

Step 1: POSTING A JOB

To create a job opening, go to <http://wolverineaccess.umich.edu/>. Navigate to eRecruit by logging into Wolverine Access, selecting University Business, M-Pathways Student Administration & Human Resources Management System and Recruiting.

Select Create a New Job Opening.

Map: Main Menu>Recruiting>Create New Job Opening

Note: If you will be using eRecruit on a regular basis, you may want to add the ‘Create New Job Opening’ as your favorite inside of Wolverine Access, by selecting the Add to Favorites tab at the top of the right of the Wolverine Access Screen.

Enter Primary Job Opening Information:

1. Job Family (Temp) – Trades & Service Maintenance, Office, Professional/Administrative, Technical, Health, Union/Contract
2. Job Code/Title
 - a. Select the magnifying glass icon to look for the job code/title in that job family.
3. Click **“Continue”** button to advance to the next page.

Note: On Job Opening page, click Save as Draft at any time to save changes during creation process and/or if it is necessary to exit the system and return to the job opening at a later time;

Search Tip: job opening saves in “Draft” status.

Job Opening:

1. Opening Information (REQUIRED FIELDS):
 - a) Created By – Enter umid#
 - b) Opening to fill: Defaults to “Limited”

Note: Select **Limited** or **Unlimited** from the drop down box. **Limited** is used to *fill* one or more job openings with same job code. Job opening is automatically closed when all positions are *filled*. **Unlimited** is used to *fill* an unknown # of positions with department. Job opening stays open until manually closed by Human Resources.
 - c) Target Openings – Enter the number of openings you want to fill.
 - d) Available Openings – Populates automatically; no action needed.

Note: This number indicates the number of openings remaining to be filled and decreases by one, each time a position is filled on the job opening.

- e) Appointing department - Enter department ID number or use finder icon to select appropriate Appointment Department
Note: Flint Campus departments all begin with “Flint” under description search tool.
 - f) Posting Contact – Enter your UMID#
 - g) Career Interest – Field will automatically populate. Additional career interests may be added if needed.
2. Additional Job Specifications:
1. Staffing Information:
 - 1 Full-time/Part-time – Select appropriate status
Note: Full-time/40 Part-time/less than 40
 - 2 Hours – Indicate minimum number of hours expected to work per week
 2. Salary Information:
 - a) Salary Range – Type in minimum dollar amount (be sure to check pay grade per temporary job classification selected
<http://hr.umich.edu/compclass/schedules/temp.pa.html>)
 3. Screening Questions/Applicant Questions - this is not a required field. *See Screening Guidelines document prior to using screening. Use finder icon to select from the library of individual screening questions if applicable. Click Add Screening Questions and use the finder icon to include additional individual questions. Another option is to click + Load from Question Sets and checkmark one or more pre-determined question sets to be included.
 4. Hiring Team/Approvers:
 - 1 Seq# and Emplid – Approvers need to be sequenced in the following order:
 - a. Seq#1 – Department’s Authorized Person (Director/Department Head or Dean)
 1. *In most cases, this is not a required field.* Some selected departments are required to list their Department Director/Dean.
 - b. Seq#2 – Tawana Branch (EPC) marked as primary **or** if no authorized person is necessary, please list Tawana Branch as approver in the following order: **Seq#1, marked as primary approver and UMID# 35142891.** Approvers listed on job opening will be notified by email once opening is approved.

2 Additional Hiring Team Members:

- a. Select Add Additional Hiring Members if needed to include any additional employees you wish to have access to this job opening. For example, interviewers and/or any employees who need access to the system to view this job opening or view applicant materials.

5. To Add Posting Description:

Note: Click ‘Posting Title’ link found at the bottom of job openings page listed under ‘Job Postings’ section. You will then be redirected to Posting Information page in order to add posting contents (descriptions) and job posting dates.

1 Select Add Posting Descriptions -

- a. Visible –Defaults to Internal and External (No Action Required)
- b. Description Type Field – Use drop down box to select desired Description Type, which will appear as a header on the posting. It is recommended at a minimum to include the following Description Types: Desired Qualifications, Required Qualifications and Job summary/Job Responsibilities sections.
- c. Description Field– Type of paste your job description/job information in description field. Be sure to use spell check to avoid misspelled words and/or typing errors. If using copy and paste from a Word document, avoid using bullets and apostrophes, as they format into question marks which are visible and must be corrected by creator of opening prior to submitting job opening.

Note: Please refer to “Avoiding Discrimination in Job Postings” for some helpful tip to use when drafting a job posting.

6. Posting Destinations:

- a. In both External and Internal sections, enter the following:
 1. Relative Open Date – Select Approve Dt from the drop down menu.
 2. Remove Date – (leave blank)
 3. Posting Duration (Days) – Enter the number of days the posting will be displayed and viewable at UMJOBS.ORG. **Minimum posting period is 3 days.** Please remember to

preview your job opening prior to submission. To review job opening, select the Preview button located at the bottom of the page. To exit preview mode, click on 'return to previous page'. Once job description and posting duration days sections are complete, select 'ok' to return to Job Opening page.

Back on the Job Opening Page, click "**Save and Submit**" to start the approval workflow emails or "**Save as Draft**" (**Note: approval workflow emails will not generate until Save & Submit is selected**).

Posting Approval Process:

Map: Main Menu>Recruiting>Pending Approvals

To view the approval status of the posting:

1. Once your posting has been approved, all hiring team members including the person who created the opening will receive email notification which will include the posting dates of the position.
2. To view the approval status of a pending posting, click on Find Job Openings, enter the job opening ID, click pending from the status drop down menu, then click on Search. Select the job opening, then click on Approval to see the status.

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