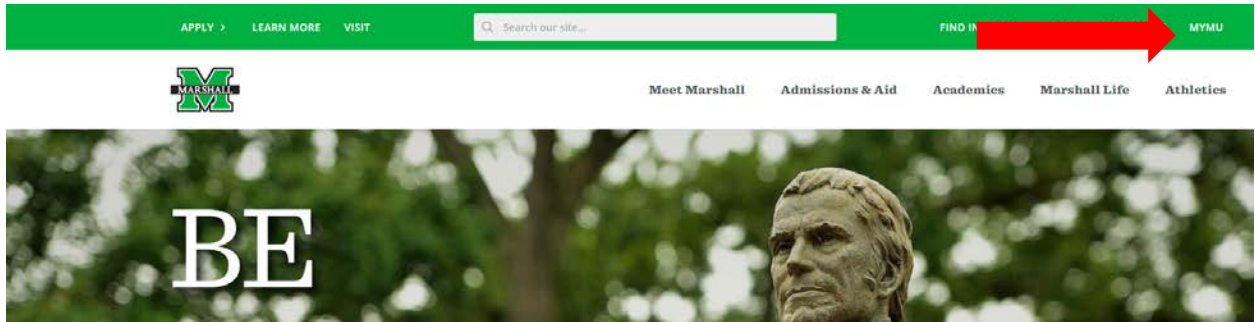




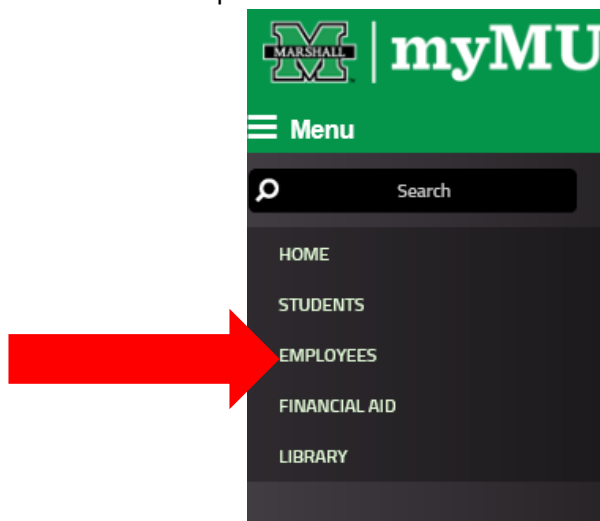
Human Resource Services

Search Committee Chair - How to Access Applications for Review

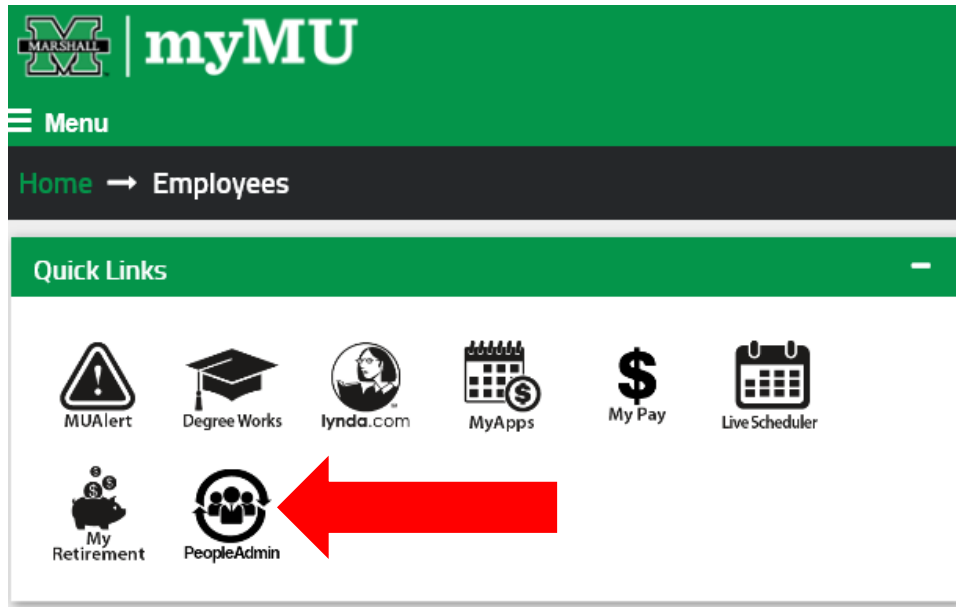
1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



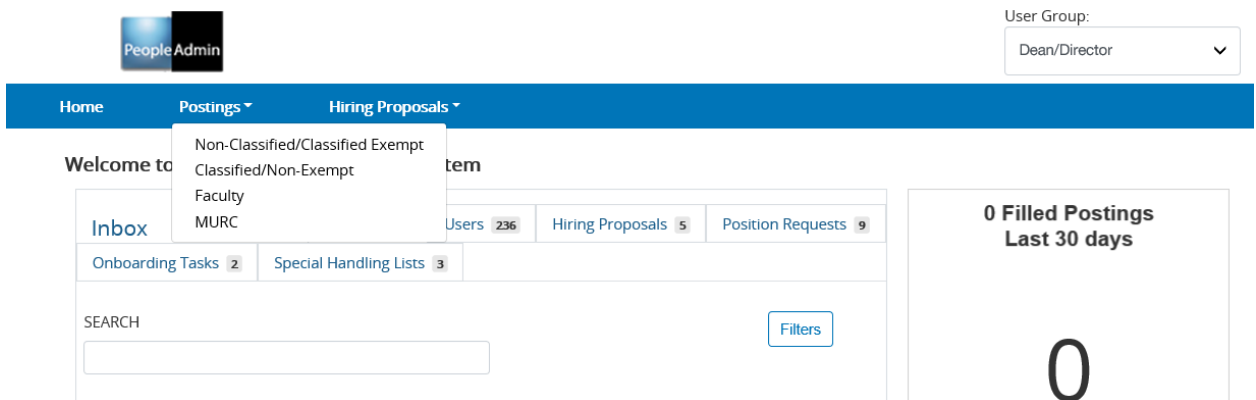
2. You will be defaulted to the Employee Group on the **Applicant Tracking System** screen, so you will need to select the User Group of **Search Committee Chair or Member**.

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.



4. You will see the listing of the postings in that particular Position Type that you are a search committee member. Click on the postings you wish to view the applicants.

Faculty Postings

Saved Searches Search [More Search Options](#)

Ad hoc Search Faculty Postings

Faculty Postings	Position Title	Active Applications	Workflow State	Posted Date	Actions
<input type="checkbox"/>	Assistant/Associate Professor - Internal Medicine-Geriatrics	2	Posted	08/11/2016 11:08 AM	Actions
<input type="checkbox"/>	Assistant Professor	0	Draft		Actions

- You will come to the summary page of that posting. To view your applicants, you will click on the Applicants tab next to the Summary tab.

Posting: Assistant/Associate Professor - Internal Medicine-Geriatrics (Faculty)

Current Status: Posted

Position Type: Faculty
 Department: SOM-Internal
 Medicine - MU9410

Created by: Emilio Miles
 Owner: Human Resources

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- [f](#) [t](#) [in](#)

Summary | History | Applicants | Reports

Please review the details of the posting carefully before continuing.

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.

Position Details

Position Information

Banner Position Number	001994
Position Title	Assistant/Associate Professor - Internal Medicine-Geriatrics
Classification Title	Assistant Professor
Department	SOM-Internal Medicine - MU9410
Location	MUSOM - MU School of Medicine
FLSA	Exempt
Salary Range	Commensurate with qualification and experience.

- The applicants tab will list your applications that have been submitted for this position.

Postings / Faculty / Assistant/Associate Professor - Internal Medicine-Geriatrics (Posted) / Applicant Review

Alisha Harbour, you have 0 messages. Current Group: Search Committee Member [logout](#)

Posting: Assistant/Associate Professor - Internal Medicine-Geriatrics (Faculty)

Current Status: Posted
Position Type: Faculty
Department: SOM-Internal Medicine - MU9410
Created by: Emilee Miles
Owner: Human Resources

[Summary](#) | [History](#) | [Applicants](#) | [Reports](#)

[Saved Searches](#) | | [Search](#) | [Hide Search Options](#)

Add Column:

Faculty Applications

"Faculty Applications" 2 [Actions](#)

<input type="checkbox"/>	Last Name	First Name	Status	Application Date	Actions
<input type="checkbox"/>	Doe	Jane	Under Review by Committee	August 11, 2016 at 11:03 AM	Actions
<input type="checkbox"/>	Doe	John	Under Review by Committee	August 11, 2016 at 11:08 AM	Actions

- To view their applications, click on the last name of the applicant and it will take you to the application that they submitted. Scroll down to look at all of the information that your applicant has provided. You can print the application by right clicking on your mouse and then clicking print. Or you can also use the preview application using the "Preview Application" to the right side under the orange "Take Action on Job Application." The application will pop up in a new window and you can right click with your mouse and then click print.

Job application: John Doe (Non-Classified/Classified Exempt)

Current Status: Under Review by Committee
Application form: MU Application

[Take Action On Job Application](#)

- ★ [View Posting Applied To](#)
- ★ [Preview Application](#)

Full name: John Doe
Address:
 1 John Marshall Drive
 Huntington, WV 25755
 United States of America
Username: johndoe1
Email: johndoe@mu.edu
Phone (Primary):
Phone (Secondary):
Position Type: Non-Classified/Classified Exempt
Department: Human Resources - MU1065

Created by: John Doe
Owner: Search Committee Chair

[Summary](#) | [Documents](#) | [Recommendations \(1 of 1\)](#) | [History](#) | [Reports](#)

Personal Information

If you posting required applicant documents and you wish to view them, scroll down close to the bottom to the "Required Documents" section. You can click on each of the documents and it will open in a separate window in a PDF format. You can print these for the committee or for yourself.

Document Type	Name	Conversion Status
Cover Letter	Cover Letter 06-11-16 09:56:16 (10.1 KB)	PDF complete
Curriculum Vitae	Curriculum Vitae 06-11-16 09:57:59 (9.96 KB)	PDF complete
List of Three References w/contact information.	List of Three References w/contact information. 06-11-16 09:58:07 (10.3 KB)	PDF complete

Search Committee Chair Only Instructions for PeopleAdmin

1. After reviewing your applications and the committee has agreed on the applicants you are interested in interviewing, you will click on the applicants you wish to interview. Once in the application of the applicant, hover your mouse over the orange “Take Action On Job Application.” Select the “Approve for Equity Review (move to Equity Review)” option.
2. The Office of Equity will review your candidate and approve them for interview. You will get an email notification, “Candidate Approved for Interview.” You can then start your interview process.

Postings / ... / [HR Rep \(Approved - Internal\)](#) / [Applicant Review](#) / John Doe Under Review by Committee

Job application: John Doe (Non-Classified/Classified Exempt)

Current Status: Under Review by Committee
Application form: MU Application

Full name: John Doe
Address:
**1 John Marshall Drive
Huntington, WV 25755
United States of America**

Username: johndoe1
Email: johndoe@mu.edu
Phone (Primary):
Phone (Secondary):
Position Type: **Non-Classified/Classified Exempt**
Department: **Human Resources - MU1065**

Created by: **John Doe**
Owner: **Search Committee Chair**

Take Action On Job Application ▾

Keep working on this Job application

WORKFLOW ACTIONS

Not Hired (move to Not Selected for Interview, Not Hired)

Approve for Equity Review (move to Equity Review)

Return to Human Resources (move to Under Review by HR)

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3. If there are candidates that you have rated to be potential but do not rank at the top, you do not have to make any changes to those applicants. You will leave them as “Under Review by Committee” status.
4. If you know which candidates that you do not wish to interview, you can place them in the “Not Hired (move to Not Selected for Interview, Not Hired)” status. This will remove them from your applicant listing.

Job application: John Doe (Non-Classified/Classified Exempt)

Current Status: Under Review by Committee
Application form: MU Application

Full name: John Doe
Address: 1 John Marshall Drive, Huntington, WV 25755, United States of America
Username: johndoe1
Email: johndoe@mu.edu
Phone (Primary):
Phone (Secondary):
Position Type: Non-Classified/Classified Exempt
Department: Human Resources - MU1065

Created by: John Doe
Owner: Search Committee Chair

Take Action On Job Application ▾

- Keep working on this Job application
- WORKFLOW ACTIONS
- Not Hired (move to Not Selected for Interview, Not Hired)
- Approve for Equity Review (move to Equity Review)
- Return to Human Resources (move to Under Review by HR)

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Personal Information

You will get a pop-up window, that asks for Reason. At this time, you are not required to answer this and you can use "Other (please specify)" and you do not have to provide an explanation in the box.

Take Action [X]

Not Hired (move to Not Selected for Interview, Not Hired)

Reason (required)

Other (please specify)

Explanation:

[]

< [] >

Submit Cancel

- For your successful candidate (the candidate you wish to hire), you will click on the candidate's application. Once on the candidate's application screen, you will use the "Take Action on the Job Application" and then select "Proposed Hire."

Job application: John Doe (Non-Classified/Classified Exempt)
 Current Status: Interview
 Application form: MU Application

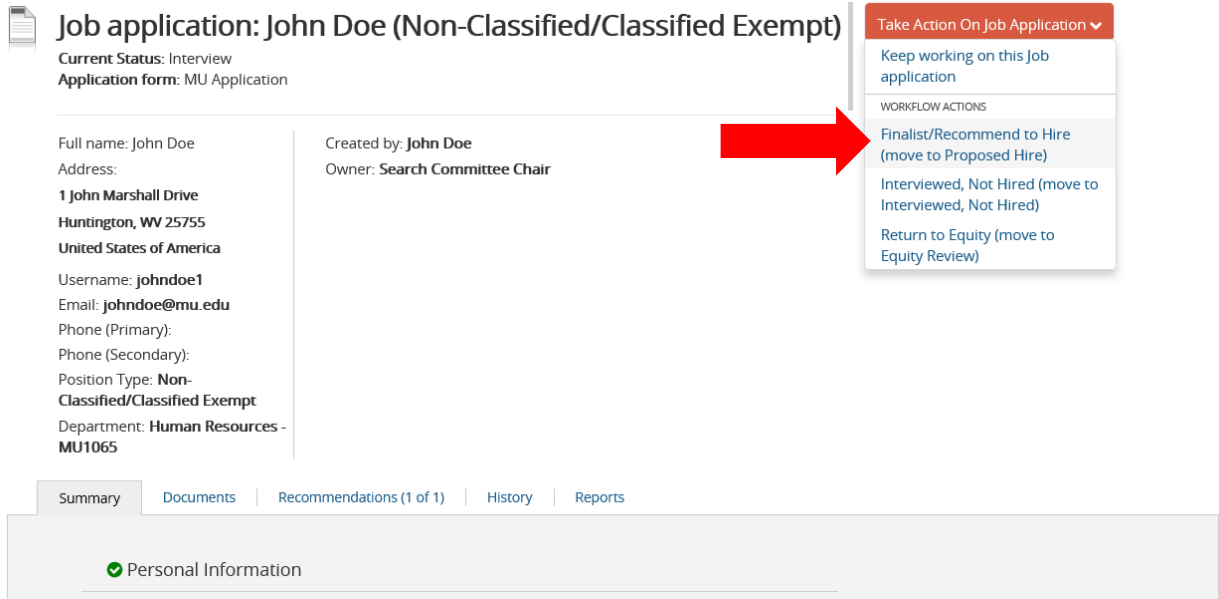
Full name: John Doe
 Address:
1 John Marshall Drive
Huntington, WV 25755
United States of America

Username: johndoe1
 Email: johndoe@mu.edu
 Phone (Primary):
 Phone (Secondary):
 Position Type: **Non-Classified/Classified Exempt**
 Department: **Human Resources - MU1065**

Created by: **John Doe**
 Owner: **Search Committee Chair**

Take Action On Job Application ▾
 Keep working on this Job application
 WORKFLOW ACTIONS
Finalist/Recommend to Hire (move to Proposed Hire)
 Interviewed, Not Hired (move to Interviewed, Not Hired)
 Return to Equity (move to Equity Review)

Summary | Documents | Recommendations (1 of 1) | History | Reports

6. 

7. For the other unsuccessful candidates, you will place them in either the “Interviewed, Not Selected for Hire” or “Not Selected for Interview, Not Hired.” If they have not already been placed in these statuses.

Not Hired (move to Not Selected for Interview, Not Hired)

Job application: John Doe (Non-Classified/Classified Exempt)
 Current Status: Interview
 Application form: MU Application

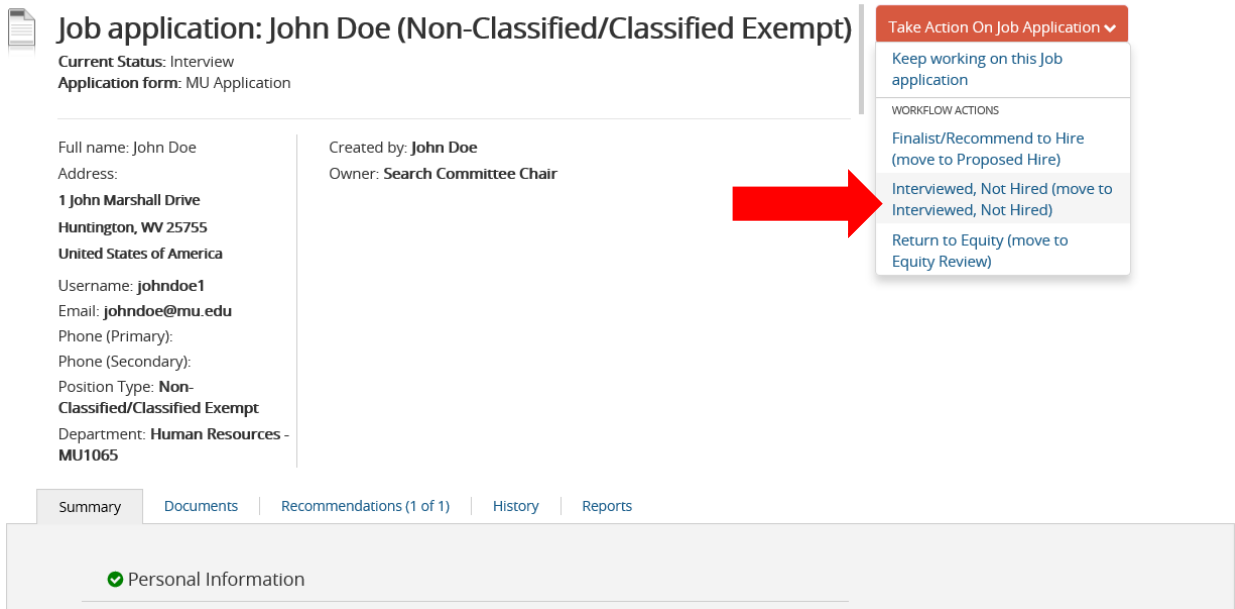
Full name: John Doe
 Address:
1 John Marshall Drive
Huntington, WV 25755
United States of America

Username: johndoe1
 Email: johndoe@mu.edu
 Phone (Primary):
 Phone (Secondary):
 Position Type: **Non-Classified/Classified Exempt**
 Department: **Human Resources - MU1065**

Created by: **John Doe**
 Owner: **Search Committee Chair**

Take Action On Job Application ▾
 Keep working on this Job application
 WORKFLOW ACTIONS
 Finalist/Recommend to Hire (move to Proposed Hire)
Interviewed, Not Hired (move to Interviewed, Not Hired)
 Return to Equity (move to Equity Review)

Summary | Documents | Recommendations (1 of 1) | History | Reports



You will get a pop-up window, that asks for the reason. At this time, you are not required to answer this and you can use “Other (please specify)” and you do not have to provide an explanation in the box.

Take Action
✕

Not Hired (move to Not Selected for Interview, Not Hired)

Reason (required)

Other (please specify)

Explanation:

<

>

Submit
Cancel

Interviewed, Not Hired (move to Interviewed, Not Hired)

Job application: John Doe (Non-Classified/Classified Exempt)

Current Status: Interview
Application form: MU Application

Full name: John Doe
Address:
1 John Marshall Drive
Huntington, WV 25755
United States of America

Username: johndoe1
Email: johndoe@mu.edu
Phone (Primary):
Phone (Secondary):
Position Type: **Non-Classified/Classified Exempt**
Department: **Human Resources - MU1065**

Created by: **John Doe**
Owner: **Search Committee Chair**

Take Action On Job Application
▼

- Keep working on this Job application
- WORKFLOW ACTIONS
- Finalist/Recommend to Hire (move to Proposed Hire)
- Interviewed, Not Hired (move to Interviewed, Not Hired)
- Return to Equity (move to Equity Review)

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You will get a pop-up window, that asks for Reason. At this time, you are not required to answer this and you can use "Other (please specify)" and you do not have to provide an explanation in the box.

The image shows a software dialog box titled "Take Action" with a close button (X) in the top right corner. The main text reads "Interviewed, Not Hired (move to Interviewed, Not Hired)". Below this is a section labeled "Reason (required)" with a dropdown menu currently set to "Other (please specify)". Underneath is an "Explanation:" label followed by a text input field. At the bottom of the dialog are two buttons: "Submit" and "Cancel".

8. You will complete the Proposed Appointment Form or the Candidate Disposition Form, you can refer to the Position Type handout to determine the correct form to complete. After you complete the Proposed Appointment Form, you will need to obtain the signatures from the hiring supervisor and/or dean and VP and then bring the form to HR/Equity Programs.
9. Once HR receives the signed form by all parties, Human Resources will send the "Permission to Hire" email and mark the posting as "Closed." You can now make the job offer to your successful candidate.
10. After making your offer, let Human Resources know whether your candidate has accepted or declined your offer.