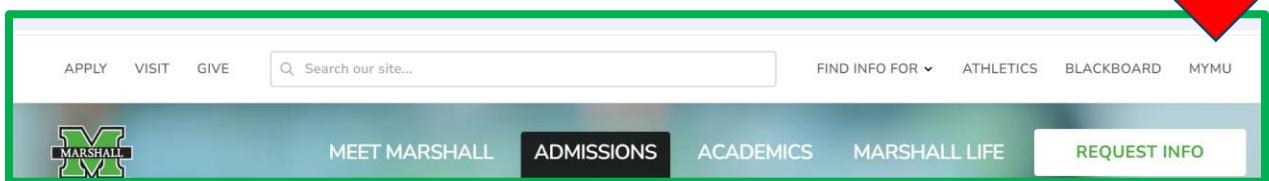


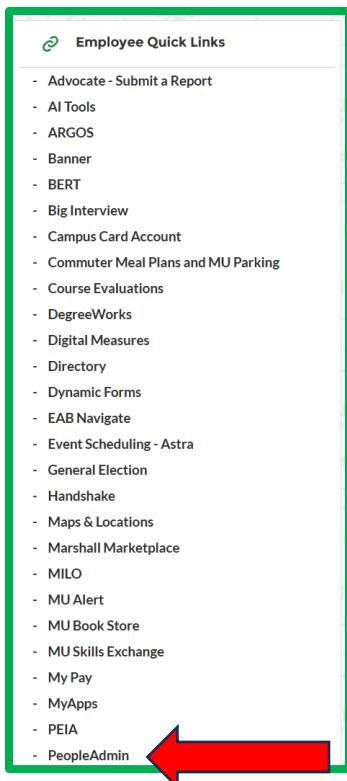


## Creating a Marshall Posting Applicant Tracking (Blue Screen)

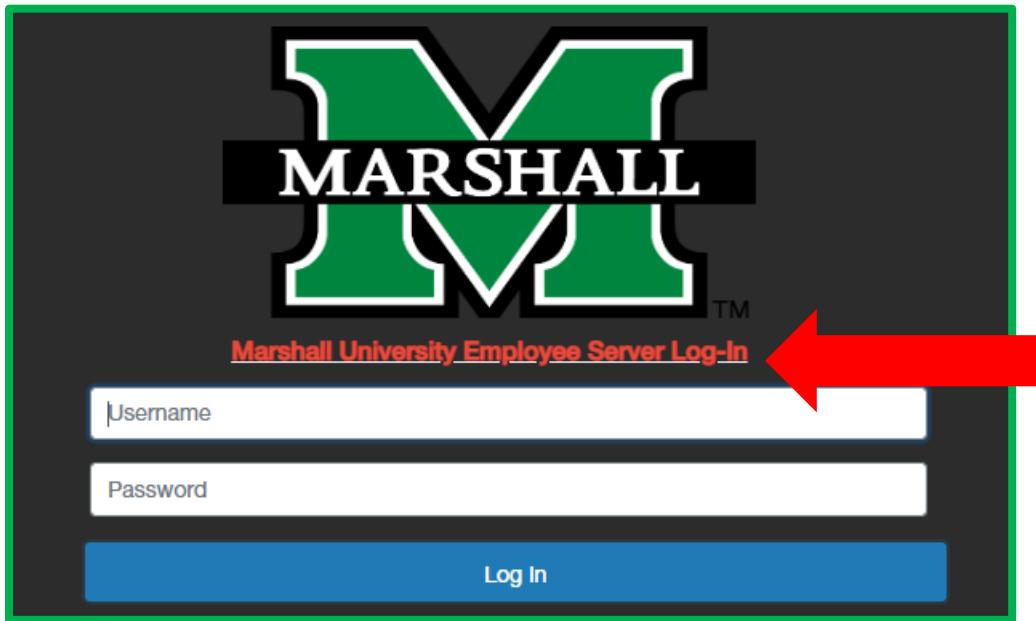
1. Log into PeopleAdmin by going myMU.



You will look for Employee Quick Links on the right side and select PeopleAdmin.



2. Click on the red link Marshall University Employee Server Log-In. **Do not enter your username or password.**



3. You will be defaulted to the Employee Group on the **Applicant Tracking** ("Hiring") screen, so you will need to select the User Group of **Dean/Director**

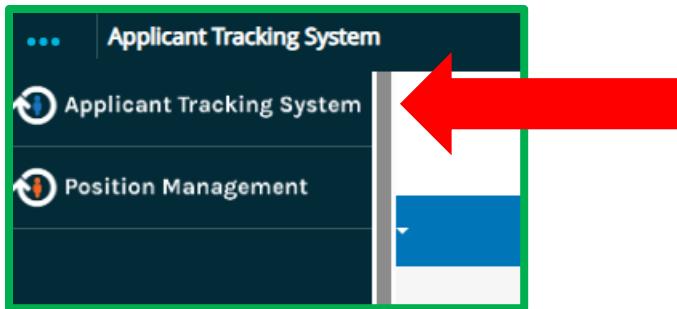
a. **Selecting the Correct User Group:**

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.

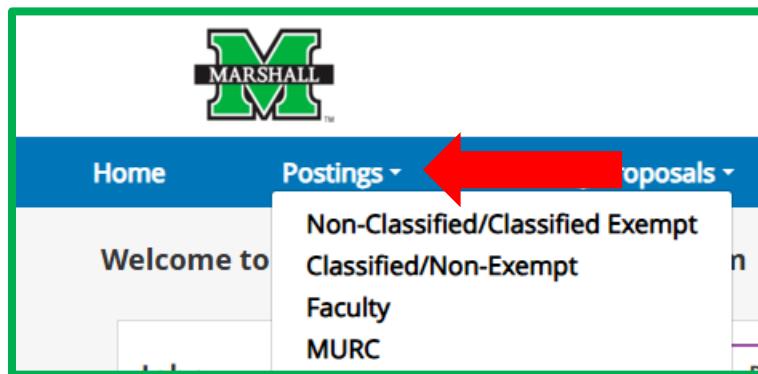


b. **Selecting the Position Management Screen:**

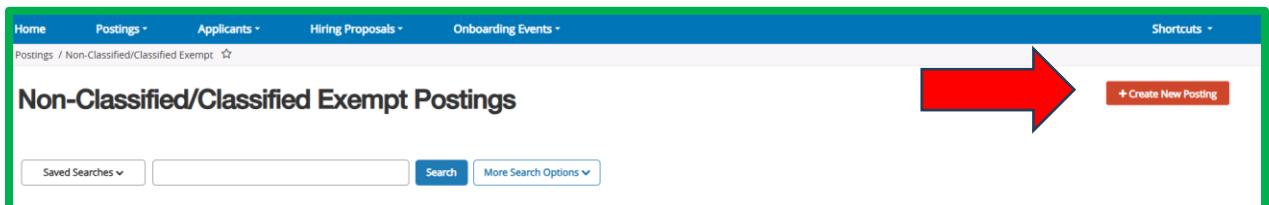
Select the **Position Management** by clicking on the "dots" next to the **Applicant Tracking Screen** and then select **Applicant Tracking System**.



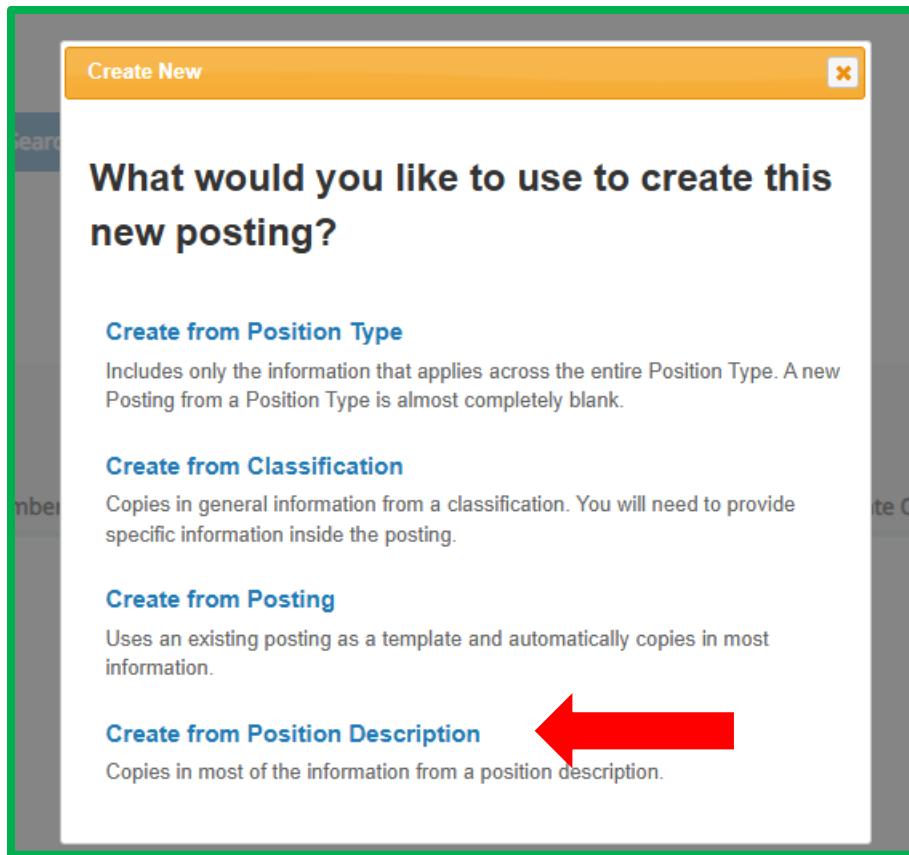
4. You will click on the **Postings** tab and select the correct **position type** to begin creating your position in PeopleAdmin



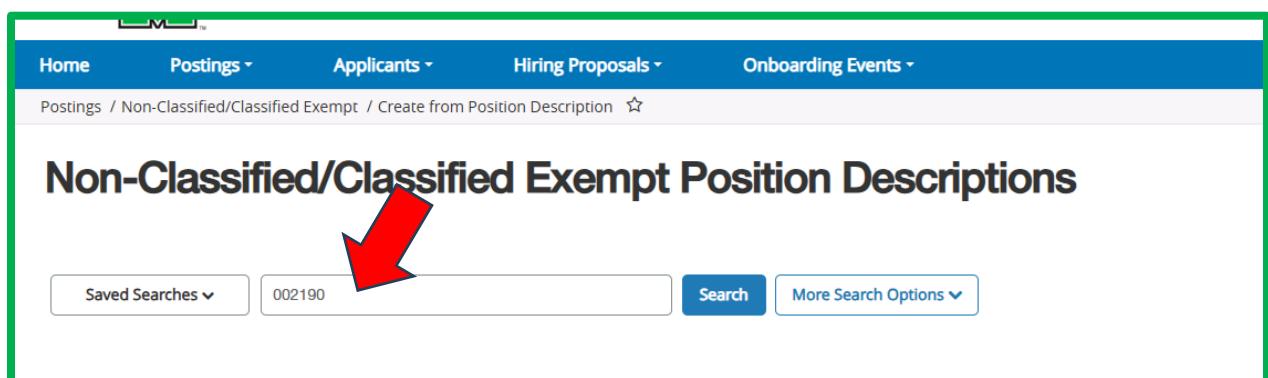
5. Click the “**+Create New Posting**” orange button to the right side to begin your Applicant Tracking posting work flow.



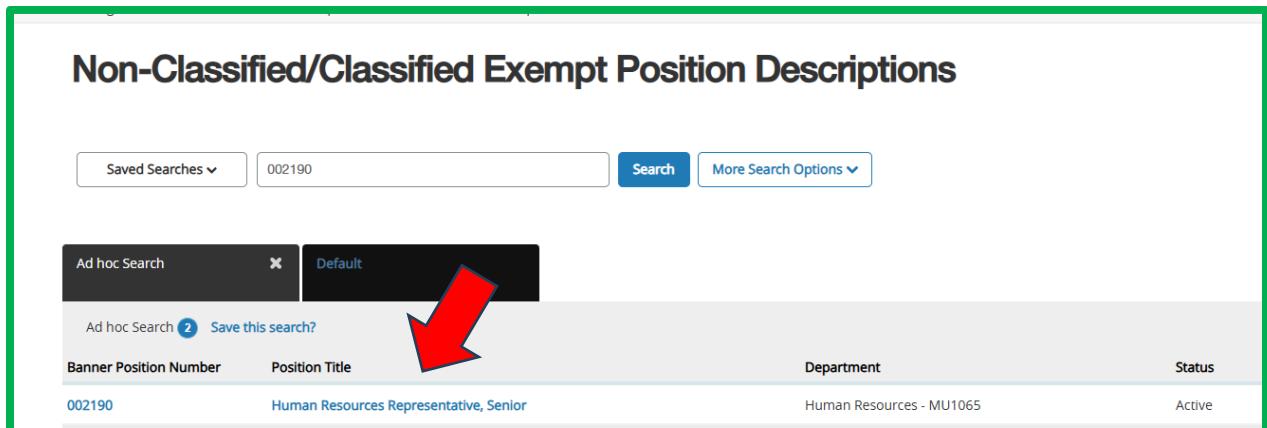
Click on “Create from Position Description”



6. Type the banner position number you wish to post in the search bar and hit “Search.”



It will then populate down below and click on the Banner position number.



Non-Classified/Classified Exempt Position Descriptions

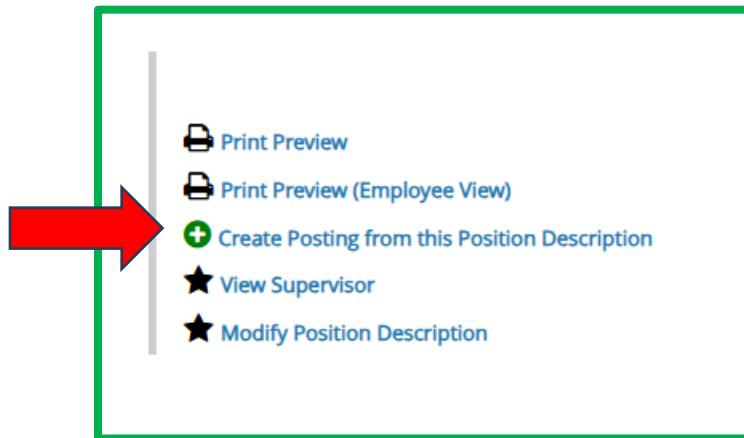
Saved Searches ▾ 002190 Search More Search Options ▾

Ad hoc Search x Default

Ad hoc Search 2 Save this search?

Banner Position Number	Position Title	Department	Status
002190	Human Resources Representative, Senior	Human Resources - MU1065	Active

7. At the **Position Description** screen, you will click the “ Create Posting from this Position Description” at the right side of the screen.



Print Preview

Print Preview (Employee View)

Create Posting from this Position Description

View Supervisor

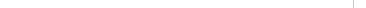
Modify Position Description

8. On the **New Posting screen**, after you verify Title, Division, and Department -you will click on “Create New Posting” on the right side. **\*\*Please don’t mark anything else on this screen.\*\***

The screenshot shows the 'New Posting' screen. At the top right is a red arrow pointing to the 'Create New Posting' button. The screen includes fields for 'Position Title' (Human Resources Representative, Senior), 'Entity' (MU), 'Division' (Human Resource Services - MU), 'Department' (Human Resources - MU1065), and 'Workflow State' (Under Review by Committee). A note below the state field states: 'When an application is submitted for this job, it should move to which state in the Candidate Process workflow?'

9. The **Position Details screen** is where you will review the information, add the posting detail information if known (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 “**Save and Continue.**” (HR will review at the end and make any changes necessary.)

The screenshot shows the 'Position Details' screen. The left navigation menu has a red arrow pointing to the 'Position Details' tab. The screen includes fields for 'Position Title' (Human Resources Representative, Senior), 'Banner Position Number' (002190), 'E-Class' (CX - Class Exempt FT - 53 or >), 'Department' (Human Resources - MU), and a 'Job Description' text area. The job description text is: 'Marshall University Human Resources Department is seeking to fill an HR Representative position to perform generalist duties in the following areas: Recruitment, Employee Onboarding, Customer Service Support, and Performance Management. Duties include but are not limited to the following:'. Below this is a bulleted list of responsibilities.

Posting Number	
Open Date	<input type="text" value="MM/DD/YYYY"/> 
Close Date	<input type="text" value="MM/DD/YYYY"/> 
Open Until Filled	<input type="text" value="No"/> 
<div style="border: 1px solid #ccc; padding: 5px; height: 60px; margin-bottom: 10px;"></div>	
Special Instructions Summary	
Post Position at HigherEdJobs.com?	<input type="checkbox"/>
<div style="border: 1px solid #ccc; padding: 5px; height: 60px; margin-bottom: 10px;"></div>	
Pass Message	<p>Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.</p> <div style="border: 1px solid #ccc; padding: 5px; height: 60px; margin-bottom: 10px;"></div>
Fall Message	<p>Thank you for your interest in this position. Based on your responses to the questions on the application 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.</p> <div style="border: 1px solid #ccc; padding: 5px; height: 60px; margin-bottom: 10px;"></div>
Search Committee Chair	<input type="text" value="Cyrus, Margaret (atkinso1)"/> 
<input type="button" value="Save"/> <input type="button" value="Save &amp; Continue"/>	

10. The **Position Budget Information** screen is where the budget information was entered on the Position Management screen (Orange Side) so you will just click the “**Save and Continue**” button.

Postings / Non-Classified/Classified Exempt / Human Resources Representative, Senior (Draft) / Edit: Position Budget Information

Editing Posting

Position Details

**Position Budget Information**

 [Check spelling](#)  
 [Required Information](#)

Budget Summary

 **Budget Fund**

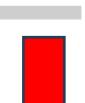
 **Budget Org**

 **Percentage Funded**

Remove Entry?

[Add Budget Summary Entry](#)

**Save** [<< Prev](#) [Save & Continue](#)

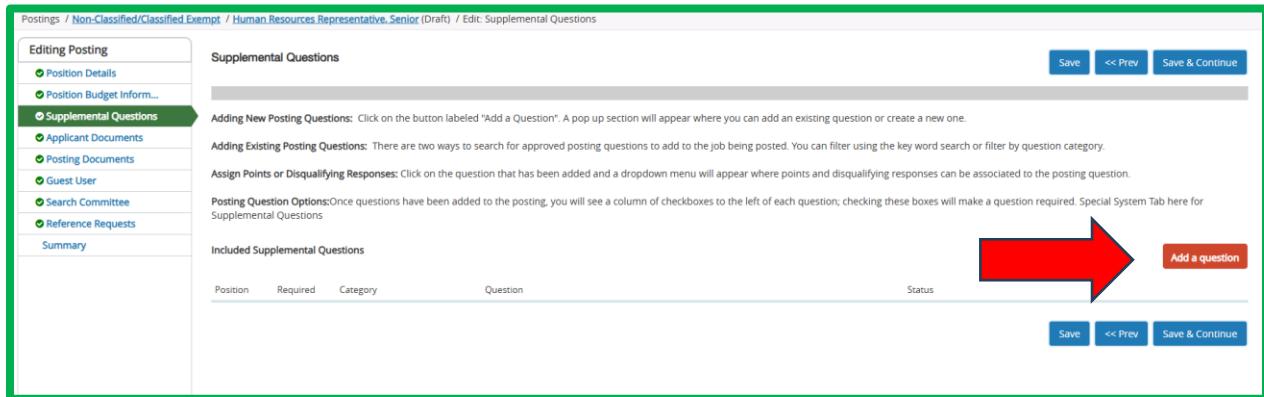


**\*\*\* Depending on position type the following sections might be in a different order than what you see on your screen based on the position type.\*\*\***

11. The **Supplemental Questions screen**, is where you can add a variety of questions that can help you filter applicants. This isn't a required screen to complete.

**\*\*If you do not wish to add any questions, you can click "Save and Continue"**

A. To add a question, you will click on the "Add a question" orange button.



Postings / Non-Classified/Classified Exempt / Human Resources Representative, Senior (Draft) / Edit: Supplemental Questions

Editing Posting

- Position Details
- Position Budget Information
- Supplemental Questions**
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- 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

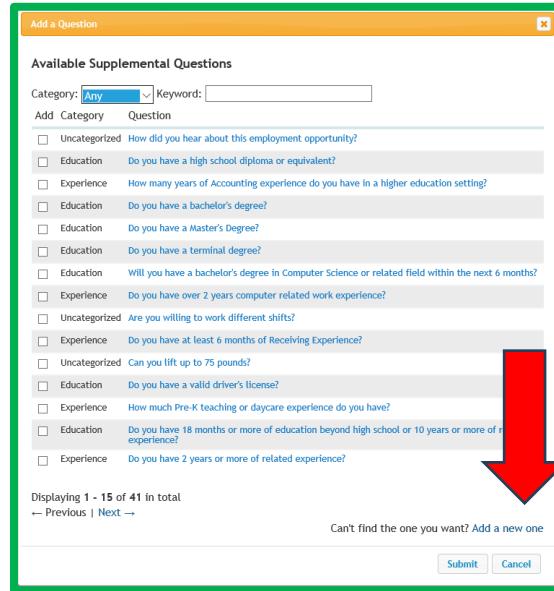
Included Supplemental Questions

Position	Required	Category	Question	Status

**Add a question**

Save << Prev Save & Continue

B. 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."



Add a Question

Available Supplemental Questions

Category:  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

Submit Cancel

C. 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
- 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. Click on the question to add disqualifying 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 \*

Education

Status \*

active

Category

Education

Question \*

Do you have a Bachelor's Degree?

### Possible Answers

Open Ended Answers

Predefined Answers

Allow users to multiselect?

Empty answers will be excluded.

Click and drag possible answers to reorder them.

Possible Answer 1:

\*

Possible Answer 2:

\*

- D. Then the next screen is where you will add your disqualifying answers if you created predefined answers. Click on the question to add disqualifying answers.
- E. \*\* Once your question has been added, you will click the **“Save and Continue”** button and HR will approve the question later in the workflow.

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

Possible Answers: Predefined Options

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

**Save** **<< Prev** **Save & Continue**

12. The **Applicant Documents** screen is where you will select the documents required for the applicant to upload to apply for the position. Select your documents using the “radio button,” and then click “Save and Continue.”

\*\* Please note that the application already requires three references with contact information. Because of this, you will need to keep that column marked as “Not Used,” otherwise the application will request more than three references.

If the committee is requesting letters of recommendation, those should be entered under the “Reference Requests” tab — not on this tab. The “Letters of Reference” section under Applicant Documents should remain marked as “Not Used.”

Postings / Non-Classified/Classified Exempt / Human Resources Representative\_Senior (Draft) / Edit: Applicant Documents

Editing Posting

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

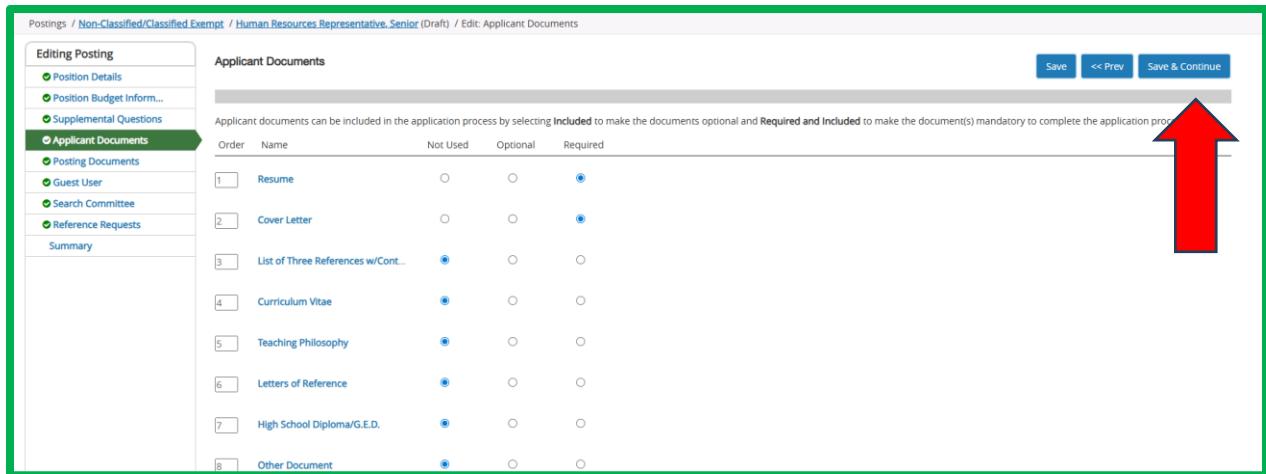
Summary

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	List of Three References w/Cont...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Letters of Reference	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	High School Diploma/G.E.D.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Save** **<< Prev** **Save & Continue**



Postings / Non-Classified/Classified Exempt / Human Resources Representative, Senior (Draft) / Edit: Applicant Documents

Editing Posting

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

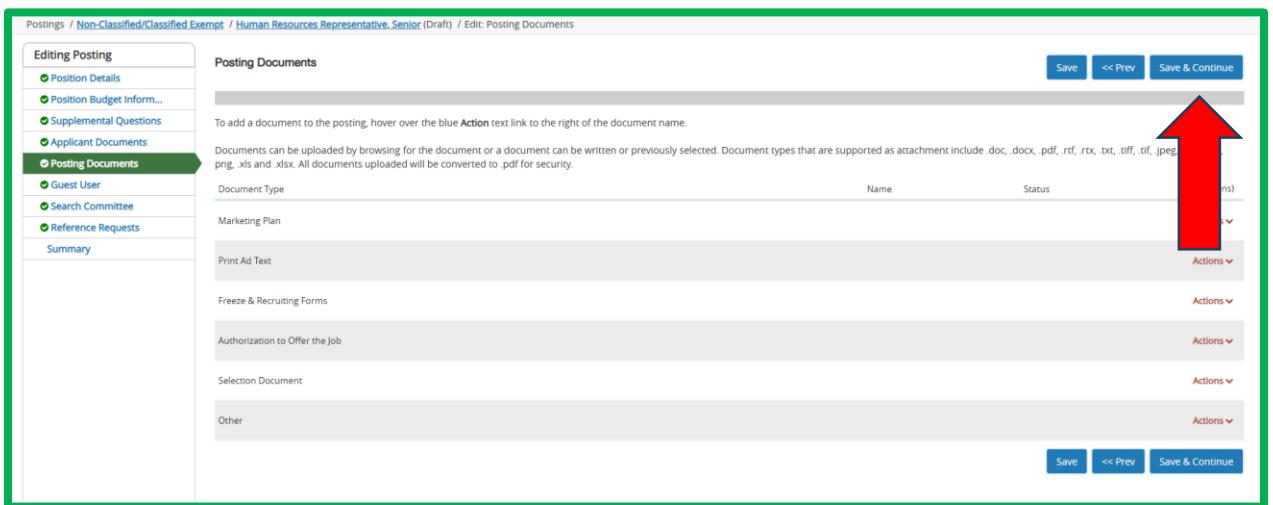
Applicant Documents

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	List of Three References w/Cont...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Letters of Reference	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	High School Diploma/G.E.D.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Other Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save << Prev Save & Continue

13. \*\* The Posting Document Screen is for HR only - You just need to click "Save and Continue."



Postings / Non-Classified/Classified Exempt / Human Resources Representative, Senior (Draft) / Edit: Posting Documents

Editing Posting

- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents
- Posting Documents** (selected)
- 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, .rpx, .txt, .tiff, .tif, .jpeg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

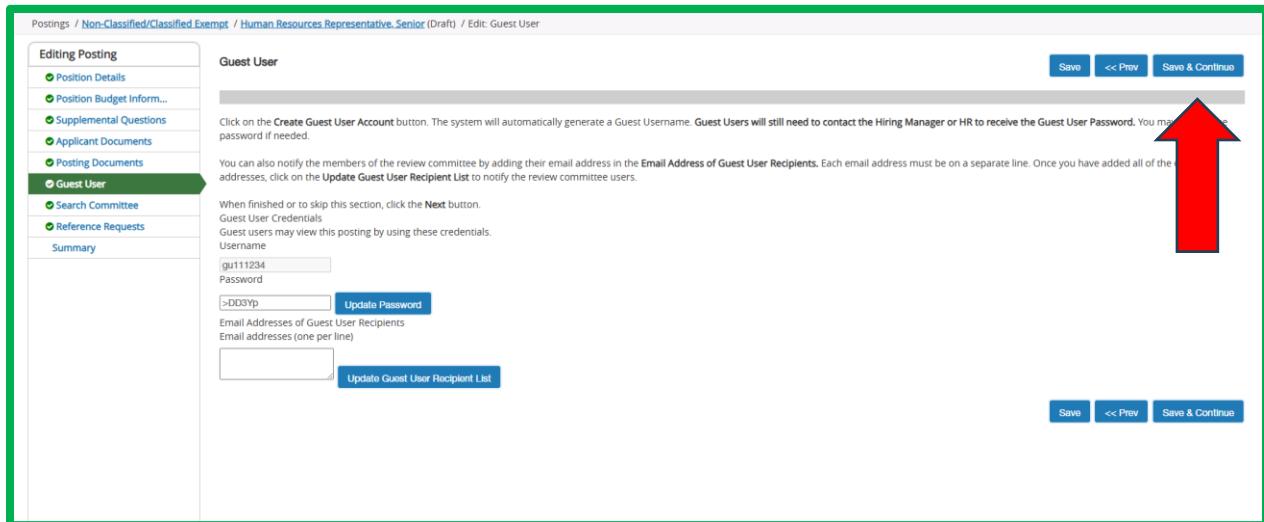
Document Type	Name	Status
Marketing Plan		
Print Ad Text		
Freeze & Recruiting Forms		
Authorization to Offer the Job		
Selection Document		
Other		

Actions Actions Actions Actions Actions Actions Actions

Save << Prev Save & Continue

14. **\*\*HR ONLY** - The Guest User screen is used if there is a search committee member that is not a Marshall University employee and does not have a Marshall domain. (i.e. – student on the search committee.) If you need to add a guest user, please contact Marshall HR at [recruiting@marshall.edu](mailto:recruiting@marshall.edu) with the individual's name and email.

To move forward to next page click “Save and Continue.”



Postings / Non-Classified/Classified Exempt / Human Resources Representative, Senior (Draft) / Edit: Guest User

**Editing Posting**

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

**Guest User**

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 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 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.

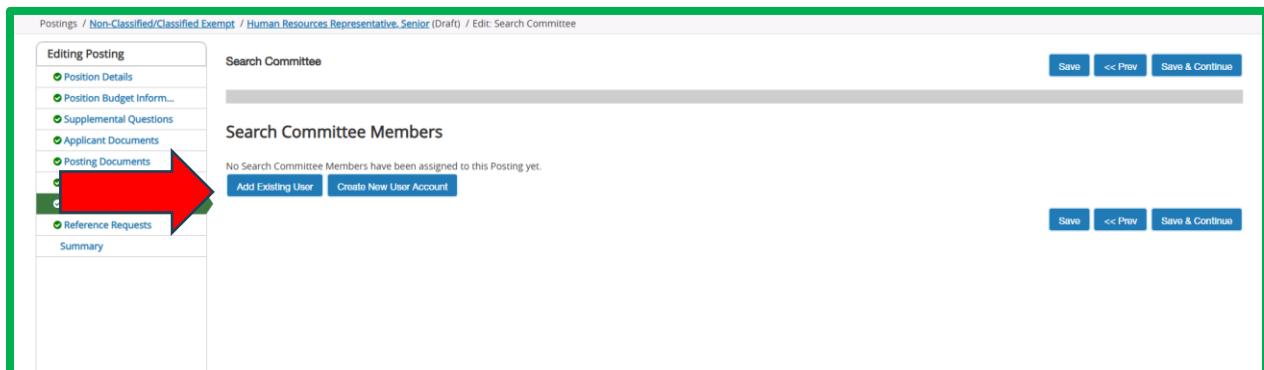
**Guest User Credentials**  
Guest users may view this posting by using these credentials:

Username:   
Password:

Email Addresses of Guest User Recipients  
Email addresses (one per line):

**Save** **<< Prev** **Save & Continue**

15. 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.



Postings / Non-Classified/Classified Exempt / Human Resources Representative, Senior (Draft) / Edit: Search Committee

**Editing Posting**

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

**Search Committee**

**Search Committee Members**

No Search Committee Members have been assigned to this Posting yet.

**Add Existing User** **Create New User Account**

**Save** **<< Prev** **Save & Continue**

Type in the committee member's name and hit “Add Member.” Repeat these steps until the committee has been added. Then select “Close” and “Save and Continue”

**\*\*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.**

**Add Existing User**

Search: cyrus Department:   Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Cyrus	Margaret	atkinso1@marshall.edu	Marshall University	<input type="checkbox"/>	<input type="button" value="Add Member"/>

Displaying 1 User

**Create New User Account**

**Existing Accounts:** When either the **username**, or the **email** of a user is entered in this section, the system will display their account in search results. This will allow you to request them to be added as a member of the "Search Committee" group by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a search committee member. Once approved, the user can begin logging in as member of the "Search Committee" group for the designated search.

**New Account:** If you search for an existing user account under the section labeled "New Search Committee Member" using the person's username or email address and do not find the user for which you are requesting, click the "Create New User Account" button. Once click, the system will create a new user account for the person and add them to the "Search Committee" group. Human Resources will need to approve this user as a search committee member. Once approved, the user can begin logging in as member of the "Search Committee" group for the designated search.

16. At the **Reference Request page** -this is if the search committee would like to receive reference letters. You need to enter a “minimum” and “maximum.” If you prefer not to receive any, you can do 0 for minimum and 0 for maximum. Then click “**Save and Continue**.”

Postings / Non-Classified/Classified Exempt / Human Resources Representative\_Senior (Draft) / Edit: Reference Requests

**Editing Posting**

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

**Reference Requests**

Check spelling

**Reference Request Details**

Minimum Requests:

Maximum Requests:

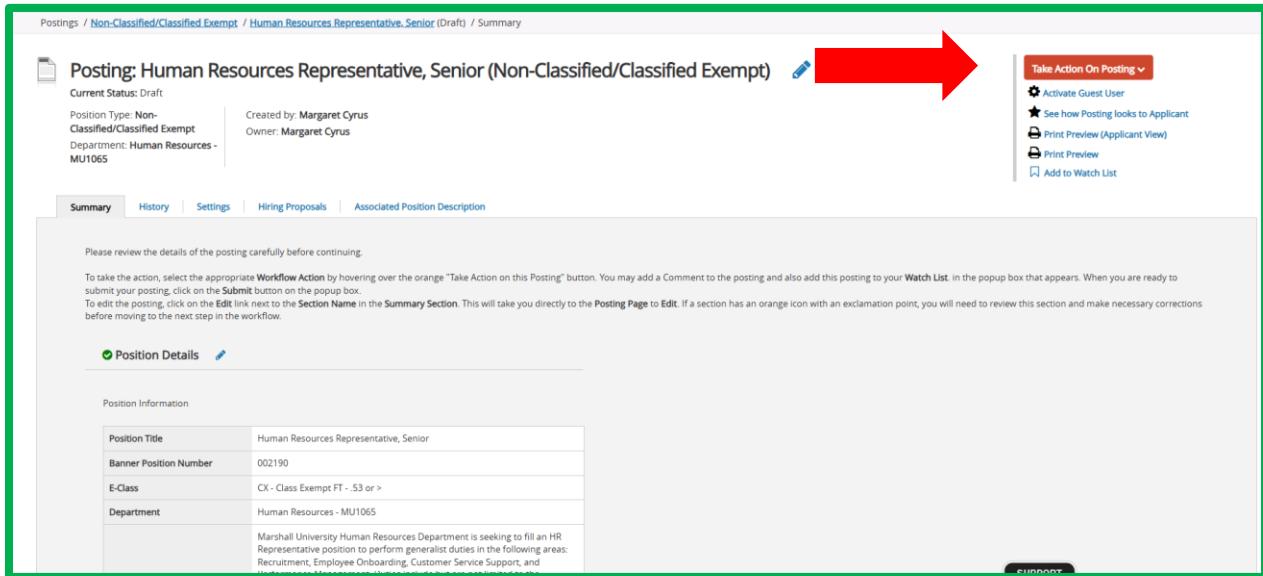
Cutoff Date:

Provider Special Instructions:



17. **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.

After reviewing the post, you can use the orange button named “Take Action on Posting” approve your position to the next process, “**Vice President**” Then hit **Submit**.



Postings / Non-Classified/Classified Exempt / Human Resources Representative, Senior (Draft) / Summary

**Posting: Human Resources Representative, Senior (Non-Classified/Classified Exempt)** 

Current Status: Draft

Position Type: Non-Classified/Classified Exempt

Created by: Margaret Cyrus

Owner: Margaret Cyrus

Department: Human Resources - MU1065

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. 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

Position Title	Human Resources Representative, Senior
Banner Position Number	002190
E-Class	CX - Class Exempt FT .53 or >
Department	Human Resources - MU1065

Marshall University Human Resources Department is seeking to fill an HR Representative position to perform generalist duties in the following areas: Recruitment, Employee Onboarding, Customer Service Support, and

Support

18. **\*\*HR ONLY** - It will continue to go through the approval process then the last stop is to HR. 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. The department will receive an email letting them know the position has been posted.

This position has now been posted. Once your search committee members have been selected, please let us know so they can be added.

**Search Committee:**

Please find directions to assist you in [moving candidates](#) in the workflow. Once you have selected the candidates you wish to interview, you must move them to the appropriate workflow and wait for permission from Equity to interview. Once permission has been given, you may proceed with your interviews. [No interviews may occur before permission has been given.](#)

Please note you can now view references letters in PeopleAdmin on the application on the Recommendations tab. See the image for reference.

Summary Documents **Recommendations (3 of 3)**

**Proposed Appointment:**

Once you have chosen the successful candidate, you will complete the [Proposed Appointment Form](#). [No offer should be made until you receive the Permission to Offer/Hire notification from Human Resources](#). This indicates that we have received the approved Proposed Appointment form.

**PeopleAdmin Resources:**

Please refer to our [PeopleAdmin Resources](#) page. This page provides you with step-by-step guides on how to process employees from start to finish. There are specific documents listed for Faculty, Staff, as well as Graduate Assistants. These steps must be completed before a PAR can be processed.