching or daycare experience do you have?

☐
Education
Do you have 18 months or more of education beyond high school or 10 years or more of related experience?

☐
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

Submit
Cancel

- 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 Please select a 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 *

Have you had previous HR experience?

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.

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

Editing Posting

Position Details

Position Budget Inform...

Supplemental Questions

Applicant Documents

Guest User

Reference Requests

Summary

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

Included Supplemental Questions
Add a question

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Education	Do you have a bachelor's degree?	active

Possible Answers: Predefined Options

	Answer	Points	Disqualifying
1.	Yes	<input style="width: 40px;" type="text"/>	<input type="checkbox"/>
2.	No	<input style="width: 40px;" 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

Reference Requests

Summary

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

Included Supplemental Questions
Add a question

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Education	Do you have a bachelor's degree?	active

Page 11 of 13

- 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.

[illegible]

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.

Editing Posting

Position Details

Position Budget Inform...

Supplemental Questions

Applicant Documents

Guest User

Reference Requests

Summary

Guest User

Save

<< Prev

Save & Continue

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

Save & Continue

9. The **Reference Requests** is used to allow references to submit their reference letters to the system on behalf of the applicant. **Please note that the letters are usually reserved for Faculty searches.**
- 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.
 - 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.
 - 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 to the GA/ Dean Director.

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

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

Take Action On Posting ▼

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

Current Status: Draft

Position Type: Graduate Assistant
 Created by: Alisha Harbour

Department: Accountancy/Legal Environment - MU2310
 Owner: Alisha Harbour

[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)