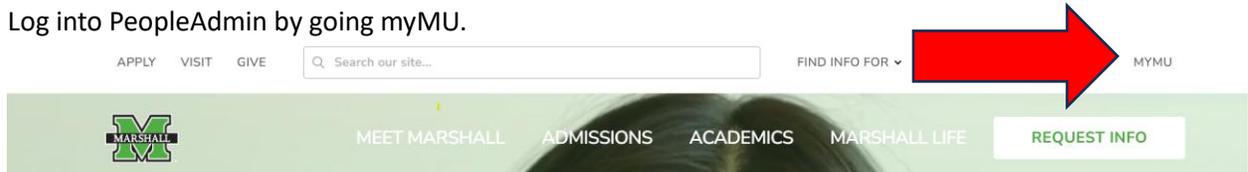## Human Resource Services
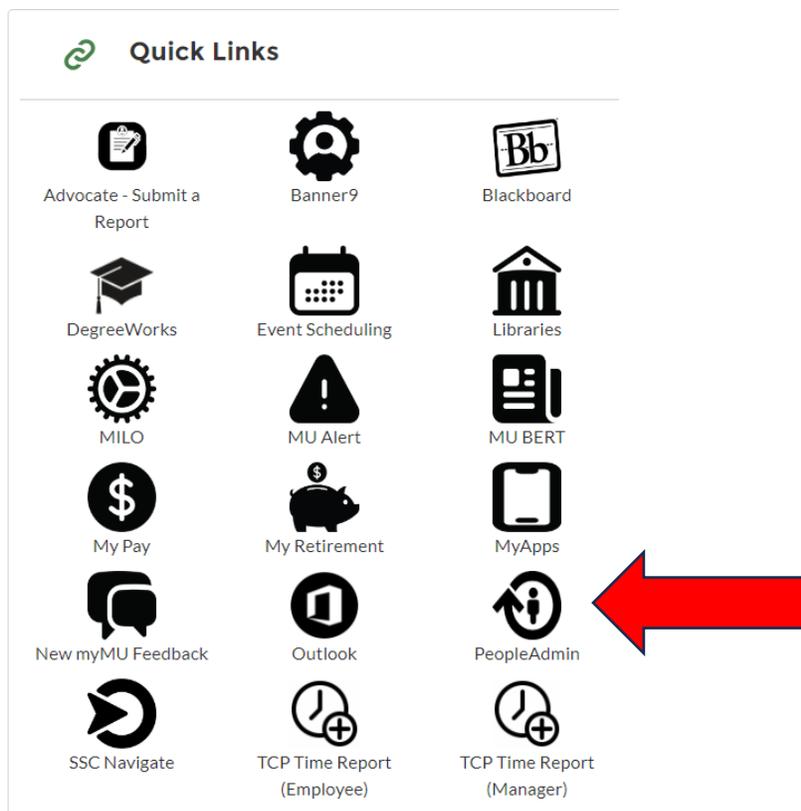
<u>Search Committee Chair - How to Access Applications for Review</u>
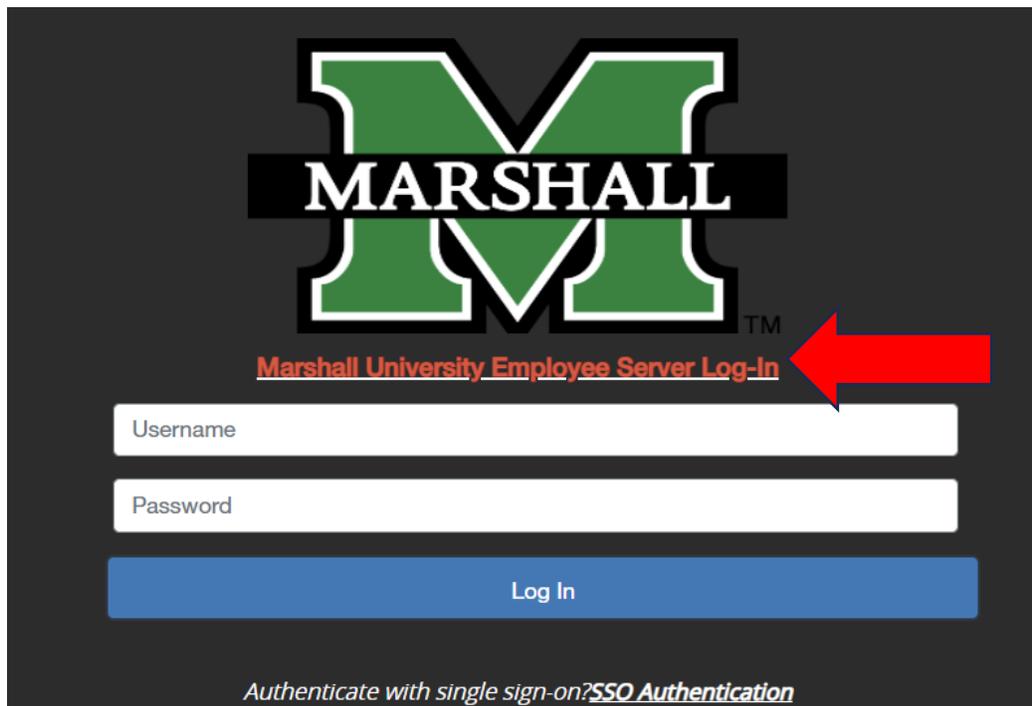
1. Log into PeopleAdmin by going myMU.



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!**



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.
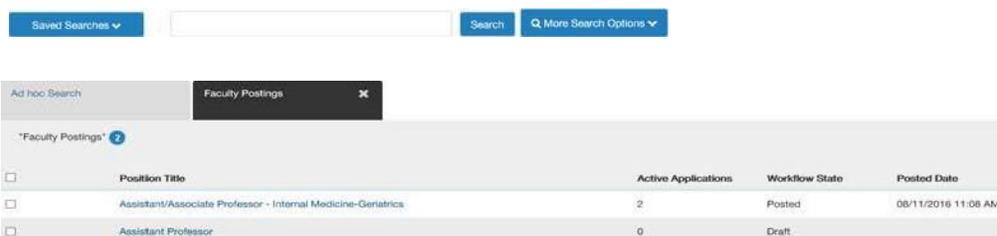


Welcome to your Online Recruitment System

3. On the home page, hover your mouse over the "Postings" tab. Select the correct Position Type for your position.
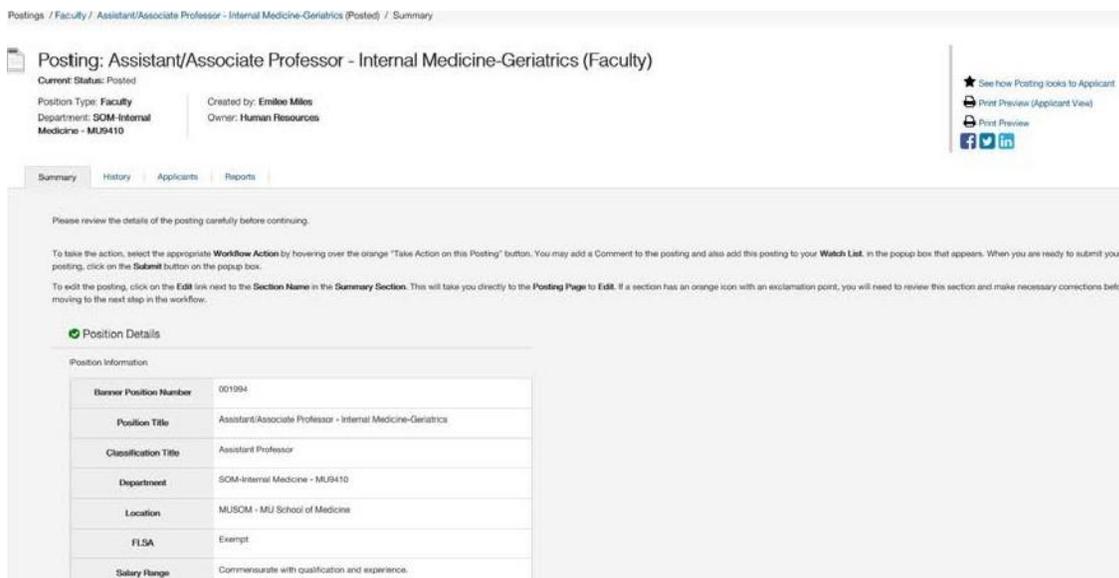
4. You will see the listing of the postings in that Position Type that you are a search committee member. Click on the postings you wish to view the applicants.

## Faculty Postings



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.



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

Posting: Assistant/Associate Professor - Internal Medicine-Geriatrics (Faculty)
Current Status: Posted

Position Type: Faculty
Department: SOM-Internal Medicine - MU9410

Created by: Emilee Miles
Owner: Human Resources

★ See how Posting looks to Applicant
🖨 Print Preview (Applicant View)
🖨 Print Preview

| Saved Searches ⌄ | | Search | Q Hide Search Options ⌄ |

Add Columns: Add Column

**Faculty Applications** ✕

"Faculty Applications" ❷

| | Last Name | First Name | Status |
| --- | --- | --- | --- |
| ☐ | Doe | Jane | Under Review |
| Under Review by Committee ☐ | Doe | John | Under Review by Ornrnått& |

Application Date

August 11, 2016 at 11:03 AM

August 11, 2016 at 11:08 AM

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.

Job application: John Doe (Non-Classified/Classified Exempt)
Current Status: Under Review by Committee
Application form: MU Application

**Take Action On Job Application ⌄**
★ View Posting Applied To
★ Preview Application

Full name: John Doe
Address:
**1 John Marshall Drive**
**Huntington, WV 25755**
**United States of America**

Username: **johndoe1**
Email: **johndoe@mu.edu**
Phone (Primary):
Phone (Secondary):
Position Type: **Non-Classified/Classified Exempt**
Department: **Human Resources - MU1065**

Created by: **John Doe**
Owner: **Search Committee Chair**

Address:
1 John Marshall Drive
Huntington. WV 25755
United States of America

Username: johndoe1
Email:
johndoe@mu.edu
Phone (Primary):
Phone (Secondary):
Position Type: Non-

Owner: Search Committee Chair

| Summary | Documents | Recommendations (1 of 1) | History | Reports |

☑ Personal Information

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 |
|---|---|---|
| ☑ Cover Letter | Cover Letter 08-11-16 09:56:16 (10.1 KB) | PDF complete |
| ☑ Curriculum Vitae | Curriculum Vitae 08-11-16 09:57:50 (9.06 KB) | PDF complete |
| ☑ List of Three References w/contact information. | List of Three References w/contact information. 08-11-16 09:56:07 (10.3 KB) | PDF complete |

## Search Committee Chair Only Instructions for PeopleAdmin

1. 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.

Job application: John Doe (Classified/Non-Exempt)
Current Status: Under Review by Committee
Application form: MU Application

Full name: John Doe
Address:
1 John Marshall Drive
Huntington, WV 25755
United States of America
Username:
Email:
johnmarshall@marshall.edu
Phone (Primary):
Phone (Secondary):

Created by: John Doe
Owner: Search Committee Chair

Take Action On Job Application ⌄
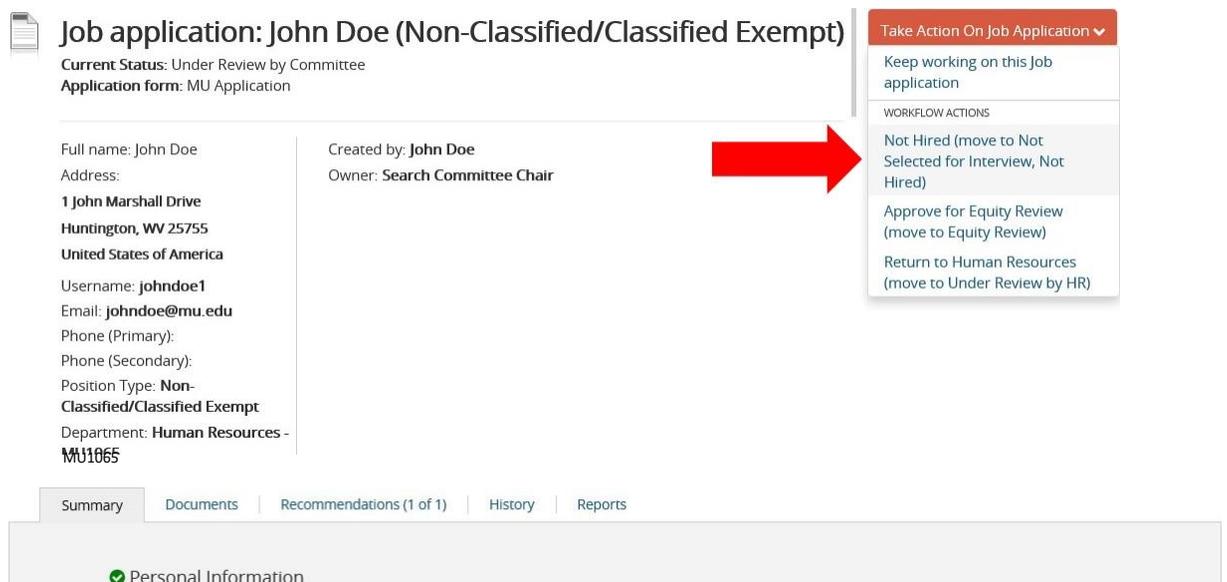Keep working on this Job application
WORKFLOW ACTIONS
Not Hired (move to Not Selected for Interview, Not Hired)
Return to Human Resources (move to Under Review by HR)
Approve for Interview (move to Interview)
Determined Did Not Meet Minimum Qualifications (move to Determined Did Not Meet Minimum Qualifications)

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.

# <mark>Optional Step</mark>

<mark>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.</mark>

4. <mark>Optional Step:</mark> 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.



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.

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."



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)

Job application: John Doe (Non-Classified/Classified Exempt)

Current Status: Interview
Application form: MU Application

Full name: John Doe
Address:
1 John Marshall Drive
Huntington, WV 25755
United States of America
Username: johndoe1
Email: johndoe@mu.edu
Phone (Primary):
Phone (Secondary):
Position Type: Non-Classified/Classified Exempt
Department: Human Resources - MU1065

Created by: John Doe
Owner: Search Committee Chair

Take Action On Job Application ⌄

Keep working on this Job application

WORKFLOW ACTIONS

Finalist/Recommend to Hire (move to Proposed Hire)

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

Return to Equity (move to Equity Review)

Summary | Documents | Recommendations (1 of 1) | History | Reports

✓ Personal Information

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 Not Selected for Interview, Not Hired)

Reason (required)

Other      ease s

Explanation:

Submit      Cancel

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

**Job application: John Doe (Non-Classified/Classified Exempt)**

**Current Status:** Interview
**Application form:** MU Application

Fullname:John Doe
Address:
Proposed Hire)

1 John Marshall Drive
Huntington. 25755
United States of America

Username: johndoel
Email: johndoe@mu.edu
Phone (Primary):
Phone (Secondary):
Position Type: Non-
Classified/Classified Exempt
Department: Human Resources
MU1065

Createdby:John Doe
Owner: Search Committee Chair        (move to

Take Action On Job Application ⌄
Keep working on this Job application
WORKFLOW ACTIONS
Finalist/Recommenth Hire (move to Proposed Hire)
Interviewed, Not Hired (move to Interviewed, Not Hired)
Return to Equity (move to Equity Review)

Summary | Documents | Recommendations (1 of 1) | History | Reports

✔ Personal Information

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.



8.  You will complete the Proposed Appointment Form 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.