



## The Search Process

### 1. First Step – Identifying Position Need

#### Staff, Faculty Coach, and Faculty Equivalent Positions

- If a department is requesting a **new position**:
  - the [New Job Description Review Request Form](#) must be completed and reviewed before entering anything in PeopleAdmin.
  - HR will let you know when to proceed in PeopleAdmin.

#### Faculty Positions (Academic Affairs)

- If a department is requesting a **new position**, please contact Mary Chapman, [chapmanm@marshall.edu](mailto:chapmanm@marshall.edu) to obtain a position number. Once you have a position number, you will then proceed to PeopleAdmin to create the position.
- If it is an existing position, the department can proceed with the position in PeopleAdmin and does not need to wait for approval from HR.

### 2. Second Step – Creating/Modifying the Position in PeopleAdmin (Workflow 1)

Upon approval, the position will be posted to the [PeopleAdmin job-posting site](#), utilizing established online approval protocol. HR will contact the hiring unit to coordinate PeopleAdmin access.

- a. **WorkFlow 1** –The first workflow is either *modifying your position* or *creating your new position* in the Position Management (orange) screen. Most positions should already be in PeopleAdmin for you to modify, only brand new positions you will have to create from “scratch.”
  - How to Modify a Position - <https://www.marshall.edu/human-resources/files/Modifying-a-Position-in-PA-SHC.pdf>
  - How to Create a Brand New Position - <https://www.marshall.edu/human-resources/files/Creating-a-Position-in-PA-SHC.pdf>

When the position is approved in the system, you will be contacted by Human Resources to complete the next step, Creating Your Posting for Applicants to Apply.

### 3. **Third Step – Creating Your Posting in PeopleAdmin for Applicants to Apply (Workflow 2)**

- a. **Workflow 2** - This is creating your posting for applicants to apply in the Applicant Tracking (blue) screen. This information will be pulled from what you entered into the Position Management (orange) screen. You will assign a search committee to the position posting.
  - o How to Create Your Posting - <https://www.marshall.edu/human-resources/files/Revised-with-New-Interface-Creating-a-Posting-for-Applicant-Tracking.pdf>

### 4. **Fourth Step – Reviewing Applications and Moving Candidates in PeopleAdmin**

**Please Note: No new hire paperwork will be accepted unless the appropriate steps have been taken to move your candidate through the Application and Interview processes in PeopleAdmin.**

When the position is posted, the search committee will be charged with performing an equitable and fair search. **Please ensure that each search committee member has received the [Search Committee training](#) within the past two years.** The training is now online and can be found on the Human Resource Services webpage under the Training tab.

The Search Committee Chair is responsible for moving the applicants to the appropriate workflows for accurate reporting and tracking. The instructions on moving the candidates to the appropriate workflows can be found at <https://www.marshall.edu/human-resources/files/Search-Committee-Chair-Instructions.pdf>. These instructions also include how to view the applicants in PeopleAdmin.

- **All candidates (excluding Graduate Assistants) must be approved by the [Office of Equity Programs](#) before any interview may take place in the process.** The Equity Programs Office will review applicants and approve them to be interviewed. An email will be sent to the Search Committee Chair that they have been approved for interview. If you have any questions about the Equity Review process, you can contact the Equity Programs Office at 304-696-2597 or email [eeoaa@marshall.edu](mailto:eeoaa@marshall.edu).

### 5. **Fifth Step – Hiring Your Successful Candidate**

After completing the interview process and have decided on your successful candidate, you will need to complete the paperwork and move your candidate to *Finalist/Recommend to Hire (Proposed Hire)* in PeopleAdmin.

- **Non-classified, Classified-exempt, Faculty and MURC positions** - you will complete the [Proposed Appointment Form](#). You can also find this form on the [HR Forms](#) page under the Recruitment tab. **When Human Resource receives the approved form with all the signatures**

required, HR will contact you with the permission to offer to your candidate. **An offer should not be presented to your candidate until you have received this permission to offer communication.**

- **Faculty (except School of Medicine Faculty Positions)** – Academic Affairs will require the department to complete the [Brief Applicant Information Form](#) (BAIF), a copy of the offer letter, and submit the official transcripts.
- **Classified Non-exempt positions** - you will complete the [Candidate Disposition Form](#). You can also find this form on the [HR Forms](#) Online under the Recruitment tab. When Human Resources receives the approved form with all the signatures required, HR will contact you with the permission to offer to your candidate. **An offer should not be presented to your candidate until you have received this permission to offer communication.**

## 6. **Sixth Step** – Onboarding Your New Employee

When your candidate accepts the position, paperwork must be processed to enter your new employee into the systems (in example – Banner and Time-Clock Plus).

**Brand New Staff** – Human Resource Services will complete brand new staff’s employment paperwork.

1. [Personnel Action Request Form \(PAR\)](#)
2. [USCIS I-9 form](#) – This verifies that they are eligible to work in the United States.
3. Payroll Forms – Direct Deposit/Pay Card Form, Federal and State Tax Forms
4. Electronic Background Check
5. Enroll the New Staff Member in a Benefits Session

**Current Staff** – The department is responsible for handling the paperwork for hiring the current employee.

1. [Personnel Action Request Form \(PAR\)](#)
2. [Employee Data Corrections Request Form](#) – This will update their campus information.

**Brand New Faculty** - The department is responsible for handling the paperwork for hiring new faculty members.

1. [Personnel Action Request Form \(PAR\)](#)
2. [USCIS I-9 form](#) – This verifies that they are eligible to work in the United States.
3. Payroll Forms – Direct Deposit/Pay Card Form, Federal and State Tax Forms
4. Electronic Background Check.
5. Enroll the Faculty Member in a [Benefits Session](#)

**Current Faculty** - The department is responsible for handling the paperwork for hiring current faculty members.

1. [Personnel Action Request Form \(PAR\)](#)
2. [Employee Data Corrections Request Form](#) – This will update their campus information.