

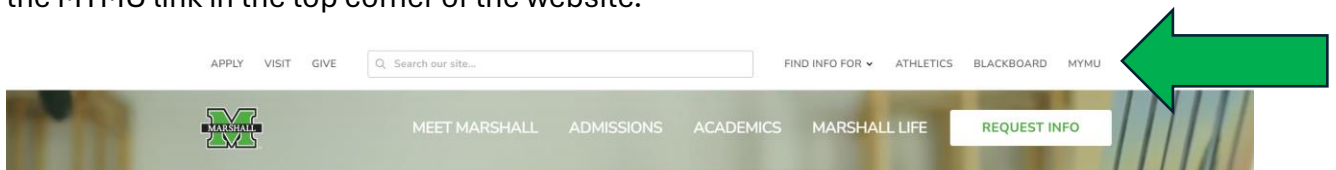


Human Resource Services

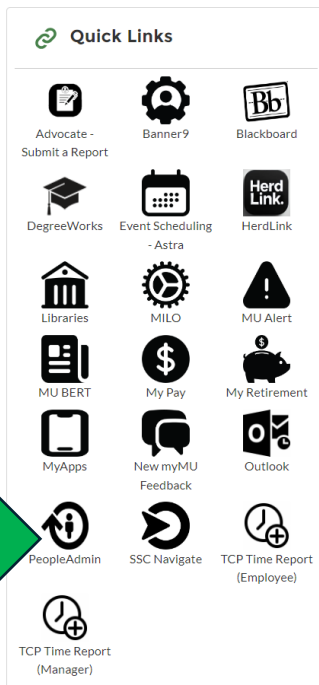
Frequently Asked Questions About PeopleAdmin

1. How do I access PeopleAdmin?

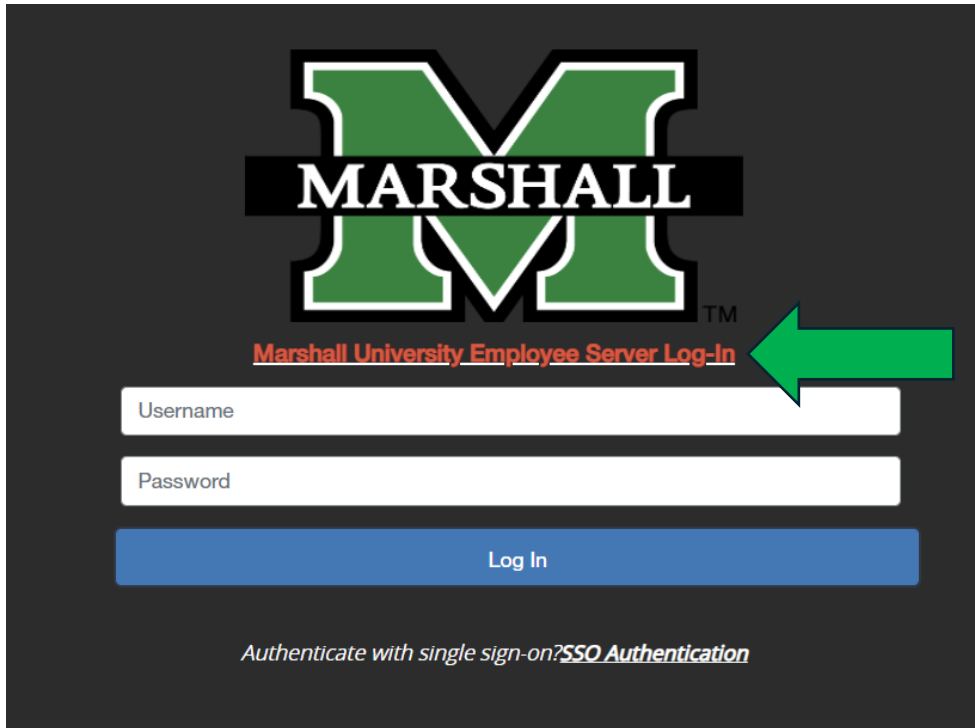
People Admin is accessed through the MYMU portal. Go to www.marshall.edu and find the MYMU link in the top corner of the website.



You will find PeopleAdmin in the “Quick Links” section.



You will click on the “Marshall University Employee Server Log-In” red link below the Marshall M.



If you are still having difficulty accessing PeopleAdmin, please contact us at recruiting@marshall.edu.

2. I can access PeopleAdmin, but when I look for my posting or applicants, the fields are blank. How can I see my postings and/or applicants?

The instructions for creating a custom search in PeopleAdmin are located on the [PeopleAdmin Resources page](#) under the “How to begin to using the system” for employees.

3. I can see the applicants, but how do I access their application materials?

An applicant’s uploaded documents can be found at the bottom of the page.

| Required Documents | | |
|--------------------|----------------------------------------------------------|-------------------|
| Document Type | Name | Conversion Status |
| ✓ Resume * | Resume 09-07-16 20:52:39 (70.2 KB) | PDF complete |
| ✓ Cover Letter * | Cover Letter 09-07-16 20:53:31 (37.1 KB) | PDF complete |

To open the documents, click on the blue link and the document will appear in a new window. You may print the document(s) if needed.

If you would like to print or view documents for several applicants, you may do it by clicking the box to the left of each applicant’s name.



| | | | | | | | | | | | | |
|--------------------------|------------|---------|----------------------------|---------------------------|------------|----------------------------|--------------------|-----------------------------------------------|--------|----|-------|-----|
| <input type="checkbox"/> | [Redacted] | MU1017E | March 18, 2024 at 09:32 PM | Under Review by Committee | [Redacted] | March 18, 2024 at 09:02 PM | Masters, Bachelors | Clinical Mental Health Counseling, Counseling | Female | No | White | |
| <input type="checkbox"/> | [Redacted] | MU1017E | May 31, 2024 at 06:42 PM | Under Review by Committee | [Redacted] | May 31, 2024 at 05:51 PM | Bachelors, Masters | Social Work, Social Work | Male | No | White | |
| <input type="checkbox"/> | [Redacted] | MU1017E | June 04, 2024 at 09:55 AM | Under Review by Committee | [Redacted] | June 04, 2024 at 09:21 AM | Masters | Counseling | Female | No | White | n/a |
| <input type="checkbox"/> | [Redacted] | MU1017E | June 24, 2024 at 05:24 PM | Under Review by Committee | [Redacted] | June 23, 2024 at 11:11 AM | | | Female | No | White | |



Once you have chosen the names, you will click the “actions” button above the applicant’s name.

Default: New Delete this search? Selected records Clear selection? (Applicant Detail) [Actions](#)

You will choose the option to “download applications as a PDF” and select the documents to include in the PDF and then click submit. You may save or print the PDF as needed.

Actions ▾

- GENERAL
- Review Screening Question Answers
- Download Screening Question Answers
- Import Application Data
- Export Applicants without Email
- Export results
- BULK
- Copy Applications to Posting
- Move in Workflow
- Email Applicants
- Download Applications as PDF**
- Create Document PDF per Applicant
- Reactivate Applications



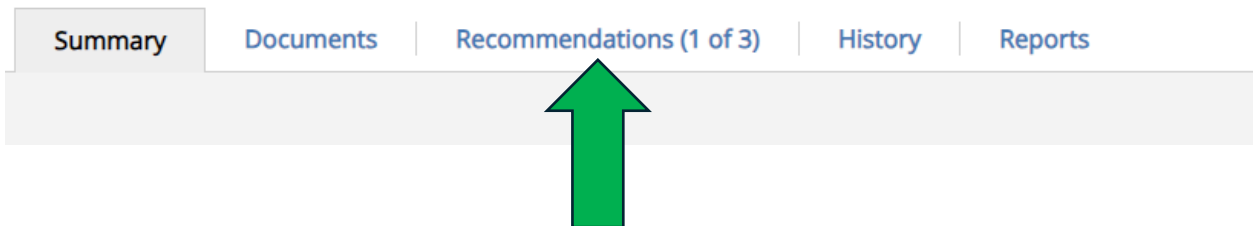


Select the document type(s) to use.

- Application and All Documents
- Only These Document Types
 - Application Data
 - Resume
 - Cover Letter
 - Curriculum Vitae
 - Teaching Philosophy
 - Letters of Reference
 - High School Diploma/G.E.D.
 - Other Document
 - Criteria Form
 - Other Attachment
 - Offer Letter
 - Contract
 - Other License or Certification
 - HP Other 2
 - HP Other 3
 - List of Three References w/Contacts
 - Vision Statement - Dean
 - Copy of Universal Technician Certification
 - Two Sample Syllabi
 - Unofficial Transcripts
 - Statement on Personal Creative Work
 - 20 Examples of Creative and/or Scholarly Research
 - Course Syllabi
 - 20 Examples of Student Projects
 - Statement of Teaching and Research Interests
 - Statement of Research Focus
 - Leadership Philosophy
 - CV or Resume
 - Reference Letter

4. The committee has requested reference letters to be submitted. Where can I find the letters?

Reference letters can be found under the “Recommendations” tab of the application.



You will click on the tab and the completed letters will be listed under “Recommendations”.

| Reference Requests | | Linked Request | | Notified? | Responded? | Resend | Update Reference Contact Info |
|--------------------|--------------------|----------------|--|---------------------|---------------------|--------|-------------------------------|
| Name | Email | | | | | | |
| John Marshall | gll54@marshall.edu | N/A | | 09/18/2024 11:18 AM | 09/18/2024 11:20 AM | | |

| Recommendations | | Finalized? | (Actions) |
|------------------------------------|--|------------|-----------|
| Reference | | | |
| John Marshall, 09/18/2024 11:21 AM | | Yes | Actions |

You will click on the reference's name, and you will be able to view/print the letter.

5. Is it possible to have someone outside of the university serve on a search committee?

Yes, it is possible. To add someone outside of the university, please email recruiting@marshall.edu with the person's name and email address. The system will create a login specifically for them with their own username and password and will email that information for them to use throughout the search process.

Please remind the guest user that they will need to enter their credentials instead of copying and pasting into the system

6. Am I able to see where a position description/posting is in the approval workflow?

Yes, if you have added workflow state on your search, it will be listed as below. If not, you can click on the position description/posting and it will show you where it stands in the approval process.

| Position Title | Posting Number | Active Applications | Workflow State | Banner Position Number | Close Date | Open Date | Post Position at HigherEdJobs.com? Posted Date | (Actions) |
|---------------------------------------|----------------|---------------------|----------------|------------------------|------------|------------|------------------------------------------------|-----------|
| Director of Recruitment & Development | MU1073E | 0 | Dean/Director | 001916 | | 08/20/2024 | | Actions |

Posting: Director of Recruitment & Development (Non-Classified/Classified Exempt)
 Current Status: Dean/Director

Position Type: Non-Classified/Classified Exempt
 Department: Pharmacy Student Affairs - MU2952

Created by:
 Owner: Dean/Director

You can also check the history tab of the posting to see the timeline of the position description/posting.



Summary

History

Settings

Applicants

Reports

Hiring Proposals

Associated Position Description

7. I have submitted my position description/posting for approval and I need to make a change. What can I do?

You can request the posting be returned to your queue by emailing us at recruiting@marshall.edu . If it is a field that you are unable to change, please let us know and we can make minor changes.

8. What documents need to be uploaded with a position description?

We require the job description and the org chart to be uploaded with the position description. **If the department is requesting a search waiver, we require a search waiver memo that outlines the need for the waiver along with the resume/CV of the applicant.**