PeopleAdmin: Creating a Posting in Applicant Tracking (Blue) screen

Marshall University – Human Resources

What is PeopleAdmin?

PeopleAdmin is Marshall University's system of record for managing positions, applicant tracking, and employee performance evaluations.

Gaining Access to PeopleAdmin for Applicant Tracking

The Dean/Director role can modify or create positions and postings in PeopleAdmin. The PeopleAdmin Privileges form must be completed to gain access to this role to modify or create positions in PeopleAdmin.

The form can be accessed at this link: http://www.marshall.edu/human-resources/download/6758/.

The Dean/Director group should be checked and the list of the Budget Organizations that the employee will need access to must be listed. The signature of the supervisor must be obtained before access will be granted.

What will this training cover in PeopleAdmin?

This training will cover the **Applicant Tracking** module in PeopleAdmin.

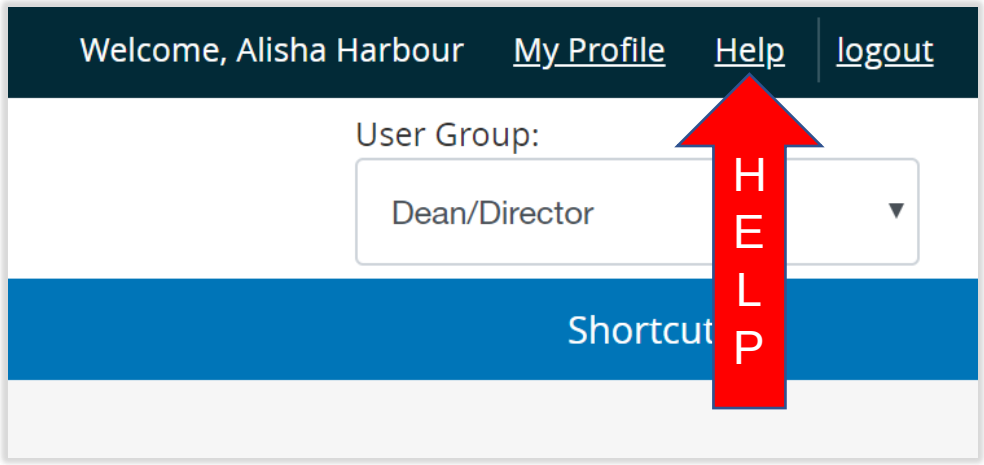
The Applicant Tracking module houses the applicants for your online job posting.

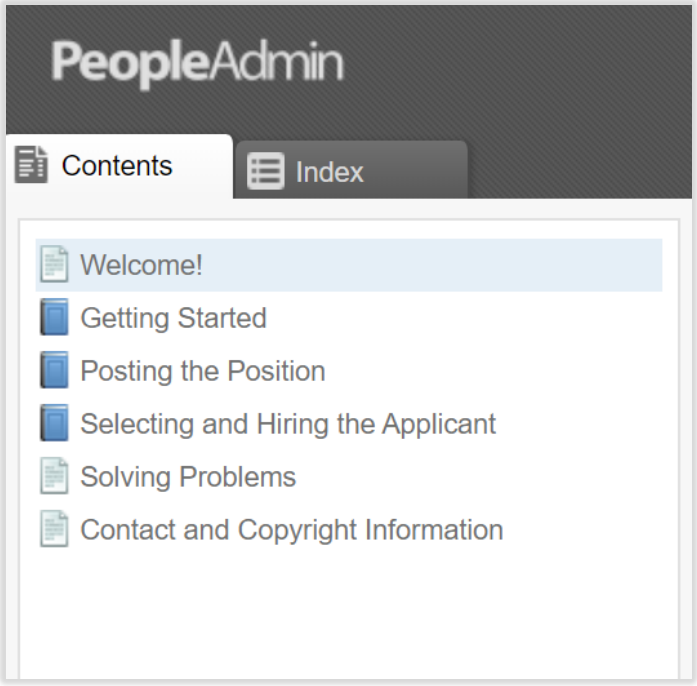
Please note: The position description *must* be updated to its **current** state in the Position Management (orange) module first prior to creating a posting for applications.

You can find the Position Management trainings and other trainings on the training website at: https://www.marshall.edu/human-resources/training/.

Where to find help with PeopleAdmin?

You can find some tips on the modules in PeopleAdmin in the Help section at the top right corner. The Help section can also help troubleshoot issues you may be experiencing.

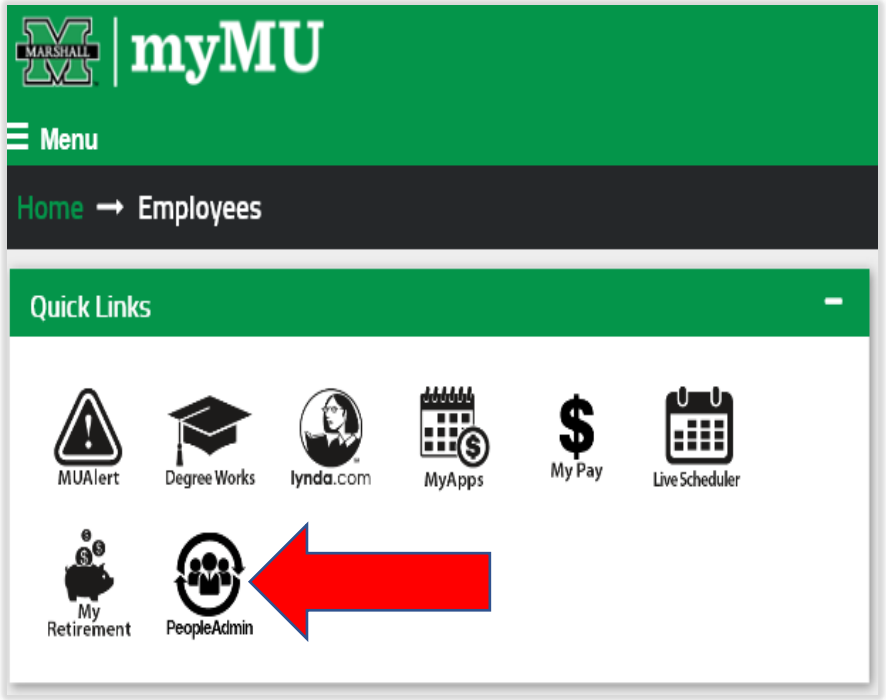


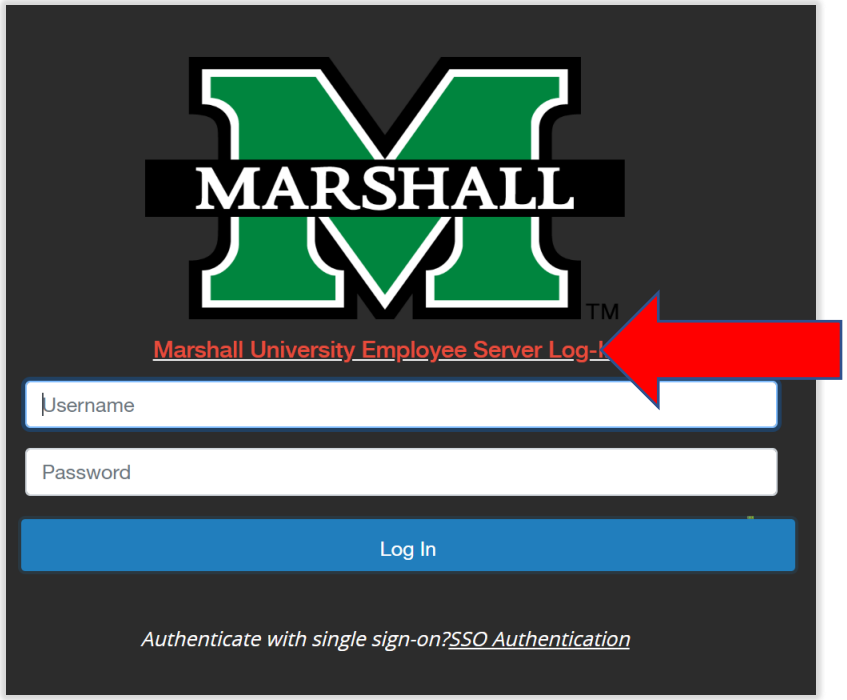


You can also contact Human Resources at 304-696-6455 or human-resources@marshall.edu.

How to Log Into PeopleAdmin

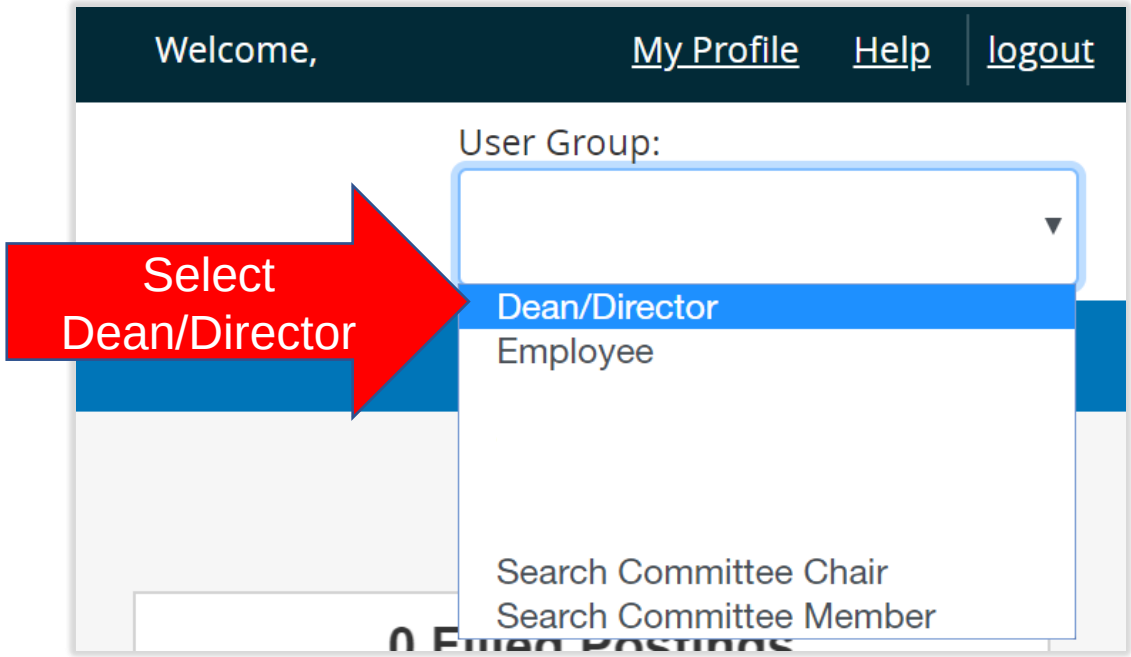
You will log into PeopleAdmin through myMU on the Employees tab, you will see the PeopleAdmin icon in the Quick Links. When you click the icon, you will be directed to the sign-on page. You will need to click the red letters of "**Marshall University Employee Server Log-in**."





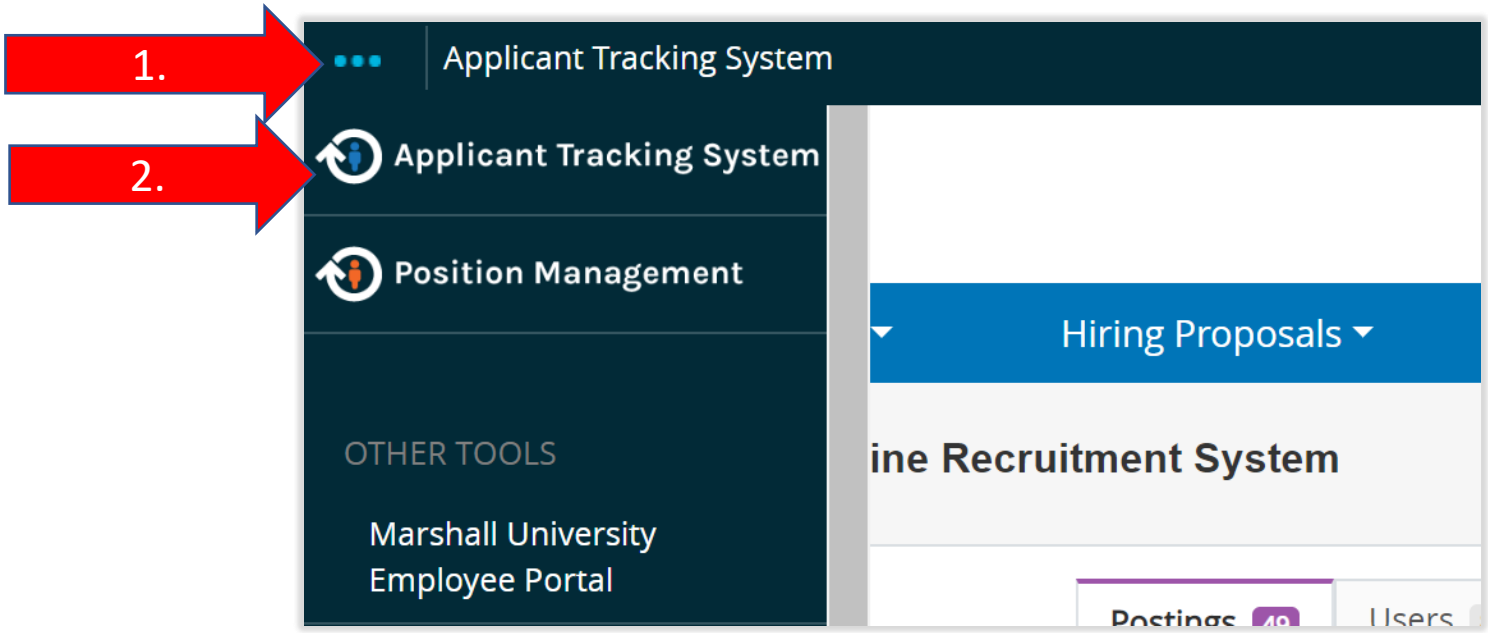
Selecting the Dean/Director Role

You will need to be in the **Dean/Director** group to modify any position in PeopleAdmin. You will need to use the drop-down menu in the top right corner to select the correct group.



How to access the Applicant Tracking module

You will be defaulted to the Applicant Tracking System (blue) screen when you log into PeopleAdmin. If you are not defaulted to the Applicant Tracking (blue) screen, you will need to navigate to the Applicant Tracking (blue) screen by clicking on the "three dots" (1) in the top left corner, then selecting "Applicant Tracking" (2).

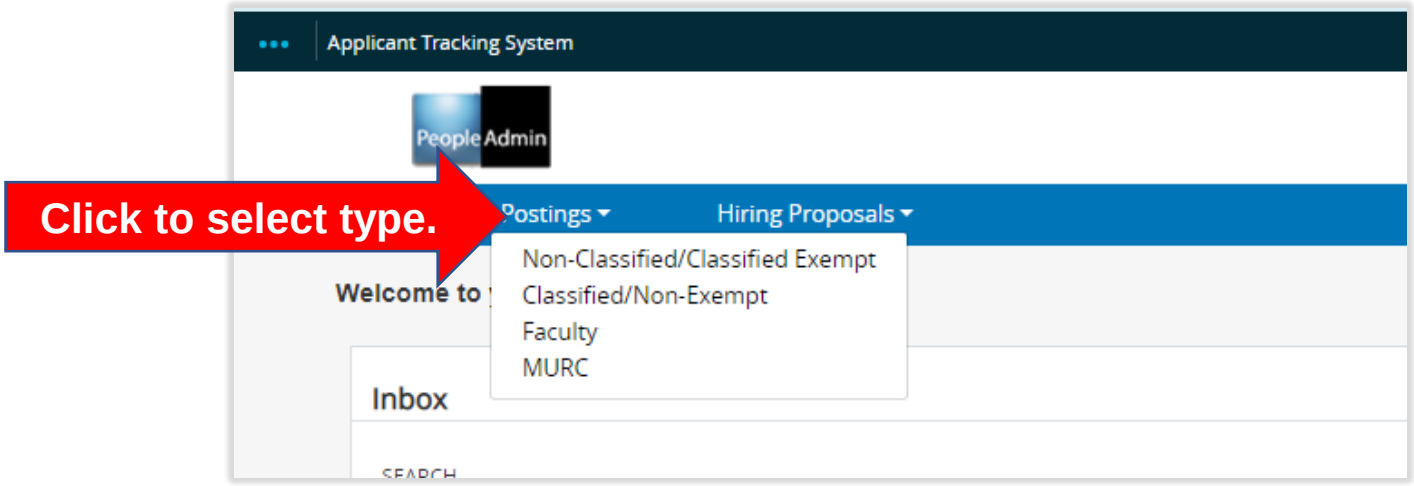


Selecting the Position Type

You will click on the Postings tab in the lighter blue bar then select the Position Type in which your posting for applicants will be housed.

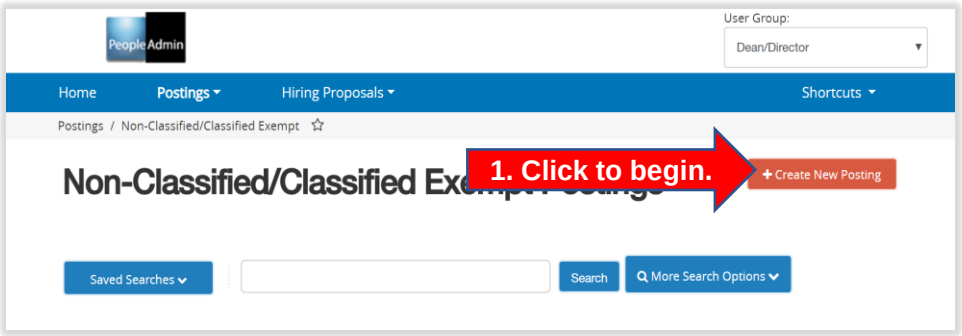
There are four types to choose from:

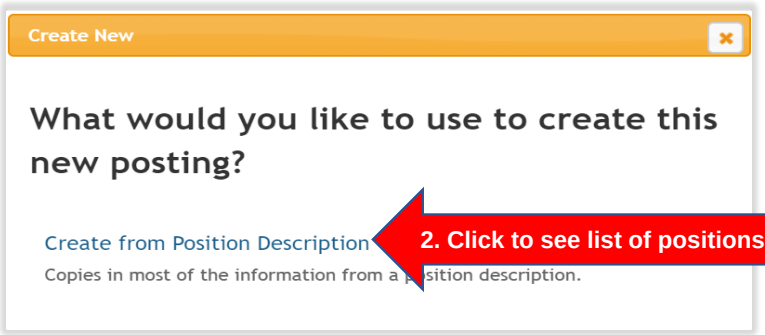
1. Non-Classified/Classified Exempt - Salaried
2. Classified/Non-Exempt - Hourly
3. Faculty
4. MURC



Creating a Posting

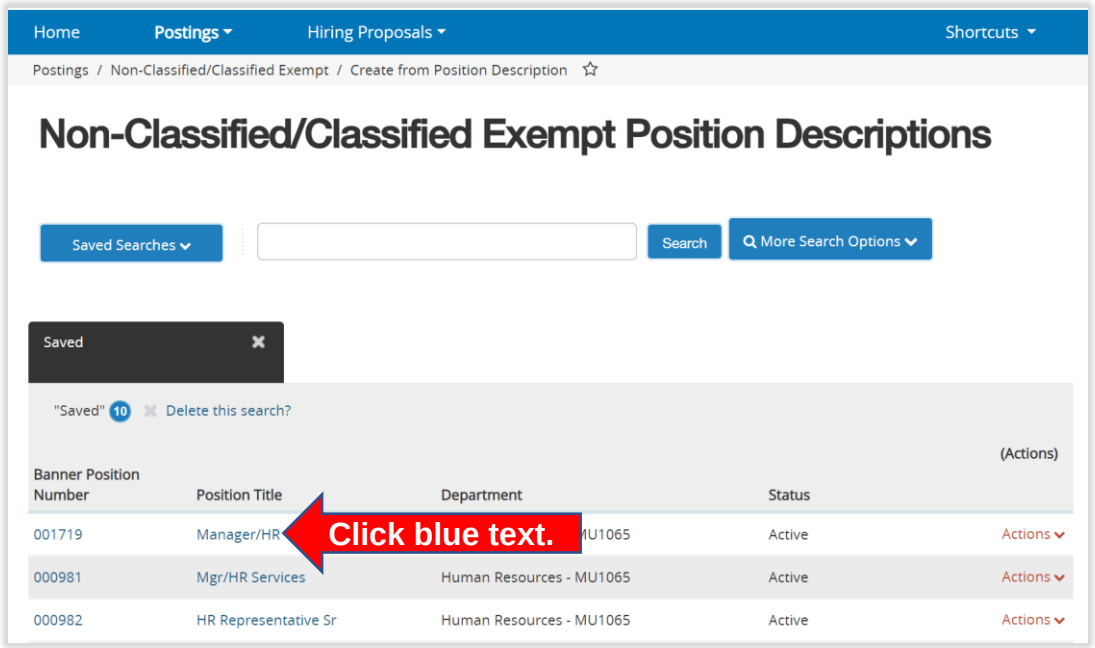
1. You will need to click the "+Create New Posting" orange button to begin the workflow for creating a posting for applicants to apply to your open position.
2. A window will pop up asking you what you would like to use to create the new posting. You will select the "Create from Position Description". The next screen will list the positions you have access to create your new posting.





Creating a Posting

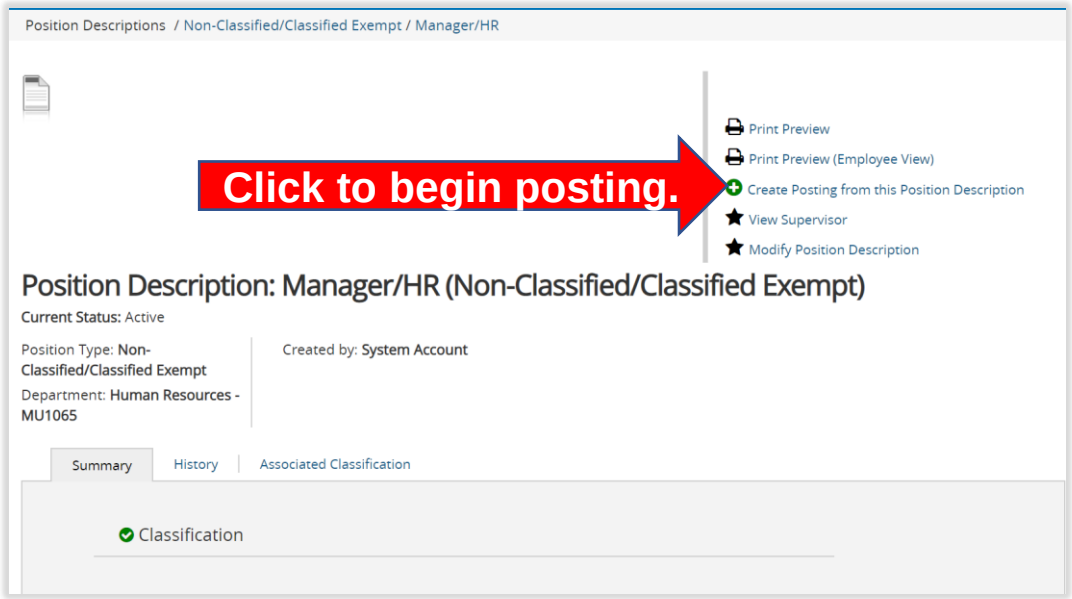
On the list of available positions, select the position you wish to create a posting with by selecting the blue text.



Creating a Posting from the Position Description

Please review the job description to ensure accuracy before beginning the workflow.

You will click the "**+Create Posting from this Position Description**".

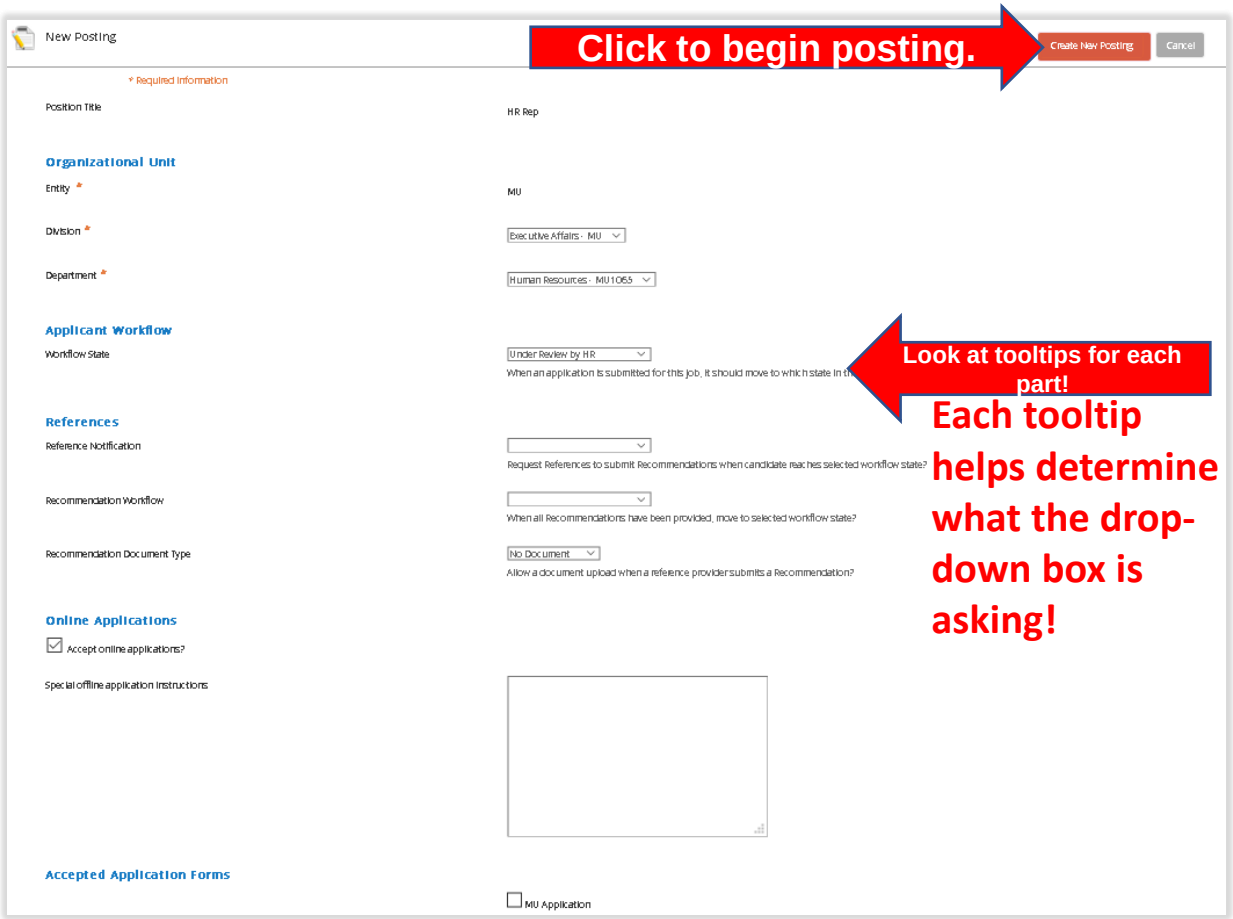


New Posting Screen

This screen has five sections:

1. Organizational Unit – You will need to verify that the Entity, Division and Department are correct. If they are not, you can use the drop-down menu to select the correct one.
2. Applicant Workflow – This is the workflow state that the applicants will enter once they submit their application.
3. References – This is the section you will use if you want to have applicants to submit letters of reference.
4. Online Applications – Make sure this is always checked, if unchecked then the applicant cannot submit their application online.
5. Accepted Application Forms – You do not have to use this section as it is covered by the Online Applications section.

Once you have entered the correct information, you will select the orange "**Create New Posting**" button.

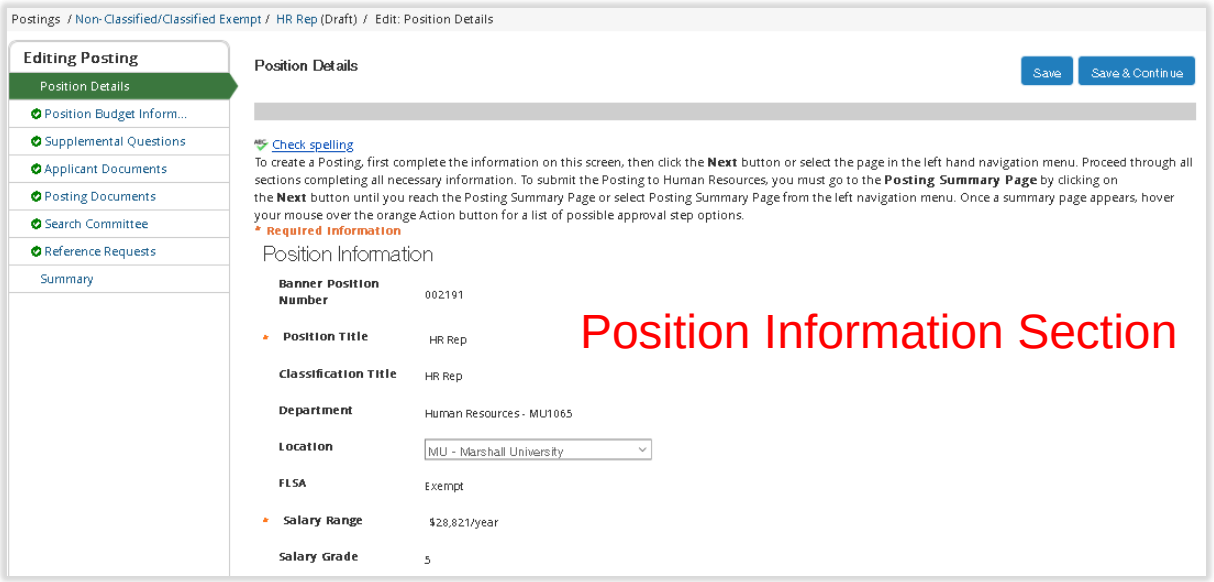


Position Details Screen

The information on this screen will be pulled form the Position Management module and pre-populated. There will be a few sections you will need to update.

Please note: If you see any information that is incorrect on this screen, it is most likely because the position has not been updated on the Position Management module. If you see an error, you will need to update on the Position Management module and recreate the new posting after receiving notification from Human Resources that the position has been approved.

The first section is the Position Information section that includes the Banner Position Number, Position Title, Classification Title, Department, Location, FLSA, Salary Range, and Salary Grade.

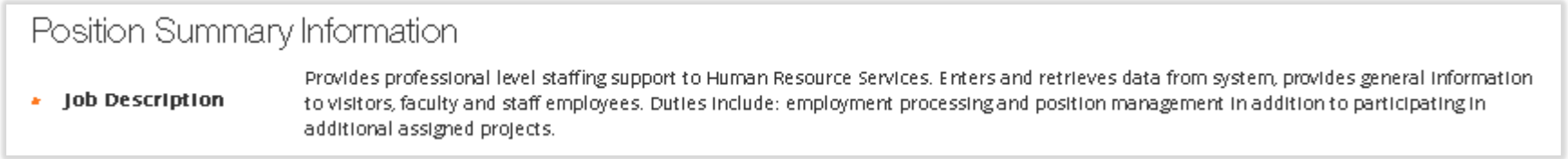


Position Details Screen Continued

Position Summary Information Section

This is the section that will house the **Job Description**. This will be pulled from Position Management (orange screen) module.

Please note: If you see any information that is incorrect on this screen, it is most likely because the position has not been updated on the Position Management (orange screen) module. If you see an error, you will need to update on the Position Management (orange screen) module and recreate the new posting after receiving notification from Human Resources that the position has been approved.



Position Details Screen Continued

Qualifications Section

The **Required Qualifications** section will display the minimum education and experience requirements for a candidate to be able to perform the essential duties of the position. This information should be pulled from the Position Management (orange screen) module.

Preferred Qualifications is the section will display the most desired qualifications for the position. This should exceed the minimum qualifications an individual needs to be able to perform the essential duties. This information should be pulled from the Position Management (orange screen) module.

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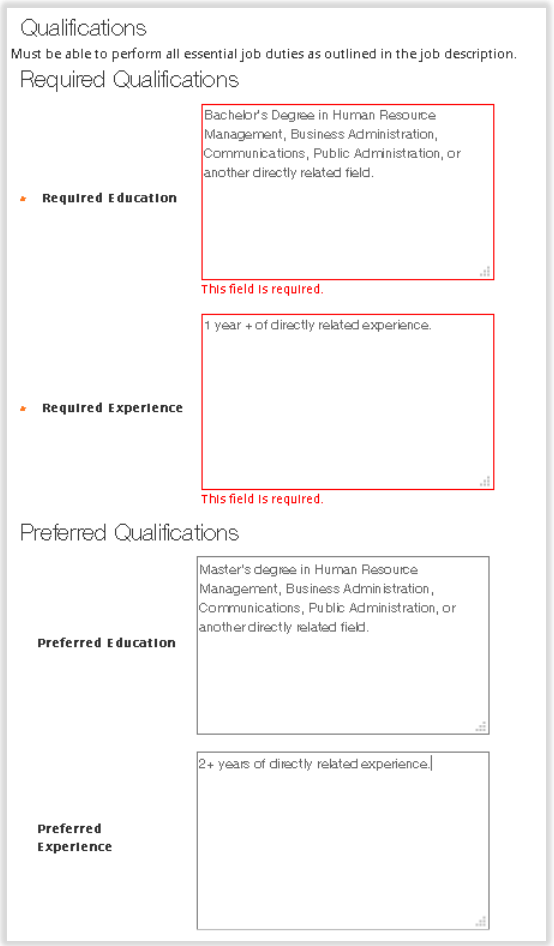
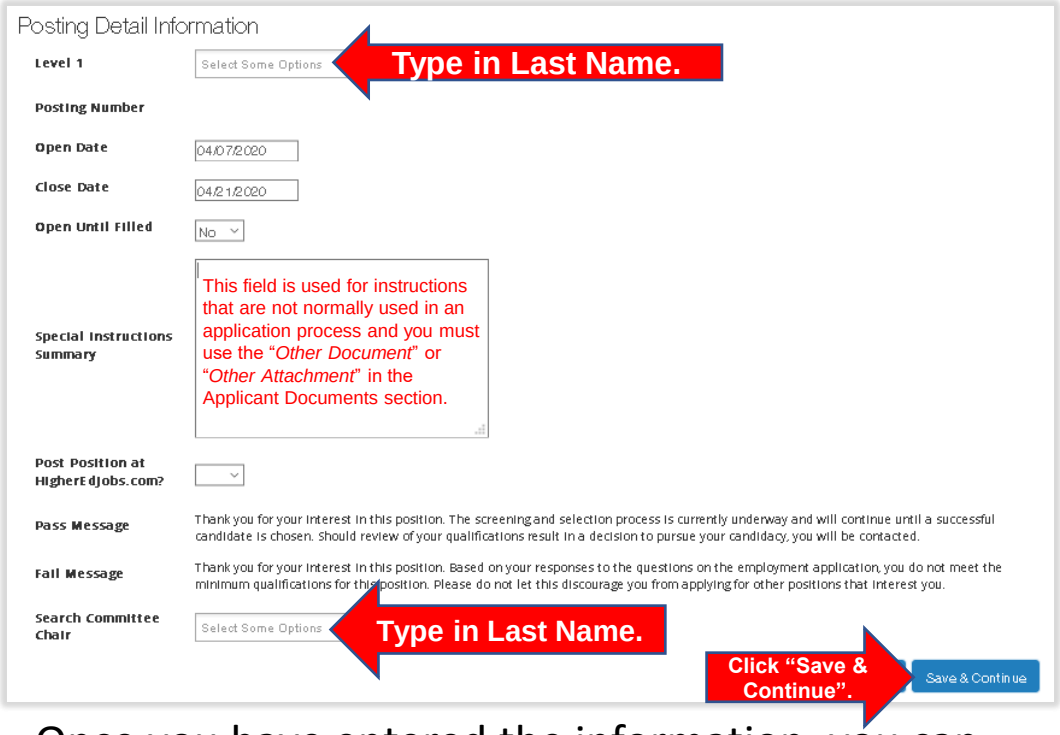


Position Details Screen Continued

Posting Detail Information Section

This section is the area will you will enter:

1. Level 1 Supervisor – Supervisor who will need access to the posting. If you do not find them, notify Human Resources.
2. Open/Close Date – The open date is the date that posting is live for applicants to apply. The close date is the end date of the posting where it closes, and no applicants can apply after this date.
3. Open Until Filled – This is either yes or no. If you say Yes, the posting will remain open until Human Resources marks it filled.
4. Special Instructions Summary – This field is used for instructions that are not normally used in an application process and you must use the "Other Document" or "Other Attachment" in the Applicant Documents section.
5. Post Position on HigherEdJobs.com – This is either yes or no to post to HigherEdJobs.
6. Pass/Fail Message – This is the message that will be emailed to a candidate if you use Supplemental Questions.
7. Search Committee Chair – This is where you assign a Search Chair to the position. You can type their last name, if you do not find them please notify Human Resources.



Once you have entered the information, you can click on the "**Save & Continue**" blue button.

Position Budget Information Screen
This screen should be pulled from the Position Management (orange screen) module.

Please note: If you see any information that is incorrect on this screen, it is most likely because the position has not been updated on the Position Management (orange screen) module. If you see an error, you will need to update on the Position Management (orange screen) module and recreate the new posting after receiving notification from Human Resources that the position has been approved.

If this information is correct, please click on the blue "**Save & Continue**" button.

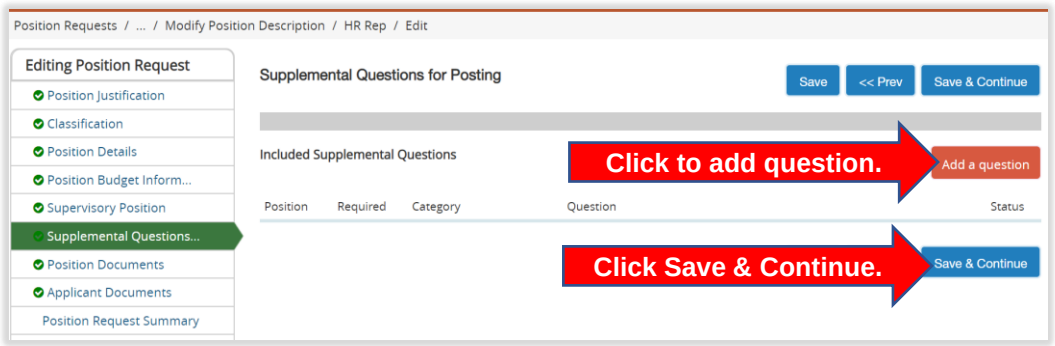
Supplemental Questions for Posting screen

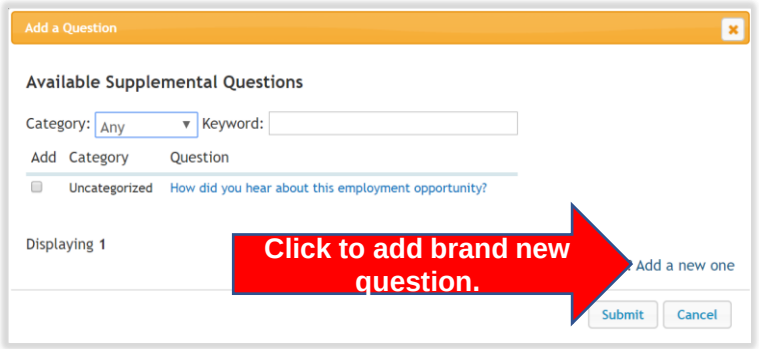
Supplemental questions are presented to applicants when they apply. These questions allow you to pre-screen for minimum qualifications and other relevant information. To select the supplemental question, you will use the check mark box to the left side of the question.

Supplemental questions may be open-ended or have predefined answers; they may also have point values assigned to predefined answers. You can set up a supplemental question to include a possible answer that results in automatic disqualification. For example, in a posting for a campus service worker, you could include a question that automatically disqualifies anyone who does not hold a suitable driver's license.

If you do not see a question listed that you wish to use, you can “Add a new one”. The question will be reviewed by Human Resources prior to posting the position. This will be shown on the next slide.

You will click the “**Save & Continue**” blue button to move to the next screen.

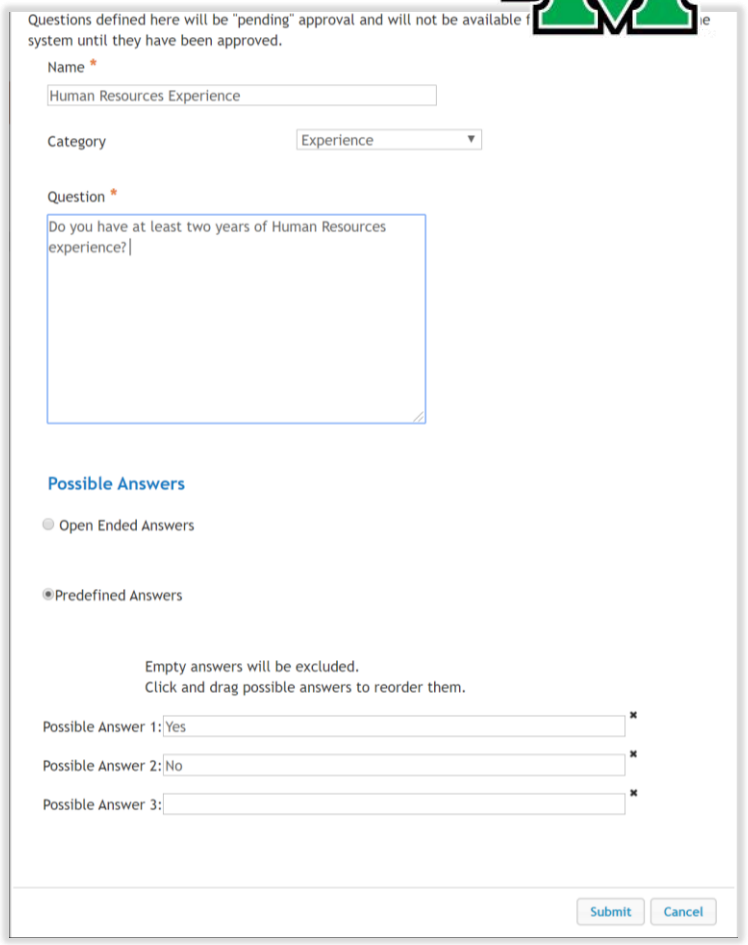




Supplemental Questions for Posting screen continued

Please note: The supplemental questions must be job-related. You can add a new question tailored to your needs for this position that isn't previously listed in the database. Once you have entered your question you will click the "**Submit**" button at the bottom of the window.

1. **Name Field** - You will enter a name for the question such as Human Resources Experience.
2. **Category Drop-down field** - There are two options in the category drop-down menu, either Education or Experience.
3. **Question field** – This field is where you will enter the question you wish to ask applicants.
4. **Possible Answers section** – In this section, you can have either open ended answers or predefined answers for your question.
    a. **Open ended Answer** – These answers are not "yes" or "no" answers. This will allow the applicant to give longer responses to the questions.
        i. *Example* – "Tell me about your relationship with a current or past supervisor."
    b. **Predefined Answers** – These answers can have a "Yes" or "No" option with the "No" option as the disqualifying answer. The disqualifying answer will automatically filter an applicant to the "Not Selected for Interview, Not Hired" status in the Applicant Tracking module.
        i. *Example* – "Do you have a valid driver's license?"



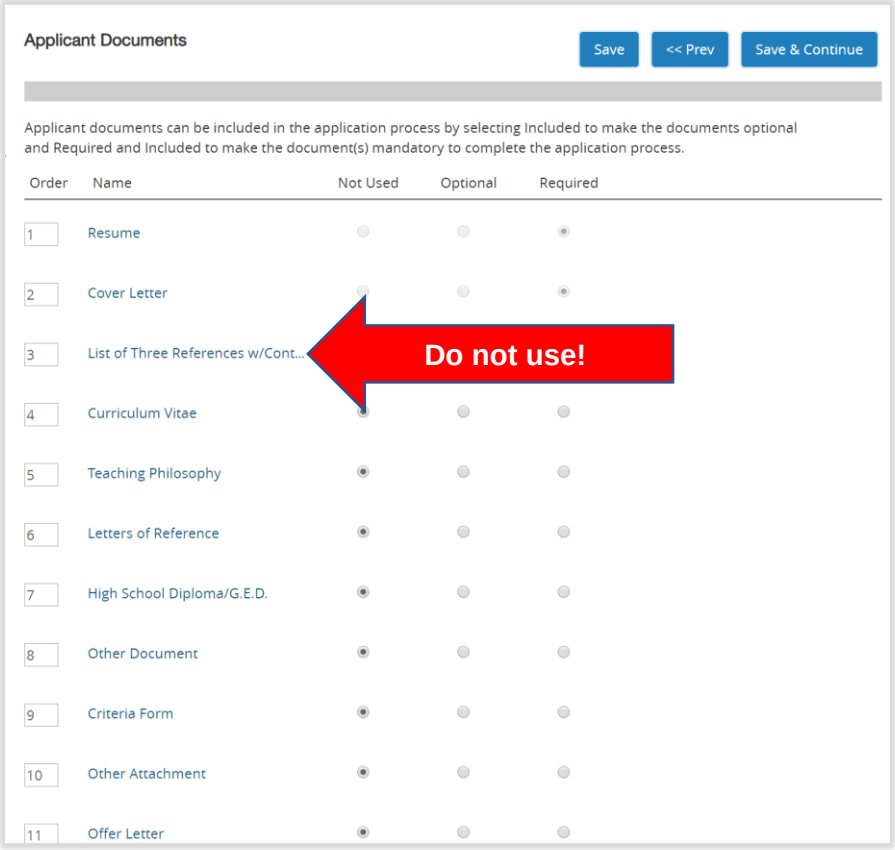
Applicant Documents screen

The Applicant Documents screen is the screen where you will select the documents you wish to have the applicant to submit with their applications.

You will use the radio buttons next to left side of the document names.

If you use “Other Document” or “Other Attachment,” you will need to provide instructions to the applicants in the Special Instructions Summary on the Applicant Tracking module.

Please note: Do not use the *List of Three References with Contact Information*. This is now built into the application.



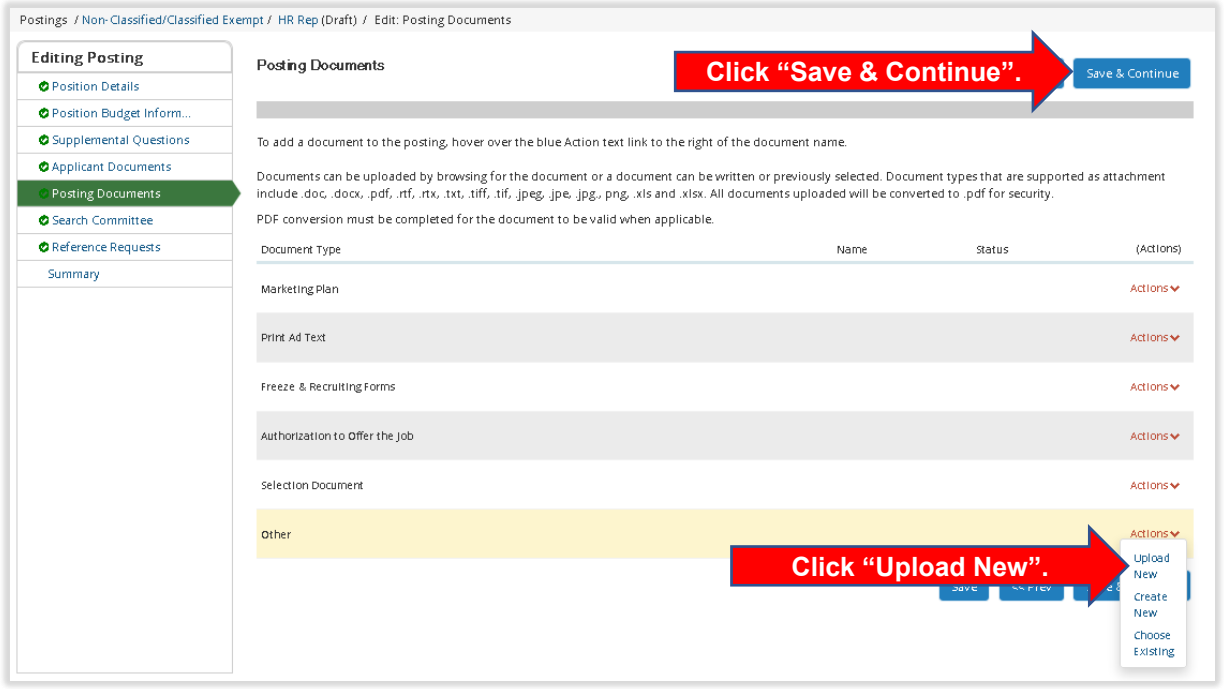
Posting Documents screen

The Posting Documents screen is the screen that you can add documents associated for your position/posting.

You can house your Marketing Plan, Print Ad Text and another document associated with the posting.

Human Resources will upload the *Freeze & Recruiting Forms, Authorization to Offer the Job* and the *Selection Document*.

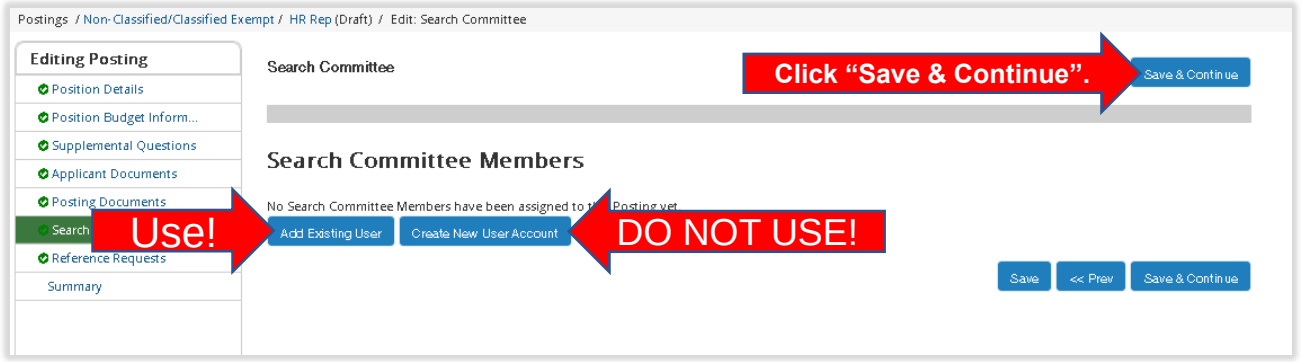
Once you have uploaded any documents, if applicable, you can click the blue "**Save & Continue**" button.

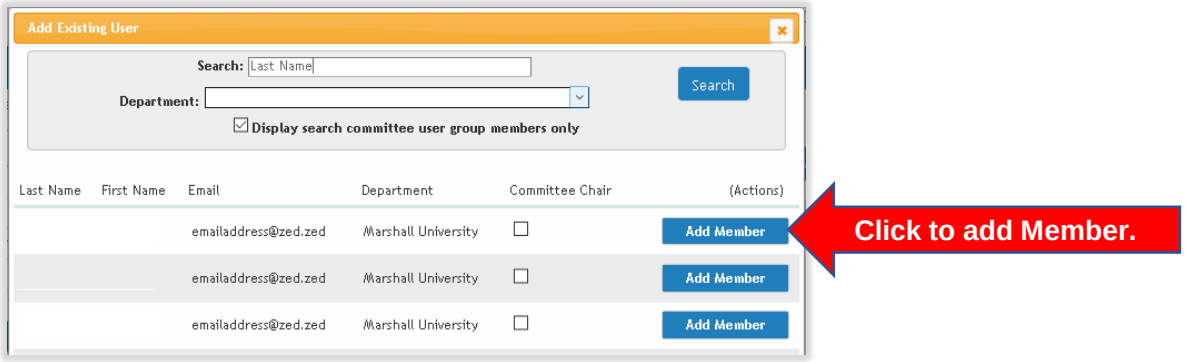


Search Committee screen

This screen is where you will add the search committee members who will serve to review the applications for this posting.

You will click on the blue "**Add Existing User**" button. **DO NOT USE THE "CREATE NEW USER ACCOUNT".** If you do not see the employee you are searching, then contact Human Resources. You will search by their name and if the employee is listed you will click the blue "**Add Member**" button.



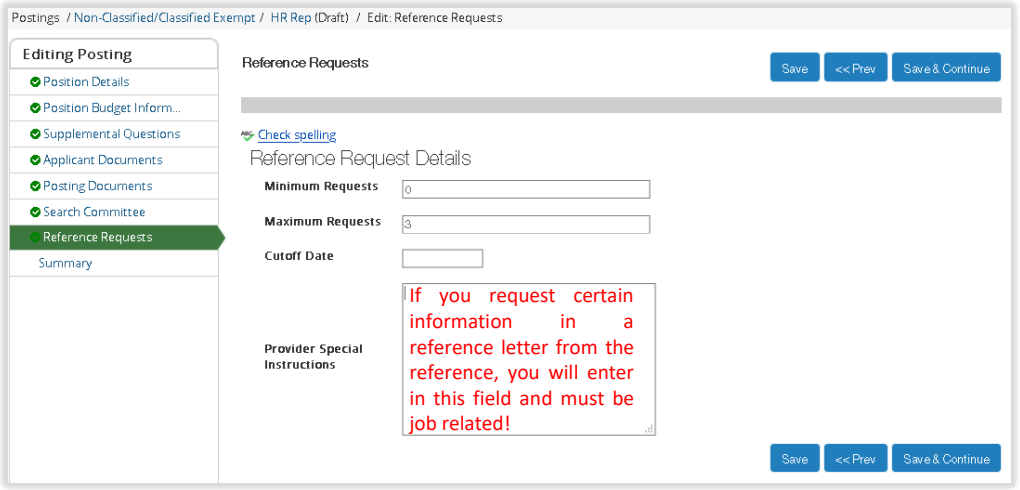


Reference Requests screen

This section is used to request reference letters from the references of your applicant. If you want to make the reference letters optional for your posting, you can set the "**Minimum Requests**" to Zero (0).

You can add a **Cutoff Date** for the letters, if you do not wish to receive them after a pre-determined date. This will cause the link that the references receive to expire, and they cannot submit a reference letter after this date.

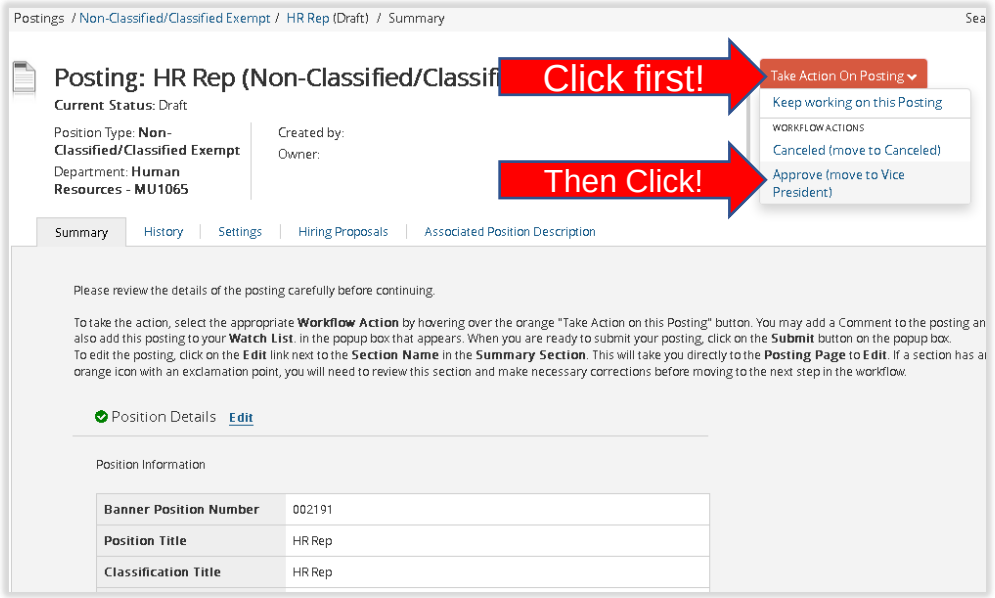
If you request certain information in a reference's letter, you will enter that information into the "**Provider Special Instructions**". Remember, the information requested must be job related!



Posting Summary screen

You have gone through each screen now! You will want to review and verify all the information is correct, then submit to the next approver in the posting workflow. The next approver from Dean/Director will be the Vice President for most departments.

For MURC positions, the next approver from Dean/Director is the MURC Compliance Office.

To move to the next approver, you will click the orange “Take Action on Posting” button then select the next approver.

For more information on the workflow approvers, please go to the PeopleAdmin Resources Webpage then look for the “**How the System Works**” section.