

Search Committee Members - How to Access Applications for Review

1. Log into PeopleAdmin by going myMU.

			MyMU 🖳 MUOnLine	Direct	ory 👂 Search	
MARSHALL	ABOUT MARSHALL	FUTURE STUDENTS	CURRENT STUDENTS	ALUMNI	FACULTY/STAFF	

You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



 You will be defaulted to the Employee Group on the Applicant Tracking ("Hire") screen, so you will need to select the User Group of Search Committee Chair or Member 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.

•••	Applicant Tracking System Welcome, Alis	sha Harbour <u>My Profile</u> <u>Help</u> logout					
	People Admin	User Group: Search Committee Chair					
	Home Postings + Hiring Proposals +	Shortcuts 👻					
	Welcome to your Online Recruitment System						

3. On the home page, hover your mouse over the "Postings" tab. Select the correct Position Type for your position.

People	Admin						User Group: Search Committee Chair	~
ome	Postings -	Hiring Prop	osals -					
Velcome to	o your Online R	Recruitment	System					
Inbox	Postings 24	Users 236	Hiring Proposals 5	Position Requests 9	Onboarding Tasks 2	0 F L	illed Postings .ast 30 davs	
Special Har	ndling Lists 3					-	,.	

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.

Postings / Faculty						
Faculty	Postings					
Saved Searches	•	Search Q More Search Opt	ions 🗸			
Ad hoc Search	Faculty Postinos X					
"Faculty Postings"	0					Actions 🗸
	Position Title		Active Applications	Workflow State	Posted Date	
	Assistant/Associate Professor - Internal Medicine-Geriatrics		2	Posted	08/11/2016 11:08 AM	Actions ~
	Assistant Professor		0	Draft		Actions 🛩

5. 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.

Post	tings / Faculty / Assistant/Associate Profess	sor - Internal Medicine-Geriatrics (Posted) / Summary		Search Results: No:
	Posting: Assistant/Ass Current Status: Posted Position Type: Faculty C Department: SoM-Internal Medicine - MU9410	Sociate Professor - Internal Medicine-Ger Created by: Emilies Damer: Human Resources	iatrics (Faculty)	See how Posting looks to Applicant Print Preview (Applicant View) Print Preview If If I
	Summary History Applicants	Reports		
	Please review the details of the posting of To take the action, select the appropriate posting, click on the Submit button on the To edit the posting, click on the Edit link moving to the next step in the workflow.	ankluly before continuing. Workflow Action by howering over the orange "Take Action on this Posting" button e popup box. exect to the Section Name in the Summary Section . This will take you directly to the	You may add a Comment to the posting and also add this posting to your Watch List. In the popup box that Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this s	appears. When you are ready to submit your ection and make necessary corrections before
	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.		

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

Posting: Assistant/Associate Professor - Internal Medicine-Geriatrics (Faculty) Current Statia: Folded Posting: Assistant/Associate Professor - Internal Medicine-Geriatrics (Faculty) Current Statia: Folded Posting: Solid referent Desting: Control by: Enacty Outrict by: Enable Medication Medication - MURHIO						Alisha Harbour, you have 0 messages. Current Group: Search Committee Memb
Posting: Assistant/Associate Professor - Internal Medicine-Geriatrics (Faculty)	Postings / Faculty / Assistant/	Associate Professor - Interna	al Medicine-Geriatrics (Posted)	/ Applicant Review		
Saved Searchus × Add Column Add Column Add Column Actors × *Faculty Applications* <	Posting: Ass Current Status: Posted Position Type: Faculty Department: SOM-Inter Medicine - MU3410	mal Created by: Owner: Hur	e Professor - Int Emiliee Miles nan Resources	ernal Medicine-Geriatrics (Facu	ulty)	★ See how Posting looks to Applicant → Print Preview (Applicant View) → Print Preview () () () () () () () () () () () () ()
Add Column: Add Column: Add Column: Faculty Applications* ** **Faculty Applications* ** • Last Name First Name Status Application Date • Doe Jane Under Review by Committee August 11, 2016 at 11:03 AM Actions v • Doe John Under Review by Committee August 11, 2016 at 11:08 AM Actions v	Saved Searches V			Search Q Hide Search Options ~		
Last Name Find Name Status Application Date De Jane Under Review by Committee August 11,2016 at 11:00 AM Actions w Dee John Under Review by Committee August 11,2016 at 11:00 AM Actions w	Faculty Applications	Add Column: Add Column		V		
Doe Jane Under Review by Committee August 11,2016 at 11:00 AM Actions w Doe John Under Review by Committee August 11,2016 at 11:00 AM Actions w	"Faculty Applications" 2	Last Name	First Name	Status	Application Date	Actions v
Dee John Under Review by Committee August 11, 2016 at 11:06 AM Actions •		Doe	Jane	Under Review by Committee	August 11, 2016 at 11:03 AM	Actions 🗸
		Doe	John	Under Review by Committee	August 11, 2016 at 11:08 AM	Actions 🗸

7. 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.

Full name: John Doe	Created by: John Doe	
Address:	Owner: Search Committee Chair	
1 John Marshall Drive		
Huntington, WV 25755		
United States of America		
Username: iohndoe1		
Email: iohndoe@mu.edu		
Phone (Primary):		
Phone (Secondary):		
Position Type: Non-		
Classified/Classified Exempt		
Department: Human Resources -		
M01065		
Decumenta Dec		

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.

Required Documents		
Document Type	Name	Conversion Status
Cover Letter	Cover Letter 08-11-16 09:56:16 (10.1 KB)	PDF complete
Curriculum Vitae	Curriculum Vitae 08-11-16 09:57:59 (9.96 KB)	PDF complete
List of Three References w/contact information.	List of Three References w/contact information. 08-11-16 09:58:07 (10.3 KB)	PDF complete