HUMAN RESOURCES

The Search Process

1. First Step – Strategic Hiring Committee

Beginning November 1, 2026, Marshall University will begin a Strategic Hiring Committee (SHC) process. **Your position must be approved by the Strategic Hiring Committee before moving forward in PeopleAdmin.**

Every campus hire will now require appropriate data, vice presidential approval, and university review before recruitment begins. While this will become the new standard, we'll still work to accommodate any unique or emergency situations. When needed, our HR staff will be ready with their expertise and support.

Before submitting a position request, please consider the following:

- Do you want to make changes to the position, and possibly reclassify? If the job is significantly changing or is an older position you are reactivating that needs to be reviewed, you must first submit the Job Description Review Form before completing the SHC Position Request Form.
- Once the review is completed, you will then proceed to completing the SHC Position Request Form.

Links to the Strategic Hiring Committee Position Request Form as well as Instruction on how to complete the form are listed below. For steps to take and additional information, go to the Strategic Hiring Committee page at https://www.marshall.edu/human-resources/strategic-hiring-committee/.

- Strategic Hiring Committee (SHC) Position Request Form
- Instructions

If you do not have People Admin privileges as Dean/Director, you will need to have your supervisor complete the following link before moving forward. People Admin Privilege Form

2. Second Step – Creating/Modifying the Position in PeopleAdmin (Workflow 1)

Upon approval, the position will be posted to the PeopleAdmin job-posting site, utilizing established online approval protocol. HR will contact the hiring unit to coordinate PeopleAdmin access.

a. **WorkFlow 1** –The first workflow is either *modifying your position* or *creating your new position* in the Position Management (orange) screen. Most positions should already be in PeopleAdmin for you to modify, only brand new positions you will have to create from "scratch."
   - How to Modify a Position
   - How to Create a New Position

When the position is approved in the system, you will be contacted by Human Resources to complete the next step, Creating Your Posting for Applicants to Apply.

3. Third Step – Creating Your Posting in PeopleAdmin for Applicants to Apply (Workflow 2)

a. **Workflow 2** - This is creating your posting for applicants to apply in the Applicant Tracking (blue) screen. This information will be pulled from what you entered into the Position Management (orange) screen. You will assign a search committee to the position posting.
   - How to Create Your Posting

4. Fourth Step – Reviewing Applications and Moving Candidates in PeopleAdmin

Please Note: No new hire paperwork will be accepted unless the appropriate steps have been taken to move your candidate through the Application and Interview processes in PeopleAdmin.

When the position is posted, the search committee will be charged with performing an equitable and fair search. Please ensure that each search committee member has received the Search Committee training within the past two years. The training is now online and can be found on the Human Resource Services webpage under the Training tab.

The Search Committee Chair is responsible for moving the applicants to the appropriate workflows for accurate reporting and tracking. The instructions on moving the candidates to the appropriate workflows can be found at https://www.marshall.edu/human-resources/peopleadmin-resources/ . These instructions also include how to view the applicants in PeopleAdmin.

- All candidates (excluding Graduate Assistants) must be approved through the Qualifications Review Process before any interview may take place in the process. They will review applicants and approve them to be interviewed. An email will be sent to the Search Committee Chair that they have been approved for interview. If you

have any questions about the review process, please email us at qualifications-review@marshall.edu.

5. Fifth Step – Hiring Your Successful Candidate

After completing the interview process and have decided on your successful candidate, you will need to complete the paperwork and move your candidate to *Finalist/Recommend to Hire (Proposed Hire)* in PeopleAdmin.

- **For all Staff, Faculty,** and **MURC positions** - you will complete the Proposed Appointment Form. You can also find this form on the HR Forms page under the Recruitment tab. When Human Resource receives the approved form with all the signatures required, HR will contact you with the permission to offer to your candidate. **An offer should not be presented to your candidate until you have received this permission to offer communication.**
- **Faculty (except School of Medicine Faculty Positions) –** Academic Affairs will require the department to complete the Brief Applicant Information Form (BAIF), a copy of the offer letter, and submit the official transcripts.

6. Sixth Step – Onboarding Your New Employee

When your candidate accepts the position, paperwork must be processed to enter your new employee into the systems (in example – Banner and Time-Clock Plus).

Brand New Staff – Human Resource Services will complete brand new staff's employment paperwork.

1. Personnel Action Request Form (PAR)
2. USCIS I-9 form – This verifies that they are eligible to work in the United States.
3. Payroll Forms – Direct Deposit/Pay Card Form, Federal and State Tax Forms
4. Electronic Background Check
5. Enroll the New Staff Member in a Benefits Session

Current Staff – The department is responsible for handling the paperwork for hiring the current employee.

1. Personnel Action Request Form (PAR)
2. Employee Data Corrections Request Form – This will update their campus information.

Brand New Faculty - Human Resource Services will complete brand new faculty's employment paperwork.

1. Personnel Action Request Form (PAR)
2. USCIS I-9 form – This verifies that they are eligible to work in the United States.
3. Payroll Forms – Direct Deposit/Pay Card Form, Federal and State Tax Forms
4. Electronic Background Check
5. Enroll the New Staff Member in a Benefits Session

Current Faculty - The department is responsible for handling the paperwork for hiring current faculty members.

1. Personnel Action Request Form (PAR)
2. Employee Data Corrections Request Form – This will update their campus information.