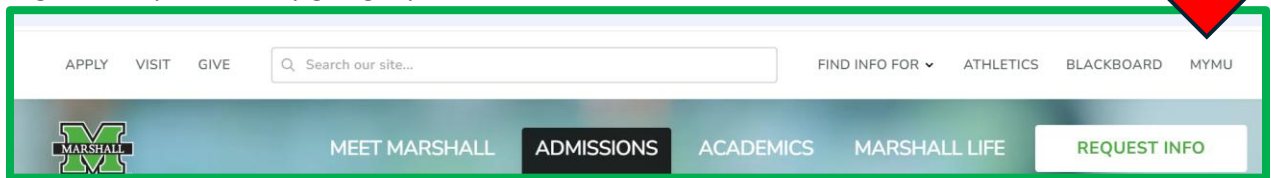


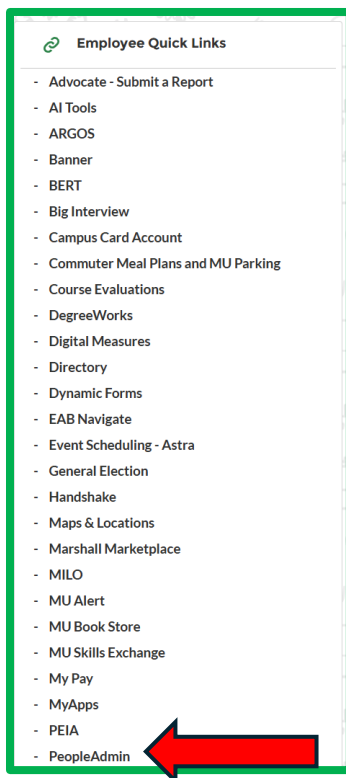


Creating a Graduate Assistant Hiring Proposal

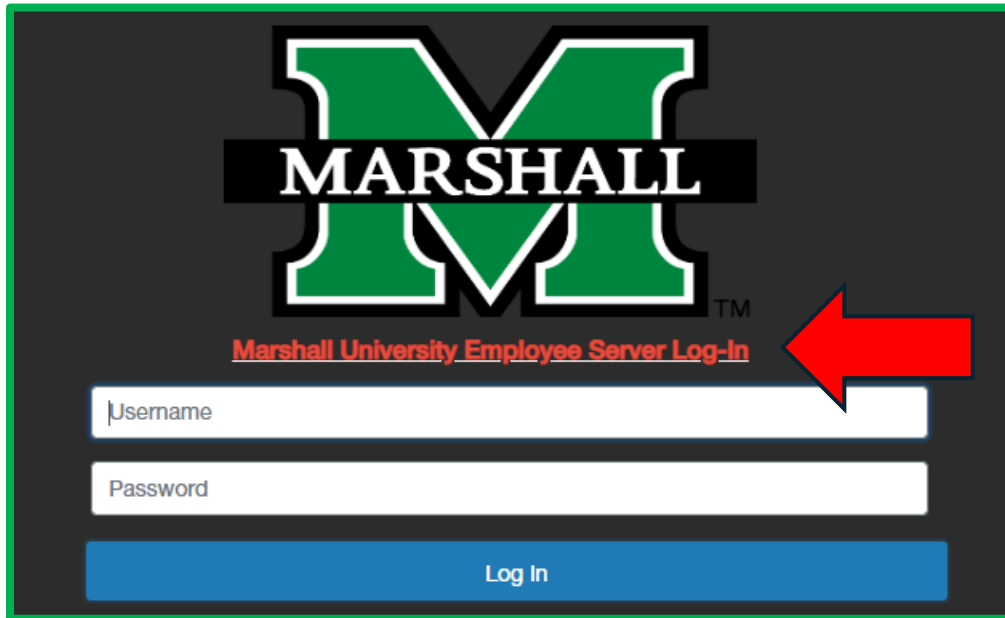
1. Log into PeopleAdmin by going myMU.



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.**

The image shows the Marshall University Employee Server Log-In page. At the top is the Marshall University logo, a green 'M' with 'MARSHALL' in white text on a black background. Below the logo is a red link that says 'Marshall University Employee Server Log-In'. A red arrow points to this link. Below the link are two input fields: 'Username' and 'Password'. At the bottom is a blue button that says 'Log In'.

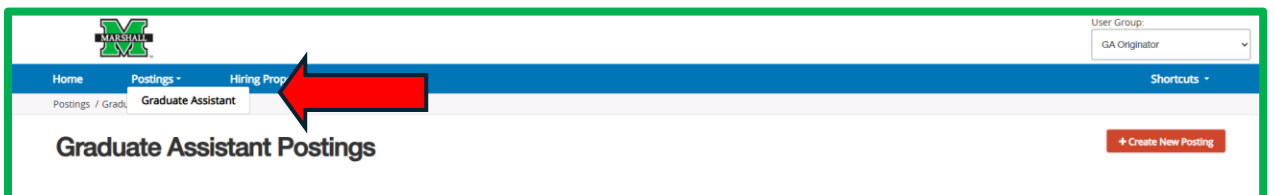
3. You will be defaulted to the Employee Group on the **Applicant Tracking** (“Hiring”) screen, so you will need to select the User Group of **GA Originator**.

Selecting the Correct User Group:

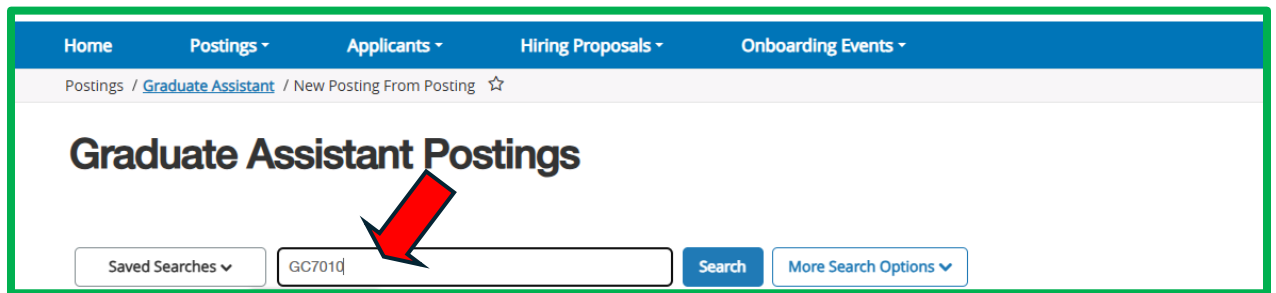
- a. You can do so by using the drop-down menu under your name on the upper right-hand side of the screen to select the user group.

The image shows the header of the Applicant Tracking screen. On the left is the Marshall University logo. In the center are navigation links: 'Home', 'Postings', and 'Hiring Proposals'. On the right is a 'User Group' dropdown menu with 'GA Originator' selected. A red arrow points to the dropdown menu. At the bottom right is a 'Shortcuts' link.

4. Click on the “Postings” tab and select the “Graduate Assistant.”

The image shows the content of the Applicant Tracking screen. At the top is the Marshall University logo. Below it is a navigation bar with tabs: 'Home', 'Postings', and 'Hiring Proposals'. The 'Postings' tab is selected, and a red arrow points to it. Below the navigation bar is a sub-tab for 'Graduate Assistant'. Below that is the heading 'Graduate Assistant Postings'. On the right is a '+ Create New Posting' button. The 'User Group' dropdown menu is also visible in the top right corner.

5. Type the banner position number to find the posting you wish to begin hiring your student(s). Then hit “Search.”



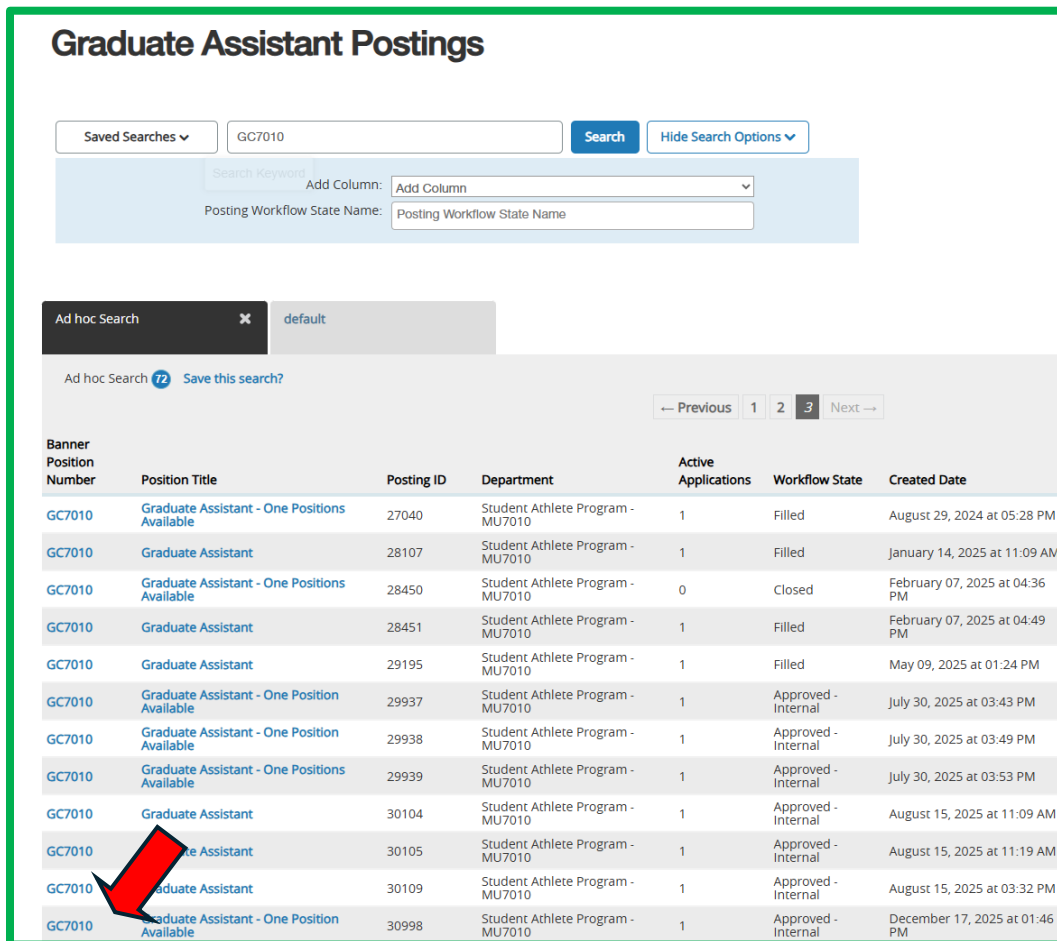
Home Postings ▾ Applicants ▾ Hiring Proposals ▾ Onboarding Events ▾

Postings / [Graduate Assistant](#) / New Posting From Posting ☆

Graduate Assistant Postings

Saved Searches ▾ GC7010 Search More Search Options ▾

- a. 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.



Graduate Assistant Postings

Saved Searches ▾ GC7010 Search Hide Search Options ▾

Search Keyword: Add Column: Add Column

Posting Workflow State Name: Posting Workflow State Name

Ad hoc Search default

Ad hoc Search 12 Save this search?

← Previous 1 2 3 Next →

Banner Position Number	Position Title	Posting ID	Department	Active Applications	Workflow State	Created Date
GC7010	Graduate Assistant - One Positions Available	27040	Student Athlete Program - MU7010	1	Filled	August 29, 2024 at 05:28 PM
GC7010	Graduate Assistant	28107	Student Athlete Program - MU7010	1	Filled	January 14, 2025 at 11:09 AM
GC7010	Graduate Assistant - One Positions Available	28450	Student Athlete Program - MU7010	0	Closed	February 07, 2025 at 04:36 PM
GC7010	Graduate Assistant	28451	Student Athlete Program - MU7010	1	Filled	February 07, 2025 at 04:49 PM
GC7010	Graduate Assistant	29195	Student Athlete Program - MU7010	1	Filled	May 09, 2025 at 01:24 PM
GC7010	Graduate Assistant - One Position Available	29937	Student Athlete Program - MU7010	1	Approved - Internal	July 30, 2025 at 03:43 PM
GC7010	Graduate Assistant - One Position Available	29938	Student Athlete Program - MU7010	1	Approved - Internal	July 30, 2025 at 03:49 PM
GC7010	Graduate Assistant - One Positions Available	29939	Student Athlete Program - MU7010	1	Approved - Internal	July 30, 2025 at 03:53 PM
GC7010	Graduate Assistant	30104	Student Athlete Program - MU7010	1	Approved - Internal	August 15, 2025 at 11:09 AM
GC7010	Graduate Assistant	30105	Student Athlete Program - MU7010	1	Approved - Internal	August 15, 2025 at 11:19 AM
GC7010	Graduate Assistant	30109	Student Athlete Program - MU7010	1	Approved - Internal	August 15, 2025 at 03:32 PM
GC7010	Graduate Assistant - One Position Available	30998	Student Athlete Program - MU7010	1	Approved - Internal	December 17, 2025 at 01:46 PM

6. Once on the posting, click on the applicant tab.

Postings / Graduate Assistant / Graduate Assistant (GA Dean/Director) / Summary

Posting: Graduate Assistant (Graduate Assistant)

Current Status: GA Dean/Director

Position Type: Graduate Assistant
Department: Human Resources - MU1065

Created by: Margaret
Owner: GA Dean/Director

Take Action On Posting

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Summary History Settings Applicants Reports Hiring Proposals

7. On the “Applicants” tab, click on the applicant you wish to move in the posting work flow.

Summary History Applicants Reports Hiring Proposals

Active Applications

“Active Applications”

	Last Name	First Name	Job Title	Workflow State (Internal)	Actions
☐	Doe	Jane	Graduate Assistant	Under Review by GA Dean/Director	Actions

8. You will get to the Job Application screen where you can move the applicant(s) to “**Approve (move to Proposed Hire).**”

Postings / ... / Graduate Assistant (Approved - Internal) / Applicant Review / Jane Doe Under Review by GA Dean/Director

Job application: Jane Doe (Graduate Assistant)

Current Status: Under Review by GA Dean/Director
Application form: Graduate Assistant Application

Full name: Jane Doe
Address: 1 John Marshall Drive
Huntington, WV 25701
United States of America
Username: owens24
Email: emailaddress@zed.zed
Phone (Primary): 304-208-3274
Phone (Secondary):
Position Type: Graduate Assistant
Department: Accountancy/Legal
Environment - MU2310

Created by: Jane Doe
Owner: GA Dean/Director

Take Action On Job Application

- Keep working on this Job application
- WORKFLOW ACTIONS
- Not Hired (move to Not Selected for Interview, Not Hired)
- Cancelled (move to Position Cancelled)
- Approve (move to Proposed Hire)
- Interviewed, Not Hired (move to Interviewed, Not Hired)

Summary Recommendations (0 of 0) History Reports

Personal Information

Contact Information

First Name	Jane
Middle Name	
Last Name	Doe
Preferred First Name	
Address1	1 John Marshall Drive
Address2	

9. Once you have moved the applicant you wish to hire, to “Approve, Proposed Hire” you will now start the GA Hiring Proposal.

Postings / ... / Graduate Assistant (Approved - Internal) / Applicant Review / Jane Doe Proposed Hire

Job application: Jane Doe (Graduate Assistant)

Current Status: Proposed Hire
Application form: Graduate Assistant Application

Full name: Jane Doe
Address:
1 John Marshall Drive
Huntington, WV 25701
United States of America
Username: owens24
Email: emailaddress@zed.zed
Phone (Primary): 304-208-3274
Phone (Secondary):
Position Type: Graduate Assistant
Department: Accountancy/Legal Environment - MU2310

Created by: Jane Doe
Owner: GA Dean/Director

[Take Action On Job Application](#)

- ★ View Posting Applied To
- ★ Preview Application
- ★ Start GA Hiring Proposal

Summary Recommendations (0 of 0) History Reports

Personal Information

Contact Information

First Name	Jane
Middle Name	
Last Name	Doe
Preferred First Name	
Address1	1 John Marshall Drive

10. You will come to the **Starting GA Hiring Proposal** screen; you will click on the blue “Start GA Hiring Proposal.”

Postings / ... / Applicant Review / Jane Doe (Proposed Hire) / New Hiring Proposal

Starting GA Hiring Proposal

Applicant: Jane Doe
Posting: Graduate Assistant

[Start GA Hiring Proposal](#) or [Cancel](#)

11. The **Hiring Proposal** screen is where you will enter the student's Marshall ID number and their start/end dates. After entering the information, you will click on **"Save"** after it saves, then click on **"Next."**

****Please double-check the Marshall ID numbers for both the student and the supervisor. Incorrect information may cause delays in processing.**

Position Requests / ... / GA Hiring Proposal / / Edit

Editing Hiring Proposal

Hiring Proposal

Save Next >>

Check spelling

* Required Information

Candidate Information

First Name Jane

Last Name Doe

Address1 1 John Marshall Drive

Address2

City Huntington

State WV

Zip Code 25701

Country United States of America

Primary Phone 304-208-3274

Email emailaddress@zed.zed

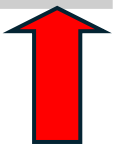
* 901 Number 654258 x
This field is required.

Position Information

Position Title Graduate Assistant

Description of GA Assignment GA: Service Assistant

Hours Per Week Full Time (20 hrs a week)



Pay Rate Hourly Rate: - 13.00

Posting Number MU009GA

Banner Position Number 123456

Hiring Proposal Information

* Start Date 6/23/2016
This field is required.

* End Date 12/23/2016
This field is required.

Actual Starting Salary

Hiring Proposal Number

Save Next >>

12. The new pay funding, tuition type, tuition percentage or flat amount will carry over from the GA posting. **If any of the information is incorrect, please reach out to recruiting@marshall.edu for further direction.**

This screenshot shows a web form for creating a hiring proposal. It includes several sections with input fields and dropdown menus. The form is enclosed in a green border.

Will the pay be funded from a grant or third party?

Tuition Type

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?

Banner Position Number

Supervisor ID (TCP Time Approver)

Posting Number

Hiring Proposal Information

Start Date

End Date

Timesheet Org (if different than home org)

Hiring Proposal Number

Buttons:

13. The **Budget Summary** screen is where the budget summary information is displayed. You will click on the “Next” button as there are no options to make any changes.

This screenshot shows the 'Budget Summary' screen within a web application. It features a sidebar on the left, a main content area, and navigation buttons at the top and bottom right. A red arrow points to the 'Next >>' button.

Position Requests / ... / GA Hiring Proposal / / Edit

Editing Hiring Proposal

- ☒ Hiring Proposal
- ☒ **Budget Summary**
- ☐ Hiring Proposal Documents
- ☐ Hiring Proposal Summary

Budget Summary

Budget Fund	123456
Budget Org	1254
Percentage Funded	100

Buttons:

14. The **Hiring Proposal Documents** screen is where you can upload documents you wish to be associated with this posting. You will hover your mouse over the actions and click on “Upload New.”

The screenshot shows the 'Hiring Proposal Documents' screen. On the left is a sidebar with 'Editing Hiring Proposal' and a list of items: 'Hiring Proposal', 'Budget Summary', 'Hiring Proposal Documents' (highlighted), and 'Hiring Proposal Summary'. The main area has a header 'Hiring Proposal Documents' with 'Save', '<< Prev', and 'Next >>' buttons. Below is 'Instructional Text...' and a note: 'PDF conversion must be completed for the document to be valid when applicable.' A table lists documents with columns 'Document Type', 'Name', 'Status', and '(Actions)'. One document is listed: 'Budget Authorization - Hiring Proposal'. A red arrow points to the '(Actions)' dropdown menu, which is open and shows options: 'Upload New', 'Create New', 'Choose Existing', and 'Save'. The 'Save' button is also visible in the table's action column.

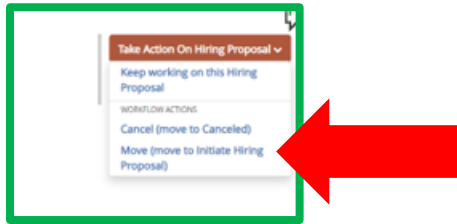
The **Upload a Budget Authorization – Hiring Proposal** screen, you will click on the “Browse” button and find your file. Once you have found your file, you will click on the blue “**Submit**” button.

The screenshot shows the 'Upload a Budget Authorization - Hiring Proposal' screen. It has a header 'Postings / ... / Applicant Review / Jane Doe (Proposed Hire) / Edit Hiring Proposal'. The main title is 'Upload a Budget Authorization - Hiring Proposal'. Below is instructional text: 'To upload your document, provide a name and description of the document. To choose a file to upload, click the Choose File button and select the file from your computer. When you are ready to submit your document, click the Submit button.' There are input fields for 'Name' (containing 'Budget Authorization') and 'Description'. A 'File to upload' field shows a path 'C:\Users\owens24\De...' and a 'Browse...' button. A red arrow points to the 'Submit' button.

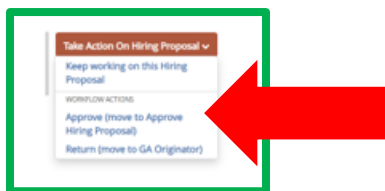
You will see your file now attached to the posting. Click on the “**Save**” button and after it saves then click on “**Next.**”

The screenshot shows the 'Hiring Proposal Documents' screen after the upload. The sidebar is the same. The main area shows the document 'Budget Authorization - Hiring Proposal' with a status of 'PDF conversion in process'. A red arrow points to the 'Next >>' button in the top right corner.

15. The **GA Hiring Proposal** screen, you will review the information and once it is satisfactory you will click on the orange “Take Action on Hiring Proposal” button then select “**Move (move to Initiate Hiring Proposal).**”



16. The hiring proposal will then be sent to the **GA/Dean Director** to approve. Select **Approve “ move to Approve Hiring Proposal”** See below example.



17. The hiring proposal will be sent to the Graduate Office for approval.
18. Once the Graduate Office approves, the **GA/Dean Director** will get the email notification that an offer can be made to your student.

You have received the following Graduate Assistant **Hiring Proposal** for your review.

Hiring Proposal Workflow Status: Approved to Offer

Title: Graduate Assistant

Position Number: GA0001

Department: Advanced Ed Studies - RC2340

Job Posting Number: MU021GA

Hiring Proposal Number:

Please login to <https://marshall.peopleadmin.com/hr> in the **Applicant Tracking Module** to review/approve this action.

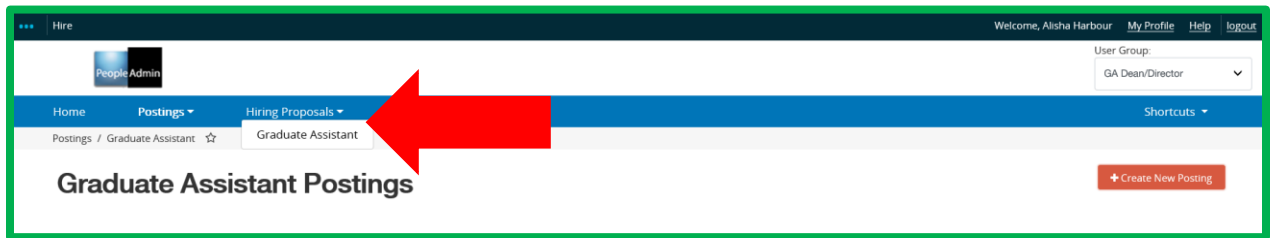
If you have any questions, please contact Human Resource Services at human-resources@marshall.edu

Thank you,

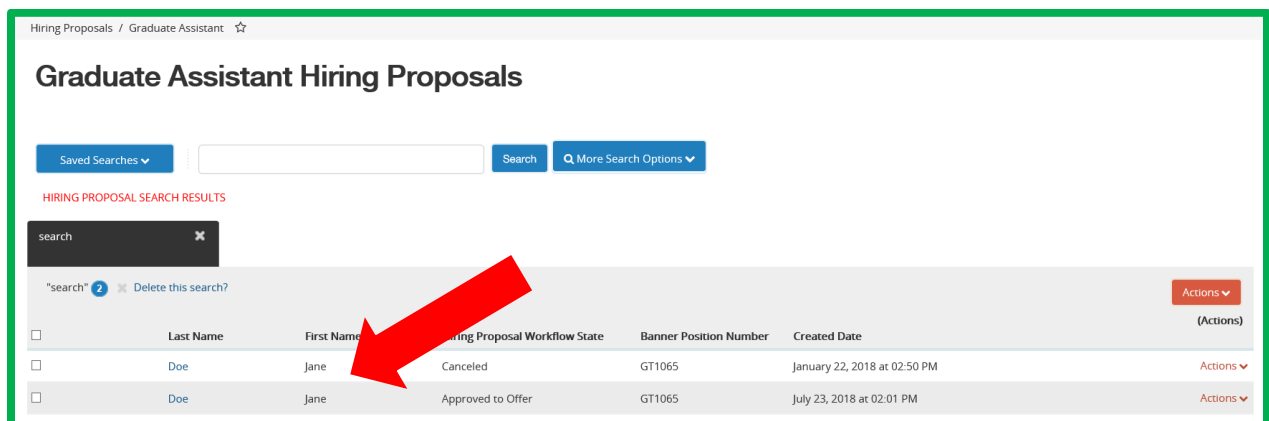
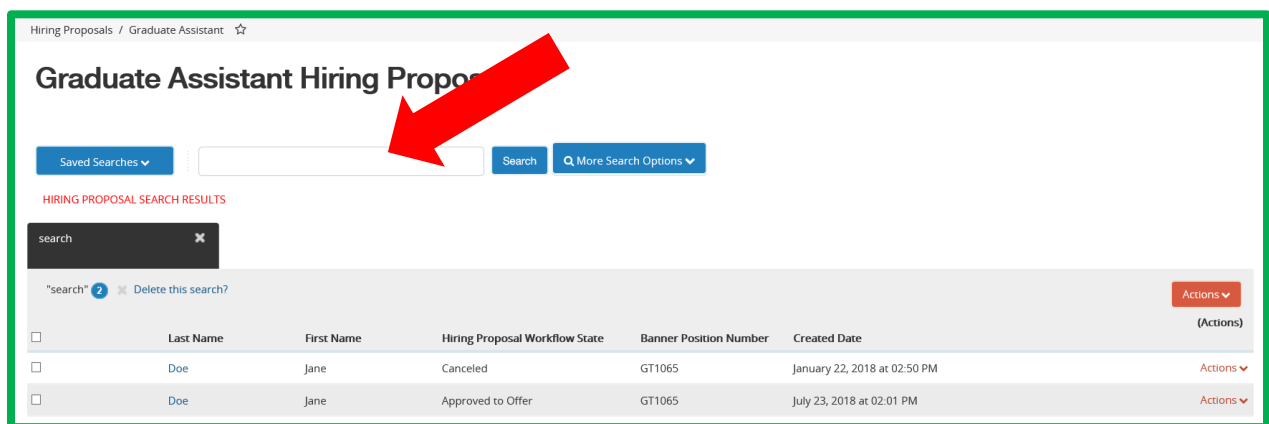
Human Resource Services

Marshall University

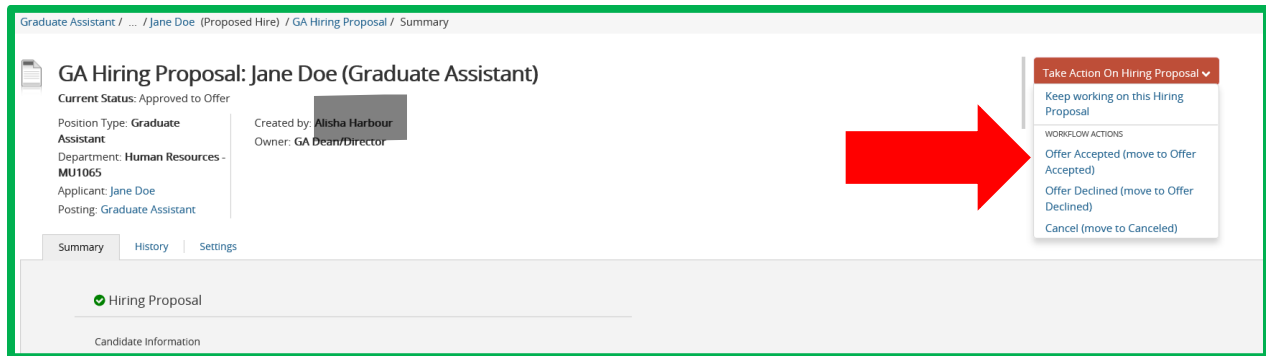
19. To access the hiring proposals, you will select the “Hiring Proposals” tab and then “Graduate Assistant.”



Type the proposed applicant’s name in the rectangle box, hit search and it will populate down below.



20. Once you click on the applicant's name it will take you into their hiring proposal.
On the hiring proposal for the student, the **GA/Dean Director** will use the orange "Take Action on Hiring Proposal" to mark the student as "Offer Accepted."



Graduate Assistant / ... / Jane Doe (Proposed Hire) / GA Hiring Proposal / Summary

GA Hiring Proposal: Jane Doe (Graduate Assistant)

Current Status: Approved to Offer

Position Type: Graduate Assistant
Department: Human Resources - MU1065
Applicant: Jane Doe
Posting: Graduate Assistant

Created by: Alisha Harbour
Owner: GA Dean/Director

Summary History Settings

✓ Hiring Proposal

Candidate Information

Take Action On Hiring Proposal ▼

- Keep working on this Hiring Proposal
- Workflow Actions
 - Offer Accepted (move to Offer Accepted)
 - Offer Declined (move to Offer Declined)
 - Cancel (move to Canceled)

- a. After your student has accepted the offer, the **GA/Dean Director** will mark the Hiring Proposal as "Offer Accepted." This will generate an email notification for your hiring unit to begin the GA contract in Dynamic Forms. The hiring Unit will now complete the contract in Dynamic Forms. The contract will not be automatically generated in PeopleAdmin. Please fill out all required areas of the form. Any questions that arise please email: graduatestudies@marshall.edu.

21. Once the hiring unit completes their part of the contract, it will be routed to the Graduate Office, then to the student to sign off on.

If you have any questions regarding Graduate Students – please email: graduatestudies@marshall.edu

If you have questions regarding People Admin – please email: recruiting@marshall.edu