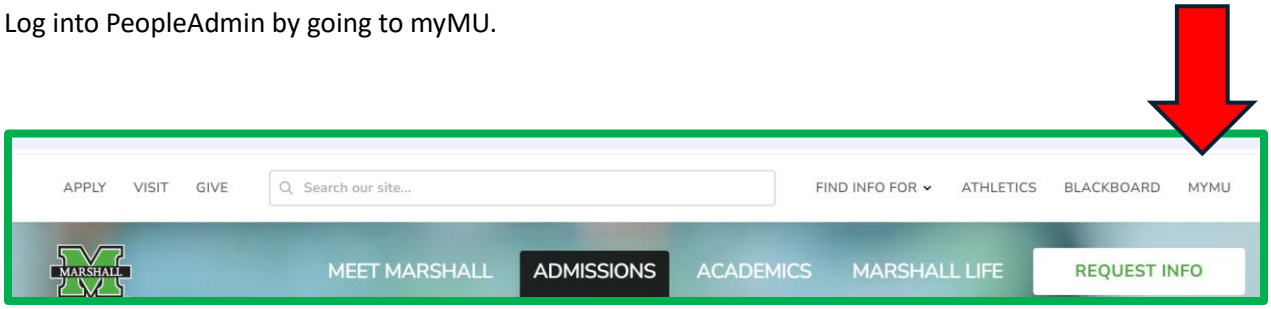
Human Resource Services

Creating a Graduate Assistant Post

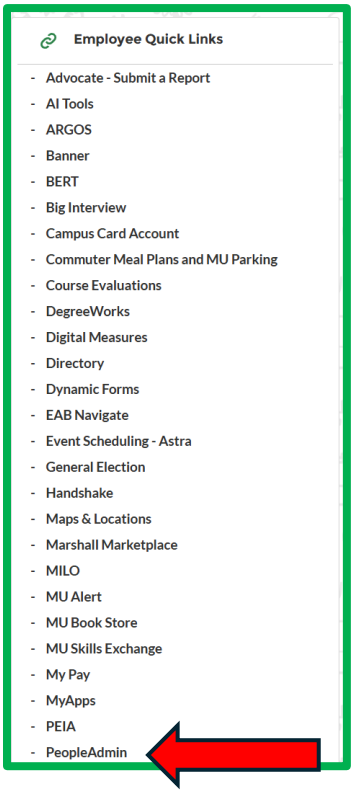
Before You Begin:

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

1. Log into PeopleAdmin by going to myMU.



You will look for Employee Quick Links on the right side and select PeopleAdmin.



2. Click on the red link Marshall University Employee Server Log-In. **Do not enter your username or password.**

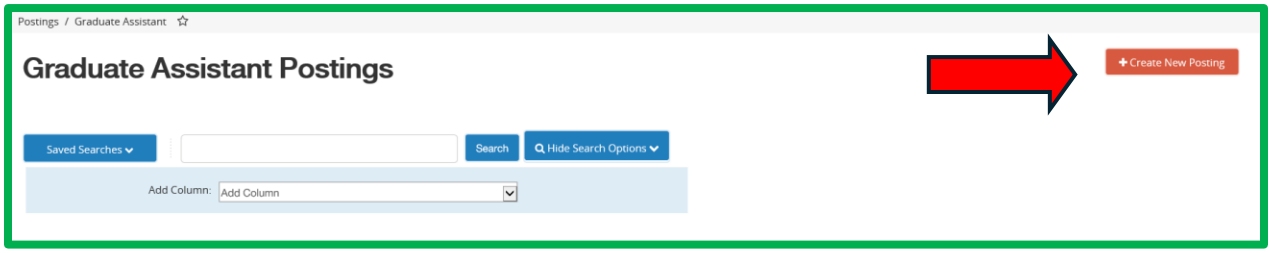
3. You will be defaulted to the Employee Group on the **Applicant Tracking** ("Hiring") screen, so you will need to select the User Group of **GA Originator.**

Selecting the Correct User Group:

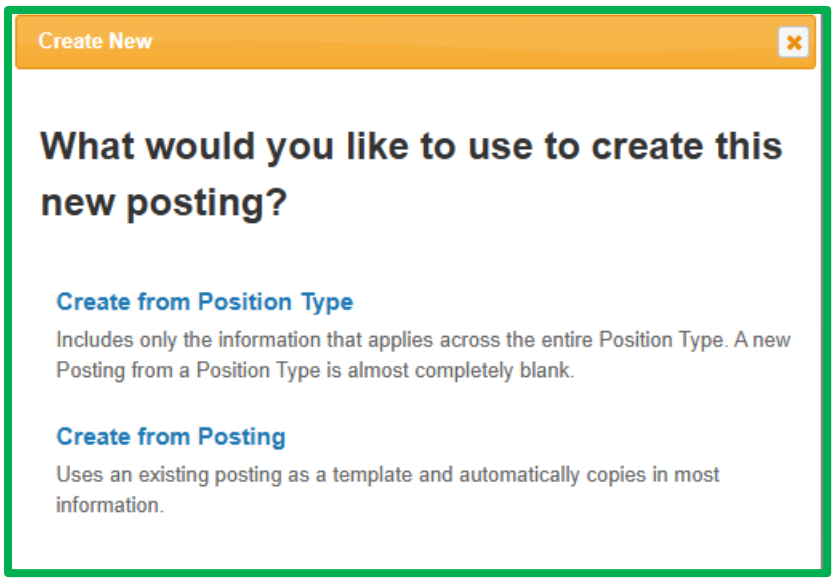
a. You can do so by using the drop-down menu under your name on the upper right-hand side of the screen to select the user group.

4. Click on the "Postings" tab and select the "**Graduate Assistant**."

5. Once you are on the correct Position Type, you will click on the "**Create New Posting**."



6. The **Create New** window will pop up, if this is a new position you will click on “Create from Position Type.” If you have previously made a posting for this Graduate Assistant position you will use the “Create from Posting” option.

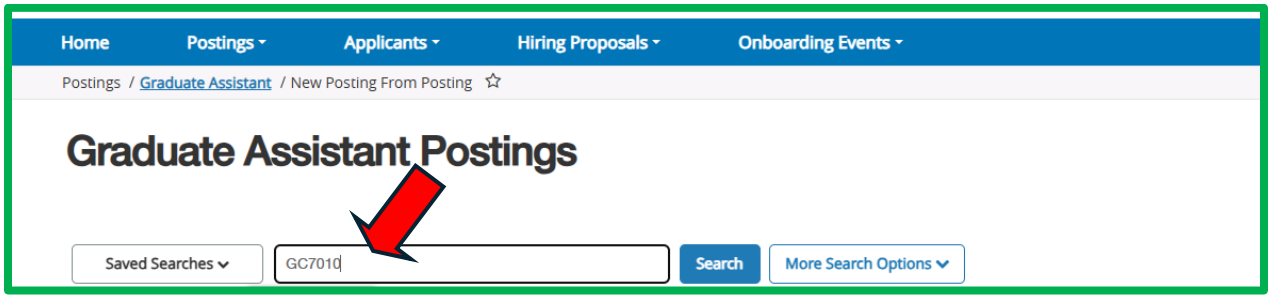


Create from Position Type

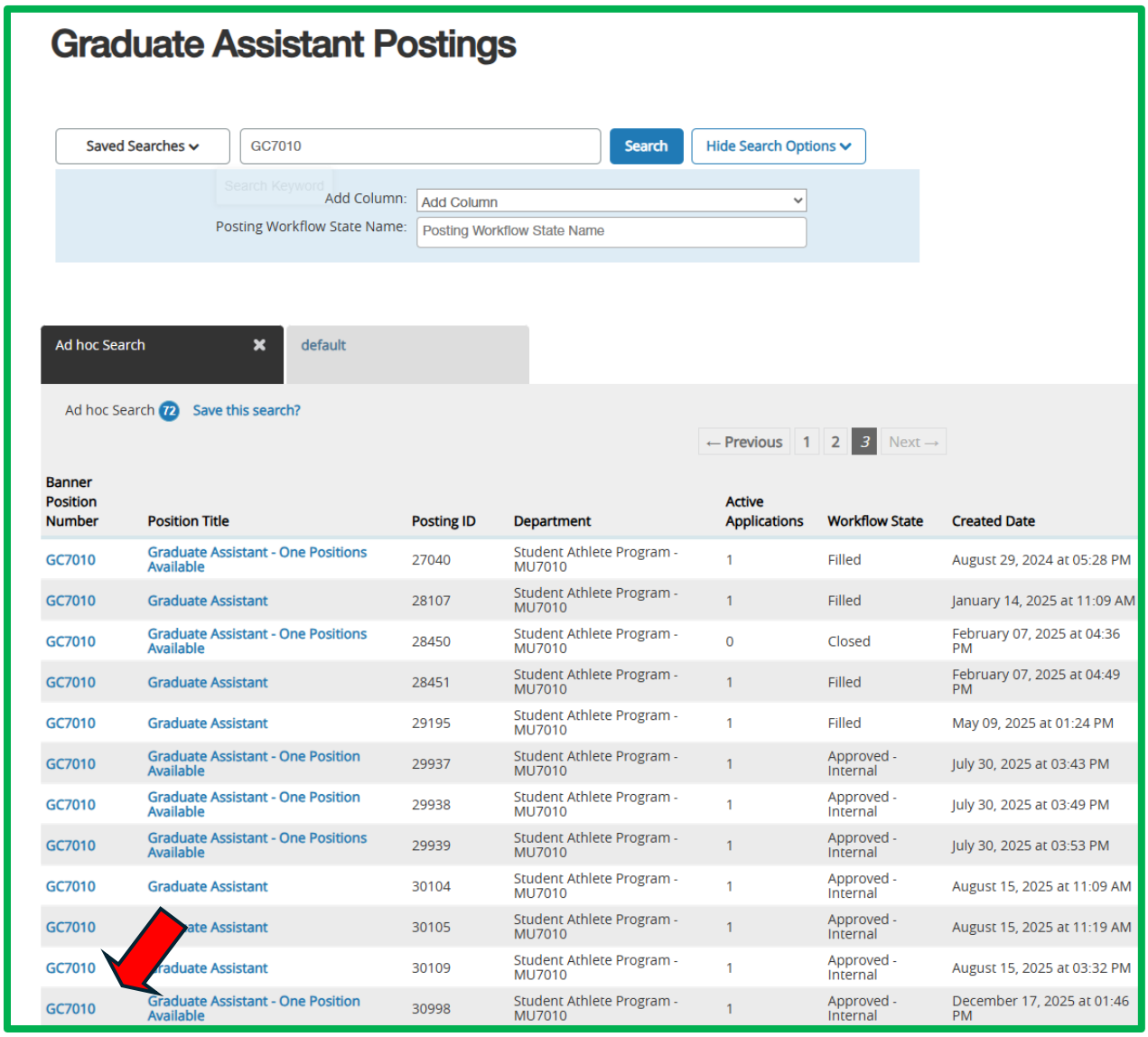
a. If you are creating from Position Type, please move forward to Step #7 to follow those directions.

Create from Posting

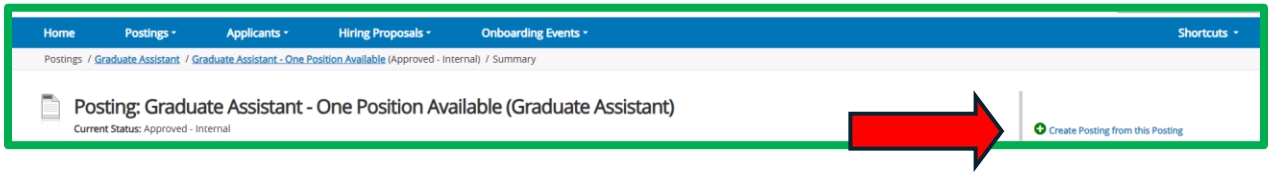
a. Type the banner position number you wish to post in the search bar and hit “Search.”



b. It will then populate below. Click on the Banner position number.
Typically, you will select the most recent posting (usually the last one listed), as it will contain the most updated information.



c. At the **Position Description screen**, you will click the "+Create Posting from this Position Description" at the right side of the screen.

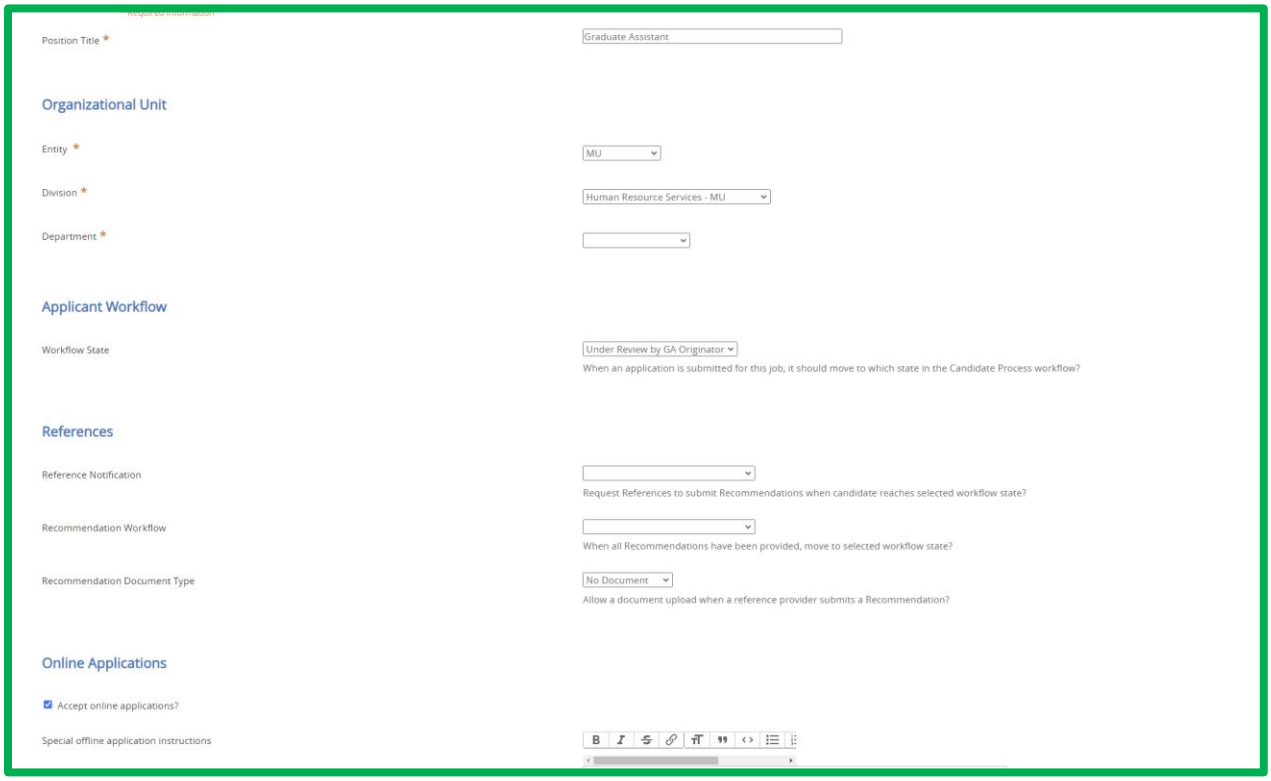


7. The New Posting screen is where you will enter the entity (MU or MURC), division (i.e. – Academic Affairs) and the department.

a. The Applicant Workflow State will be "Under Review BY GA Originator". Please leave this workflow state unchanged.

b. The Reference Section is ONLY used when the department is requesting reference letters to be submitted on behalf of the applicant. **Letters are generally reserved for Faculty positions.**

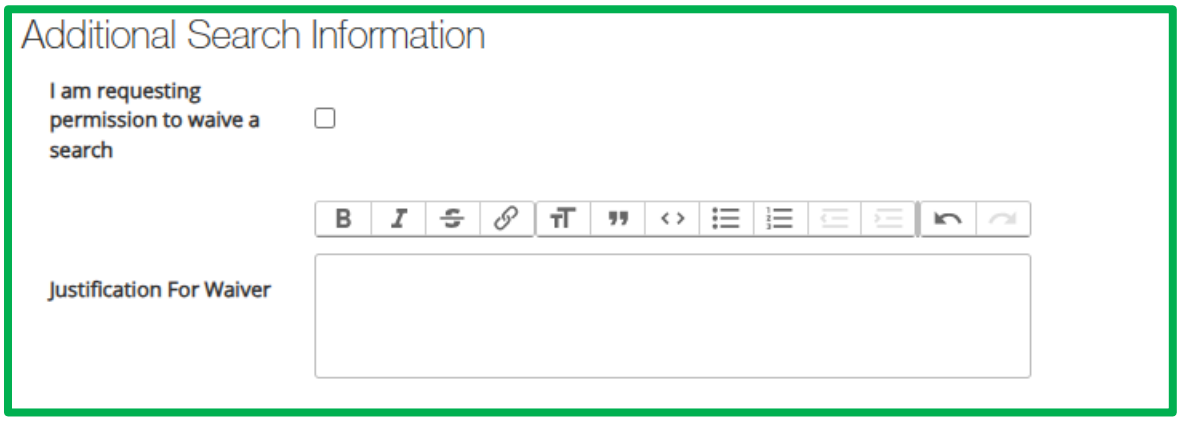
c. The "Accept Online Applications" should **ALWAYS** remain checked regardless of whether the posting is external or internal.



8. Please disregard the "Hidden Applicant Statuses" and you will click "**Create New Posting**" in the bottom right-hand corner of the screen.

9. The **Position Details** screen is where you will enter information about the position. You must fill out everything that is marked with a red box. Once you have entered the information, click on "**Save and Continue**."

   a. If you are requesting a search waiver, you will check the "I am requesting permission to waive a search" under the **Additional Search Information** section. In the "Justification for Waiver" box, please list each student's name and MU ID number for each position.
   b. If you are not requesting a search waiver, you will leave this section blank.



10. You will need to select the description of the GA assignment.

* Description of GA Assignment

- ○ GA: Graduate Service Assistant - You will provide service/administrative duties for a nonacademic unit or office. This work does not constitute teaching or research.
- ○ GA: Clinical Practice - The department will assign you to various tasks that will require you to provide professional service to MU students, clients of a MU Clinic, or other individuals in need of professional services provided by the office.
- ○ GA: Exempt - The department will assign you specific duties.
- ○ GA: Faculty Support - Assist faculty, services may include tasks as supervising laboratories under their supervision; grading quizzes, homework, and other projects; and assist with other course and research related duties as assigned.
- ○ GA: Doctoral Research Assistant - The department will assign you specific duties.
- ○ GA: Research Assistant - The department will assign you to a member of the faculty who is a principal investigator on an external grant or contract. You will assist him or her on the project as directed.
- ○ GA: Teacher – Adjunct instructor of record and assigned to teach one (half-time appointment) or two (full-time appointment) undergraduate course(s) or lab(s). Responsible for assigning student grades and following all University teaching guidelines.

a. When creating the position number and knowing if they are hourly or salary positions, please use the following information.

Hourly

GA Clinical Practice – GCXXXX
GA Graduate Service Assistant – GSXXXX
GA Faculty Support – GFXXXX

Salaried

GA Doctoral Research Assistant – DRXXXX
GA Exempt – GGXXXX
GA Teacher – GTXXXX
GA Research Assistant – GRXXXX

Position Numbers

Graduate Assistant position numbers are no longer one-to-one assigned. They have been reverted back to the "pooled positions" numbering. The position number has two letters for the type of position followed by the ORG number of the unit. For example, a GA: Teacher in ORG 1234 would have position number GT1234.

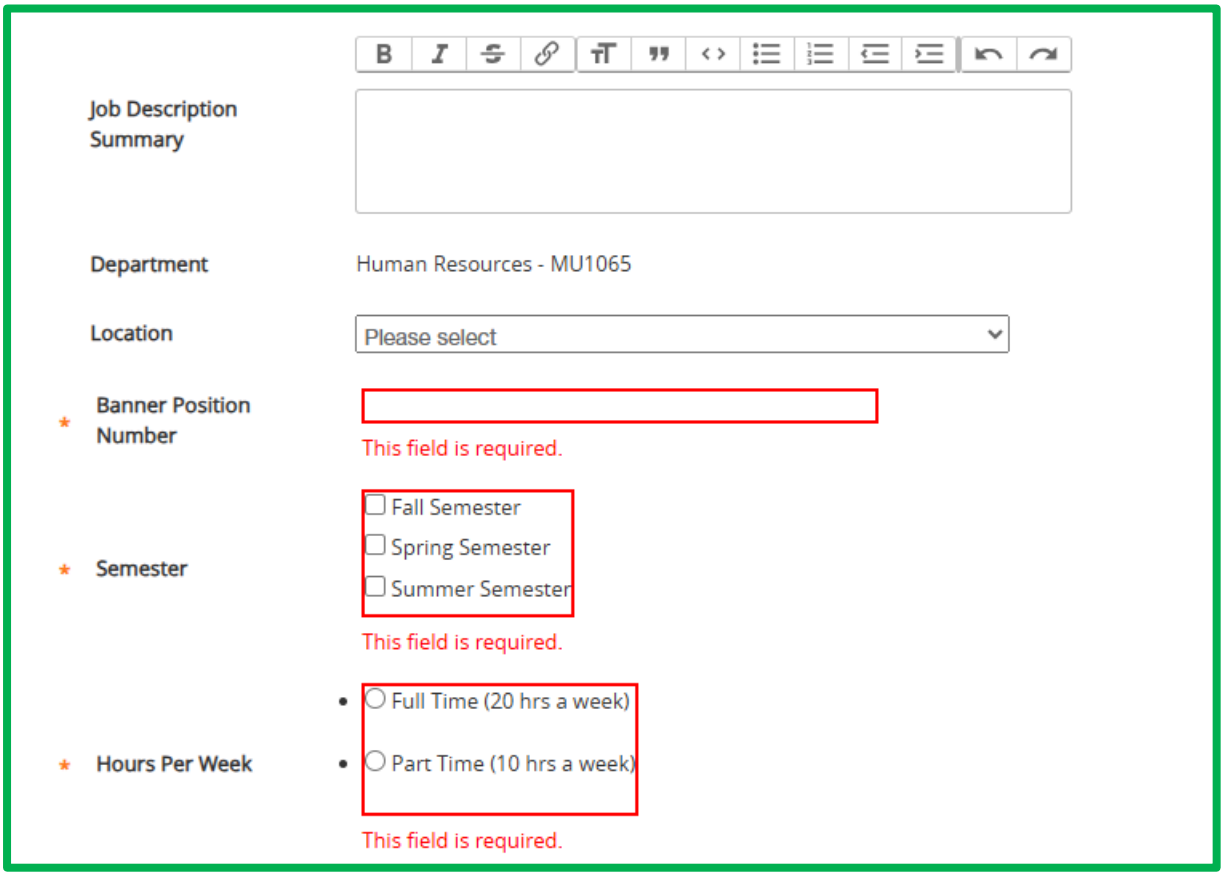
GA: Service Assistant	GS(ORG#)
GA: Research Assistant	GR(ORG#)
GA: Teacher	GT(ORG#)
GA: Clinical Practice	GC(ORG#)
GA: Exempt	GG(ORG#)
GA Faculty Support	GF(ORG#)
GA: Doctoral Research Assistant	DR(ORG#)

Guidelines for the Job Description Summary:

1. Outline the core responsibilities of the position.
2. Highlight day to day activities of the position.
3. ****Note:** If the position is a GA Teacher, the job description requires the course number that the candidate will be teaching for review/approval by the Academic Affairs office.

Guidelines for the Semester and Hours Per Week:

1. Please make sure to choose the correct semester for your GA.
2. Please designate whether your GA is working full-time or part-time.



11. Pay- Field Instructions

- Pay Type- Choose Hourly or Salary
- Pay Rate- Enter the hourly rate or salary amount.
- Will the pay be funded from a grant or third party – Answer yes or no.
- Tuition Percentage: Please enter percentage amount or enter N/A.
- Flat Amount: Please enter flat amount or enter N/A.
- Will the tuition benefit be funded by a grant or third party- Answer yes or no.
- ****If the grant is funded through MURC, please answer "yes" to this question.**

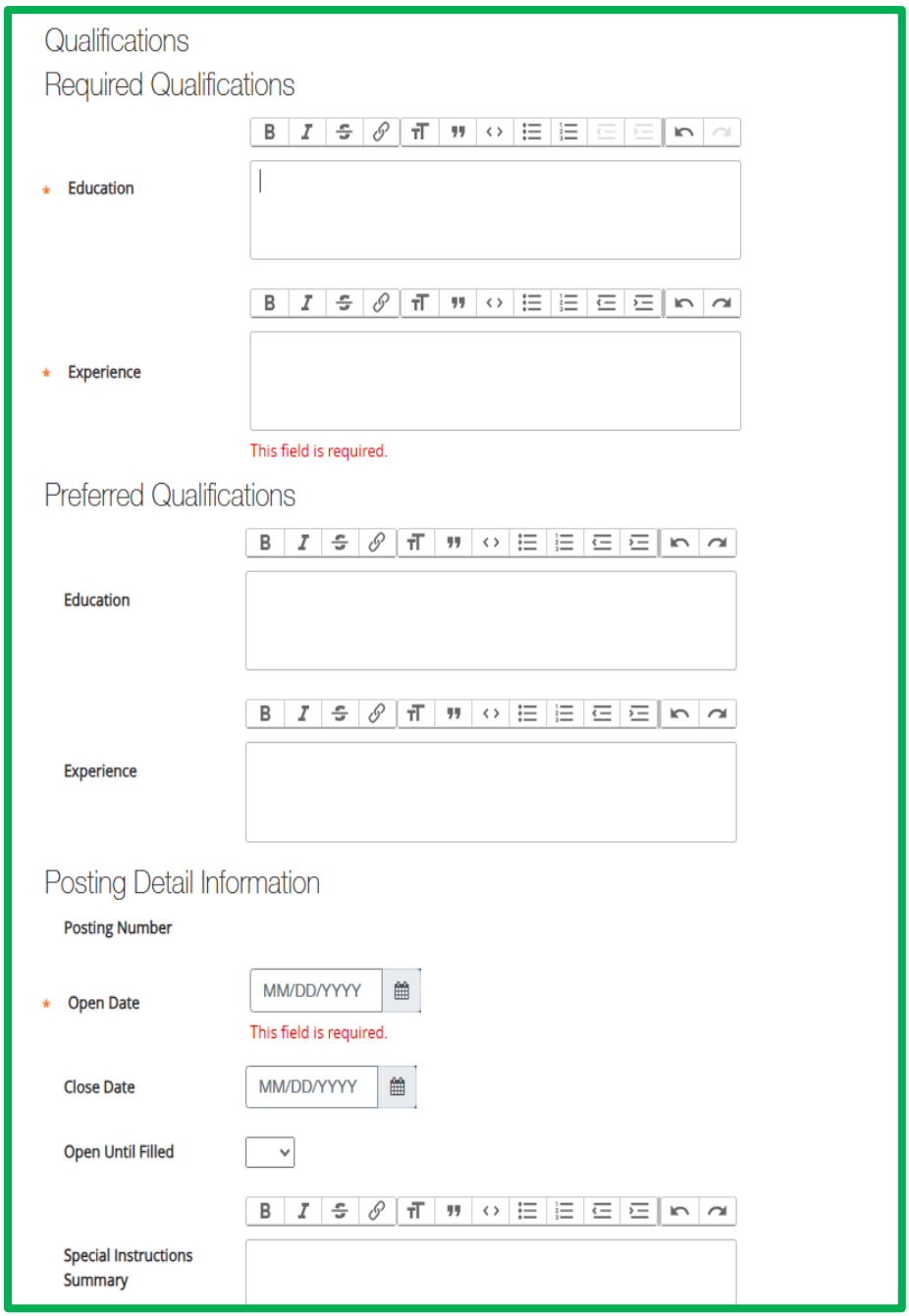
For the Tuition Benefit please refer to the table below when completing the Tuition Fields:

GA CLASSIFICATION	FULL	HALF
GA: Service Assistant	0%	0%
GA: Clinical Practice	70%	35%
GA: Exempt	70%	35%
GA: Faculty Support	70%	35%
GA: Doctoral Research Assistant	100%	50%
GA: Research Assistant	100%	50%
GA: Teacher	100%	50%

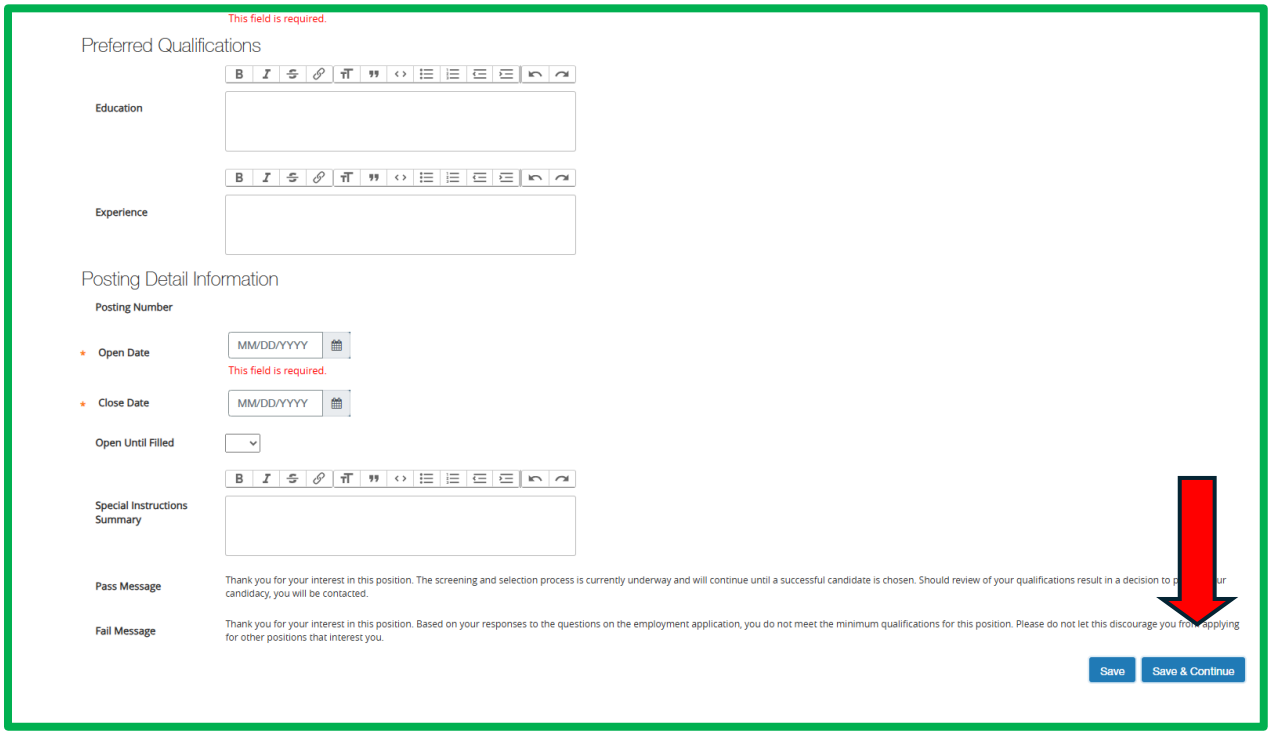
* Pay Type	Hourly
* Pay Rate	10.00
Pay Rate (Historical)	*(Select one)*
* Will the pay be funded from a grant or third party?	Yes
* Tuition Type	Percentage
* Tuition Percentage	70 *Please enter percentage amount or enter N/A*
* Flat Amount	N/A *Please enter flat amount or enter N/A*
* Will the tuition benefit be funded by a grant or third party?	No

Guidelines for the Job Requirements:

1. Education requirements.
2. Experience requirements.

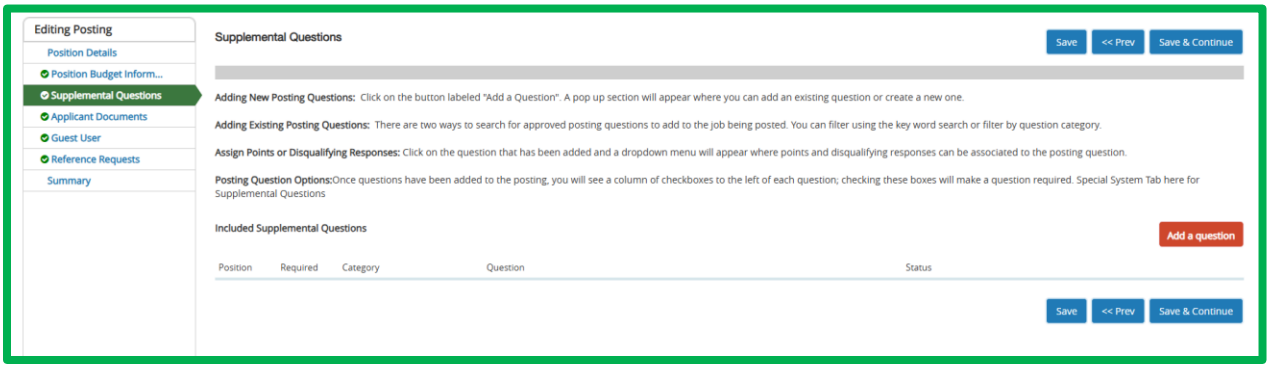


Once you are done on the position description page, click "**Save and Continue**."

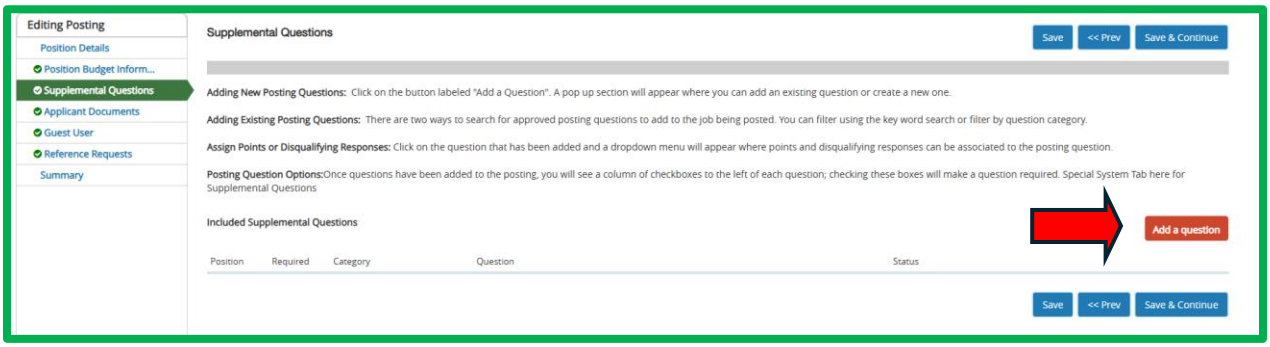


12. The **Position Budget Information** screen is where you will enter the budget information. You will click on the "Add Budget Summary Entry" blue button to add the information. Once this is completed, click **"Save and Continue."**

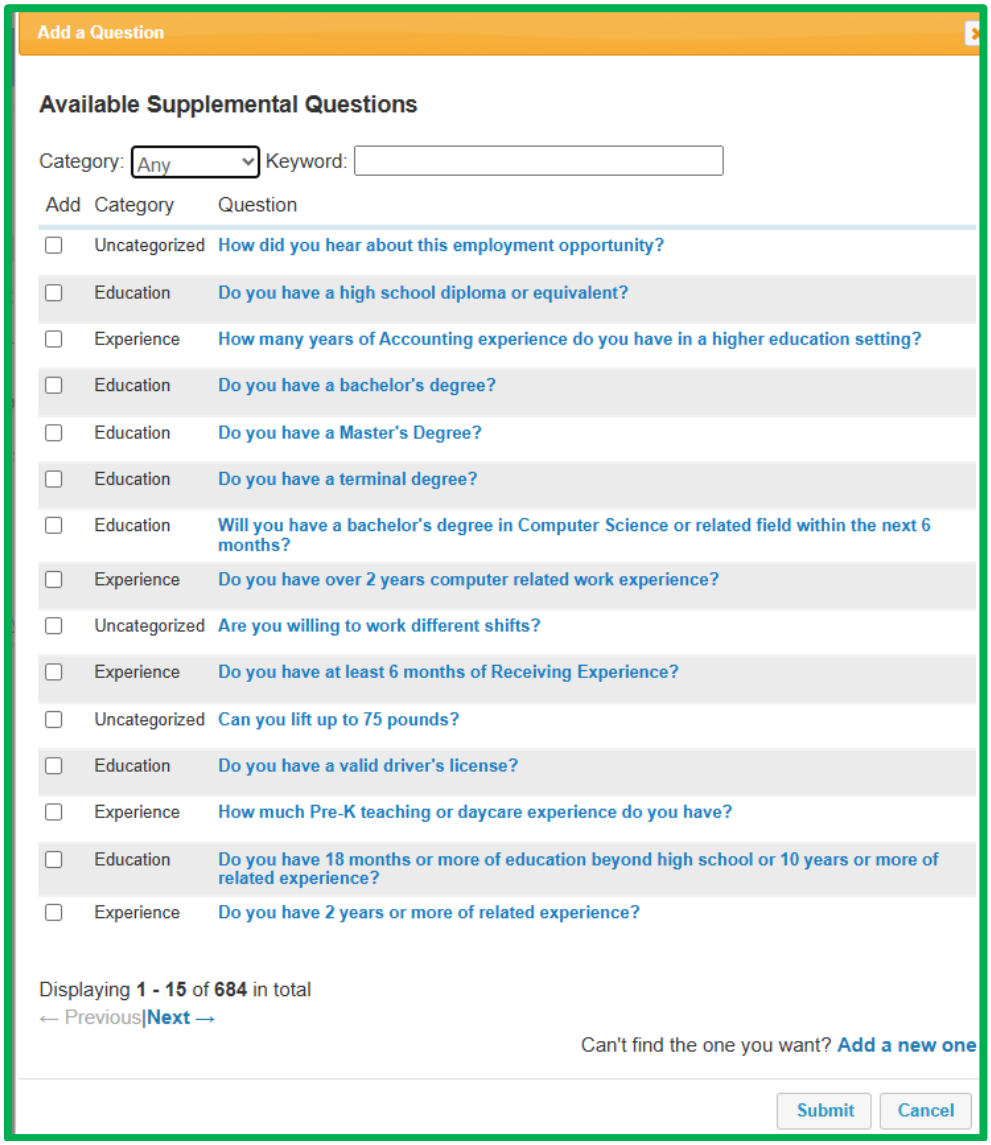
13. The **Supplemental Questions** screen is where you will add supplemental questions that will help filter out the applicants – this is an optional field and not mandatory.



. To add a question, you can click on the orange "Add a Question" button. A window will pop up with the questions you can select.



. Select your question by checking the box next to the question you wish to have on your posting. Then click on the “Submit” button at the bottom of the window.



Add a Question

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
☐	Uncategorized	How did you hear about this employment opportunity?
☐	Education	Do you have a high school diploma or equivalent?
☐	Experience	How many years of Accounting experience do you have in a higher education setting?
☐	Education	Do you have a bachelor's degree?
☐	Education	Do you have a Master's Degree?
☐	Education	Do you have a terminal degree?
☐	Education	Will you have a bachelor's degree in Computer Science or related field within the next 6 months?
☐	Experience	Do you have over 2 years computer related work experience?
☐	Uncategorized	Are you willing to work different shifts?
☐	Experience	Do you have at least 6 months of Receiving Experience?
☐	Uncategorized	Can you lift up to 75 pounds?
☐	Education	Do you have a valid driver's license?
☐	Experience	How much Pre-K teaching or daycare experience do you have?
☐	Education	Do you have 18 months or more of education beyond high school or 10 years or more of related experience?
☐	Experience	Do you have 2 years or more of related experience?

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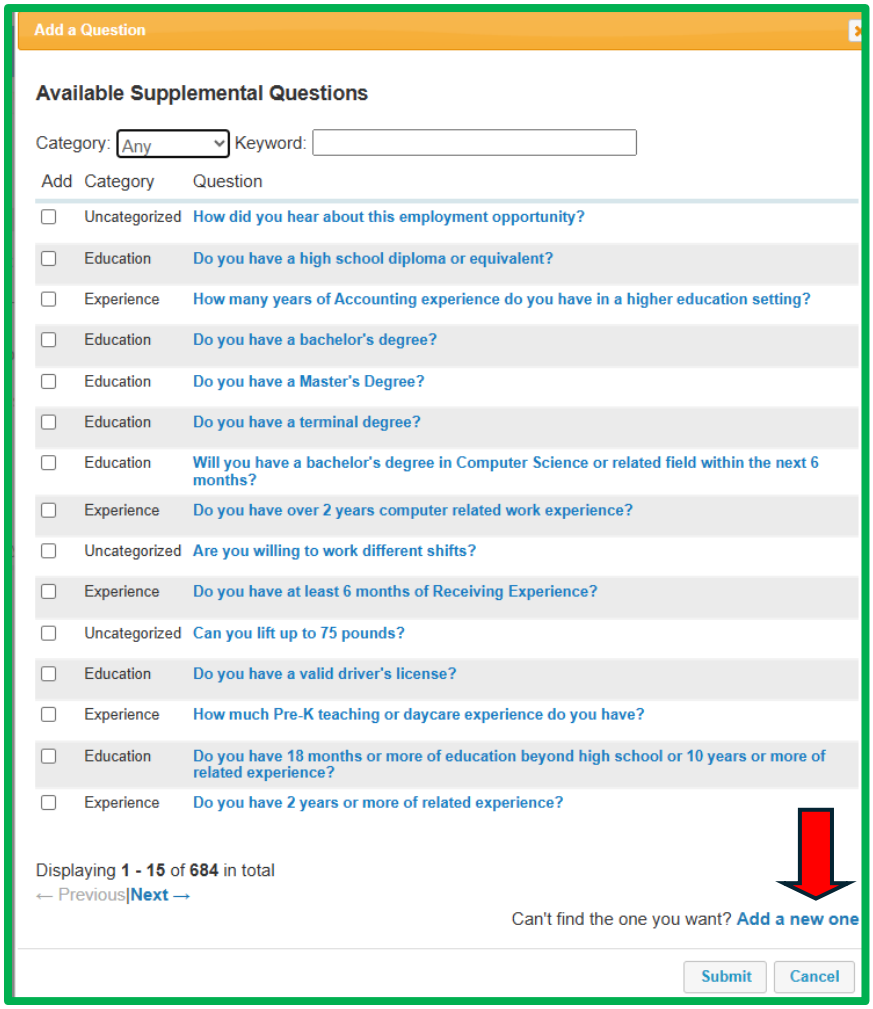
Can't find the one you want? **Add a new one**

Submit Cancel

- 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.



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Displaying **1 - 15** of **684** in total

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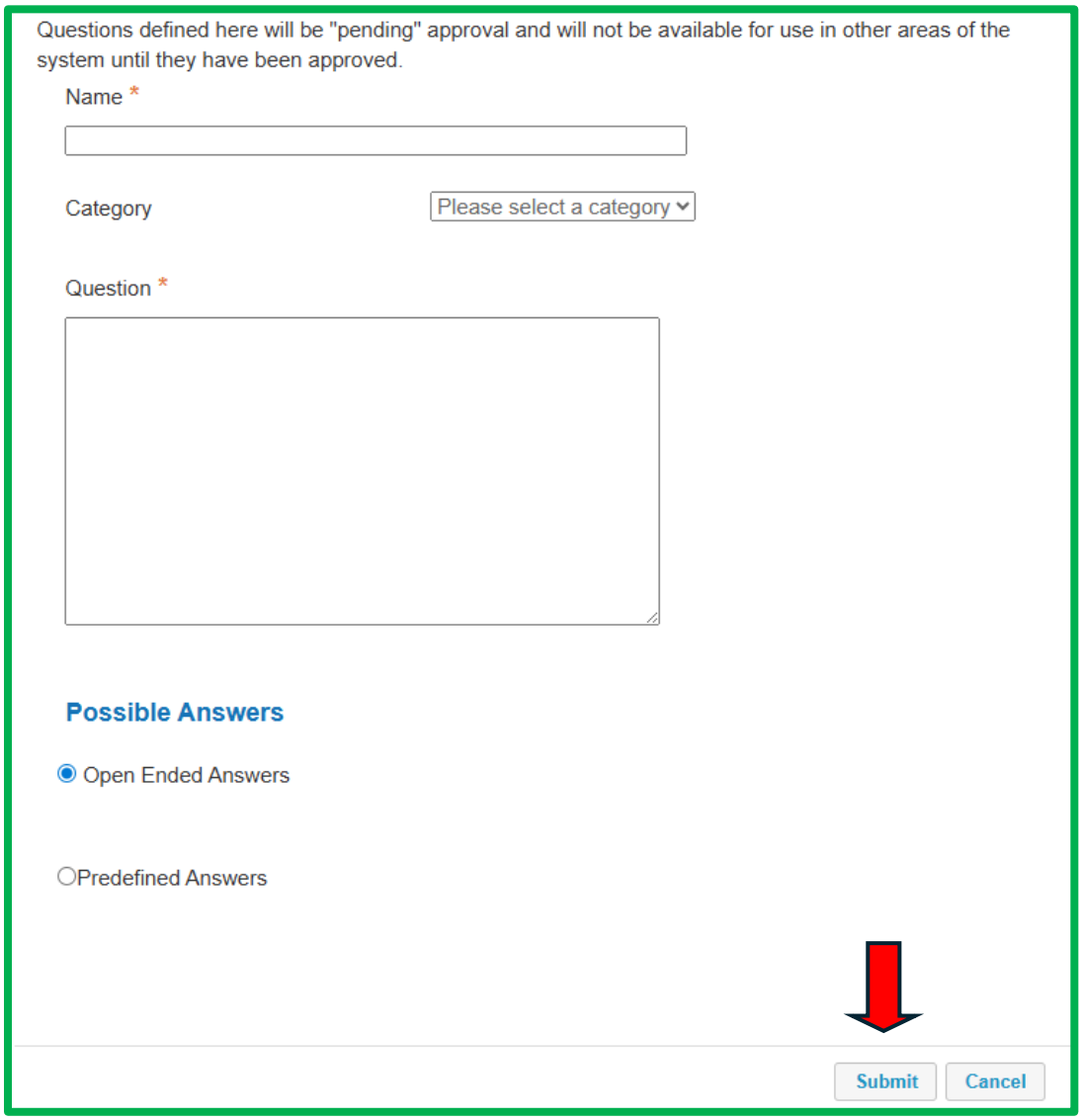
Can't find the one you want? **Add a new one**

Submit Cancel

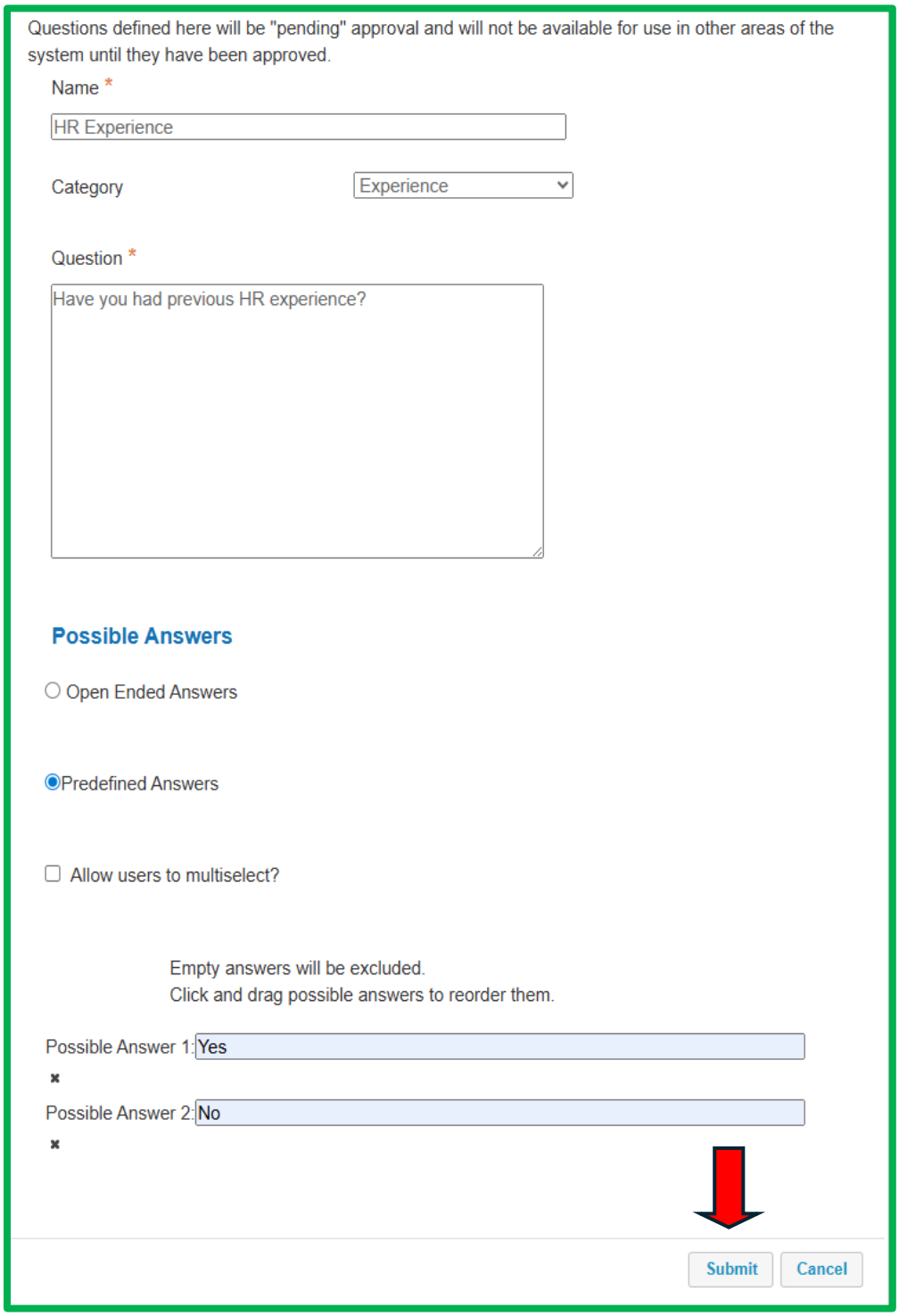
. The next screen that will pop up will be the screen to enter the information in for the Supplemental Question. You will name your question, select the category, type your question in the text box and then mark it as either Open Ended or create Predefined Answers.

- 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 GA Dean/Director.
- 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.

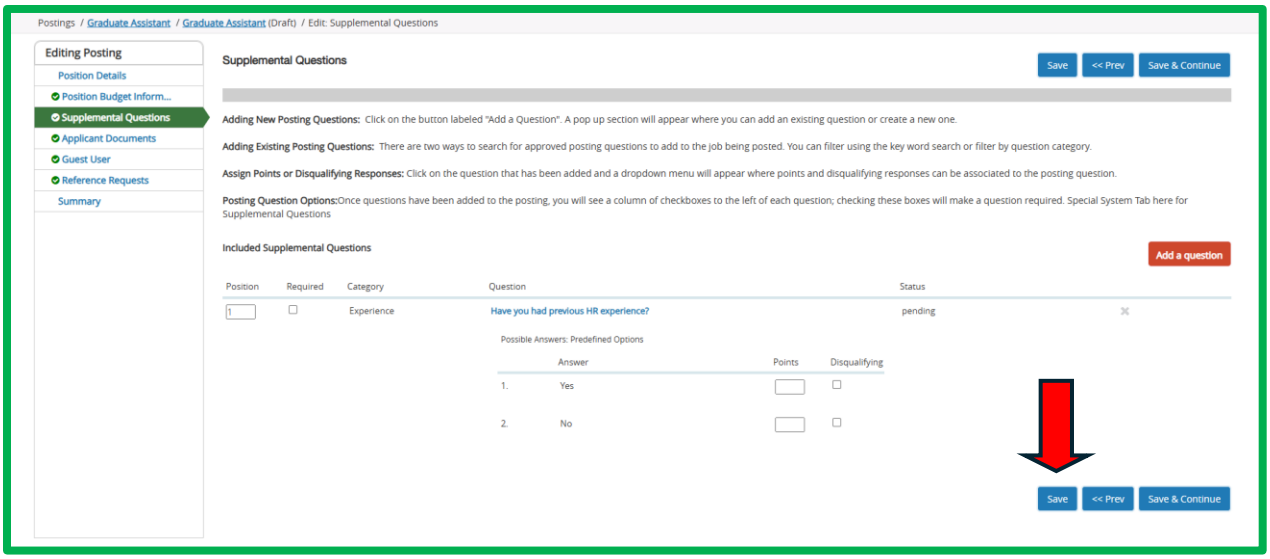


. See the next image for the example of predefined answers.

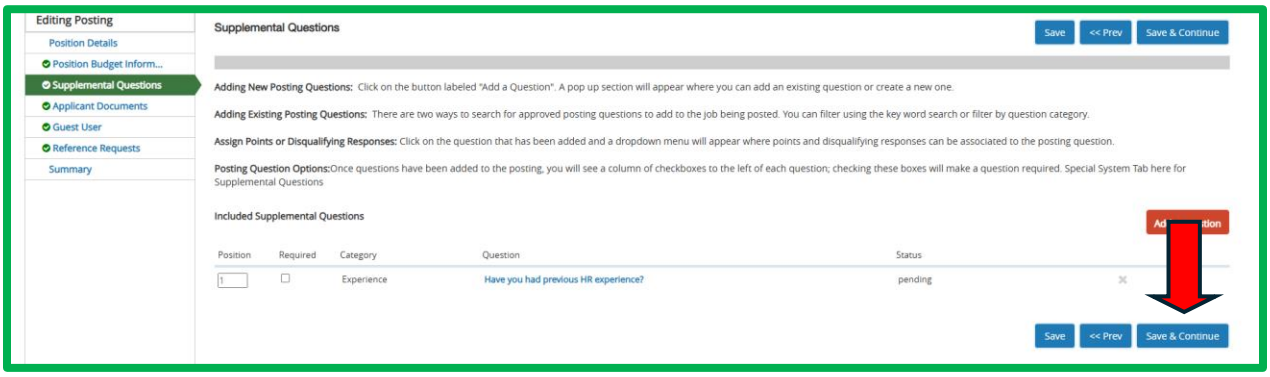
When you complete entering the information into the “Add a Question,” you will click the **“Submit”** button. Then the next screen is where you will add your disqualifying answers if you created predefined answers.



14. 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.



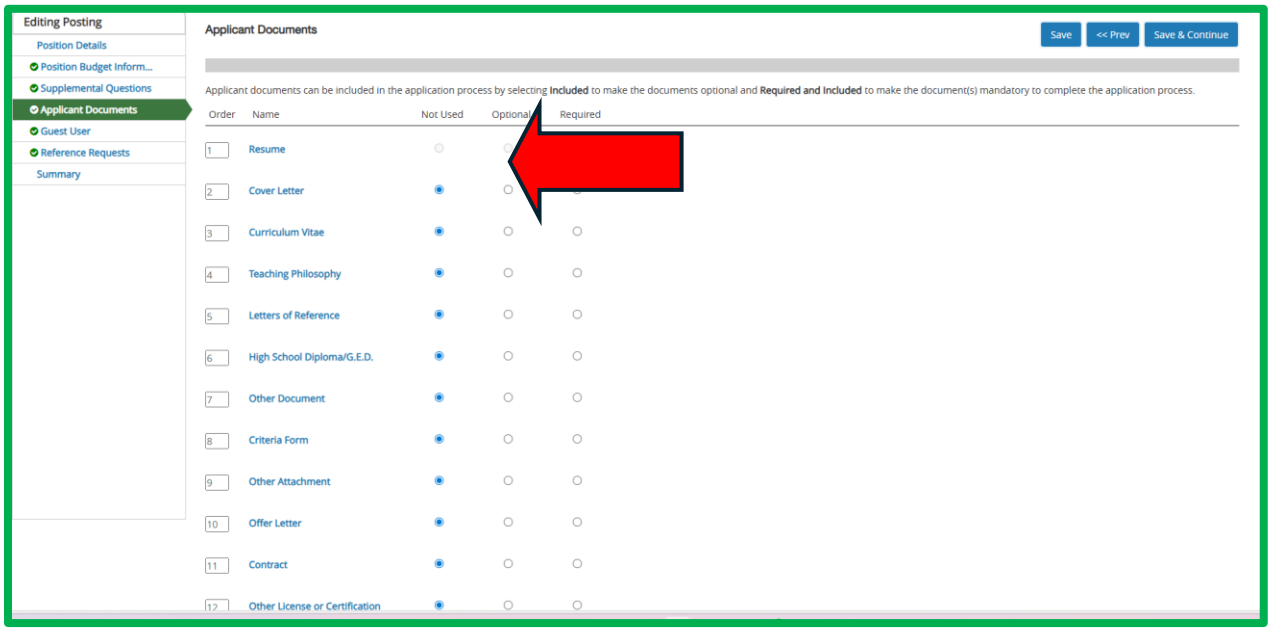
You will see your question(s) that you have selected/added. You will click on the **"Save and Continue"** button.

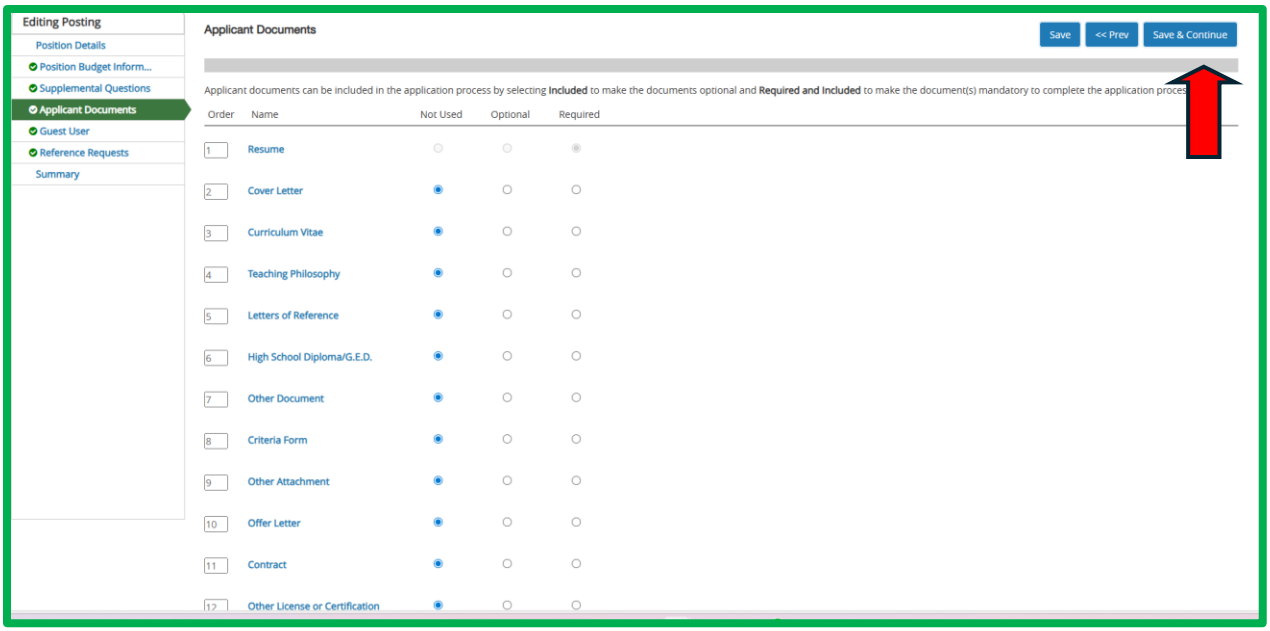


15. The **Applicant Documents screen** is where you will select the documents required for the applicant to upload to apply for the position. Select your documents using the "radio button," and then click "**Save and Continue**."

    ** Please note that the application already requires three references with contact information. Because of this, you will need to keep that column marked as "Not Used," otherwise the application will request more than three references.

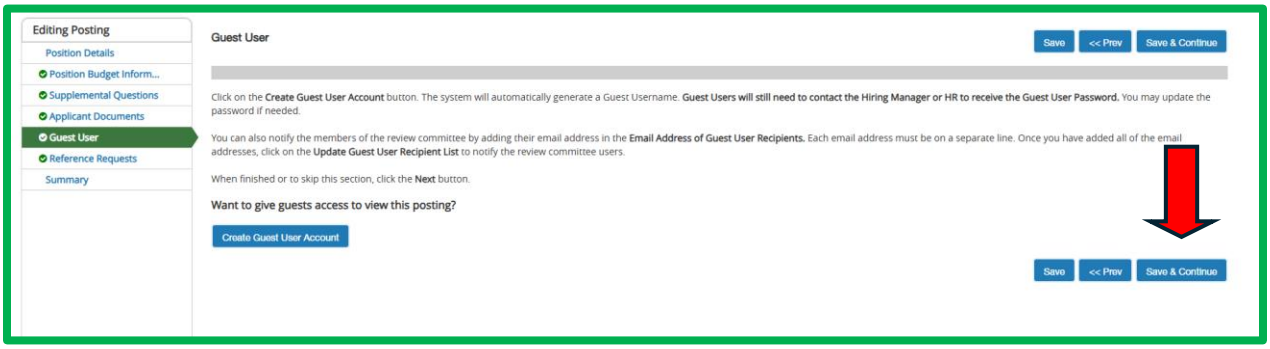
    If the committee is requesting letters of recommendation, those should be entered under the "Reference Requests" tab — not on this tab. The "Letters of Reference" section under Applicant Documents should remain marked as "Not Used."





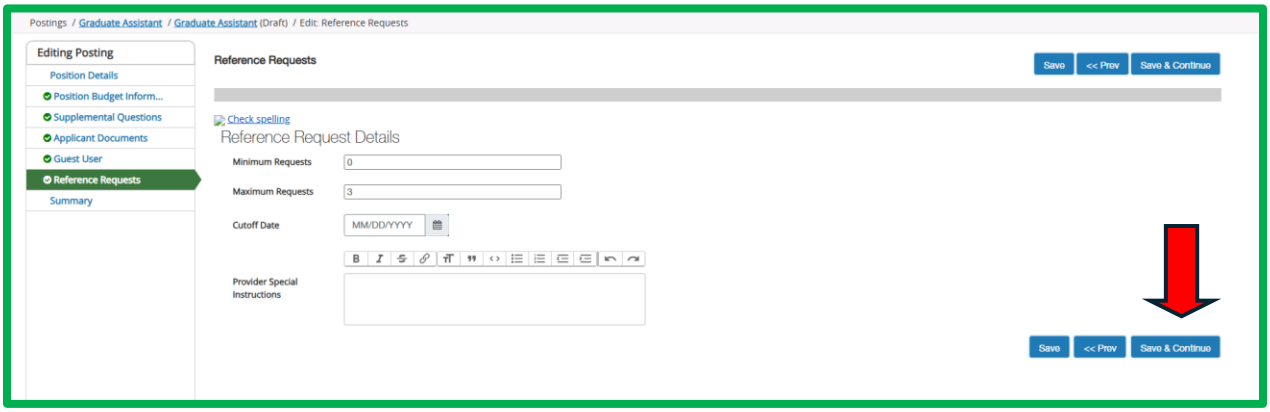
16. ****HR ONLY - The Guest User** screen is used if there is a search committee member that is not a Marshall University employee and does not have a Marshall domain. (i.e. – student on the search committee.) If you need to add a guest user, please contact Marshall HR at recruiting@marshall.edu with the individual's name and email.

    To move forward to next page, click "**Save and Continue.**"

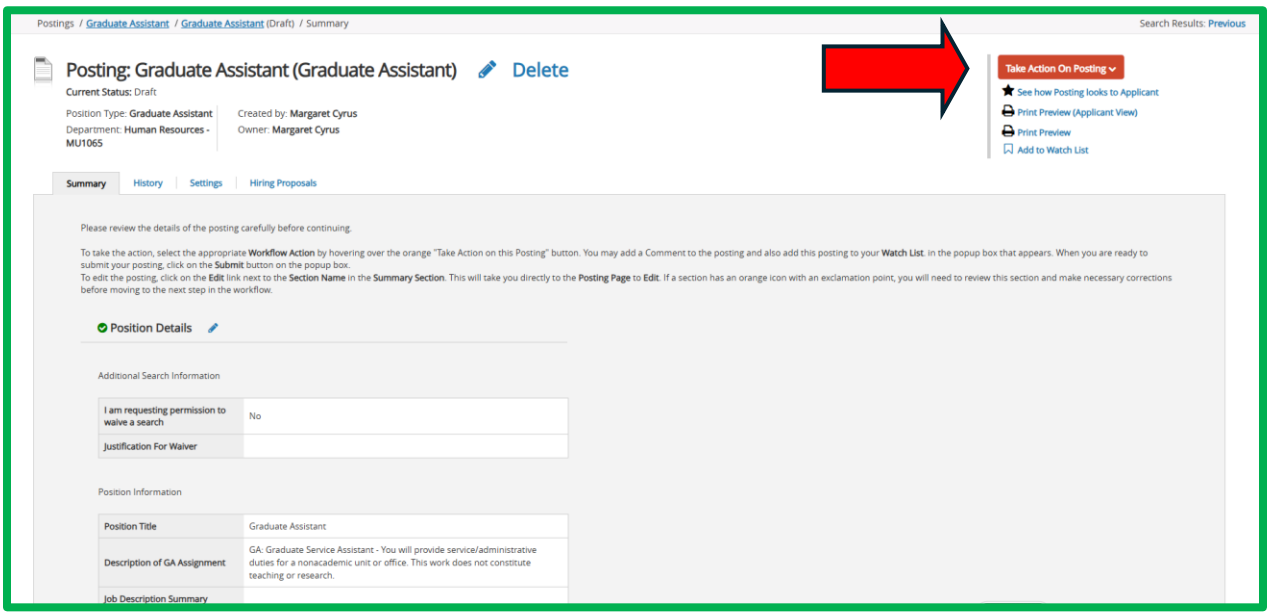


17. The **Reference Requests** is used to allow references to submit their reference letters to the system on behalf of the applicant. **Please note that the letters are usually reserved for Faculty searches.**
    - If you want to set the required minimum, you will add the Minimum Requests (such as 3) and then add the maximum you want allowed to be submitted (such as 3).
    - If you want to make the reference requests <u>optional</u>, you will add zero (0) to the minimum requests.

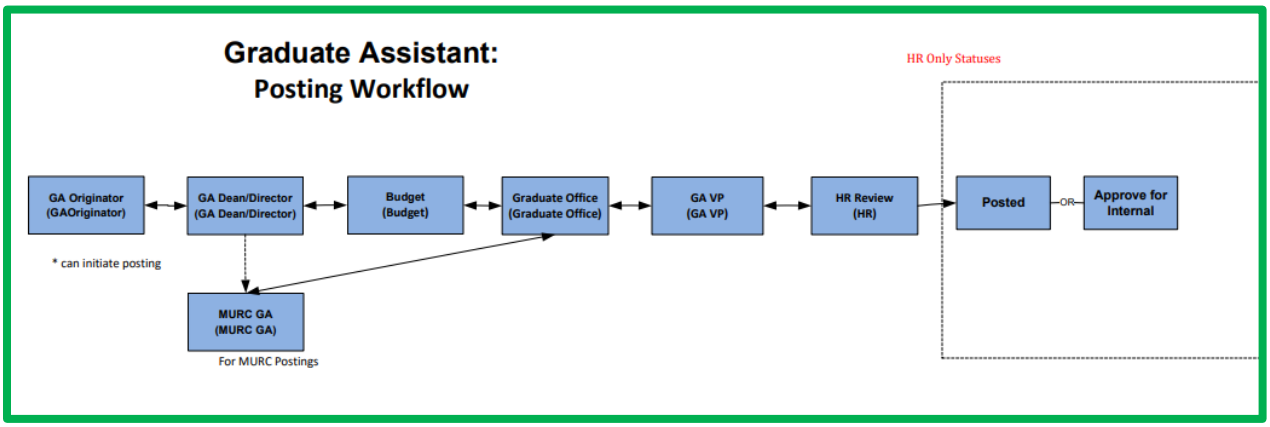
Once you are done, you will hit "**Save and Continue.**"



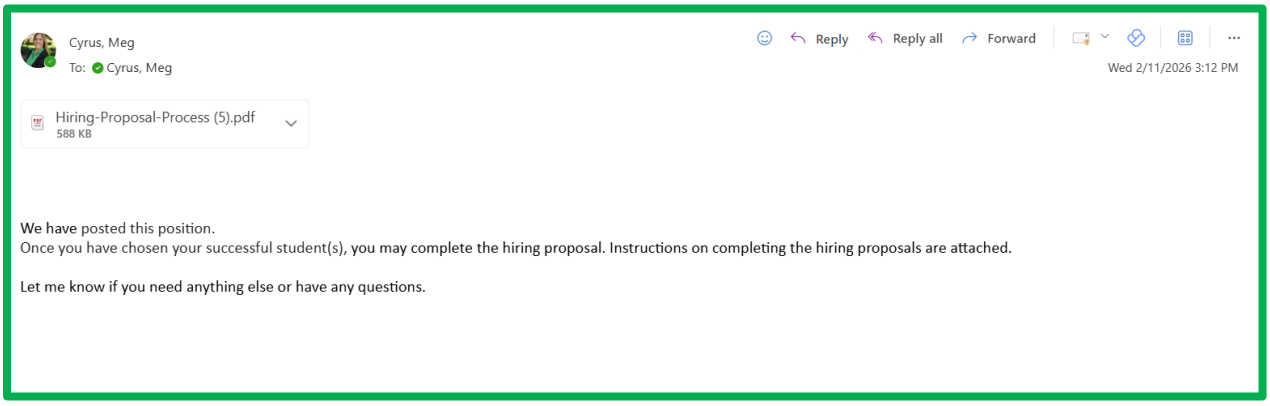
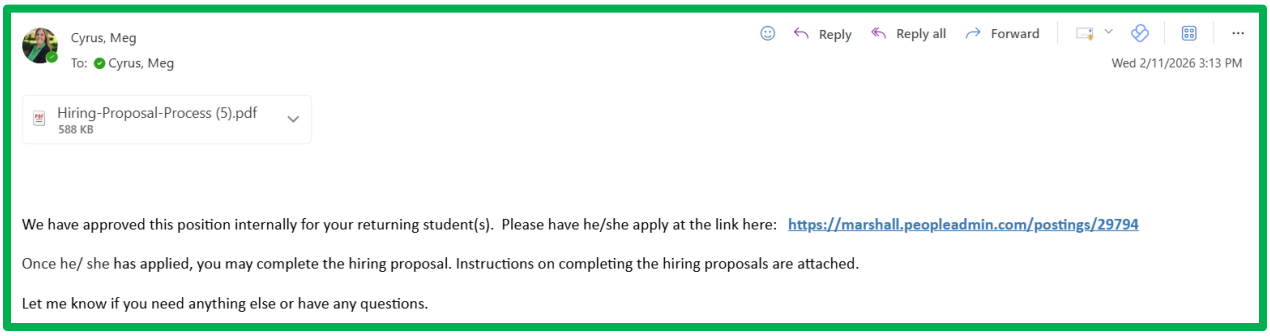
18. **Summary page**, review your posting as this is what the applicant will see when it is posted. To make any changes, click on the edit button and go through each section you wish to make any changes. After reviewing the post, you can use the orange button named "Take Action on Posting" approve your position to the next process, "**GA Dean Director" Then hit Submit.**



19. It will continue to move through the approval process, with the last stop being Human Resources. HR will review the posting to ensure that the posting is coherent, add any missing information, etc.



a. HR will then use the "Take Action on Posting" and use the "Posted" option so the posting is live and ready to accept applications. The department will receive an email letting them know the position has been posted.



b. If it is a search waiver, HR will send a link to the department to share with proposed candidate/candidates so they can apply.