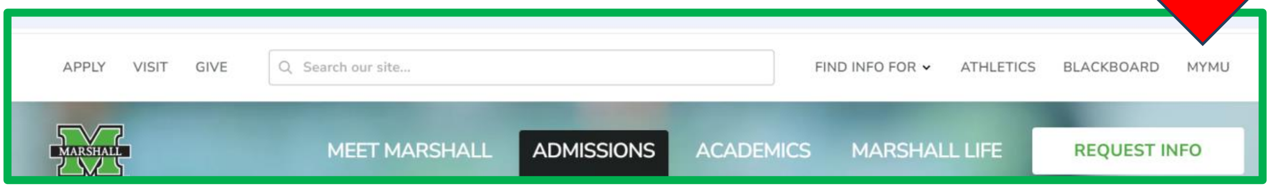
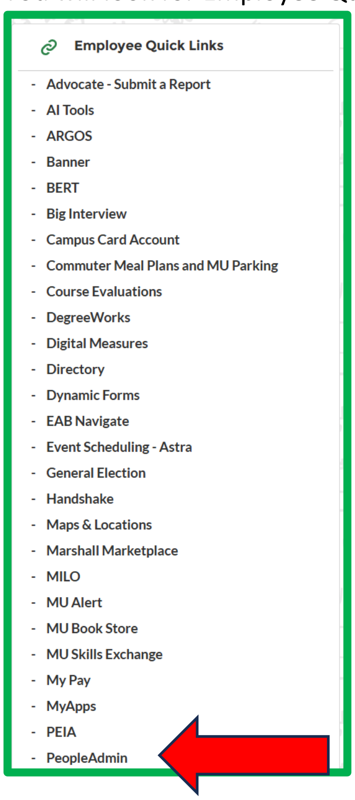
Human Resource Services

Creating a MURC Posting
Applicant Tracking (Blue Screen)

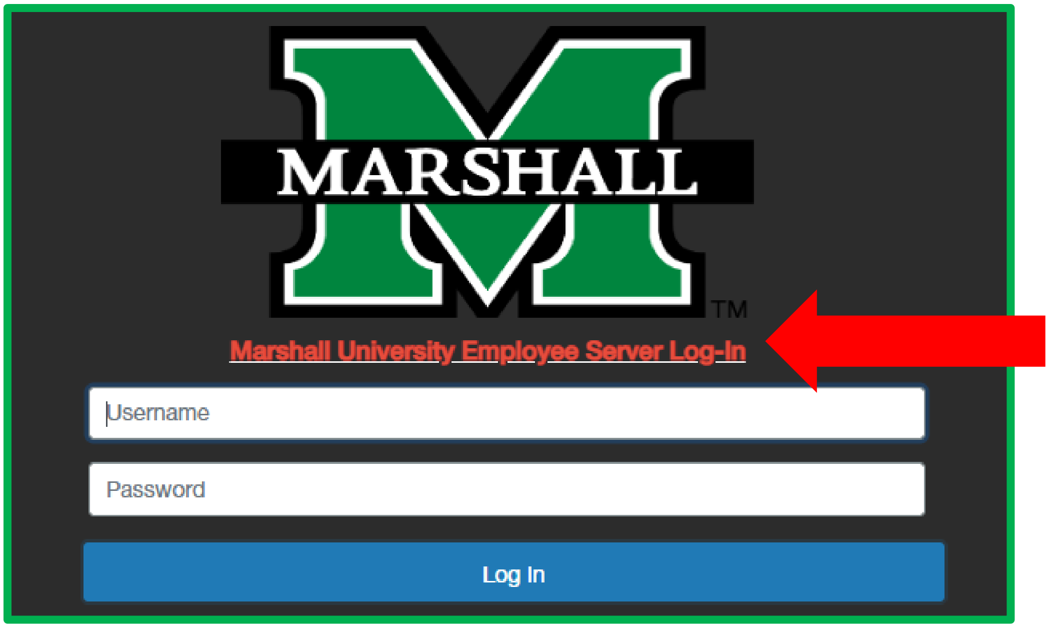
1. Log into PeopleAdmin by going myMU.



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



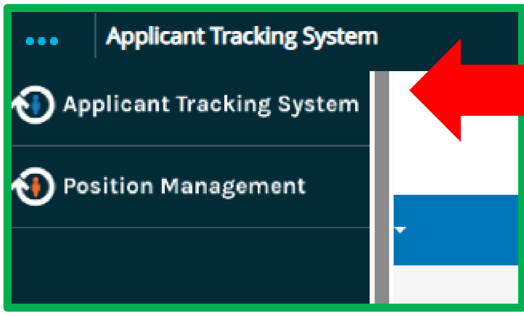
2.Click on the red link Marshall University Employee Server Log-In. **Do not enter your username or password.**



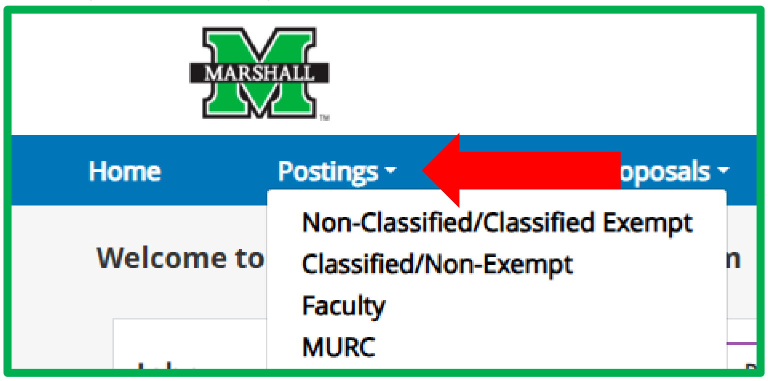
3. You will be defaulted to the Employee Group on the **Applicant Tracking** ("Hiring") screen, so you will need to select the User Group of **Dean/Director**

    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.

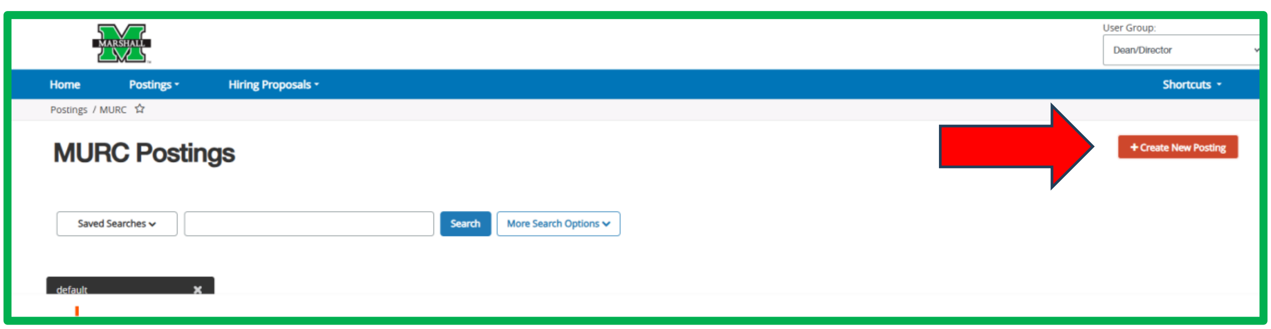
    b. **Selecting the Position Management Screen:**
    Select the **Position Management** by clicking on the "dots" next to the **Applicant Tracking Screen** and then select **Applicant Tracking System.**



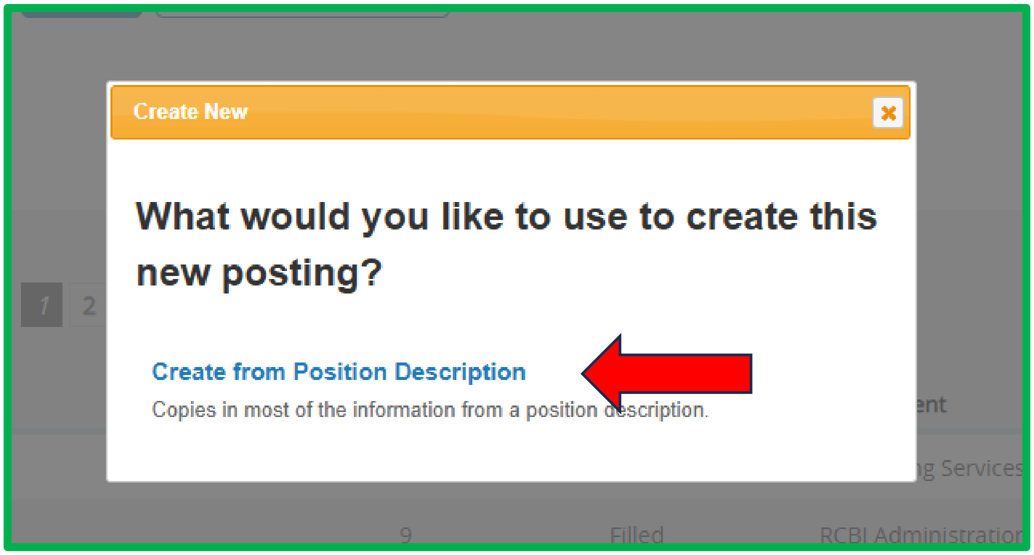
4. You will click on the **Postings** tab and select the correct **position type** to begin creating your position in PeopleAdmin



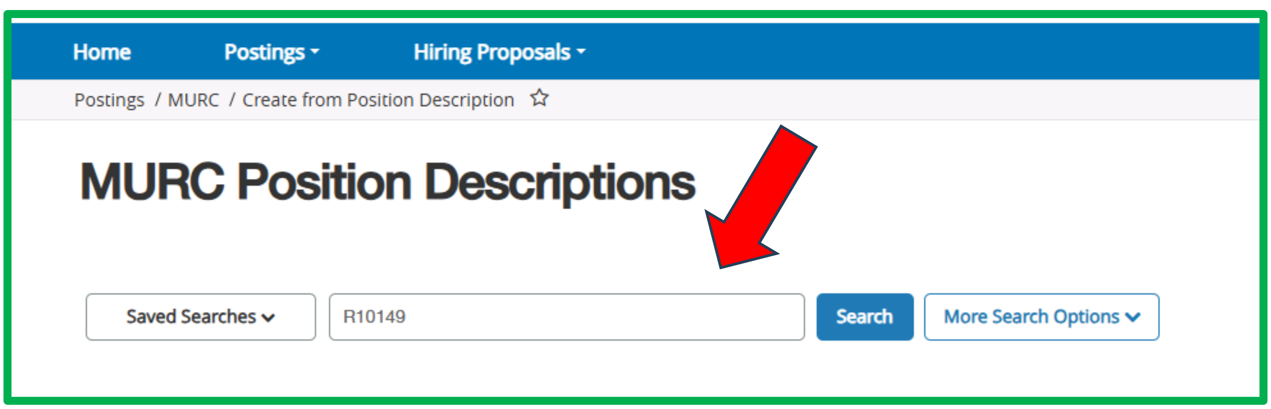
5. Click the "**+Create New Posting**" orange button to the right side to begin your Applicant Tracking posting work flow.



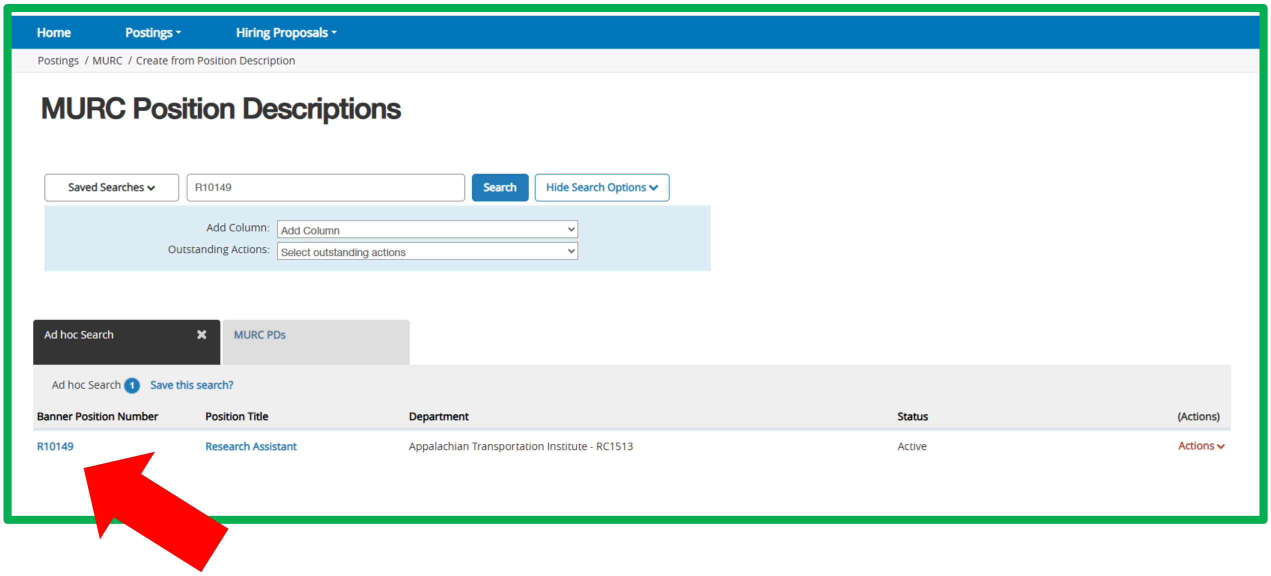
Click on “Create from Position Description”



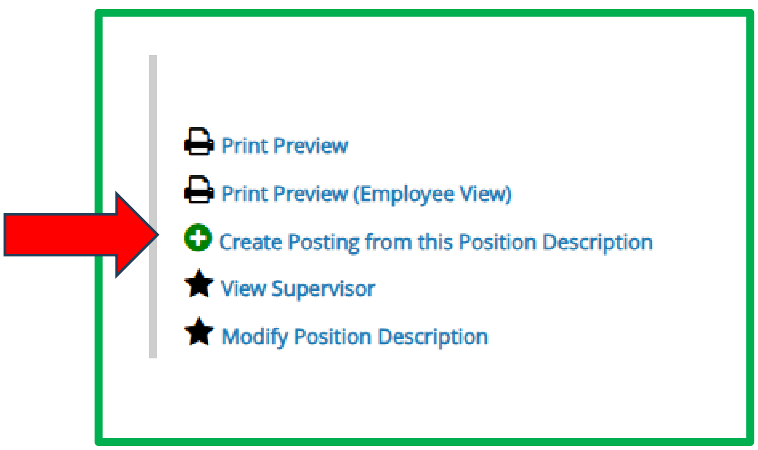
6. Type the banner position number you wish to post in the search bar and hit “Search.”



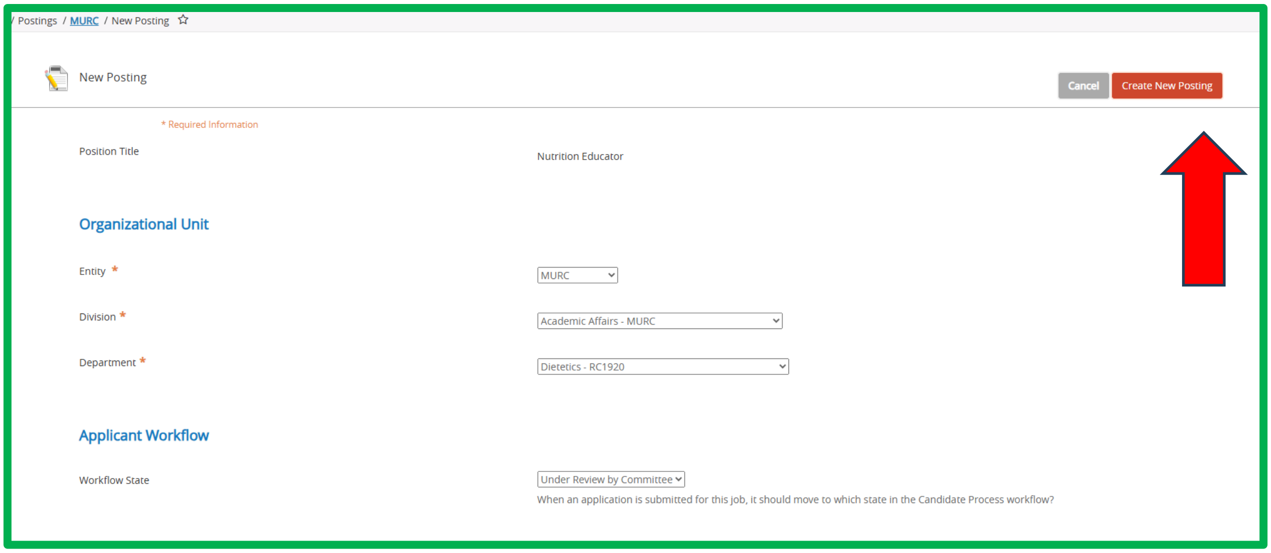
It will then populate down below and click on the Banner position number.



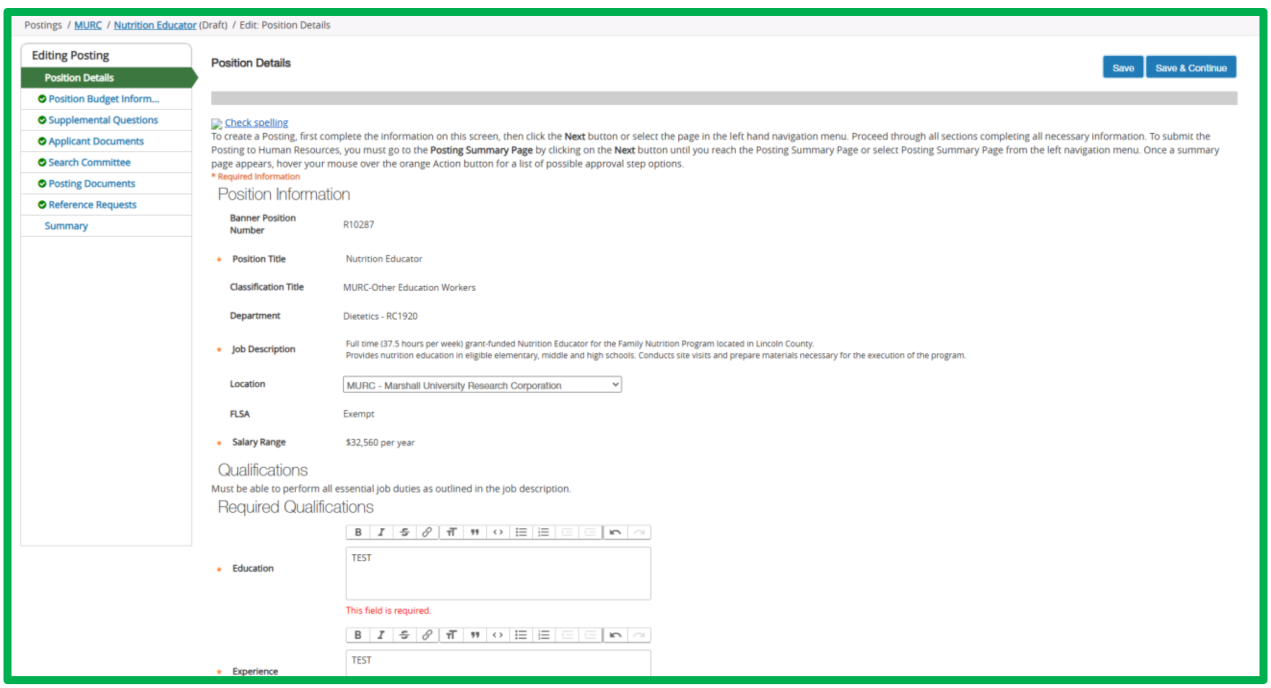
7. At the **Position Description screen**, you will click the "+Create Posting from this Position Description" at the right side of the screen.

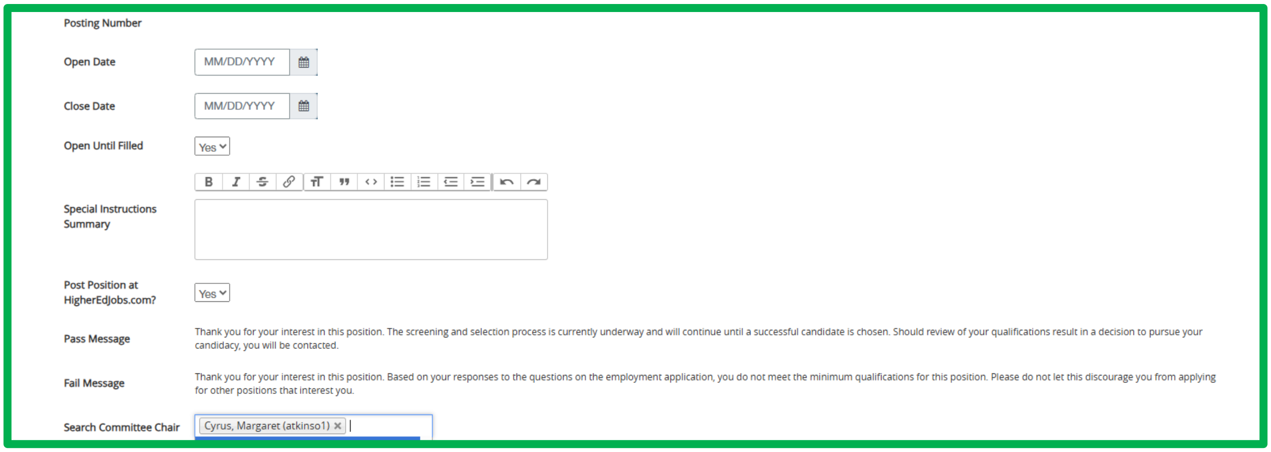


8. On the **New Posting screen**, after you verify Title, Division, and Department -you will click on "**Create New Posting**" on the right side. ****Please don't mark anything else on this screen.****

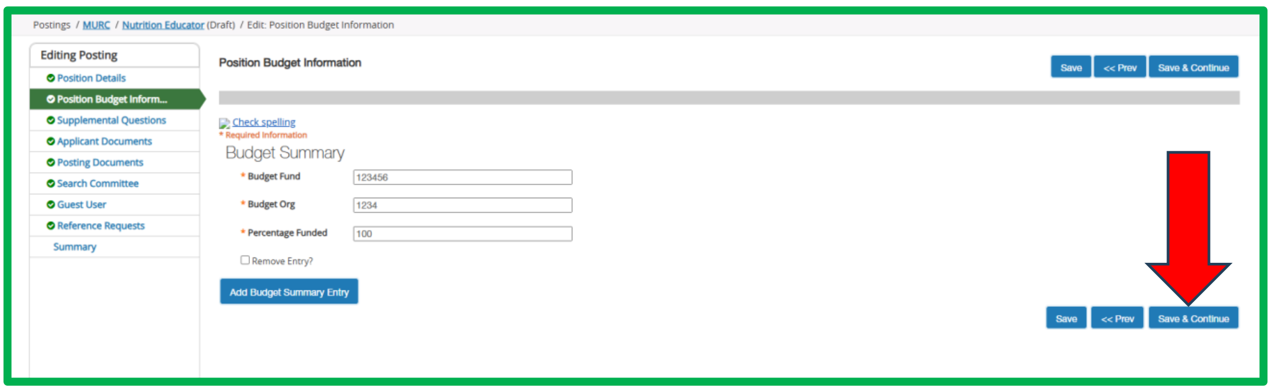


9. The **Position Details screen** is where you will review the information, add the posting detail information if known (if posting needs to be placed on HigherEd (yes/no) and add the search committee chair if known at the time. You will need to scroll down to see the rest of the information. When you have entered all the information, click on "**Save and Continue**." (HR will review at the end and make any changes necessary.)



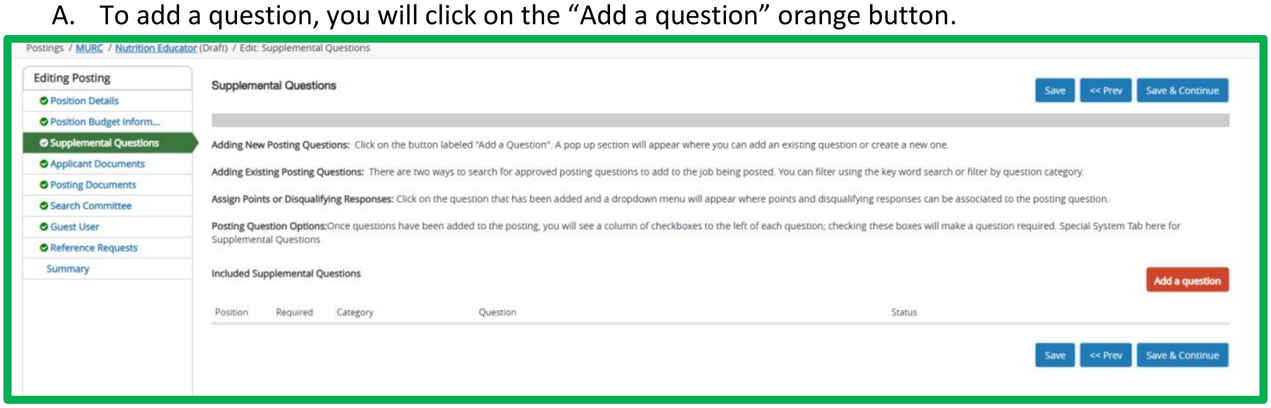


10. The **Position Budget Information screen** is where the budget information was entered on the Position Management screen (Orange Side) so you will just click the "**Save and Continue**" button.

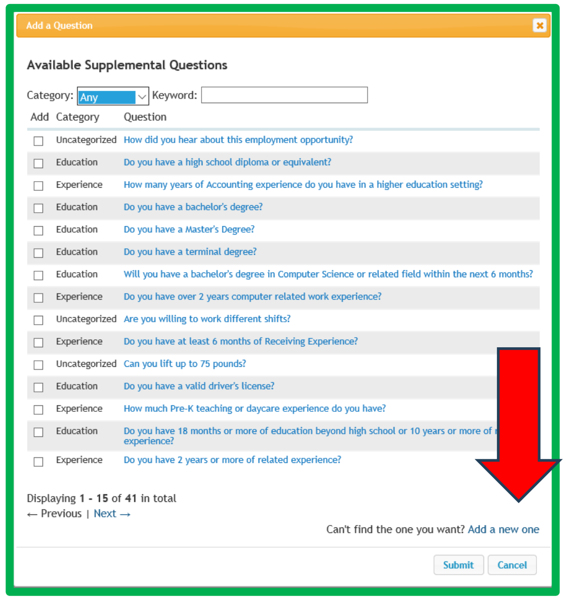


11. The **Supplemental Questions screen**, this screen is where you can add a variety of questions that can help you can help filter applicants. This isn't a required screen to complete.
****If you do not wish to add any questions, you can click "Save and Continue"**

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



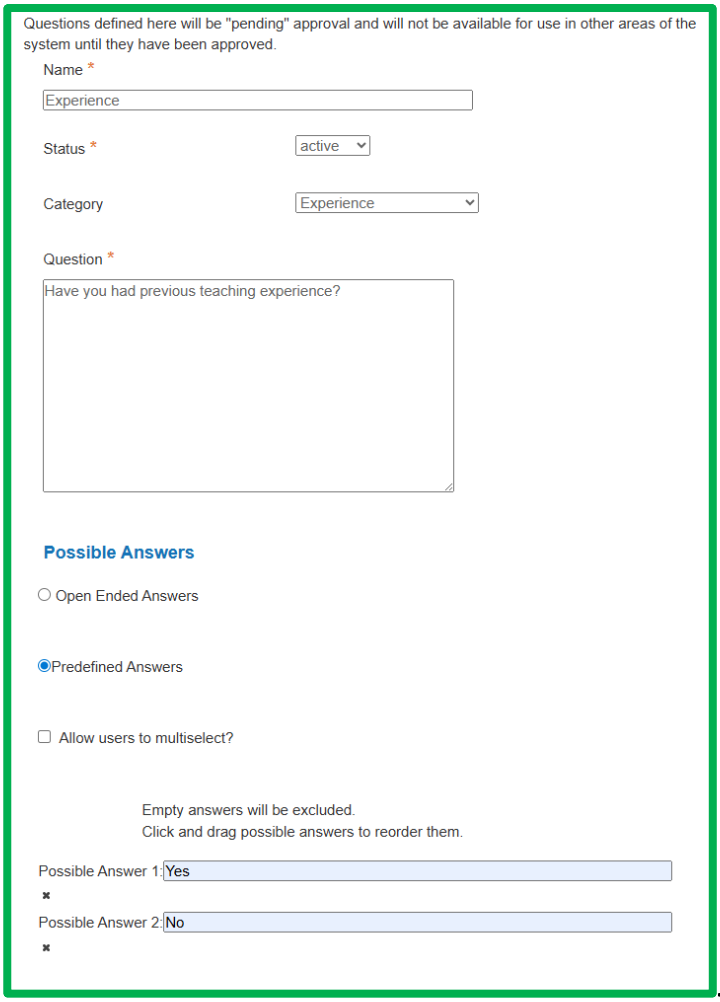
B. A new screen will pop in the center and you can view all the available questions that can be used to filter your applicant pool. If you do not see a question in the question bank, you can create a new one by using the "Add a new one."



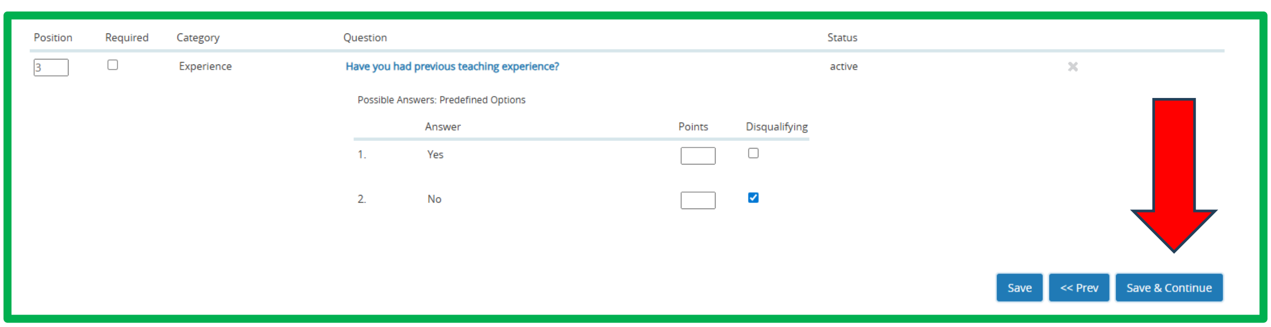
C. The next screen that will pop up will be the screen to enter the information in for the Supplemental Question. You will name your question, select the category, type your question in the text box and then mark it as either Open Ended or create Predefined Answers.

- 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

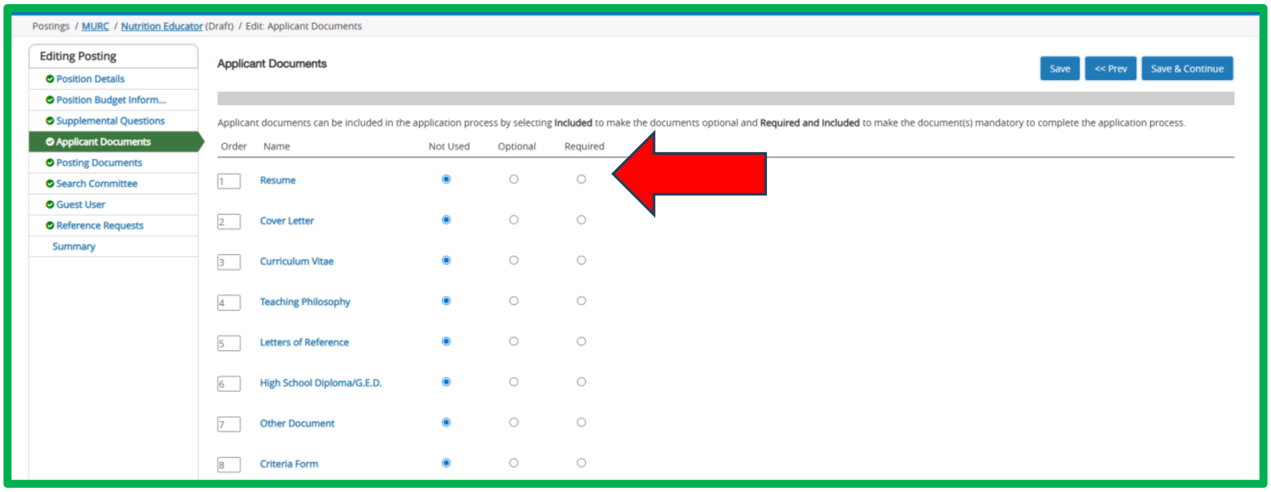
- When you complete entering the information into the "Add a Question," you will click the "Submit" button. Then the next screen is where you will add your disqualifying answers if you created predefined answers.

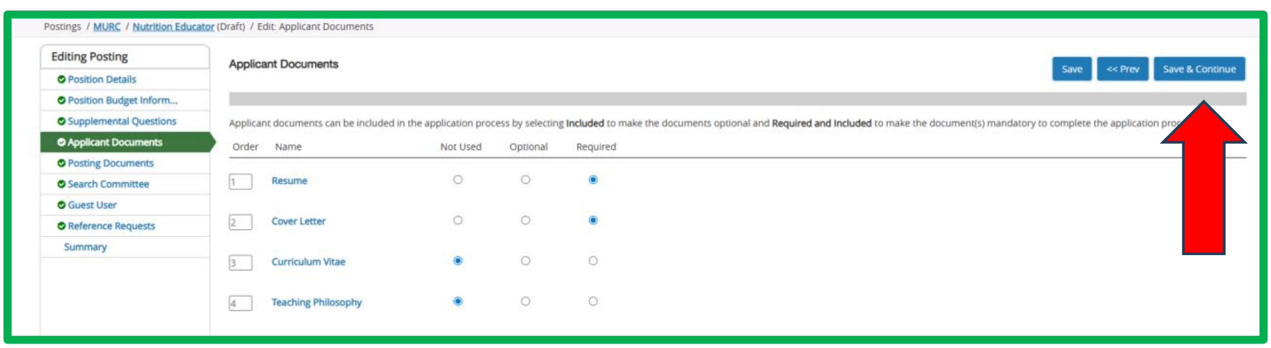


D. ** Once your question has been added, you will click the "**Save and Continue**" button and HR will approve the question later in the workflow.

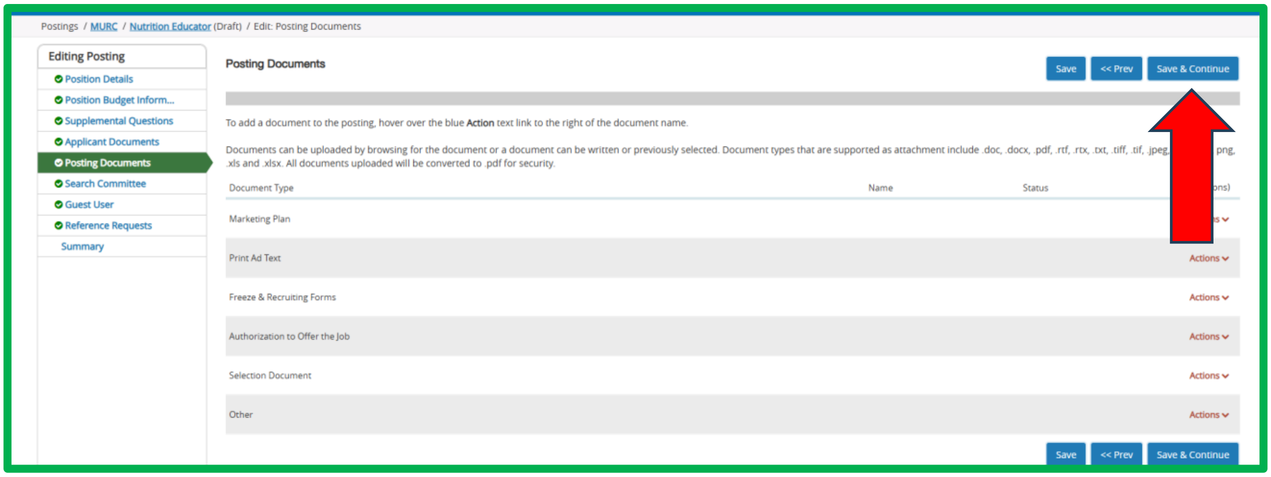


12. The **Applicant Documents screen** is where you will select the documents required for the applicant to upload to apply for the position. Select your documents using the "radio button," and then click "**Save and Continue**."

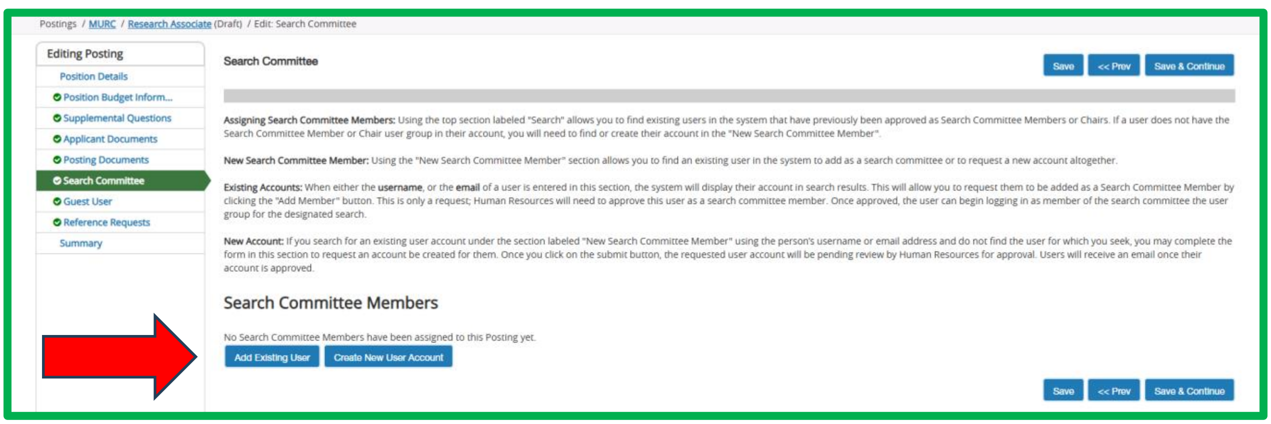




13. **** The Posting Document Screen is for HR only** - You just need to click **"Save and Continue."**

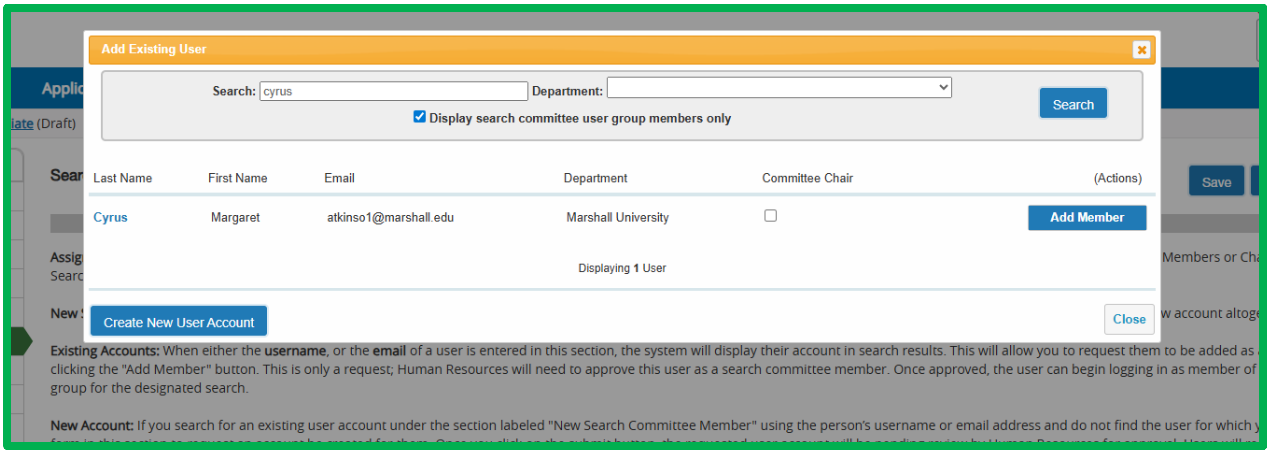


14. The **Search Committee screen** is where you add the search committee members. To add the search committee, you will click on the "**Add Existing User**." A new window will pop up.



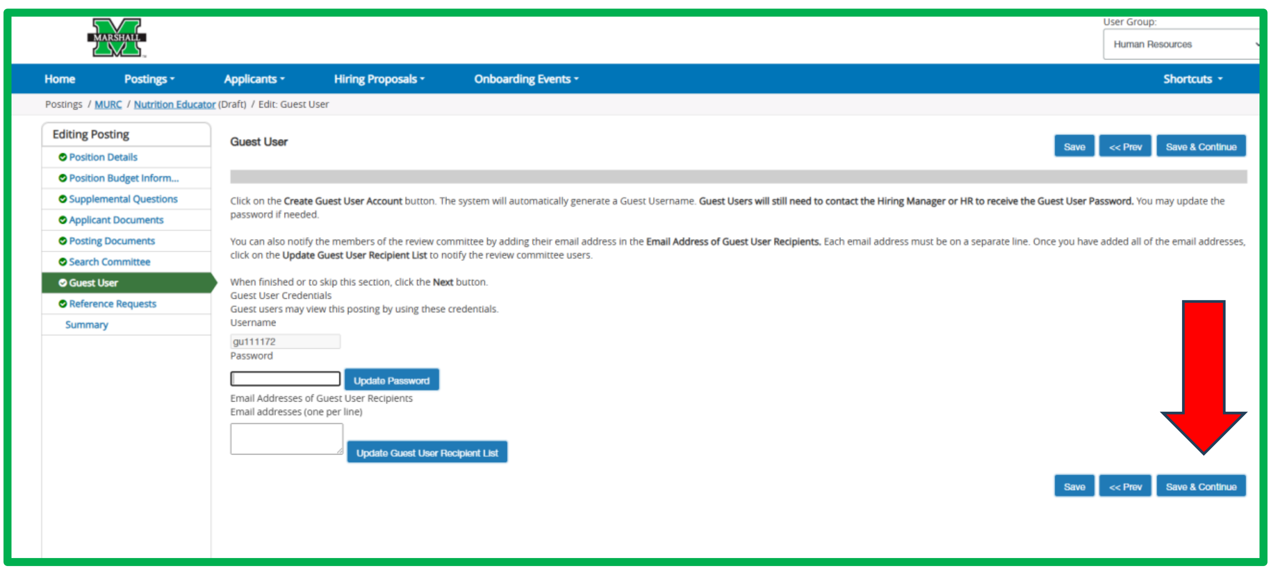
Type in the committee member's name and hit "**Add Member.**" Repeat these steps until the committee has been added. Then select "**Close" and "Save and Continue"**

****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.**

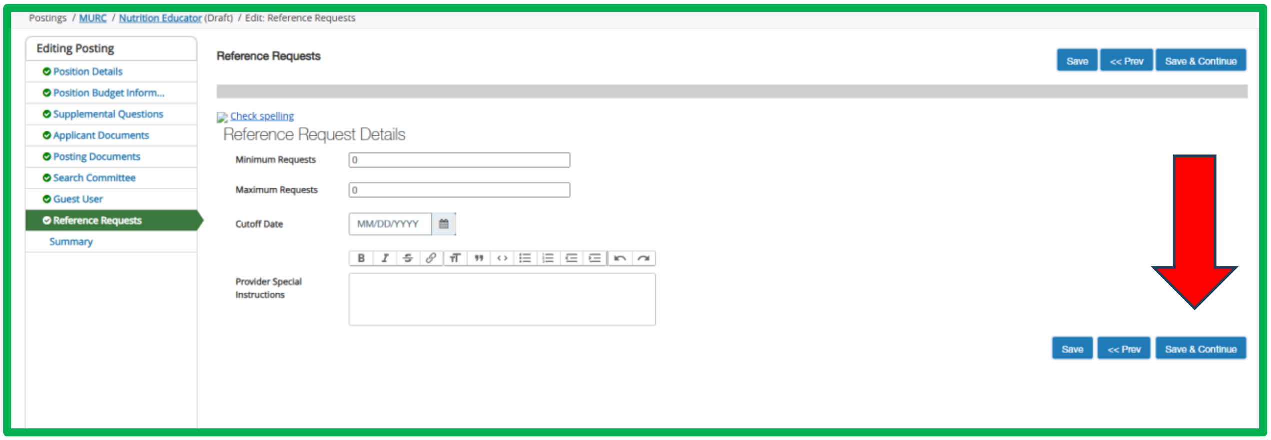


15. ****HR ONLY** - The Guest User screen is used if there is a search committee member that is not a MURC employee and does not have a Marshall domain. (i.e. – student on the search committee.) If you need to add a guest user, please contact Marshall HR at recruiting@marshall.edu with the individual's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

To move forward to next page click "**Save and Continue.**"

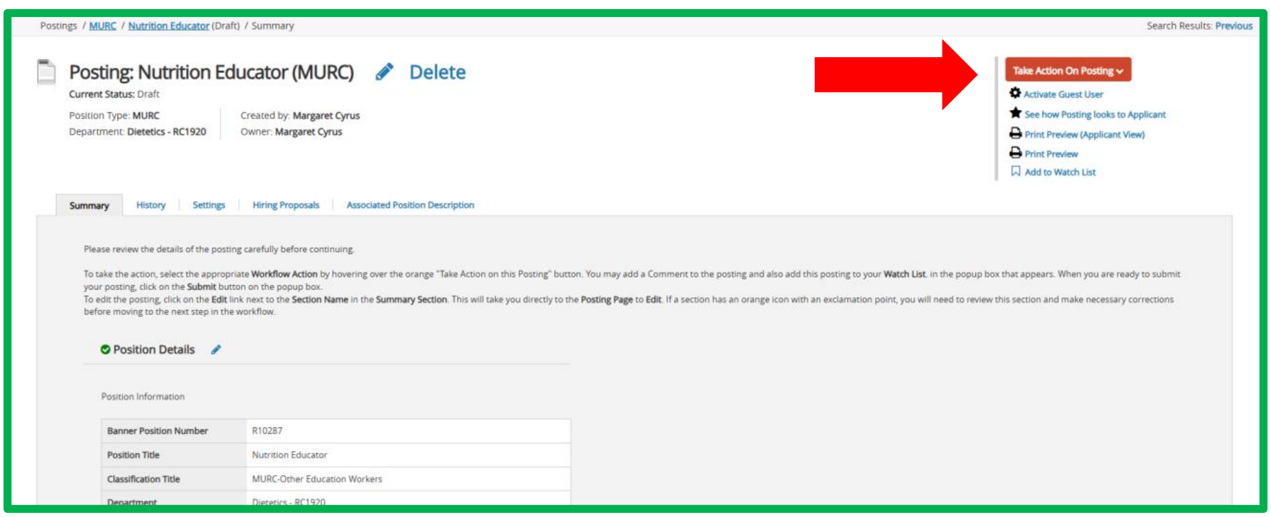


16. At the **Reference Request page** **-**this is if the search committee would like to receive reference letters. You need to enter a “minimum” and “maximum.” If you prefer not to receive any, you can do 0 for minimum and 0 for maximum. Then click “**Save and Continue.”**



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.**



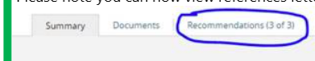
18. ****HR ONLY** - It will continue to go through the approval process then the last stop is to HR. HR will review the posting to ensure that the posting is coherent, add any missing information, etc. HR will then use the “Take Action on Posting” and use the “Posted” option so the posting is live and 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.