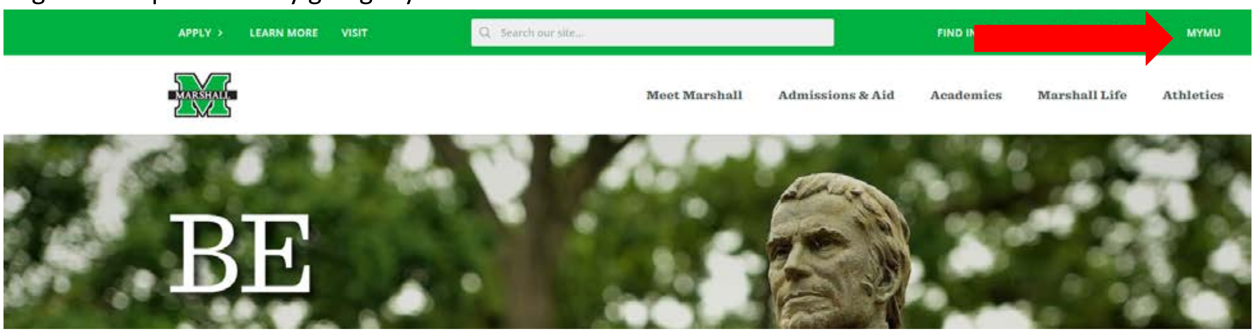
MARSHALL

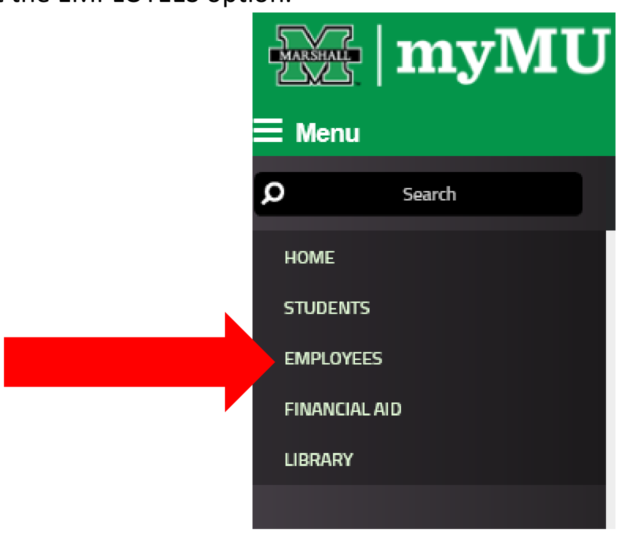
Human Resource Services

Creating a Posting for Applicant Tracking (Blue Screen)

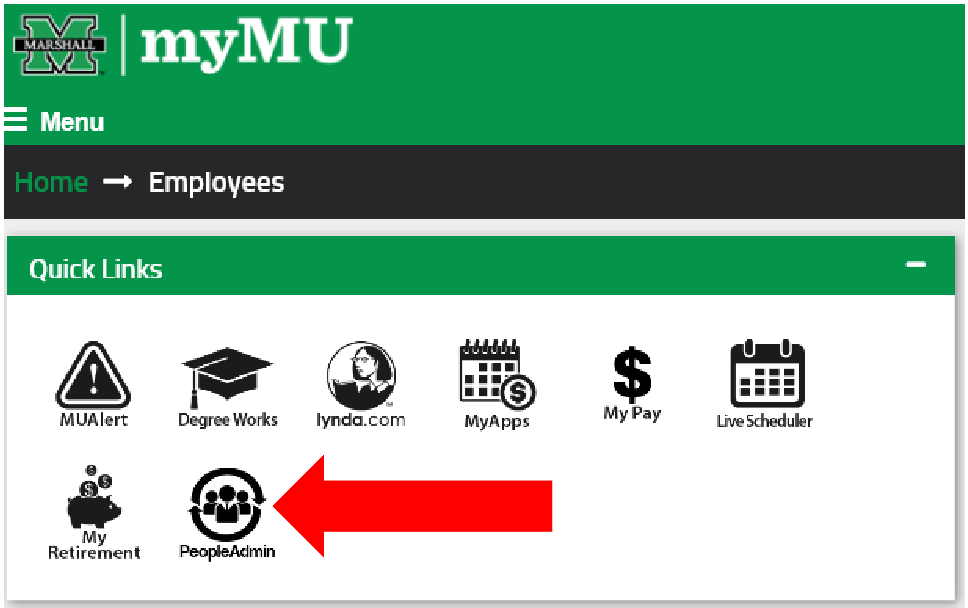
1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



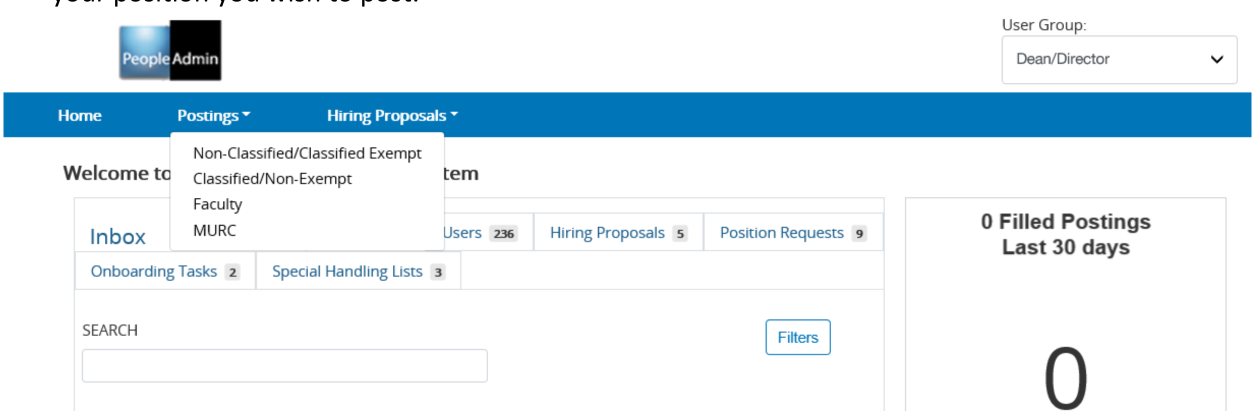
Then select the PeopleAdmin button.



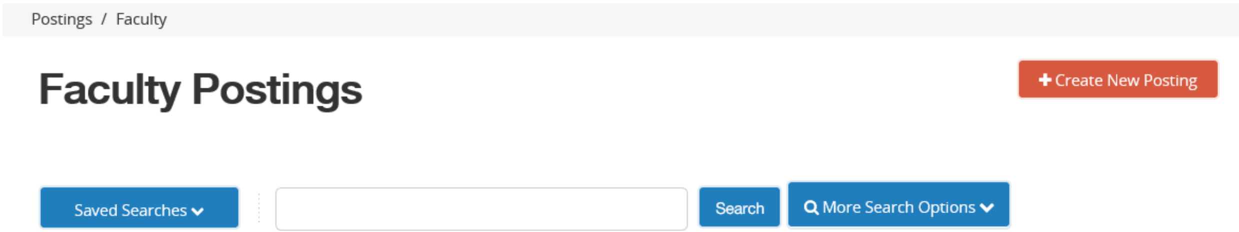
2. You will be defaulted to the Employee Group on the **Applicant Tracking** (“Hire”) screen, so you will need to select the User Group of **Dean/Director** and select the **Position Management** screen.

   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.

3. On the home page, hover your mouse over the “Postings” tab. Select the correct Position Type for your position you wish to post.

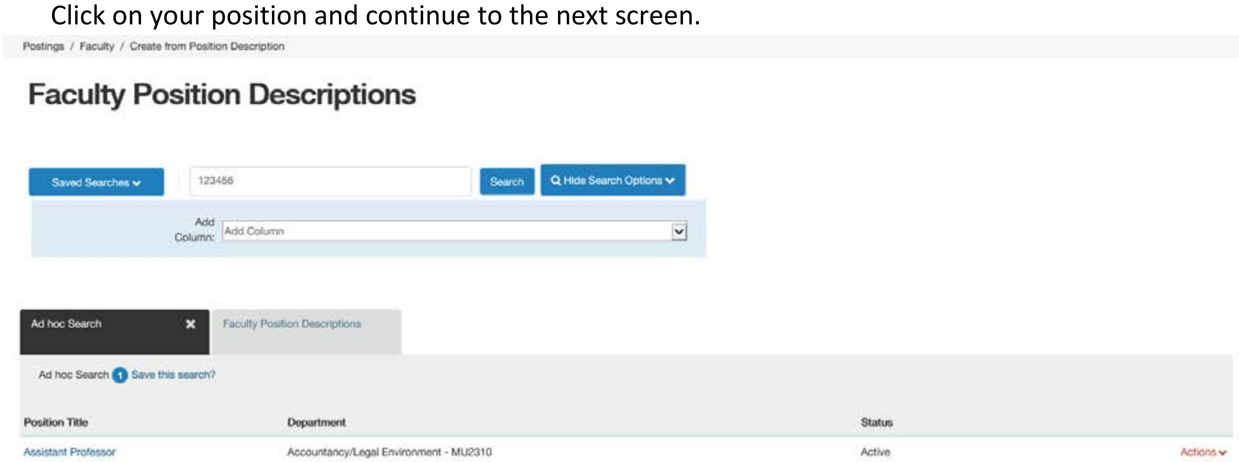


1. Click the "**+Create New Posting**" orange button to the right side to begin your Applicant Tracking posting work flow.

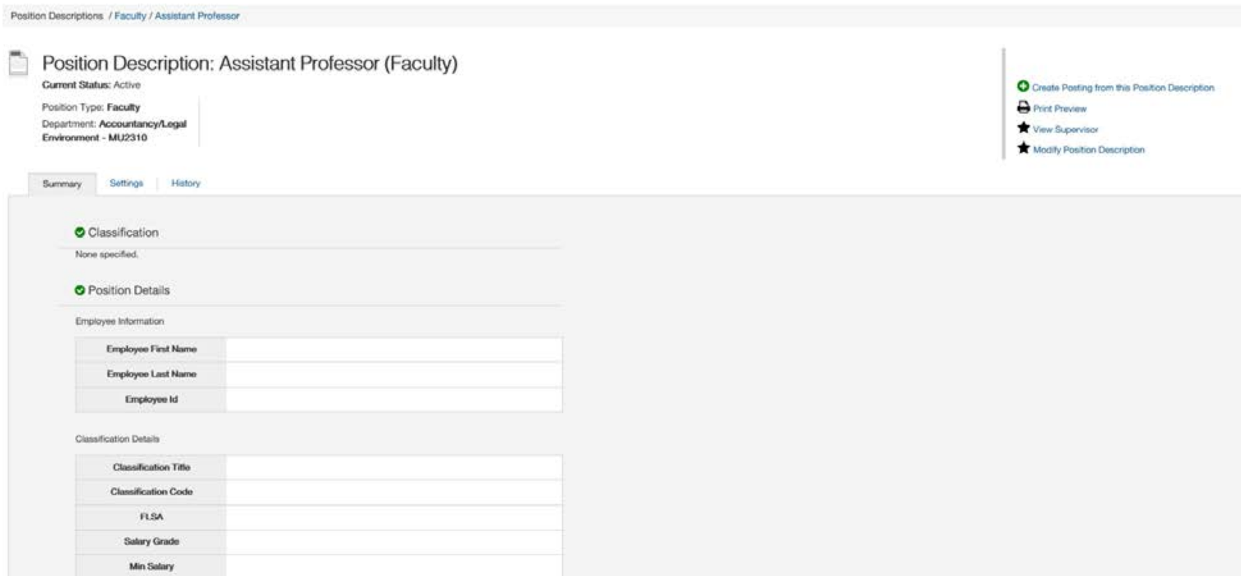


2. A new window will pop up, asking you how you want to create your new posting. Use the "Create from Position Description" option.

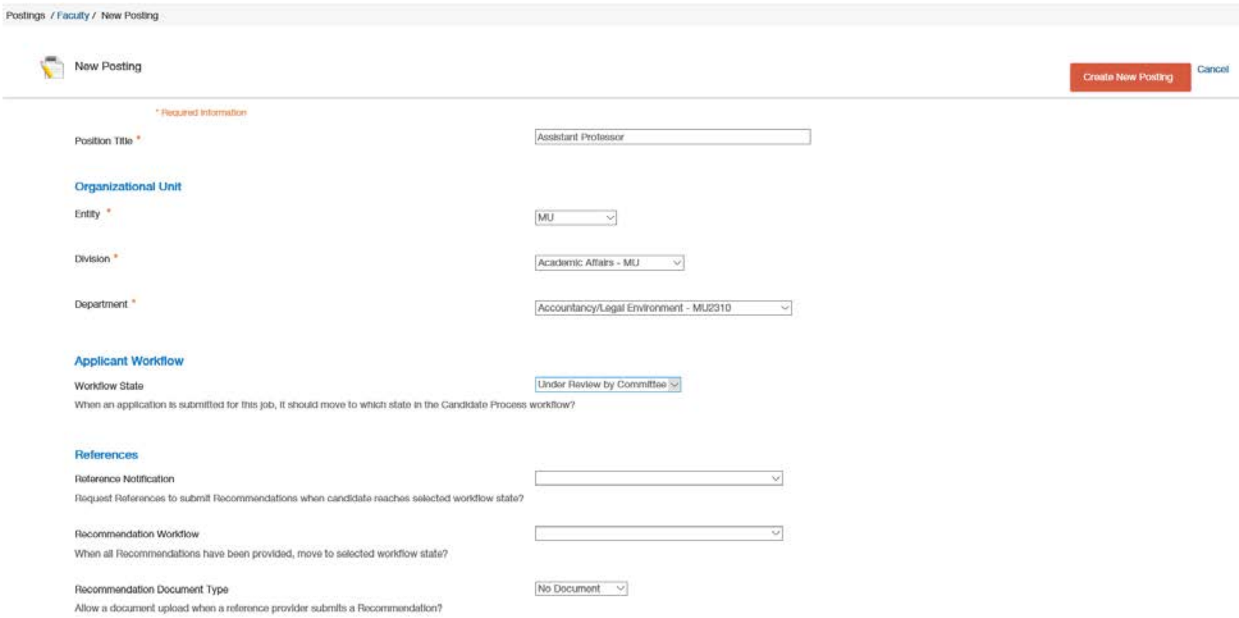
3. Find your position by typing the position number of the position you wish to post in the search bar. Click on your position and continue to the next screen.



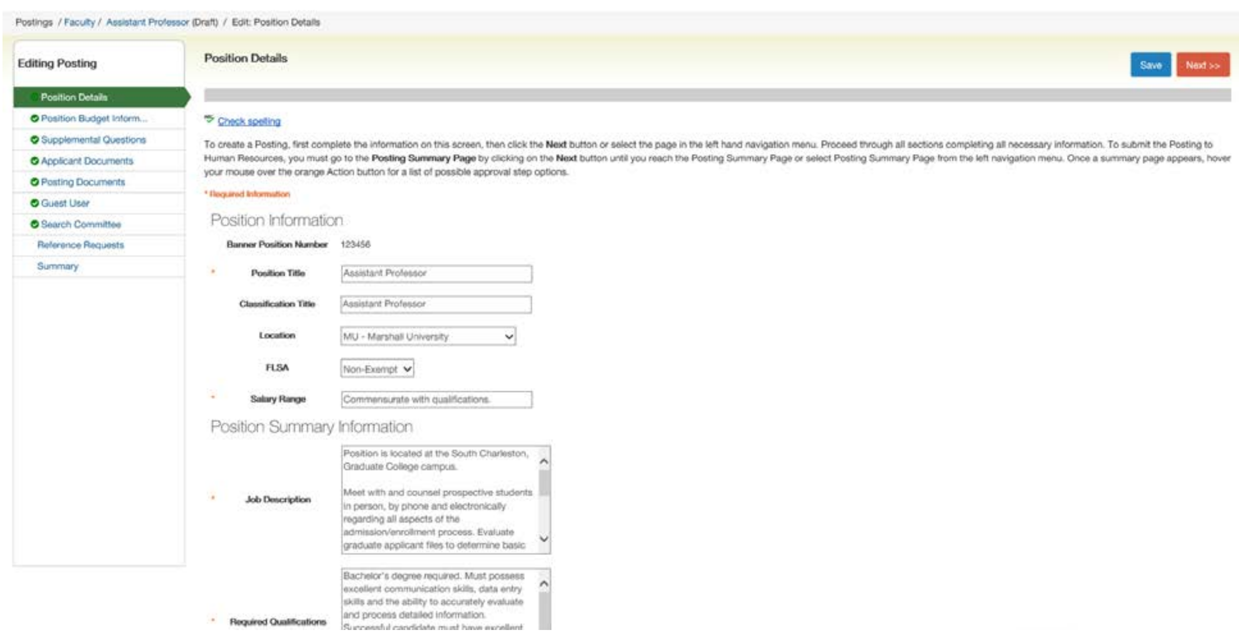
4. At the **Position Description screen**, you will see the information that was entered in at the Position Management (orange) screen side. Review this posting and if it is satisfactory, you will click the “+Create Posting from this Position Description” at the right side of the screen.



5. The **New Posting screen** you will enter the Position Title, Entity (MU or MURC), Division and Department. Use the Position Type handout to determine the appropriate applicant workflow state. The rest should not require any changes unless specified. After you have entered the information, click on “Create New Posting” on the right side.

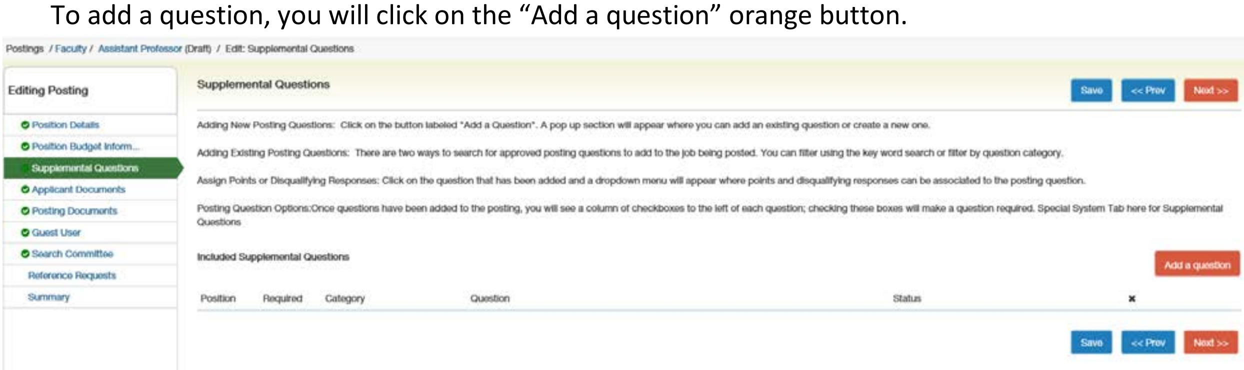


6. The **Position Details screen** is where you will review the information, add the posting detail information if known (open date/close date), select if open until filled (yes/no), if posting needs to be placed on HigherEd (yes/no) and add the search committee chair if known at the time. You will need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

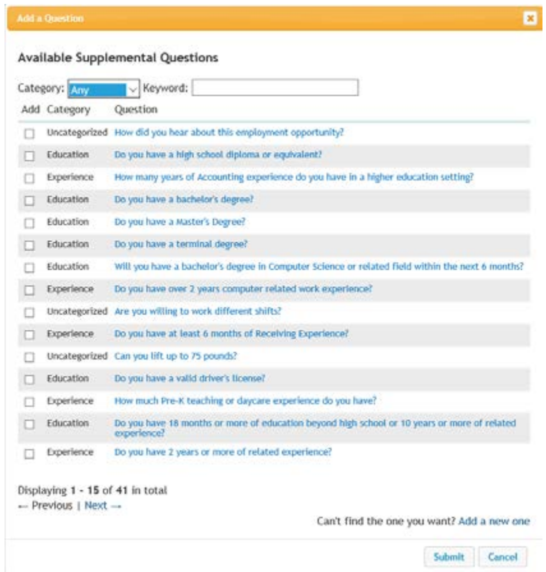


7. The **Position Budget Information screen** is where the budget information is entered. The budget information should be here if it was entered in the Position Management screen so you will just click the "Next" button. If not, you will click the blue button named "Add Budget Summary Entry" and add the information; click the "Next" button.

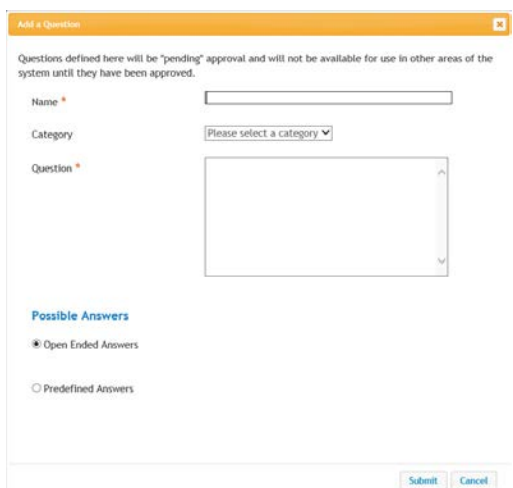
8. The **Supplemental Questions screen**, this screen is where you can add a variety of questions that can help you can help filter applicants.
To add a question, you will click on the "Add a question" orange button.



9. 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" just above the Submit and Cancel buttons.

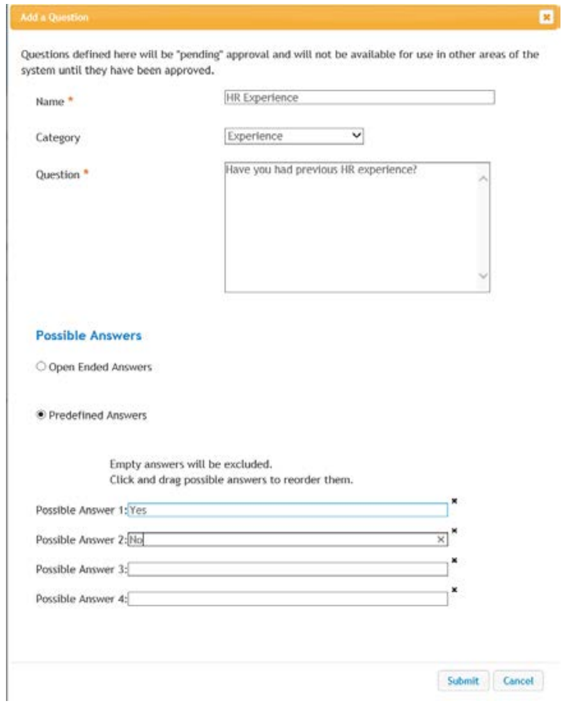


10. The next screen that will pop up will be the screen to enter the information in for the Supplemental Question. You will name your question, select the category, type your question in the text box and then mark it as either Open Ended or create Predefined Answers.
    - The Open Ended questions allow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

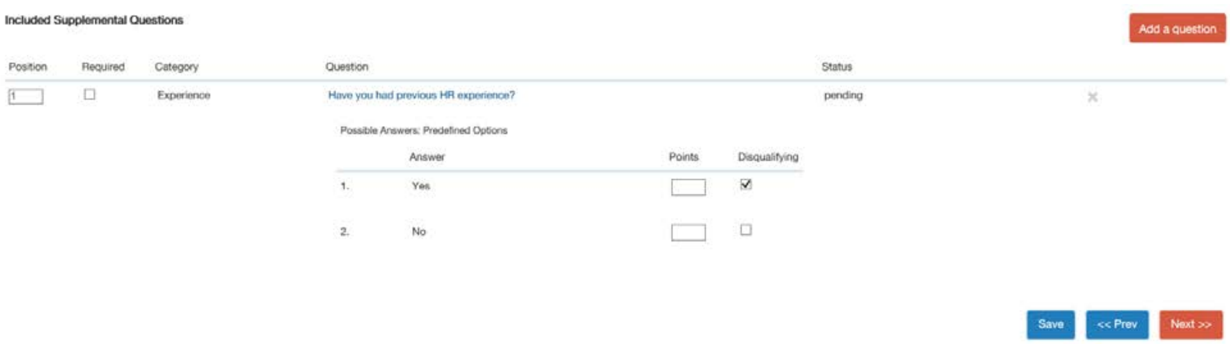


See the next page for an example of a question that has predefined answers.

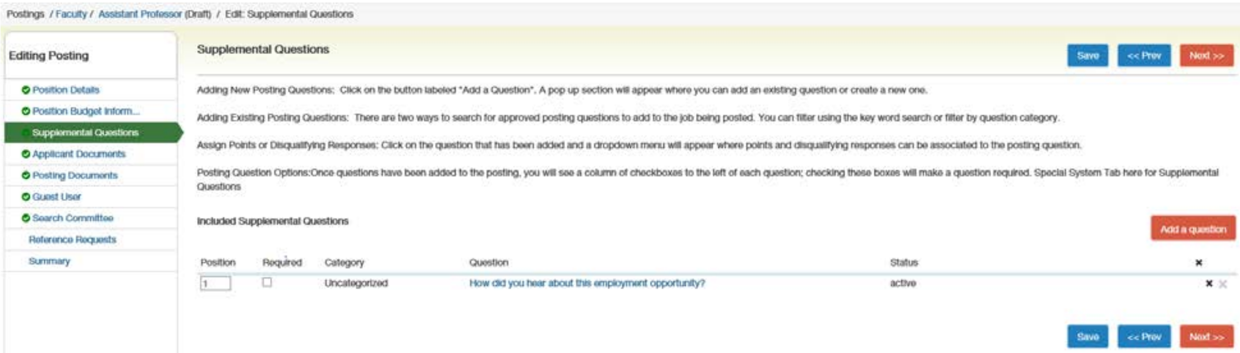
11. When you complete entering the information into the "Add a Question," you will click the "Submit" button. Then the next screen is where you will add your disqualifying answers if you created predefined answers.



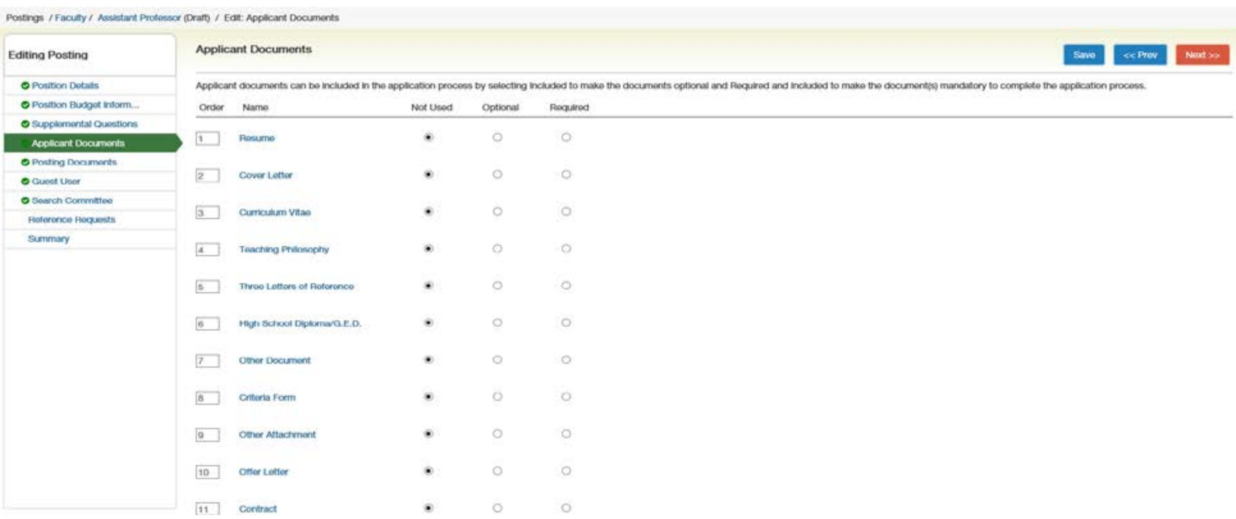
12. To create your disqualifying answer, you will click on the question on the Supplemental Questions screen so it will show you your predefined options. You will check mark the disqualifying answer or if you have more than two options you can create a points system. You will then click the "Save" button.

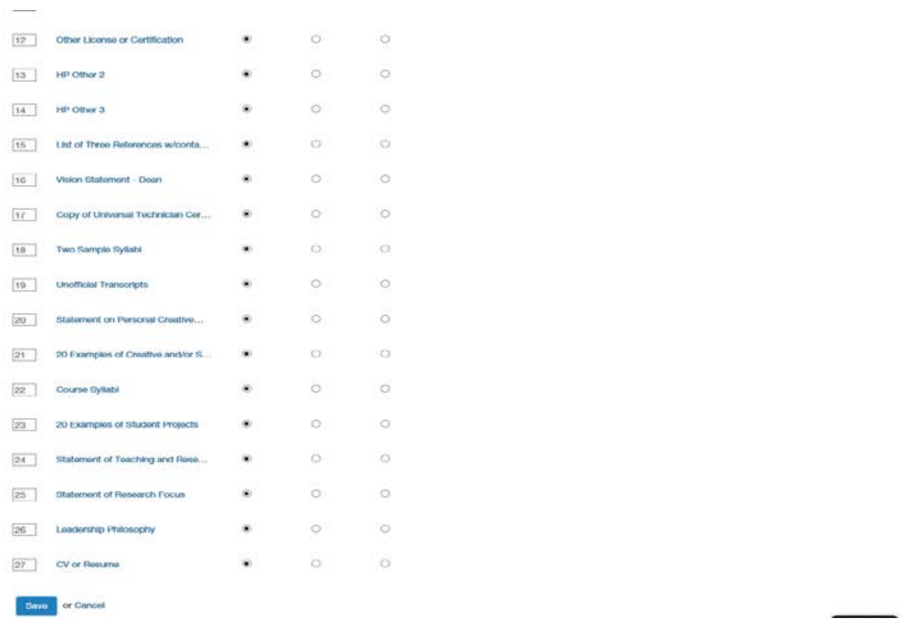


13. Once your question has been added, you will click "**Next**." HR will approve the question later in the workflow.

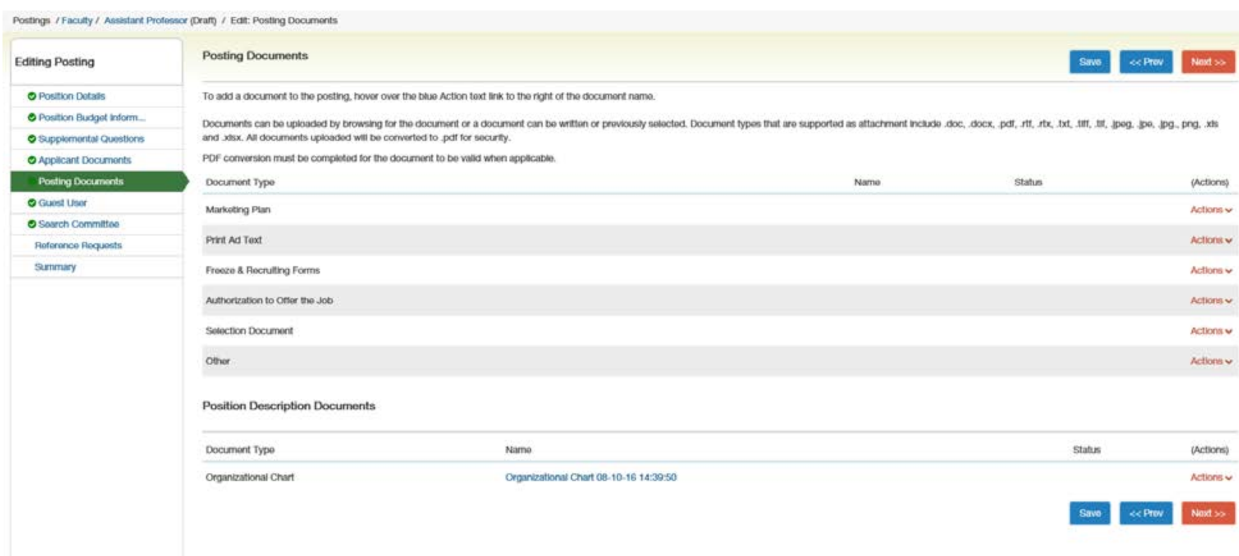


14. The **Applicant Documents screen** is where you will select the documents required for the applicant to upload to apply for the position. The three used (unless otherwise specified) is Resume, Cover Letter and List of 3 References with Contact Information. Select your documents using the “radio button,” click “Save” after it saves then click “Next.”

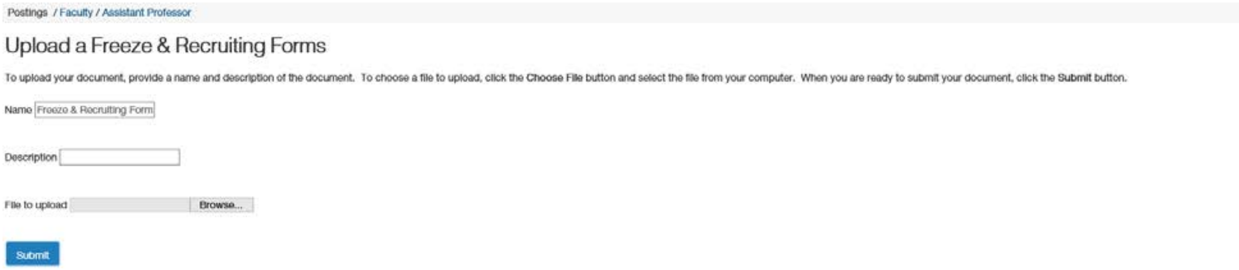




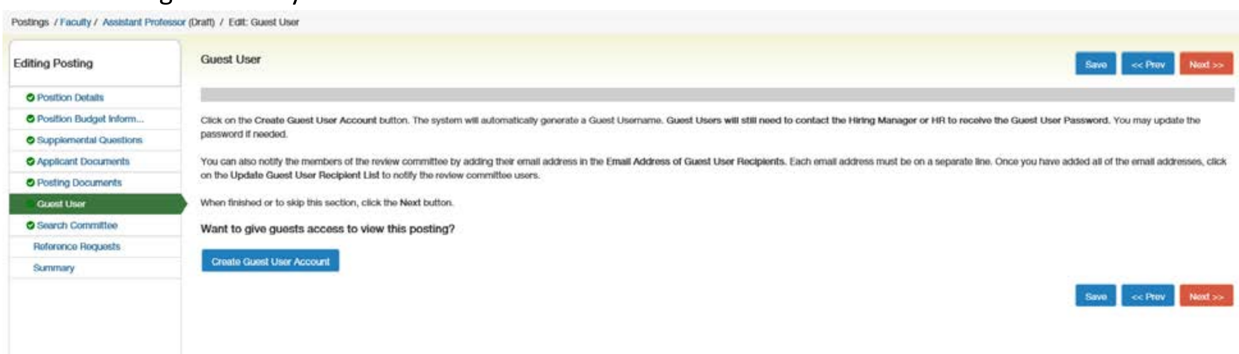
15. ****HR ONLY** - The Posting Documents screen is where you will add the freeze committee form. You will click on the “Actions” bar associated with the freeze forms and click on the “Upload New” option.



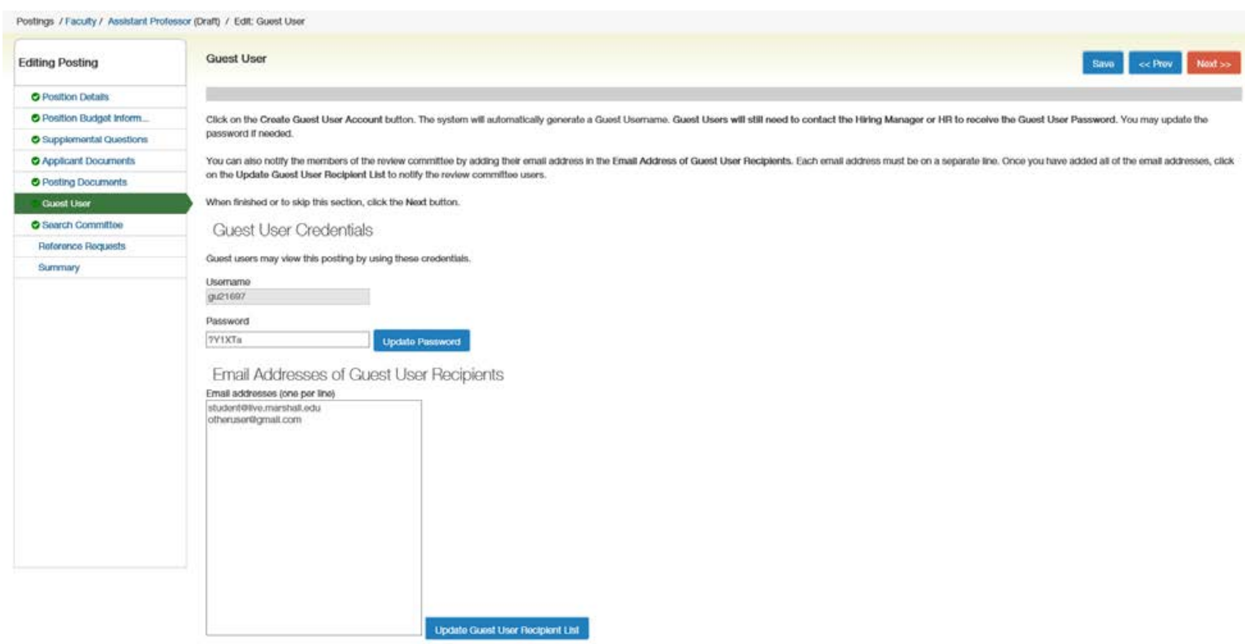
****HR ONLY** - On this screen, you will click on the “Browse” button, find the file you wish to upload then hit the “Submit” button. If there are other forms you need to upload, just repeat those steps with the other documents listed.



16. ****HR ONLY** - The Guest User screen is used if there is a search committee member that is not a Marshall employee and does not have a marshall domain. (i.e. – student on the search committee.) To add a guest user you will click the blue “Create Guest User Account.”



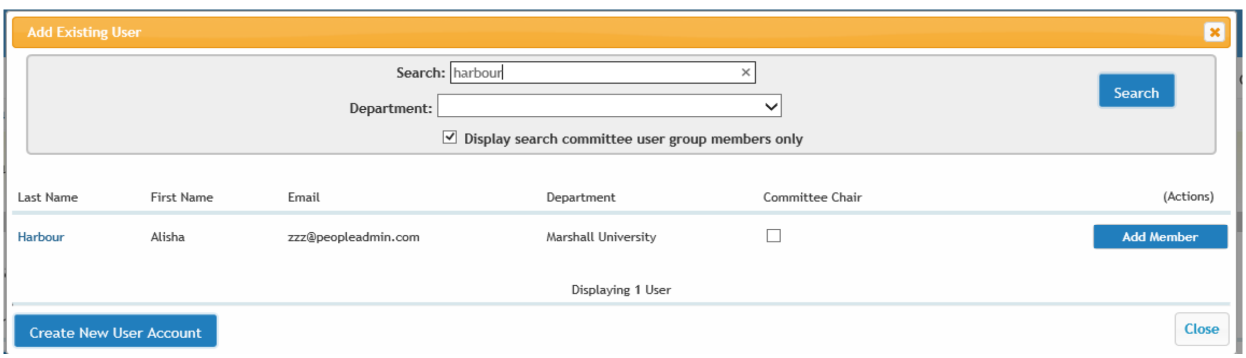
****HR ONLY** - The username and password is created for this positon automatically, you will need to add the email addresses of the guest user and click on “Update Guest User Request List.” Click on “Save” after it saves then click on “Next.”



17. 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.

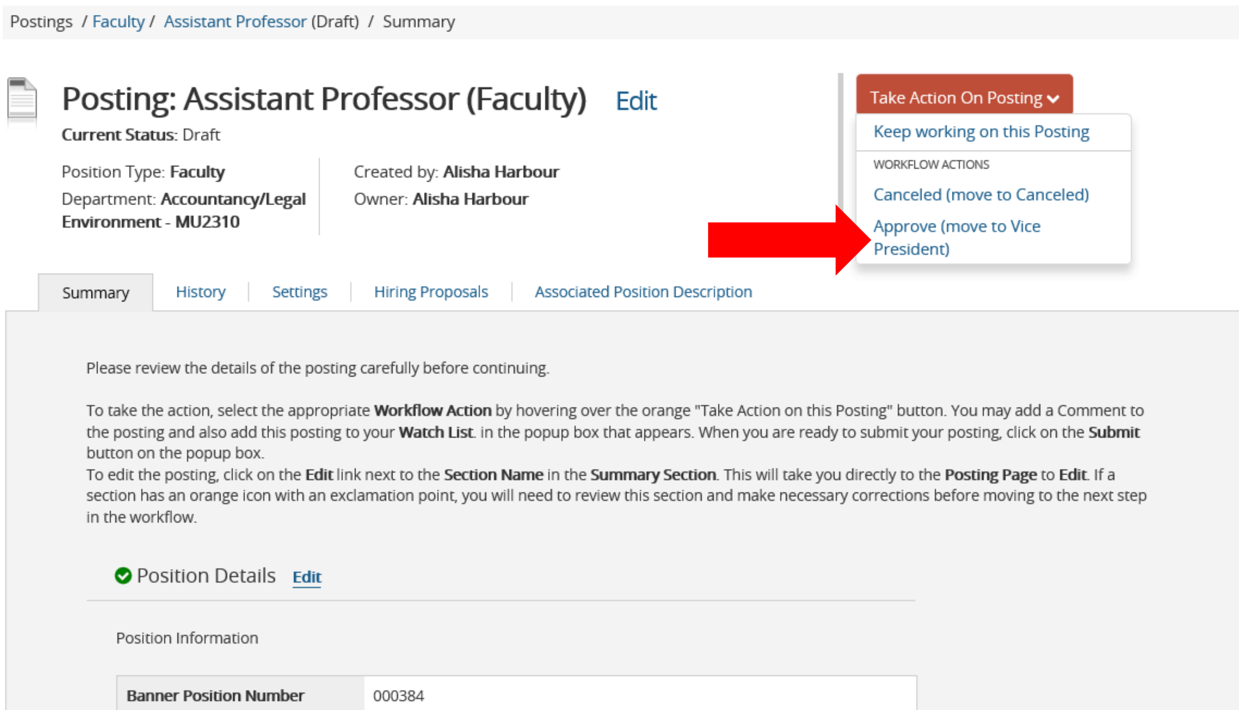
<u>PLEASE NOTE: DO NOT USE THE CREATE NEW USER ACCOUNT. IF YOU CANNOT FIND THE INDIVIDUAL JUST NOTIFY HUMAN RESOURCES AND THEY WILL ADD THEM AT THE END OF THE WORKFLOW.</u>**

In this window, use the drop down menu in the Department to the blank option or you will get the "No Users Found" when you search. The type the last name of the search committee member. Then on the same line as their name click on "Add Member." Repeat until you have all of your members for the search committee. You can then click on the "Close" button or on the "X" button to close the window.



You will see the list of the search committee members. You will then click "Save" then the "Next" button to move to the next screen.

18. At the **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.



19. Using the orange button named "Take Action on Posting" approve your position to the next process through the posting work flow. (Refer to the Posting Workflow Handout for the process).

20. ****HR ONLY** - It will continue to go through the approval process then the last stop is to HR (Freeze Committee Review). 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.
    a. Check the settings to make sure that the applicant workflow is correct.
    b. Check to make sure all of the main information is complete: title, salary, description/qualifications, budget, open/close date (refer to Position Type handout), search committee chair/members, supplemental question, applicant documents, posting documents.