

Search Committee Chair - How to Access Applications for Review

1. Log into PeopleAdmin by going myMU.



You will look for Quick Links and choose the PeopleAdmin icon.

You will then click the red "Marshall University Employee Server Log-In" link. **Do not enter your username** and password on this screen!



You will then click the red "Marshall University Employee Server Log-In" link. Do not enter your username and password on this screen!

Marshall University Employee Server Log-In	
Username	
Password	
Log In	
Authenticate with single sign-on? <u>SSO Authentication</u>	

2. You will be defaulted to the Employee Group on the Applicant Tracking System screen, so you will need to select the User Group of Search Committee Chair or Member.

a. Selecting the Correct User Group:

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.

Applicant Tr	icking System		Welcome, Alisha Harbaur My Profile Help 1
Pé	iple Admin		User Group: Skarch Opmnittes Char
Home	Postings •	Hiring Proposals +	Shortcuts +
Welcom	ie to your Online	Recruitment System	

3. On the home page, hover your mouse over the "Postings" tab. Select the correct Position Type for your position.

			User Group:	
Pe	opleAdmin		Dean/Director	~
Home	Postings *	Hiring Proposals *		User
				Group:

Welcometo	Non-Classified/Classified Exempt Classified/Non-Exempt	tem			
Inbox	MURC	Users 236	Hiring Proposals 5	Position Requests 9	0 Filled Bostings Last 30 days
Onboarding	Tasks 2 Special Handling Lists	3			davs
SEARCH				Filters	\cap

 You will see the listing of the postings in that Position Type that you are a search committee member. Click on the postings you wish to view the applicants.
 Faculty Postings

Saved S	Searches ~	Search	Q More Search Options 🕶		
Ad hoc Sear	ch Faculty Postings 🗙				
*Faculty Po	ostings' 📀				
0	Position Title		Active Applications	Workflow State	Posted Date
	Assistant/Associate Professor - Internal Medicine-Geriatrica		2	Posted	08/11/2016 11:08 AM
0	Assistant Professor		0	Draft	

5. You will come to the summary page of that posting. To view your applicants, you will click on the Applicants tab next to the Summary tab.

Current Status: Posted	sociate Professor - Internal Medicine-Genatrics (Faculty)	See how Proting looks to Applic
Position Type: Faculty Department: SOM-Internal Medicine - MU9410	Créated by Emakee Milles Owner, Human Resources	Prof Prever (Applicant Vew) Prof Prever (Applicant Vew) Prof Prever T T T T T T T T T T T T T
Sammary History Applicants	Reports	
Please raview the details of the posting	samefully before continuing.	
To take the action, select the appropria	Workflow Action by hovering over the pance "Take Action on the Postina" button. You may add a Comment to the posting and	also add this posting to your Watch List. In the population that appears. When you are ready to subm
posting, click on the Salamit button on	w popup box.	
To edit the posting, click on the Edit in	next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an oran	ge icon with an exclamation point, you will need to review this section and make necessary correction
moving to the next step in the worknow		
Position Details		
Position Information		
Bannor Position Number	001994	
Position Title	Assistant/Associate Professor - Internal Medicine-Genatrica	
Classification Title	Assistant Professor	
Department	COM Annual Mandalana AN CANA	
	OOWHIGHTEE WEDGERU	
Location	MUSCM - MU School of Medicine	
Location FLSA	AUGONA MU School of Medicine Exempt	

6. The applicants tab will list your applications that have been submitted for this position.

Alisha Harbour, you have 0 messages. Current Group: Search Committee Member 💙 Togout

Posting: Assis Gument Status: Posted	tant/Associate Professor	- Internal Medicine-Ge	eriatrics (Faci	ulty)		📩 See how Posting look	n Applea
Position Type: Faculty Department: SOM-Internal Medicine - MUR410	Created by: Emilee Miles Owner: Numan Resources					Print Preview (Applica Print Preview) Print Preview Print Preview Print Preview	View
Saved Searches ~		Search Q Hole Sea	arch Options 🛩				
	Add Celumn						
			Faculty Applicatio	ns X			
			'Faculty Applica	tions" 🕖			
			0	Last Name	First Name	Status	
				Doe	Jane	Under Review	
		Under Review by Committee		Doe Anoinatina Data	John	Under Reviewby Ornrnått&	
				August 11 2016 at 11:03 Ab			

7. To view their applications, click on the last name of the applicant and it will take you to the application that they submitted. Scroll down to look at all the information that your applicant has provided. You can print the application by right clicking on your mouse and then clicking print. Or you can also use the preview application using the "Preview Application" to the right side under the orange "Take Action on Job Application." The application will pop up in a new window and you can right click with your mouse and then click print.



Position Type: Non-

ments	Recommendations (1 of 1)	History	Reports	
r	nents	nents Recommendations (1 of 1)	nents Recommendations (1 of 1) History	nents Recommendations (1 of 1) History Reports

If your posting required applicant documents and you wish to view them, scroll down close to the bottom to the "Required Documents" section. You can click on each of the documents, and it will open in a separate window in a PDF format. You can print these for the committee or for yourself.

Required Documents			
Document Type	Name	Conversion Status	
O Cover Letter	Cover Letter 08+11+16 09:56:16 (10.1 KB)	PDF complete	
👩 Curriculum Vitae	Curreulum Vitao 08-11-16 09:57:59 (0:06 KB)	PDF complete	
Ust of Three References w/contact information.	List of These References w/contact information: 06-11-16 08:58:07 (10.3 KB)	PDF complete	

Search Committee Chair Only Instructions for PeopleAdmin

- After reviewing your applications and the committee has agreed on the applicants you are interested in interviewing, you will click on the applicants you wish to interview. Once in the application of the applicant, hover your mouse over the orange "Take Action On Job Application." Select the "Approve for Qualifications Review (move to Qualifications Review)" option.
- 2. The Qualifications Review Committee will review your candidate and approve them for interview. You will get an email notification, "Candidate Approved for Interview." You can then start your interview process.





3. If there are candidates that you have rated to be potential but do not rank at the top, you do not have to make any changes to those applicants. You will leave them as "Under Review by Committee" status.

Optional Step

If you do not wish to move each applicant in the workflow other than the successful, you do not have to make this change. When the position is marked as filled, each applicant not selected will be moved into the correct workflow state by the system.

4. Optional Step: If you know which candidates that you do not wish to interview, you can place them in the "Not Hired (move to Not Selected for Interview, Not Hired)" status. This will remove them from your applicant listing.

Application form: MU Application	ommittee	application
		WORKFLOW ACTIONS
Full name: John Doe Address:	Created by: John Doe Owner: Search Committee Chair	Not Hired (move to Not Selected for Interview, Not Hired)
1 John Marshall Drive Huntington, WV 25755		Approve for Equity Review (move to Equity Review)
United States of America Username: johndoe1		Return to Human Resources (move to Under Review by HR)
Email: johndoe@mu.edu		
Phone (Primary):		
Phone (Secondary):		
Position Type: Non- Classified/Classified Exempt		
Department: Human Resources - Mil11865		
101005		

You will get a pop-up window, that asks for Reason. At this time, you are not required to answer this and you can use "Other (please specify)", and you do not have to provide an explanation in the box.

Take Action Not Hired (mov Interview, Not I	e to Not Selected Hired)	x I for
Reason (requ Other (please s	ired)	
Explanation:		
<	0	>
	Submit	Cancel

5. For your successful candidate (the candidate you wish to hire), you will click on the candidate's application. Once on the candidate's application screen, you will use the "Take Action on the Job Application" and then select "Proposed Hire."

Application form: MU Application		application
		WORKFLOW ACTIONS
Full name: John Doe	Created by: John Doe	Finalist/Recommend to Hire (move to Proposed Hire)
Address: 1 John Marshall Drive	Owner: Search Committee Chair	Interviewed, Not Hired (move to Interviewed, Not Hired)
Huntington, WV 25755 United States of America		Return to Equity (move to
Username: johndoe1		Lightly hereity
Email: johndoe@mu.edu		
Phone (Primary):		
Phone (Secondary):		
Position Type: Non- Classified/Classified Exempt		
Department: Human Resources - Miរ៉ាវាតិត៍ទី		
Summary Documents Re	commendations (1 of 1) History Reports	

6.

7. For the other unsuccessful candidates, you will place them in either the "Interviewed, Not Selected for Hire" or "Not Selected for Interview, Not Hired." If they have not already been placed in these statuses.

Not Hired (move to Not Selected for Interview, Not Hired)

Application form: MU Application		application
Full name: John Doe	Created by: John Doe	WORKFLOW ACTIONS Finalist/Recommend to Hire (move to Proposed Hire)
Address: 1 John Marshall Drive	Owner: Search Committee Chair	Interviewed, Not Hired (move to Interviewed, Not Hired)
Huntington, WV 25755 United States of America		Return to Equity (move to Equity Review)
Username: johndoe1 Email: johndoe@mu.edu		
Phone (Primary): Phone (Secondary):		
Position Type: Non- Classified/Classified Exempt		
Department: Human Resources - MU1065		
Summary Documents Rec	ommendations (1 of 1) History Reports	

You will get a pop-up window, that asks for the reason. At this time, you are not required to answer this and you can use "Other (please specify)" and you do not have to provide an explanation in the box.

Take Action			
Not Hired (move to Interview, Not Hired)	o Not	Selected	for
Reason (required)			
Other <u>ease s</u>			
Explanation:			
<			>

Interviewed, Not Hired (move to Interviewed, Not Hired)

	Job application: John Doe (Non-Classified/Classified Exempt) Current Status: Interview Application form: MU Application			Take Action On Job Application V Keep working on this Job application	
					WORKFLOW ACTIONS
	Fullnamei	ohn Doe	Createdby:John Doe		Finalist/Recommenth Hire
	Address:		Owner: Search Committee Chair	(move to	Interviewed Not Hired (move to
Proposed Hi	re)				Interviewed, Not Hired)
	1 John Mar	shall Drive		· · · · · · · · · · · · · · · · · · ·	Return to Equity (move to
	Huntington.	25755			Equity Review)
	United Stat	es of America			
	Username:	johndoel			
	Email: john	idoe@mu.edu			
	Phone (Prima	ary):			
	Phone (Sec	ondary):			
	Position Ty	pe: Non-			
	Classified/0	Classified Exempt			
	Departmen	nt: Human Resour	rces		
	MU1065				
	Summary	Documents	Recommendations (1 of 1) History	Reports	
	• P	ersonal Informa	ation		

You will get a pop-up window, that asks for Reason. At this time, you are not required to answer this and you can use "Other (please specify)" and you do not have to provide an explanation in the box.

Take Action		×
Interviewed, No Interviewed, No	ot Hired (move to ot Hired)	
Reason (requ	ired)	
Other (please s	pecify)	
Explanation:		
	\bigcirc	
<		>
	Submit	Cancel

- 8. You will complete the <u>Proposed Appointment Form</u> and submit.
- 9. Once HR receives the signed form by all parties, Human Resources will send the "Permission to Hire" email and mark the posting as "Closed." You can now make the job Offer to your successful candidate.

10. After making your Offer, let Human Resources know whether your candidate has accepted or declined your offer.