

Graduate Assistants - PeopleAdmin: Creating a Posting in Applicant Tracking (Blue) screen

Marshall University – Human Resources





What is PeopleAdmin?

PeopleAdmin: Creating a Posting in Applicant Tracking (Blue) screen
Marshall University – Human Resources



Gaining Access to PeopleAdmin for Applicant Tracking

- The GA Dean/Director role can modify or create positions and postings in PeopleAdmin. The PeopleAdmin Privileges form must be completed to gain access to this role to modify or create positions in PeopleAdmin.
- The form can be accessed at this link:
https://marshallu.na1.adobesign.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhD5M_1V_VpK5Ylj3pRVsjlfnvKV2hePI8ucohmGAL5W4yDSo1XUIMolt7C-kexUhzs*
- The GA Dean/Director group should be checked and the list of the Departmental Orgs that the employee will need access to must be listed. Your supervisor must submit this form.

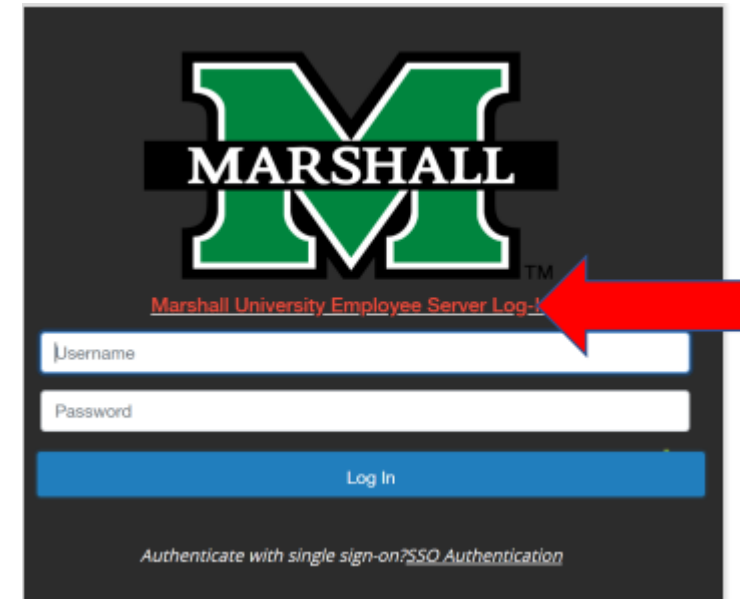
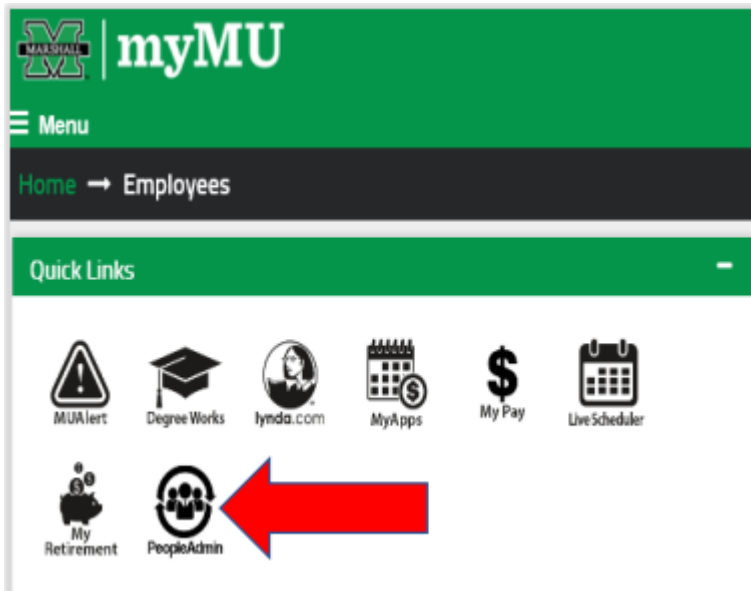


What will this training cover in PeopleAdmin?

- This training will cover the Applicant Tracking module in PeopleAdmin. The Applicant Tracking module houses the applicants for your online job posting.

How to Log Into PeopleAdmin

You will log into PeopleAdmin through myMU on the Employees tab, you will see the PeopleAdmin icon in the Quick Links. When you click the icon, you will be directed to the sign-on page. You will need to click the red letters of “**Marshall University Employee Server Log-in.**”





Selecting the Dean/Director Role

You will need to be in the GA Dean/Director group to modify any position in PeopleAdmin. You will need to use the drop-down menu in the top right corner to select the correct group. ." Then hover your mouse over the "Postings" tab and select the "Graduate Assistant."

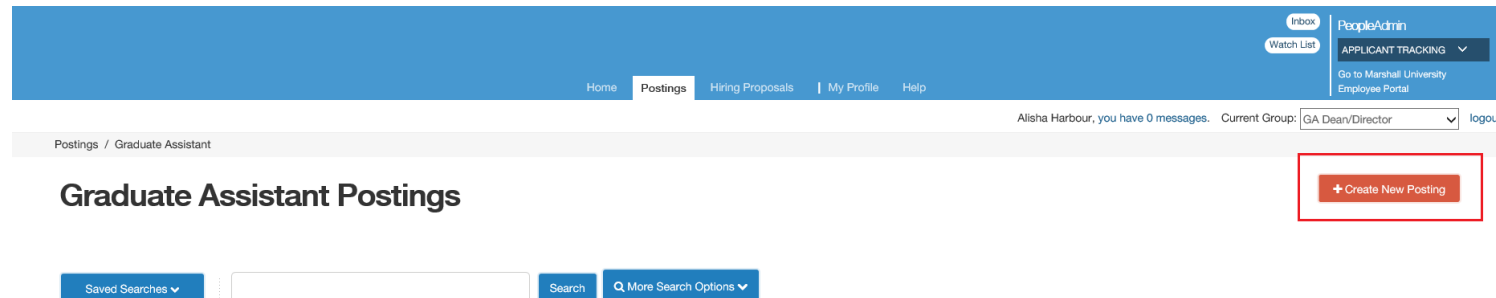
User Group:

A screenshot of the PeopleAdmin web application interface. The top navigation bar is blue and contains links for Home, Postings (highlighted with a red box), Hiring Proposals, My Profile, and Help. On the right side of the navigation bar, there are links for Inbox, Watch List, PeopleAdmin, and a dropdown menu for APPLICANT TRACKING. Below the navigation bar, a message states "Alisha Harbour, you have 0 messages." and a "Current Group:" dropdown menu is shown, with "GA Dean/Director" selected (highlighted with a red box). The main content area is titled "Graduate Assistant Postings" and includes a "Create New Posting" button. At the bottom, there is a search bar with a "Saved Searches" dropdown, a search input field, a "Search" button, and a "More Search Options" dropdown.



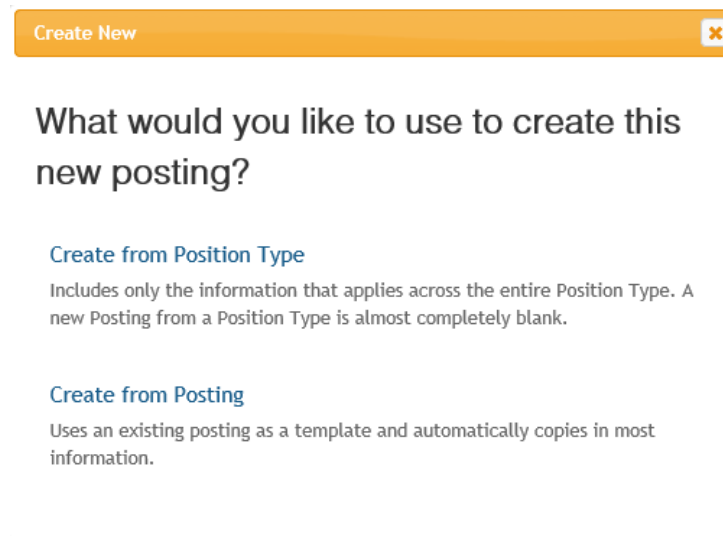
Creating a Posting

Once you are on the correct Position Type, you will click on the **“Create New Posting”** (orange button).



Creating a Posting cont.

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.

A screenshot of a web application window titled 'Create New' with a close button (X) in the top right corner. The main text asks 'What would you like to use to create this new posting?'. There are two options: 'Create from Position Type' and 'Create from Posting'. The first option includes a description: 'Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.' The second option includes a description: 'Uses an existing posting as a template and automatically copies in most information.'

Create New

What would you like to use to create this new posting?

[Create from Position Type](#)
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

[Create from Posting](#)
Uses an existing posting as a template and automatically copies in most information.



Creating a Posting cont.

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

Postings / Graduate Assistant / New Posting

New Posting

Create New Posting Cancel

* Required Information

Position Title *

Graduate Assistant

Organizational Unit

Entity *

Division *

Department *

Online Applications

☒ Accept online applications?

Special offline application instructions

Select a Entity ▼

▼

▼

Create New Posting Cancel



Creating a Posting cont.

The **Position Details** screen is where you will enter information about the position. 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. You must fill out everything that is marked with a red box. Once you have entered the information, click “Save” after it saves, then click on next.

- **Hourly**
 - GA Clinical Practice – GCXXXX
 - GA Graduate Service Assistant – GSXXXX
 - GA Faculty Support – GFXXXX
 - GA Research Assistant – GRXXXX
- **Salaried**
 - GA Doctoral Research Assistant – DRXXXX
 - GA Exempt – GGXXXX
 - GA Teacher – GTXXXX



Guidelines for the Job Description

- Outline the core responsibilities of the position.
- Highlight day to day activities of the position.
- **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 Job Requirements

- Education requirements.
- Experience requirements.
- Knowledge requirements.





Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Position Details

Editing Posting

Position Details

[Position Budget Inform...](#)

[Supplemental Questions](#)

[Applicant Documents](#)

[Guest User](#)

[Summary](#)

Position Details

Save

Next >>

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

* **Position Title**

* **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 "Requires HR Approval" - 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.

This field is required.

*NOTE: The GA Assignment type "GA: Exempt" REQUIRES HR APPROVAL

Location

* **Banner Position Number**

This field is required.





* Semester

☐ Fall Semester
☐ Spring Semester

This field is required.

* Hours per Week

☐ Full Time (20 hrs a week)
☐ Part Time (10 hrs a week)

This field is required.

Pay Rate

☐ Hourly Rate:

☐ Salary:

Position Summary Information

* Job Description

This field is required.

* Required Qualifications

This field is required.



Posting Detail Information

Posting Number	
*	Open Date
	This field is required.
*	Close Date
	Open Until Filled v
Special Instructions Summary	
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Additional Search Information

I am requesting permission to waive a search	No
Justification For Waiver	
*	Approval
	This field is required.
	Graduate Office approval initials required for waiver of search. If no waiver of search requested please enter "N/A".

[Save](#) [Next >>](#)



Position Budget Information

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. Enter the budget information, click on “Save” after it saves, then click on the “Next” button.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Position Budget Information

Editing Posting

Position Details

Position Budget Inform...

Supplemental Questions

Applicant Documents

Guest User

Summary

Position Budget Information

Save

<< Prev

Next >>

Budget Summary

Add Budget Summary Entry

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Position Budget Information

Editing Posting

Position Details

Position Budget Inform...

Supplemental Questions

Applicant Documents

Guest User

Summary

Position Budget Information

Save

<< Prev

Next >>

Check spelling

Required Information

Budget Summary

Budget Fund

123456

Budget Org

1254

Percentage Funded

100

☐ Remove Entry?

Add Budget Summary Entry



Supplemental Questions

The **Supplemental Questions** screen is where you will add supplemental questions that will help filter out the applicants. 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.

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Supplemental Questions

Editing Posting

Position Details

Position Budget Inform...

Supplemental Questions

Applicant Documents

Guest User

Summary

Supplemental Questions

Save << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required. Special System Tab here for Supplemental Questions

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Postings / Graduate Assistant / Graduate Assistant (Draft) / Edit: Supplemental Questions

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Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------



Supplemental Questions cont.

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. You will see your question(s) that you have selected. You will click on “Save” after it saves, then click on the “Next” button.

Add a Question

Available Supplemental Questions

Category: Any Keyword:

Add Category Question

☒ Uncategorized How did you hear about this employment opportunity?

Possible Answers:

1. Public Job Posting

2. Internal Job Posting

3. Agency Referral

4. Advertisement/Publication

5. Personal Referral

6. Website

7. Other

☐ 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?

Displaying 1 - 15 of 41 in total

← Previous | Next →

Can't find the one you want? [Add a new one](#)

Submit

Cancel

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1	☐	Uncategorized	How did you hear about this employment opportunity?	active	✕ ✕ %

Save

<< Prev

Next >>