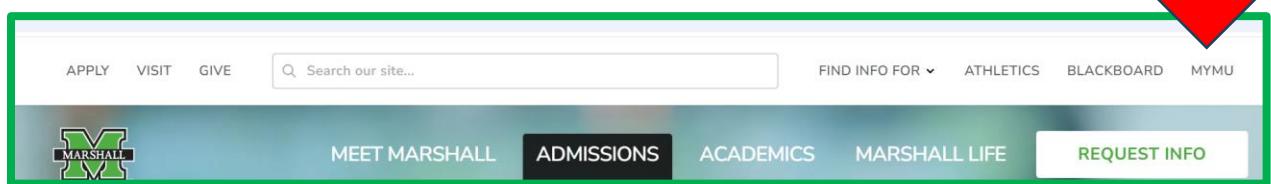


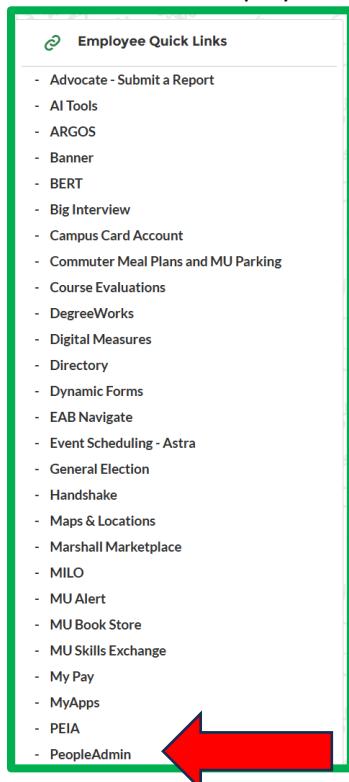


Creating a MURC Posting Applicant Tracking (Blue Screen)

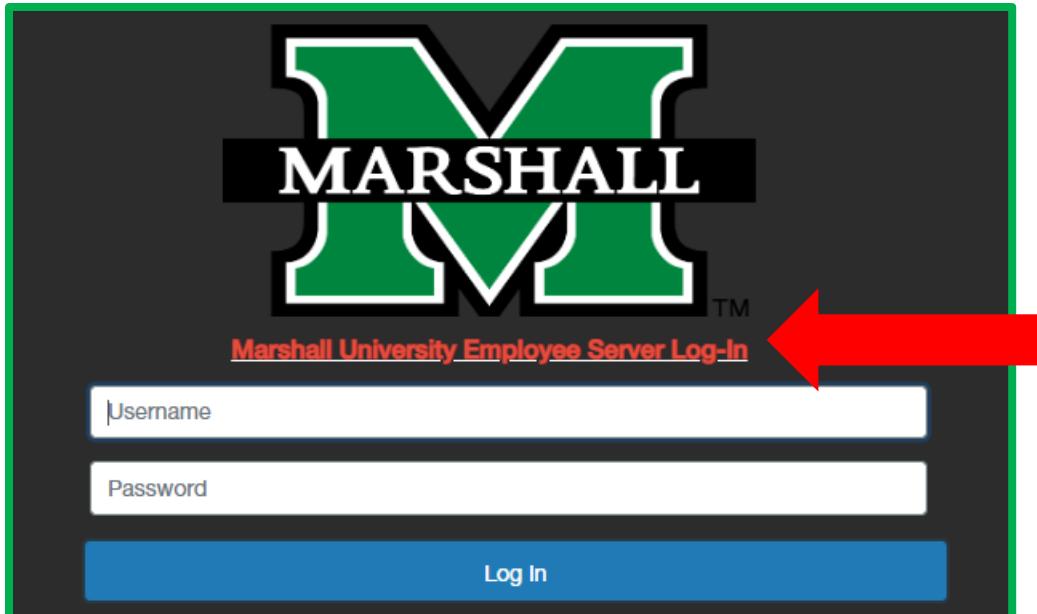
1. Log into PeopleAdmin by going myMU.



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.**

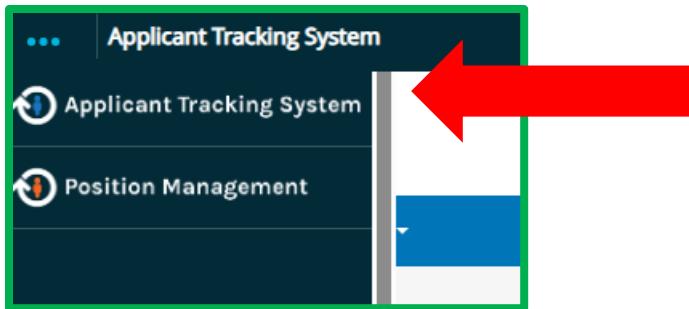


3. You will be defaulted to the Employee Group on the **Applicant Tracking** ("Hiring") screen, so you will need to select the User Group of **Dean/Director**

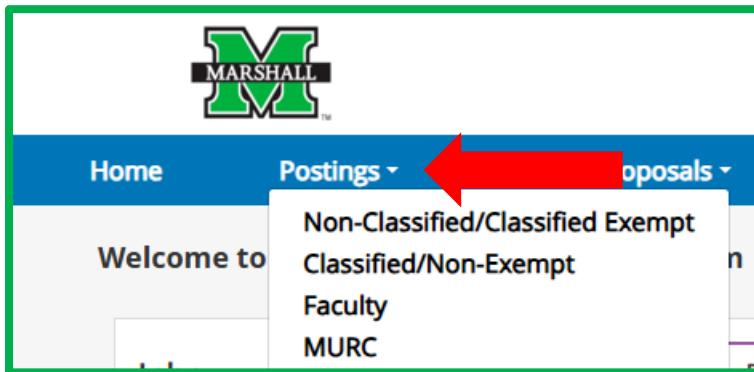
a. **Selecting the Correct User Group:**
You can do so by using the drop down menu under your name on the upper right hand side of the screen to select the user group.



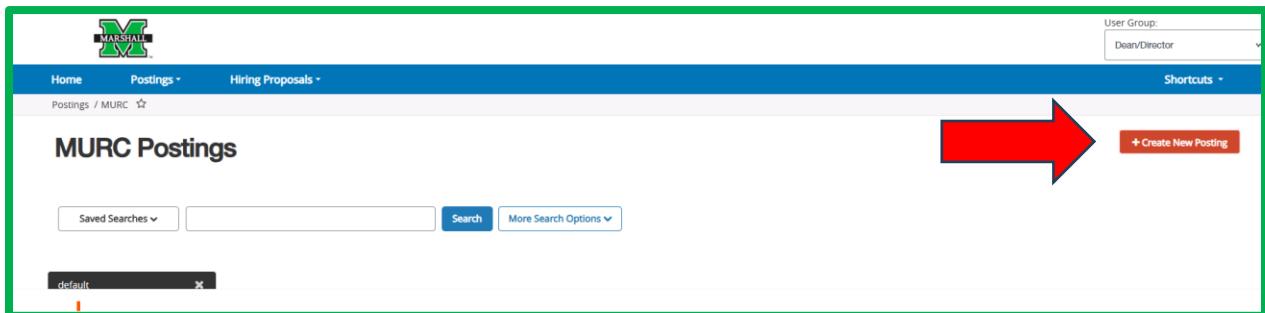
b. **Selecting the Position Management Screen:**
Select the **Position Management** by clicking on the "dots" next to the **Applicant Tracking Screen** and then select **Applicant Tracking System**.



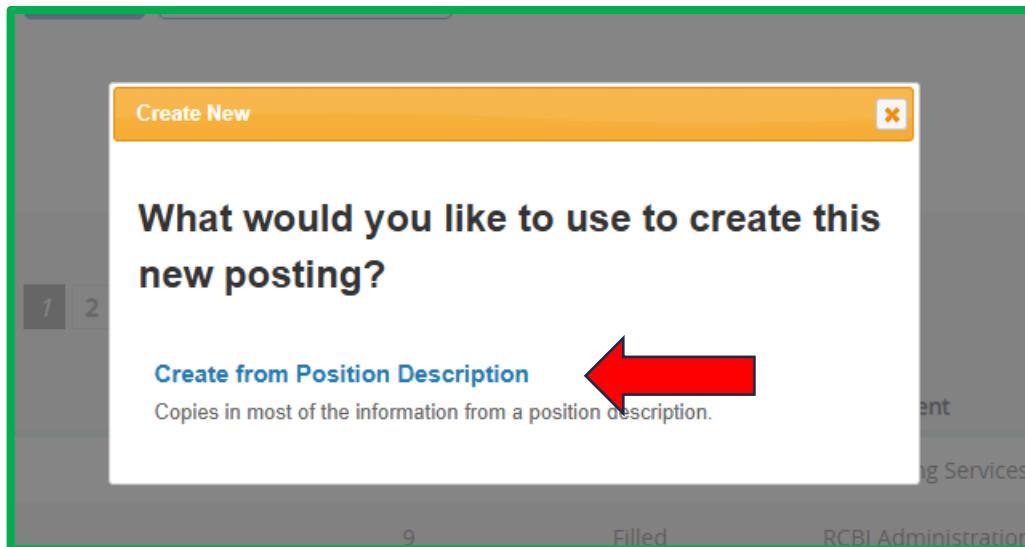
4. You will click on the **Postings** tab and select the correct **position type** to begin creating your position in PeopleAdmin



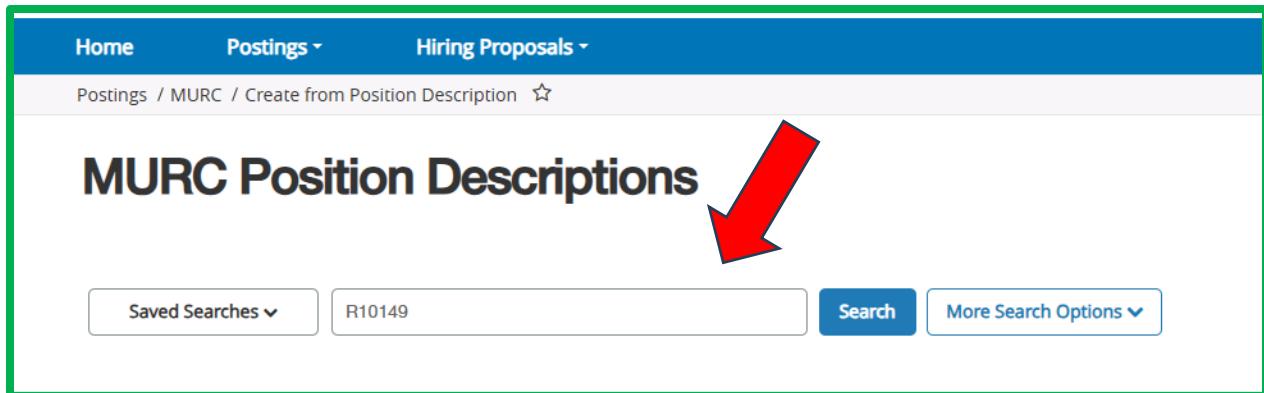
5. Click the “+Create New Posting” orange button to the right side to begin your Applicant Tracking posting work flow.



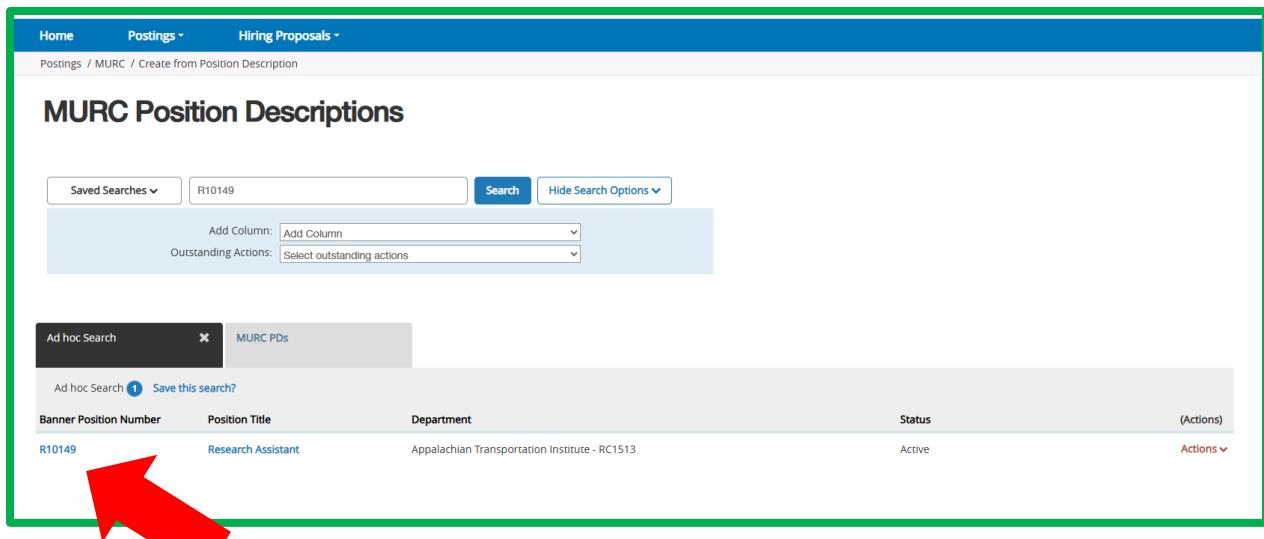
Click on “Create from Position Description”



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.



Home Postings - Hiring Proposals -

Postings / MURC / Create from Position Description

MURC Position Descriptions

Saved Searches Hide Search Options

Add Column: Outstanding Actions:

Ad hoc Search MURC PDs

Ad hoc Search Save this search?

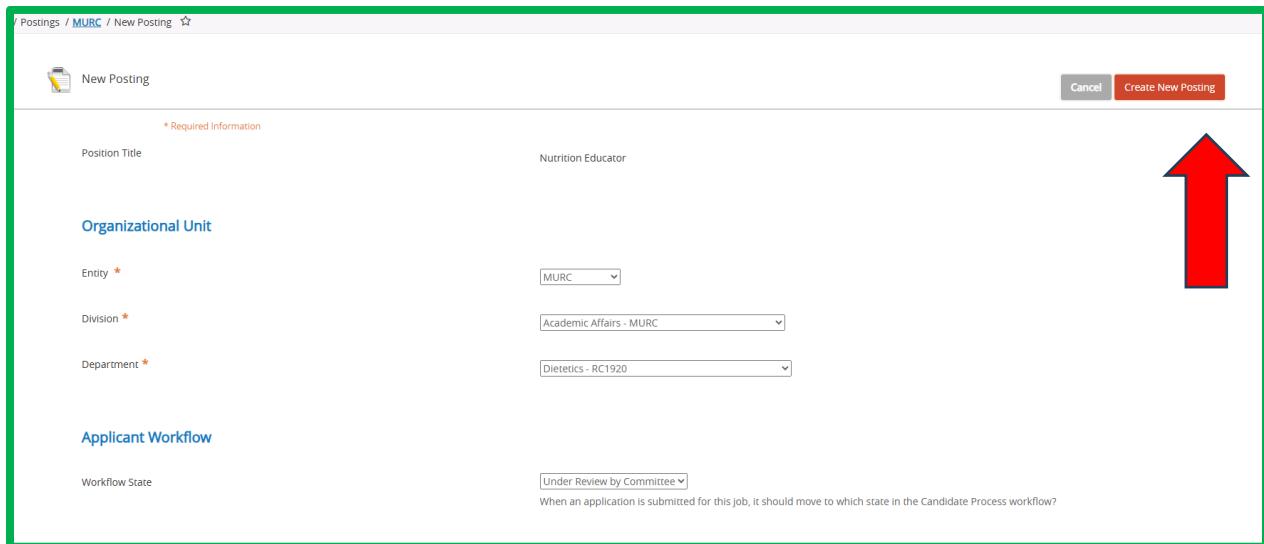
Banner Position Number	Position Title	Department	Status	(Actions)
R10149	Research Assistant	Appalachian Transportation Institute - RC1513	Active	<input type="button" value="Actions"/>

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



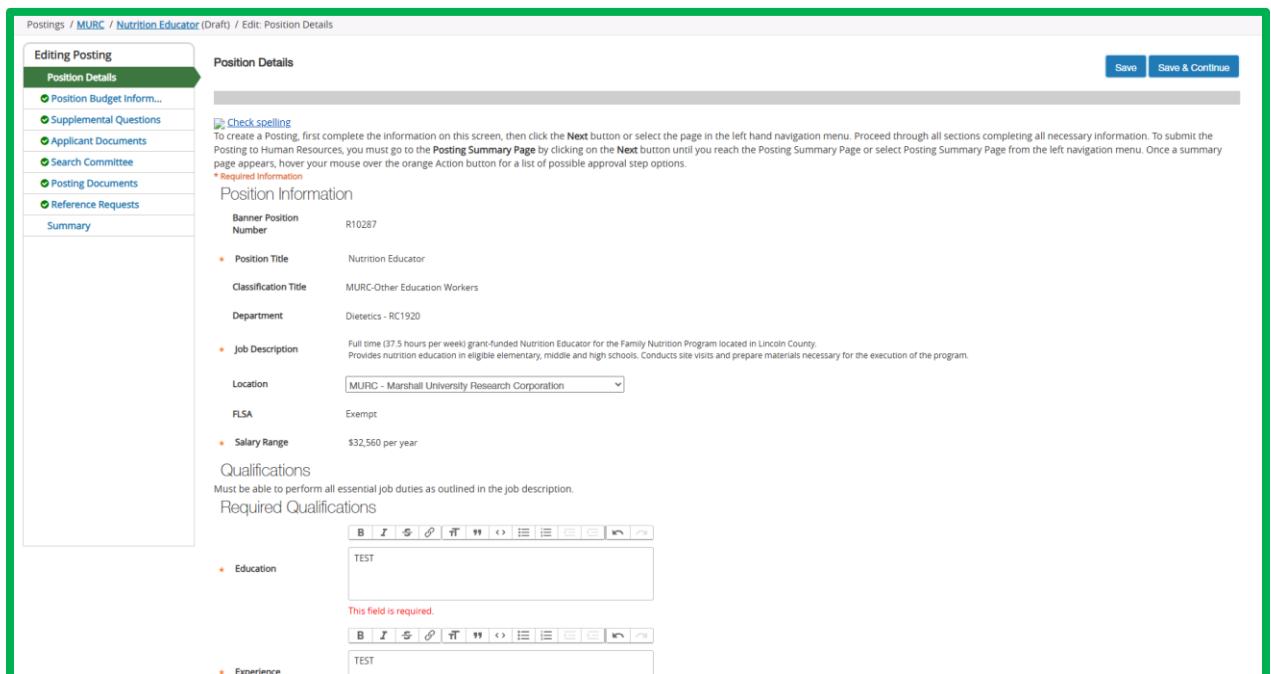
-  [Print Preview](#)
-  [Print Preview \(Employee View\)](#)
-  [Create Posting from this Position Description](#)
-  [View Supervisor](#)
-  [Modify Position Description](#)

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.****

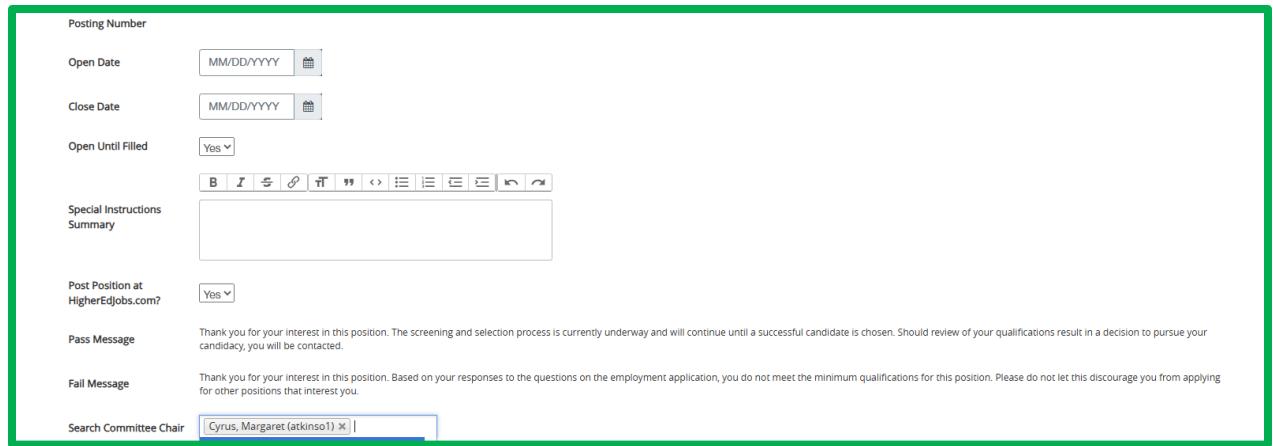


The screenshot shows the 'New Posting' screen. At the top right, there are 'Cancel' and 'Create New Posting' buttons. A large red arrow points to the 'Create New Posting' button. The main form includes fields for 'Position Title' (Nutrition Educator), 'Organizational Unit' (Entity: MURC, Division: Academic Affairs - MURC, Department: Dietetics - RC1920), and 'Applicant Workflow' (Workflow State: Under Review by Committee). A note below the workflow state says: '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 sidebar has a 'Position Details' tab selected. The main area shows 'Position Information' with fields: Banner Position Number (R10287), Position Title (Nutrition Educator), Classification Title (MURC-Other Education Workers), Department (Dietetics - RC1920), Job Description (Full time (37.5 hours per week) grant-funded Nutrition Educator for the Family Nutrition Program located in Lincoln County. Provides nutrition education in eligible elementary, middle and high schools. Conducts site visits and prepare materials necessary for the execution of the program.), Location (MURC - Marshall University Research Corporation), FLSA (Exempt), and Salary Range (\$32,560 per year). Below this is the 'Qualifications' section, which states: 'Must be able to perform all essential job duties as outlined in the job description.' The 'Required Qualifications' section contains an 'Education' field with a 'TEST' entry and a note: 'This field is required.' There are also 'Experience' and 'Skills' fields, each with a 'TEST' entry.



Posting Number

Open Date: MM/DD/YYYY

Close Date: MM/DD/YYYY

Open Until Filled: Yes

Special Instructions Summary:

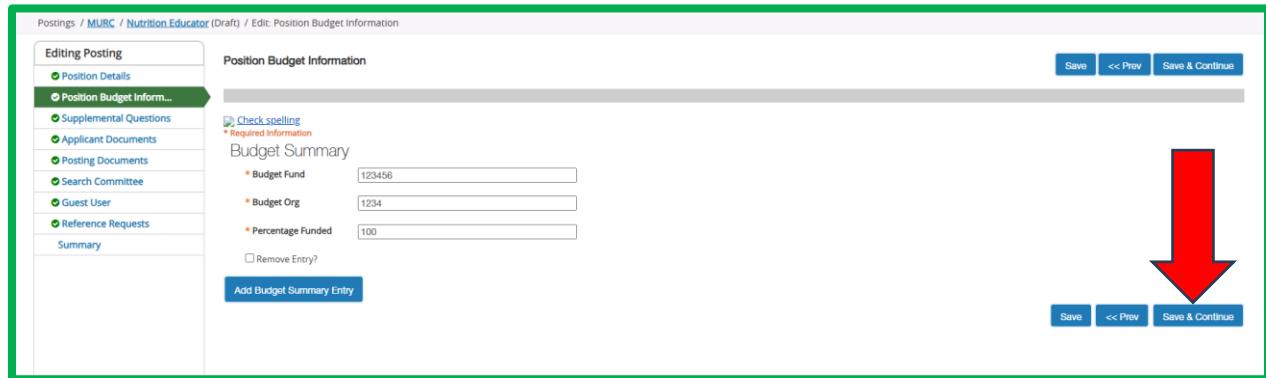
Post Position at HigherEdJobs.com? Yes

Pass Message: 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.

Fail Message: Thank you for your interest in this position. Based on your responses 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.

Search Committee Chair: Cyrus, Margaret (atkins01)

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 / MURC / Nutrition Educator (Draft) / Edit: Position Budget Information

Editing Posting

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

Position Budget Information

Budget Summary

Budget Fund: 123456

Budget Org: 1234

Percentage Funded: 100

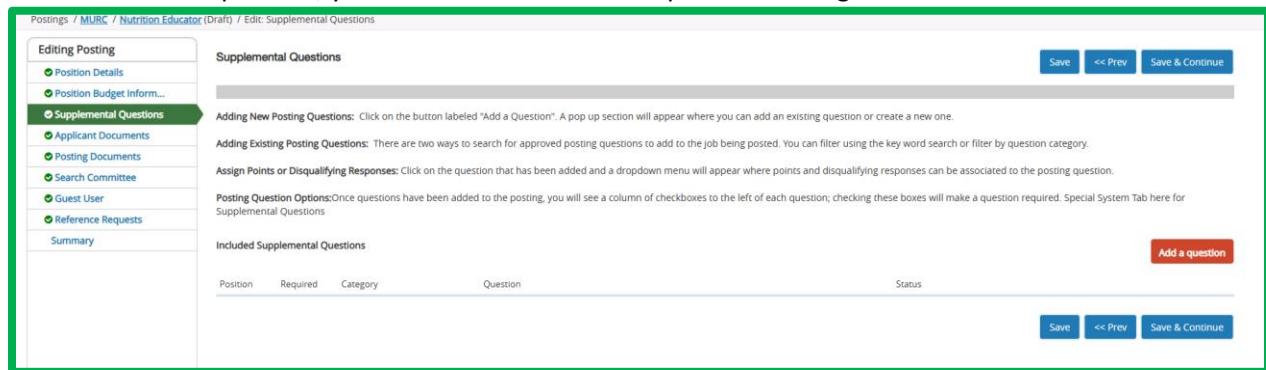
Remove Entry?

Save & Continue

11. The Supplemental Questions screen, this 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 / MURC / Nutrition Educator (Draft) / Edit: Supplemental Questions

Editing Posting

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

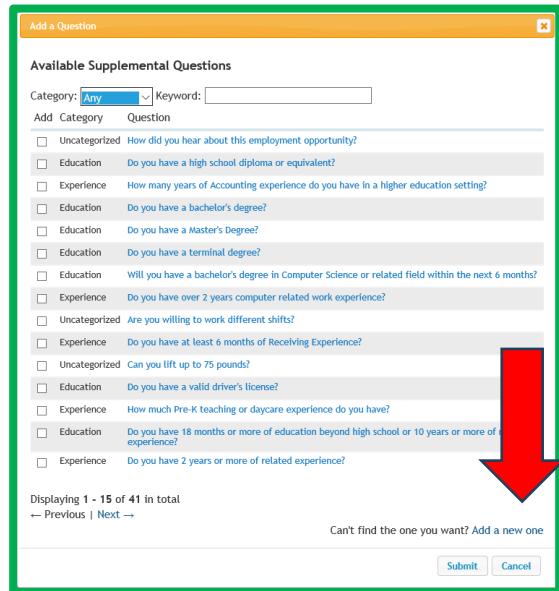
Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required. Special System Tab here for Supplemental Questions

Included Supplemental Questions

Position	Required	Category	Question	Status

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.”



The screenshot shows a window titled "Add a Question" with a yellow header bar. The main content area is titled "Available Supplemental Questions". It includes a "Category" dropdown set to "Any" and a "Keyword" search bar. Below these are two tabs: "Add Category" and "Question". The "Question" tab is selected, showing a list of 41 questions. Each question has a checkbox and a description. The descriptions include: "How did you hear about this employment opportunity?", "Do you have a high school diploma or equivalent?", "How many years of Accounting experience do you have in a higher education setting?", "Do you have a bachelor's degree?", "Do you have a Master's Degree?", "Do you have a terminal degree?", "Will you have a bachelor's degree in Computer Science or related field within the next 6 months?", "Do you have over 2 years computer related work experience?", "Are you willing to work different shifts?", "Do you have at least 6 months of Receiving Experience?", "Can you lift up to 75 pounds?", "Do you have a valid driver's license?", "How much Pre-K teaching or daycare experience do you have?", "Do you have 18 months or more of education beyond high school or 10 years or more of experience?", and "Do you have 2 years or more of related experience?". At the bottom of the list, it says "Displaying 1 - 15 of 41 in total" and has "← Previous" and "Next →" buttons. Below the list, there is a link "Can't find the one you want? Add a new one". At the very bottom are "Submit" and "Cancel" buttons. A large red arrow points to the "Add a new one" link.

- 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.

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 *	<input type="text" value="Experience"/>
Status *	<input type="text" value="active"/>
Category	<input type="text" value="Experience"/>
Question *	<input type="text" value="Have you had previous teaching experience?"/>

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:	<input type="text" value="Yes"/>
x	
Possible Answer 2:	<input type="text" value="No"/>
x	

- D. ** 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	
3	<input type="checkbox"/>	Experience	Have you had previous teaching experience?	active	x

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 / MURC / Nutrition Educator (Draft) / Edit: Applicant Documents

Editing Posting

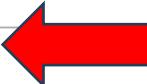
- Position Details
- Position Budget Inform...
- Supplemental Questions
- Applicant Documents**
- Posting Documents
- Search Committee
- Guest User
- Reference Requests
- Summary

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	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	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"/>

Save << Prev Save & Continue



Postings / MURC / Nutrition Educator (Draft) / Edit: Applicant Documents

Editing Posting

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

Applicant Documents

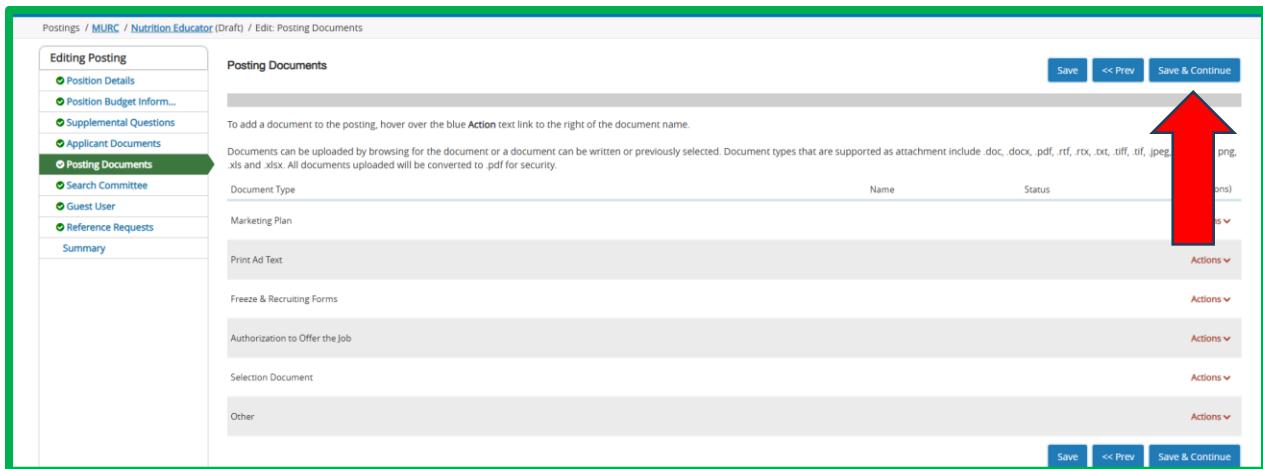
Applicant documents can be included in the application process by selecting **Included** to make the documents optional and **Required and Included** to make the document(s) mandatory to complete the application process.

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	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"/>

Save << Prev Save & Continue



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



Postings / MURC / Nutrition Educator (Draft) / Edit: Posting Documents

Editing Posting

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

Posting Documents

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

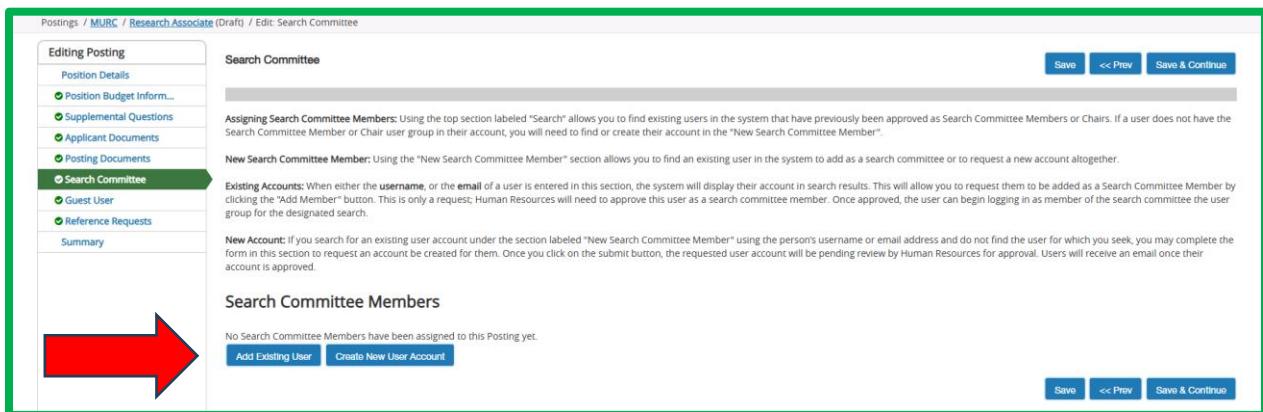
Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include: doc, docx, pdf, rtf, rtx, txt, tiff, if, jpeg, xls and xlsx. All documents uploaded will be converted to pdf for security.

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

Actions

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

14. 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 / MURC / Research Associate (Draft) / Edit: Search Committee

Editing Posting

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

Search Committee

Assigning Search Committee Members: Using the top section labeled “Search” allows you to find existing users in the system that have previously been approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the “New Search Committee Member”.

New Search Committee Member: Using the “New Search Committee Member” section allows you to find an existing user in the system to add as a search committee or to request a new account altogether.

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 Search Committee Member 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 the user 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 seek, you may complete the form in this section to request an account be created for them. Once you click on the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

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	atkins01@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 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 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 looking, click the "Create New User Account" button. Once click, a new user account will be created with the information you entered. You can then add this user to the search committee.

15. **HR ONLY - The Guest User screen is used if there is a search committee member that is not a MURC 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.”**

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 update the password if needed.

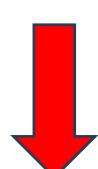
You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review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

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

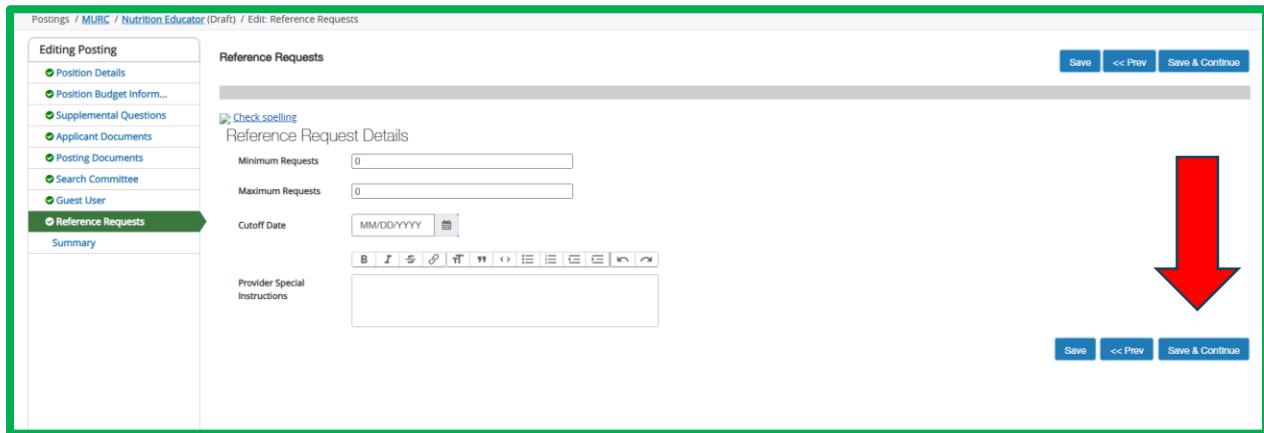
Guest User Credentials
Guest users may view this posting by using these credentials.

Username: gut11172
Password:

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



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 / MURC / Nutrition Educator (Draft) / Edit: Reference Requests

Editing Posting

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

Reference Requests

Check spelling

Reference Request Details

Minimum Requests:

Maximum Requests:

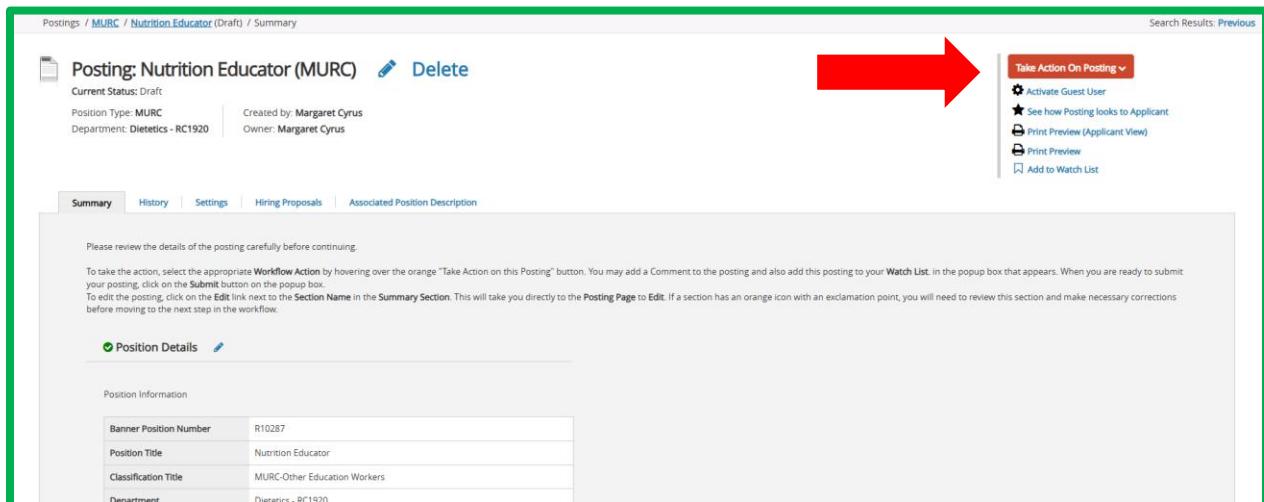
Cutoff Date: 

Provider Special Instructions:

Save << Prev Save & Continue

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, “**MURC Compliance**” Then hit **Submit**.



Postings / MURC / Nutrition Educator (Draft) / Summary

Posting: Nutrition Educator (MURC)  

Current Status: Draft

Position Type: MURC

Department: Dietetics - RC1920

Created by: Margaret Cyrus

Owner: Margaret Cyrus

Search Results: Previous

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

Banner Position Number	R10287
Position Title	Nutrition Educator
Classification Title	MURC-Other Education Workers
Department	Dietetics - RC1920

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.



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.