Marshall University: Intro to PeopleAdmin

Creating an Account:

1. Visit www.marshall.edu/human-resources and click on **Job Opportunities at Marshall.**
2. Click on the **PeopleAdmin** link.
3. Click on the **Create Account** link. Fill in the required information to create an account. You will need an active email address to create an account. Save your username and password for later use. Click **Create**.

Your account has been created and you are now eligible to apply for job postings.

Search/Apply for Open Jobs:

1. Visit www.marshall.edu/human-resources and click on **Job Opportunities at Marshall.**
2. Click on the **PeopleAdmin** link.
3. Click on the **Login** link and enter your PeopleAdmin account username and password that you previously created.
4. Click on the **Search Jobs** link.
5. Click on the job that you wish to apply for. You will now see an overview of the job description, qualifications, and requirements for the job. Click on **Apply to this Job**.
6. Fill out the contact and general information. All boxes marked with an asterisk are required to submit your application. Click **Next**.
7. Attach any required or optional documents the job may require. Click **Next**.
8. Fill out the education, additional training and military training information. Click **Next**.
9. Fill out your previous employment history by clicking on **Add Previous Employers Entry**. You may add several past jobs by clicking **Add Previous Employers Entry** for each additional job history you would like to add. Click **Next**.
10. You may be prompted to answer supplemental questions. After answering, click **Next.**
11. Review your application. You can click on any of the sections that are either marked with a green check mark or a red x to make changes in that section. Click **Certify and Submit.** You will be given a confirmation number and your application will be saved under the **My Application** link.
12. You will be prompted to an *optional* demographic survey.

Your information will be saved to your account, allowing you to apply the same application to other job postings. Additional job postings may require different or additional information and documents. Information filled out in your previous application will be automatically entered into any new applications (such as your general information). You may edit, update, and add information with each application.

Please contact Human Resource Services with any questions.
human-resources@marshall.edu