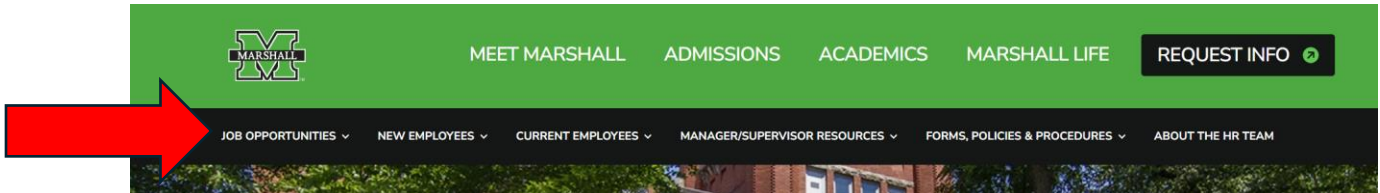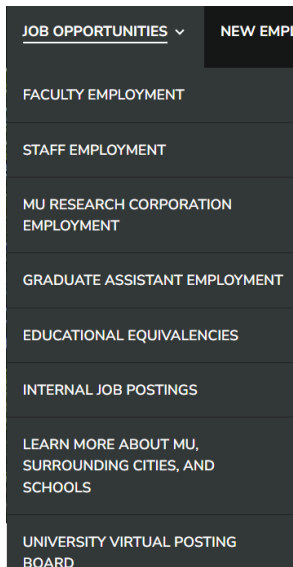# Marshall University: Introduction to People Admin

Creating an account

1. Visit www.marshall.edu/human-resources and click on the Job Opportunities tab.

2. You can click on the "job opportunities" tab or choose a type of employment in the drop-down menu.

Once you choose an employment type, it will take you to the university's job page.

3. You will choose the "Log In/Create Account".

Log in to your account

*Required fields are indicated with an asterisk ***

* Username

* Password

Forgot your username or password?

| Log In |

| Log In with LinkedIn |

Or Create an Account

Note: If you have an existing account and need to reset your password, please email us at recruiting@marshall.edu with your name and email address. We will send you a system-generated email to reset your password.

4. You may create an account or log in with LinkedIn.

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

| Create account |

| Log In with LinkedIn |

Or Log in to your account

5. To create an account, enter the required information and click "Create Account".

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Save time and upload your resume to prefill sections of your application.

Upload Your Resume

[Choose File] No file chosen

Login Information

*Required fields are indicated with an asterisk ***

* **Username**

[   ]

Cannot include special characters

* **Password**

[   ]

Password should be at least 6 characters

* **Password Confirmation**

[   ]

Please re-enter your password

First Name

[   ]

Last Name

[   ]

* **Email**

[   ]

Please enter a valid email address

* **Email Confirmation**

[   ]

Please re-enter your email address

[Create account]

[Log In with LinkedIn]

Or Log in to your account

6. If you wish to log-in through LinkedIn, you will enter your credentials and sign in.

Linked in

Welcome Back

Don't miss your next opportunity. Sign in to stay updated on your professional world.

Email or Phone

Password	Show

Cancel   Sign in

Forgot password?

New to LinkedIn? Join now

Once your account has been created, you are no eligible to apply for jobs at the university!

Search/ Apply for Open Positions

1. Once you logged in to your People Admin account, you will click on the "Search Jobs" link.

🏠 **Home**

🔍 Search Jobs

🔖 Your Bookmarked Postings

📑 Your Applications

🗂 Your Documents

⚙ Account Settings

Demographic Info

⏻ Logout Kimberly

❓ Help

Campus ID Office

Title IX

IT Service Desk

Parking

Payroll

2. Click on the "View Details" and you will see the job description, educational and experiential requirements for the position. You can click on the "Apply for this Job". link.

Campus Service Worker-Lead

Non-Classified/Classified Non-Exempt   Housing Housekeeping - MU5442

This position functions as a team leader over Campus Service Workers in cleaning and maintaining of interior and surrounding exterior appearance of residence halls and related facilities including offices, conference rooms, classrooms, lobbies, front desk areas, bathrooms, showers, hallways, study lounges, breezeways, stairwells, laundry rooms, kitchenettes, outside entrances, walkways, etc.Job...

👁 View Details   Bookmark

Campus Service Worker (3 positions available)

Non-Classified/Classified Non-Exempt   Housing Housekeeping - MU5442

The Campus Service Worker is responsible for cleaning and maintaining residence halls and related facilities including offices, conference rooms, classrooms, lobbies, front desk areas, bathrooms, showers, hallways, study lounges, breezeways, stairwells, laundry rooms, kitchenettes, outside entrances, walkways, etc. Job responsibilities require the ability to perform work both independently and ...

👁 View Details   Bookmark

General Maintenance I

Non-Classified/Classified Non-Exempt   Housing Maintenance - MU5443

Provides necessary maintenance in performing general carpentry, electrical, HVAC, plumbing, painting. Successful applicant operates and uses various hand and power tools and equipment necessary to complete assignments. Maintains tools and equipment in good condition. Cleans work areas, picks up materials and supplies from warehouse or storeroom. Operates a motor vehicle in the performance of jo...

👁 View Details   Bookmark

Certified Flight Instructor- 3 positions available

Non-Classified/Classified Exempt   Aviation Program - MU2006

This position is located at the Yeager Airport in Charleston, West Virginia.The Certified Flight Instructor helps maintain quality instruction across the flight school by providing student training, consistent record keeping, and other duties as assigned by the Chief Flight Instructor.This is a 12-month non-classified position.Marshall University is a student-centered public research university...

👁 View Details   Bookmark

Campus Service Worker-Lead

🔖 Bookmark this Posting   🖨 Print Preview   ➲ Apply for this Job

3. You will complete contact and general information. All boxes marked with an asterisk are required to submit your application. Below are the categories you will be asked to complete.

| Demographic Info |
| --- |
| Personal Information |
| Documents needed to Apply |
| Educational History |
| Employment History |
| List of References |
| Supplemental Questions |
| Additional Information |
| Reference Letter Submission |
| Check for Errors and Submit |

Note: If you have your employment information on your resume, you may attach it in lieu of entering information on that section of the application.

4. You may enter the voluntary demographic information and then click "save and continue".

5. You will enter your contact information and answer the general information questions, and then click "Save and continue".

6. You will then attach any documents needed to apply for the position and then click "Save and continue".

7. You will enter your High School Education information and may add Post High Education if applicable. Next, please add training and additional information is applicable. Click "Save and continue".

8. You will click on the "Add Previous Employers Entry" and all required information (as notated by the red asterisk). If you have additional employment, please click on the "Add Previous Employers Entry" to include their information. Click "Save and continue" once completed.

9. You will need to list a name and phone number for three references. Click "Save and continue".

10. Answer the supplemental question(s) and click "save and continue".

11. You may complete the additional information on this page and click "Save and continue".

12. If reference letters are required of this position, you will enter your reference's full name and email. The system will solicit the letter via an email from your reference.

Please click "Save and continue".

Note: Check the posting for the minimum number of reference letter the search committee requires. If you do not enter the minimum number of references to be solicited, the system will not allow you to submit the application.

13. Review your application. You can click on any of the sections that are either marked with a green checkmark or a red X to make changes in that section. Once the review is complete and your application has all green checkmarks, you will enter your initials and click "Certify and Submit". You will be given a confirmation number and sent an email confirmation. Your application will be saved under the "Your Applications" menu as shown below.
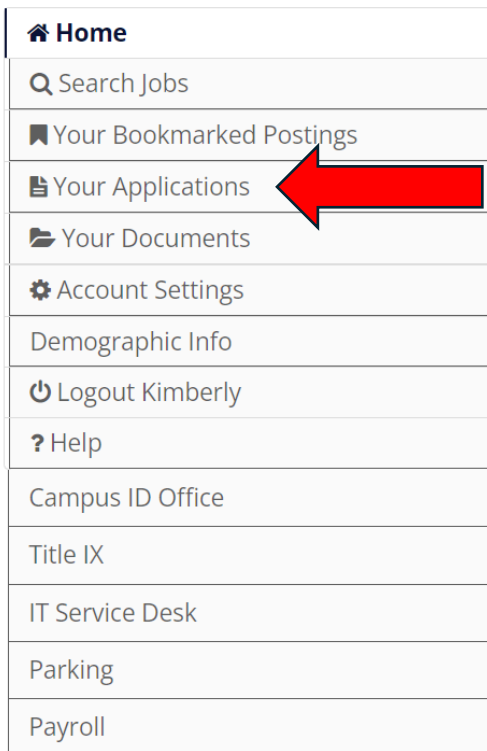
Your information will be saved to your account, allowing you to apply the same applications to other job postings. Additional job postings may require different or additional information and documents. Information filled out in your previous application will be automatically entered into any new applications. You may edit, update, and information with each application.

Please contact recruiting@marshall.edu with any questions.