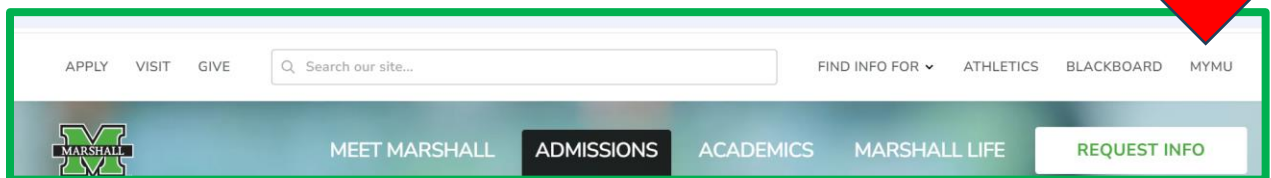


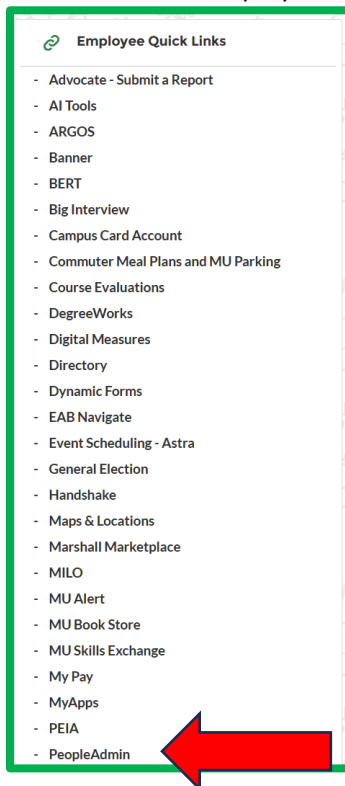


Creating a MURC Posting Applicant Tracking (Blue Screen)

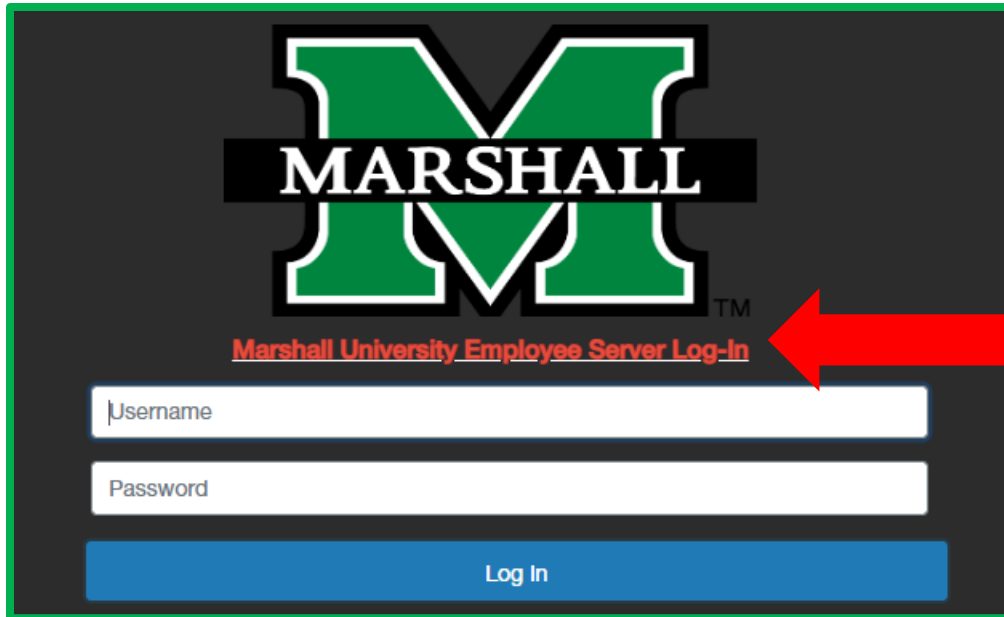
1. Log into PeopleAdmin by going myMU.



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



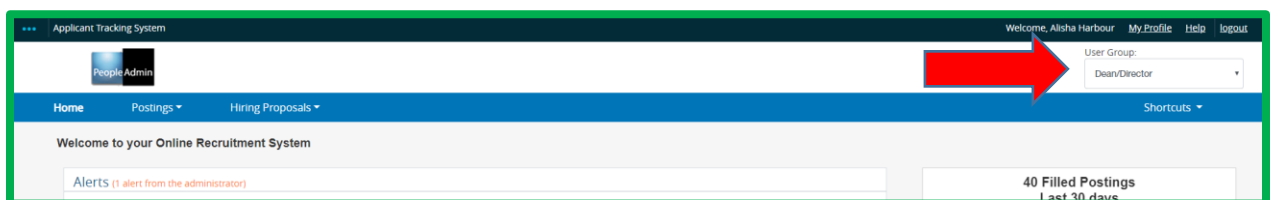
2. Click on the red link Marshall University Employee Server Log-In. **Do not enter your username or password.**

The image shows the Marshall University Employee Server Log-In page. 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 white input fields: 'Username' and 'Password'. At the bottom is a blue button that says '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**

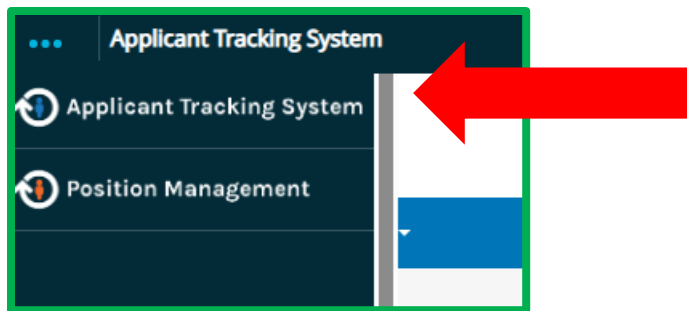
a. **Selecting the Correct User Group:**

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.

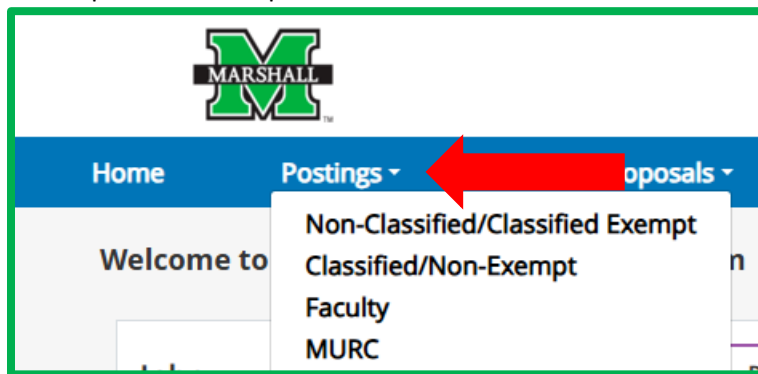
The image shows the Applicant Tracking System interface. At the top is a dark blue header with 'Applicant Tracking System' on the left and 'Welcome, Alisha Harbour My Profile Help Logout' on the right. Below the header is a white bar with 'PeopleAdmin' on the left and a red arrow pointing to a 'User Group' dropdown menu on the right. The dropdown menu is currently set to 'Dean/Director'. Below this is a blue navigation bar with 'Home', 'Postings', and 'Hiring Proposals'. Below the navigation bar is a white area with 'Welcome to your Online Recruitment System'. At the bottom is a grey bar 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:**

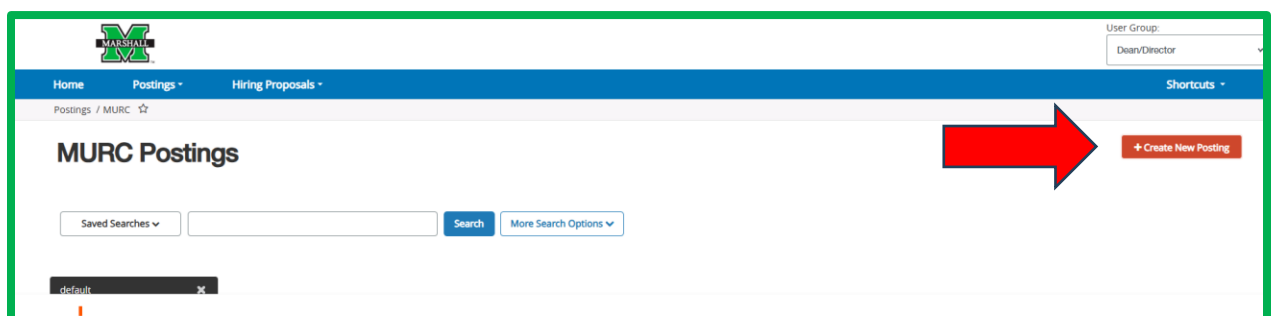
Select the **Position Management** by clicking on the “dots” next to the **Applicant Tracking Screen** and then select **Applicant Tracking System**.



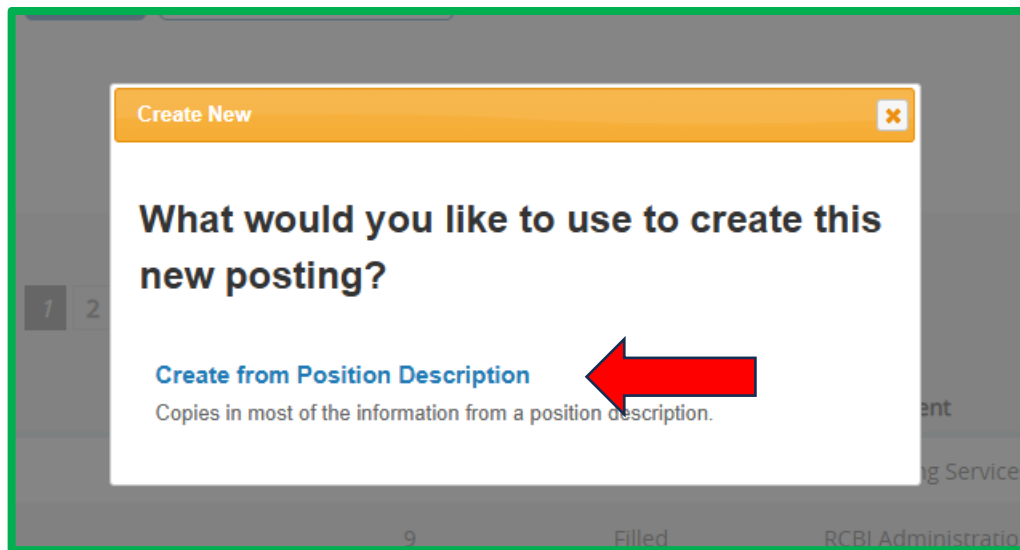
4. You will click on the **Postings** tab and select the correct **position type** to begin creating your position in PeopleAdmin



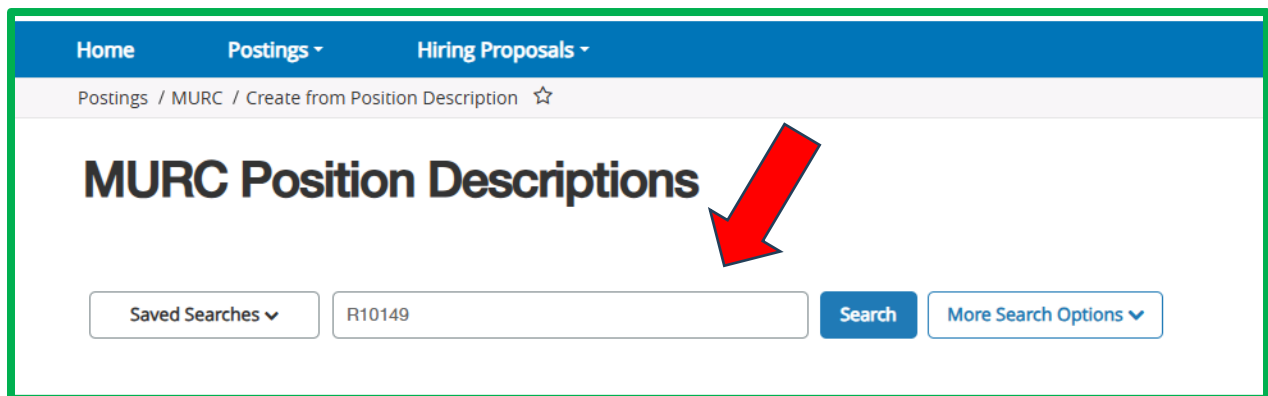
5. Click the “**+Create New Posting**” orange button to the right side to begin your Applicant Tracking posting work flow.



Click on “Create from Position Description”



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 ▾ R10149 Search Hide Search Options ▾


Add Column: Add Column ▾
Outstanding Actions: Select outstanding actions ▾


Ad hoc Search ✕ MURC PDs






Ad hoc Search 1 Save this search?

Banner Position Number	Position Title	Department	Status	(Actions)
R10149	Research Assistant	Appalachian Transportation Institute - RC1513	Active	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.****

Postings / MURC / New Posting ☆

New Posting

Cancel Create New Posting

* Required Information

Position Title Nutrition Educator

Organizational Unit

Entity * MURC

Division * Academic Affairs - MURC

Department * Dietetics - RC1920

Applicant Workflow

Workflow State Under Review by Committee

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.)

Postings / MURC / Nutrition Educator (Draft) / Edit: Position Details

Editing Posting

Position Details

Position Budget Inform...

Supplemental Questions

Applicant Documents

Search Committee

Posting Documents

Reference Requests

Summary

Position Details

Save Save & Continue

Check spelling

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

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

Salary Range \$32,560 per year

Qualifications

Must be able to perform all essential job duties as outlined in the job description.

Required Qualifications

Education

TEST

This field is required.

Experience

TEST

Posting Number

Open Date

Close Date

Open Until Filled

Special Instructions Summary

Post Position at HigherEdJobs.com?

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

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

Check spelling

Required Information

Budget Summary

Budget Fund

Budget Org

Percentage Funded

☐ Remove Entry?

Add Budget Summary Entry

Save << Prev Save & Continue

Save << Prev Save & Continue

11. The **Supplemental Questions** screen, this screen is where you can add a variety of questions that can help you can help 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

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

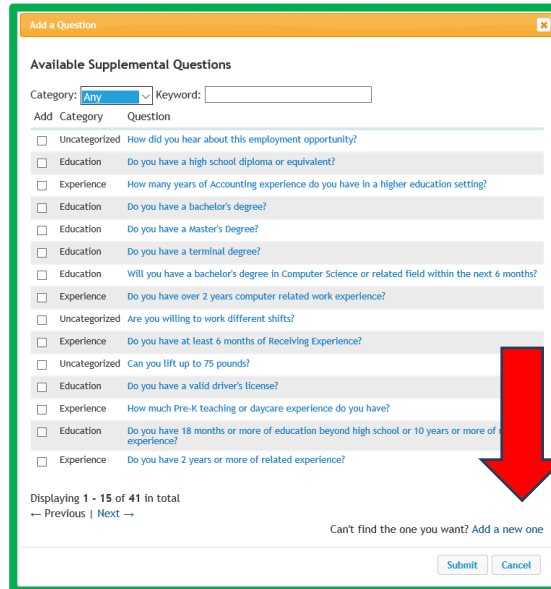
Included Supplemental Questions

Position Required Category Question Status

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.”



The screenshot shows a window titled "Add a Question" with a close button in the top right corner. Below the title bar, there is a section "Available Supplemental Questions". It includes a "Category:" dropdown menu set to "Any" and a "Keyword:" text input field. Below these are two columns: "Add" and "Category", followed by a list of questions. Each question is preceded by a checkbox. The questions are:

- ☐ 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?

At the bottom, it says "Displaying 1 - 15 of 41 in total" with "Previous" and "Next" links. Below that is the text "Can't find the one you want? Add a new one" and two buttons: "Submit" and "Cancel". A large red arrow points from the "Add a new one" text to the "Add a Question" dialog box.

- 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 *

Status *

Category

Question *

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

Possible Answers: Predefined Options

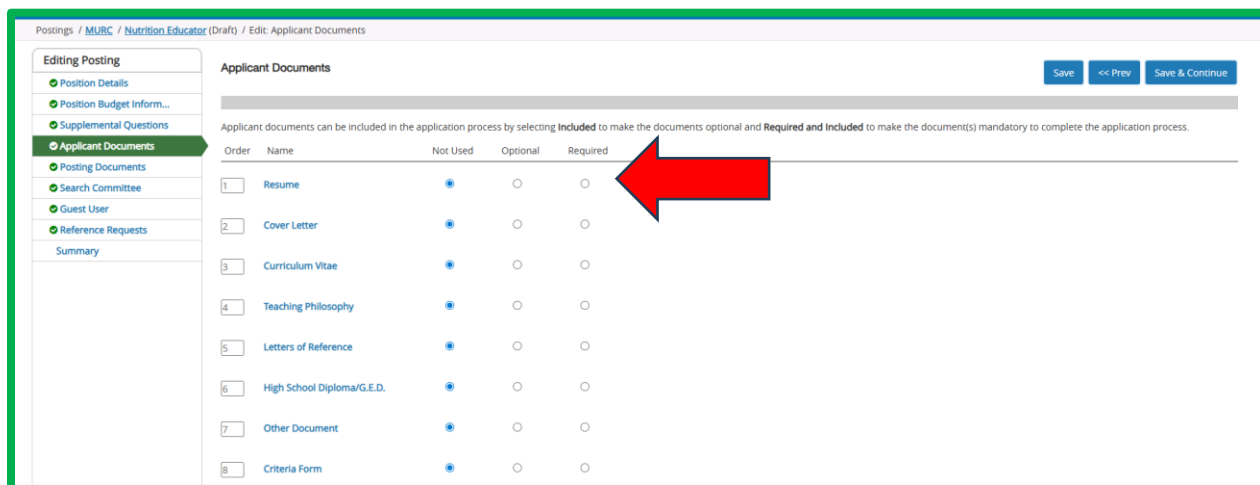
	Answer	Points	Disqualifying
1.	Yes	<input type="text"/>	<input type="checkbox"/>
2.	No	<input type="text"/>	<input checked="" type="checkbox"/>



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.”**

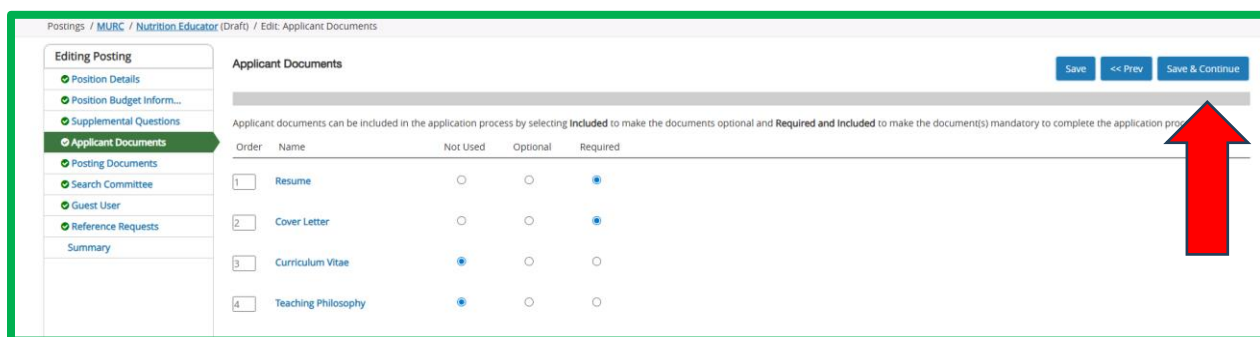
****** Please note that the application already requires three references with contact information. Because of this, you will need to keep that column marked as “Not Used,” otherwise the application will request more than three references.

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.”



The screenshot shows the 'Applicant Documents' screen in the MURC Nutrition Educator system. The left sidebar contains a menu with options: Editing Posting, Position Details, Position Budget Inform..., Supplemental Questions, Applicant Documents (highlighted), Posting Documents, Search Committee, Guest User, Reference Requests, and Summary. The main area displays a table of documents to be included in the application process. A red arrow points to the 'Not Used' column for the first document, 'Resume'.

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"/>



The screenshot shows the 'Applicant Documents' screen after selecting 'Resume' and 'Cover Letter' as required documents. A red arrow points to the 'Required' column for the 'Resume' document.

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"/>

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

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, .txt, .tif, .tiff, .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. 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

Save << Prev Save & Continue

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.**

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.”**

The screenshot shows the 'Reference Requests' page. On the left is a sidebar with a menu: 'Editing Posting' (with sub-items: Position Details, Position Budget Inform..., Supplemental Questions, Applicant Documents, Posting Documents, Search Committee, Guest User, and Reference Requests), and 'Summary'. The 'Reference Requests' section is active. The main area is titled 'Reference Request Details' and includes a 'Check spelling' link. There are input fields for 'Minimum Requests' (0) and 'Maximum Requests' (0). A 'Cutoff Date' field is set to 'MM/DD/YYYY' with a calendar icon. Below these is a rich text editor for 'Provider Special Instructions'. At the top right and bottom right are buttons: 'Save', '<< Prev', and 'Save & Continue'. A large red arrow points down towards the 'Save & Continue' button at the bottom right.

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**.

The screenshot shows the 'Summary' page for a posting titled 'Posting: Nutrition Educator (MURC)'. The page includes a 'Delete' button. Below the title, it shows 'Current Status: Draft', 'Position Type: MURC', 'Department: Dietetics - RC1920', 'Created by: Margaret Cyrus', and 'Owner: Margaret Cyrus'. On the right side, there is a 'Take Action On Posting' button with a dropdown arrow, and a list of actions: 'Activate Guest User', 'See how Posting looks to Applicant', 'Print Preview (Applicant View)', 'Print Preview', and 'Add to Watch List'. A large red arrow points from the 'Take Action On Posting' button towards the left. Below this is a tabbed interface with 'Summary' selected. The 'Summary' section contains instructions: 'Please review the details of the posting carefully before continuing.' and '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.' Below the instructions is a 'Position Details' section with a table of position information:

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.