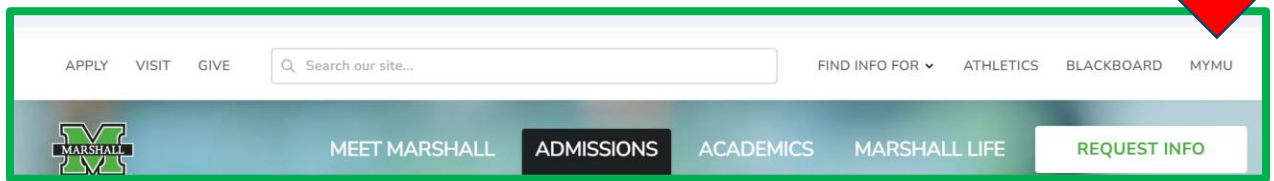


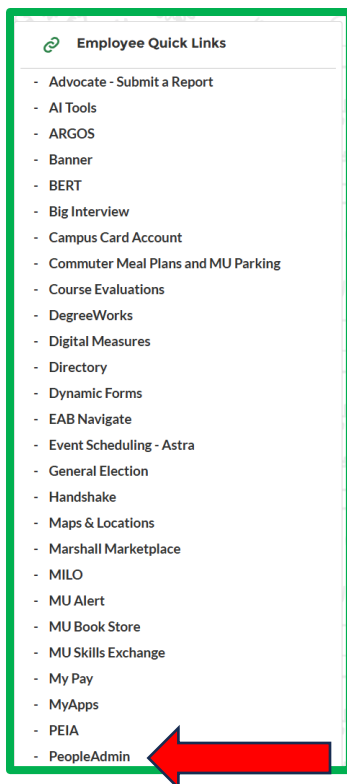


Creating a Marshall Posting Applicant Tracking (Blue Screen)

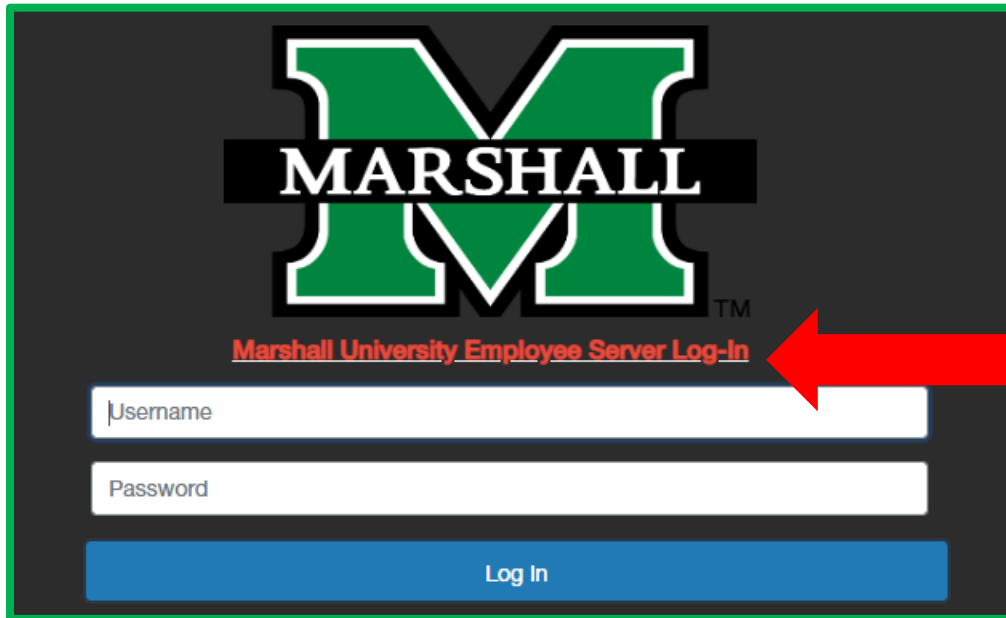
1. Log into PeopleAdmin by going myMU.



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



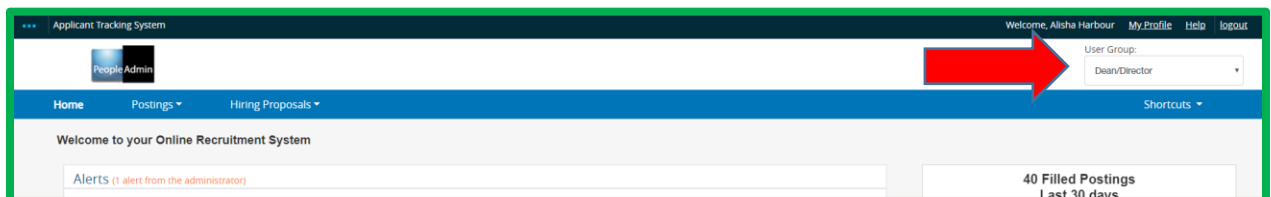
2. Click on the red link Marshall University Employee Server Log-In. **Do not enter your username or password.**

The image shows a login screen for the Marshall University Employee Server. At the top is the Marshall University logo, a green 'M' with 'MARSHALL' in white text across it. Below the logo is a red link that says 'Marshall University Employee Server Log-In'. A red arrow points to this link. Below the link are two input fields: 'Username' and 'Password'. At the bottom is a blue button labeled 'Log In'.

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**

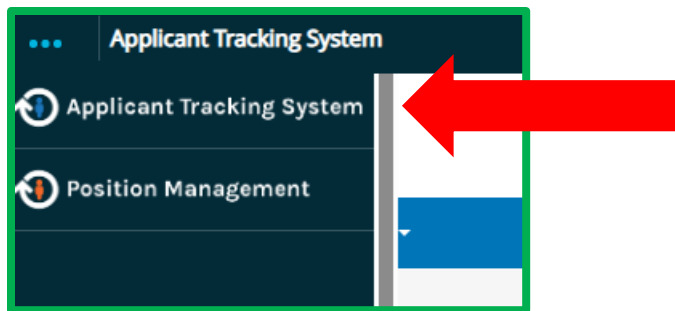
a. **Selecting the Correct User Group:**

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.

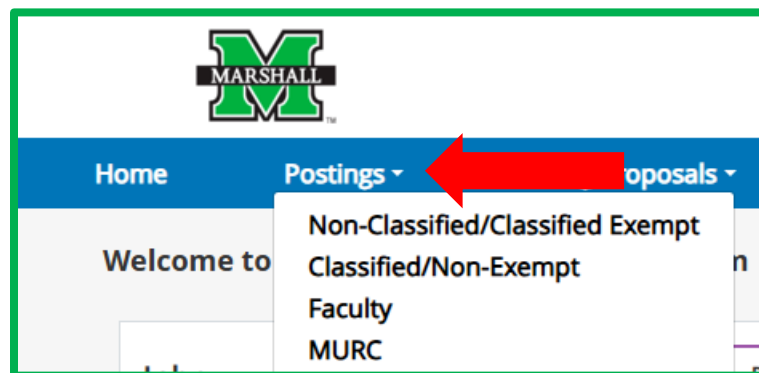
The image shows the Applicant Tracking System interface. At the top is a dark blue header with 'Applicant Tracking System' on the left and 'Welcome, Alsha Harbour My Profile Help Logout' on the right. Below the header is a white navigation bar with 'Home', 'Postings', and 'Hiring Proposals'. On the right side of the navigation bar is a dropdown menu labeled 'User Group:' with 'Dean/Director' selected. A red arrow points to this dropdown menu. Below the navigation bar is a blue banner with 'Welcome to your Online Recruitment System'. At the bottom is a white footer with 'Alerts (1 alert from the administrator)' on the left and '40 Filled Postings Last 30 days' on the right.

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

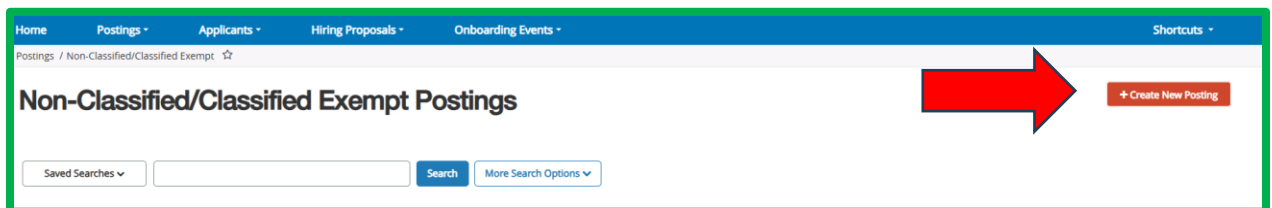
Select the **Position Management** by clicking on the “dots” next to the **Applicant Tracking Screen** and then select **Applicant Tracking System**.



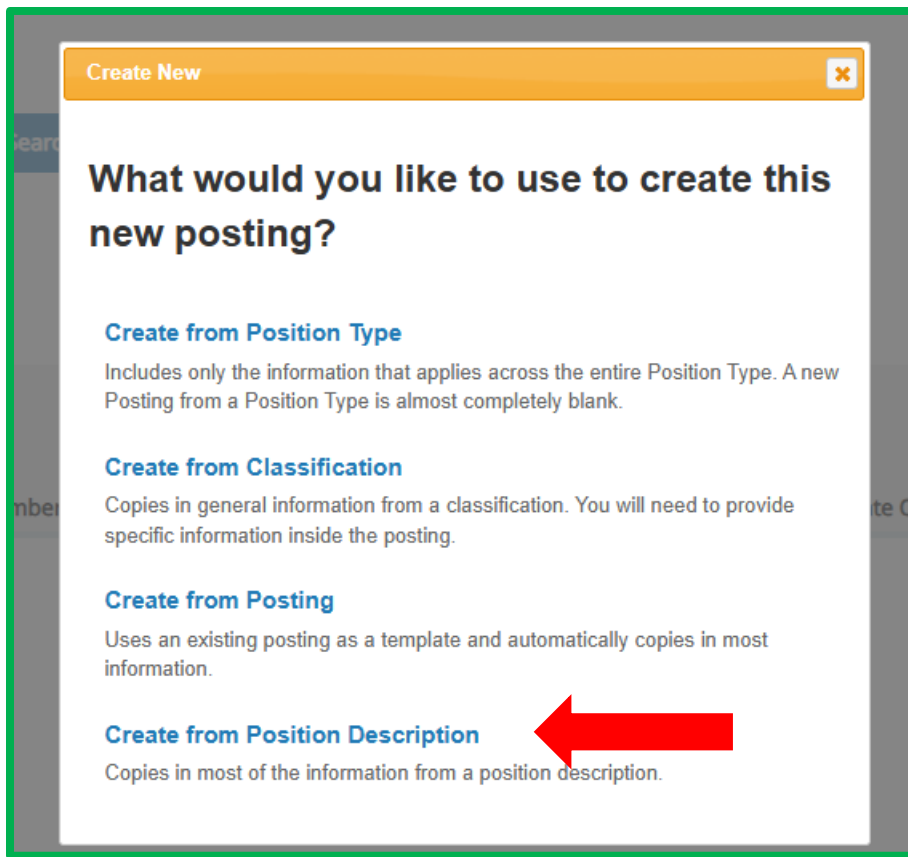
4. You will click on the **Postings** tab and select the correct **position type** to begin creating your position in PeopleAdmin



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”



The screenshot shows a 'Create New' dialog box with a title bar and a close button. The main heading is 'What would you like to use to create this new posting?'. There are four options listed: 'Create from Position Type', 'Create from Classification', 'Create from Posting', and 'Create from Position Description'. A red arrow points to the 'Create from Position Description' option.

Create New

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

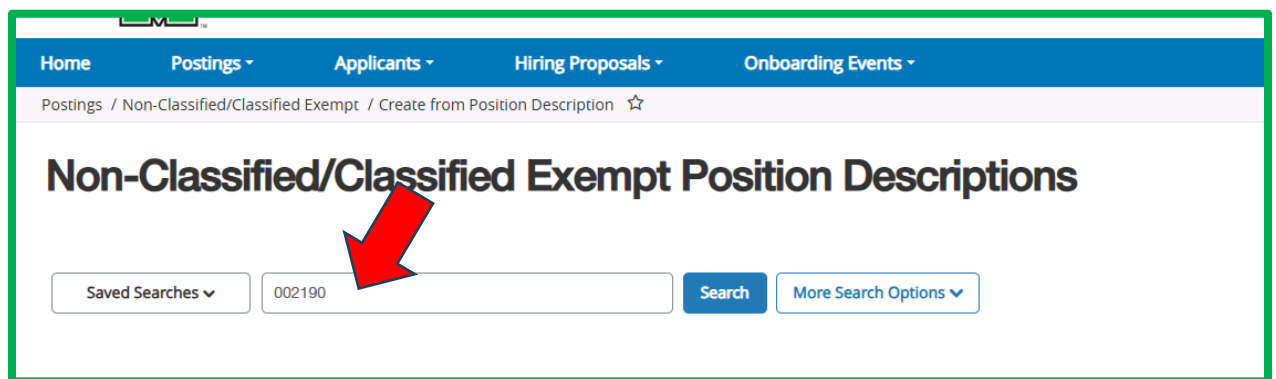
Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Classification
Copies in general information from a classification. You will need to provide specific information inside the posting.

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

Create from Position Description
Copies in most of the information from a position description.

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



The screenshot shows a web application interface with a navigation bar and a search section. The navigation bar has links for 'Home', 'Postings', 'Applicants', 'Hiring Proposals', and 'Onboarding Events'. Below the navigation bar is a breadcrumb trail: 'Postings / Non-Classified/Classified Exempt / Create from Position Description'. The main heading is 'Non-Classified/Classified Exempt Position Descriptions'. Below the heading is a search bar with a 'Saved Searches' dropdown, a text input field containing '002190', a 'Search' button, and a 'More Search Options' dropdown. A red arrow points to the search bar.

Home **Postings** **Applicants** **Hiring Proposals** **Onboarding Events**

Postings / Non-Classified/Classified Exempt / Create from Position Description

Non-Classified/Classified Exempt Position Descriptions

Saved Searches ▼ 002190 Search More Search Options ▼

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, there is a breadcrumb trail: / Postings / Non-Classified/Classified Exempt / New Posting. The main content area is divided into sections: 'Position Title' with a text input field containing 'Human Resources Representative, Senior'; 'Organizational Unit' which includes 'Entity' (MU), 'Division' (Human Resource Services - MU), and 'Department' (Human Resources - MU1065); and 'Applicant Workflow' with 'Workflow State' set to 'Under Review by Committee'. A red arrow points to the 'Create New Posting' button in the top right corner.

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. On the left is a sidebar with navigation options: Editing Posting, Position Details (selected), Position Budget Inform..., Supplemental Questions, Applicant Documents, Posting Documents, Guest User, Search Committee, Reference Requests, and Summary. The main area is titled 'Position Details' and contains a 'Check spelling' link, instructions for creating a posting, and a 'Required Information' section. The 'Position Information' section includes fields for 'Position Title' (Human Resources Representative, Senior), 'Banner Position Number' (002190), 'E-Class' (CX - Class Exempt FT - .53 or >), and 'Department' (Human Resources - MU). Below this is a 'Job Description' section with a rich text editor containing a detailed job description for the Marshall University Human Resources Department. A 'Save and Continue' button is located in the top right corner.

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](#) [Save & 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 Inform...**
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- Reference Requests
- Summary

Position Budget Information

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

[Check spelling](#)

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 Inform...
- Supplemental Questions**
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee
- 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

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Save << Prev Save & Continue

Add a question

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: Any Keyword:

Add Category Question

- ☐ Uncategorized How did you hear about this employment opportunity?
- ☐ 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 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

- 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: Yes

x

Possible Answer 2: No

x

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
1	<input checked="" type="checkbox"/>	Education	Do you have a Bachelor's Degree?	active

Possible Answers: Predefined Options

	Answer	Points	Disqualifying
1.	Yes	<input type="text"/>	<input type="checkbox"/>
2.	No	<input type="text"/>	<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
- Posting Documents
- Guest User
- Search Committee
- Reference Requests
- Summary

Applicant Documents

Save << Prev Save & Continue

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"/>



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
- Guest User
- Search Committee
- Reference Requests
- Summary

Posting Documents


Save << Prev Save & Continue

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, png, xls and.xlsx. All documents uploaded will be converted to .pdf for security.

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

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 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

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 need a 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 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
gu111234

Password
>D03Yp **Update Password**

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

Update Guest User Recipient List

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

Save << Prev Save & Continue

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.**

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
Department: Human Resources - MU1065

Created by: Margaret Cyrus
Owner: Margaret Cyrus

Take Action On Posting

- Activate Guest User
- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

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

Position Information

Position Title	Human Resources Representative, Senior
Banner Position Number	002190
E-Class	CK - 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

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.