

# FACULTY POSTING-TO-HIRE PROCESS

revised for eRecruit 1/1/2012

Please note that Helen Phinisee is the approver for HR and AAP Compliance for postings for the Associate Provost, CAS, Chancellor, Provost and VCBF (Business & Finance). Tonja Petrella is the approver for HR and AAP compliance for postings for VCSA (Student Affairs), SEHS, SHPS, SOM.

## STEP 1

### CREATE SELECTION CRITERIA FOR INSTRUCTIONAL POSITIONS FORM (FACULTY COMBINED POSTING PACKAGE)

1. Create/Complete Faculty Combined Posting Package located at [www.umflint.edu/hr/Posting Process.htm](http://www.umflint.edu/hr/PostingProcess.htm) . The Faculty Combined Posting Package is required for all positions, including existing positions. The Affirmative Action Plan section details how you will advertise and/or post your opening to help insure a diverse candidate pool. A sample Advertisement is included on the Affirmative Action Plan page. If you intend to advertise, you must include the appropriate shortcode.

**Note: The following titles require posting: – Instructor, Assistant Professor, Associate Professor, Full Professor, Lecturer I and III (Lecturer II and IV only available through major review), and all clinical titles other than Adjunct Clinical or Clinical Lecturer.**

## STEP 2

### CREATE THE JOB OPENING IN eRECRUIT

1. 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 then Recruiting.
2. **Select Create a New Job Opening.**

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

**Step 3**  
**ENTER PRIMARY JOB OPENING INFORMATION:**

**1. Job Family**

- a. The drop down box will provide you with the job families at the University. Select the appropriate family for your position.

**2. Job Code/Title**

- a. Select the magnifying glass icon to look for the job code/title in that job family. *Note: If you do not find the job code/title you are looking for, you may need to select a different job family.*

**3. Posting Title**

- a. This field automatically populates when a Job Code/Title is entered.
- b. If you would like a working title which is different than the job code/title, please delete the autofill title and type in the working title in this field. This working title will be what the applicant sees in the job posting on the website.

*Note: Working titles cannot:*

1. Be another official job title used at the University,
2. Represent higher authority than the actual position, or
3. Include words such as President, Chief or Executive Officer without Human Resource approval.

**4. Press the Continue button to advance to the next page**

**Step 4**  
**JOB OPENING**

**Note: Some information on this page will be populated based on the previous page and your login information. Please leave the openings to fill as “Limited”, and the target/available openings as “1”. The first section you will be entering is appointing department.**

**1. Opening Information**

- a. **Appointing department** – Enter the department ID number and press the tab key, or use the magnifying glass icon to look up the department number. *Note: Flint Campus departments all begin with “Flint” under the description search tool.*
- b. **Work Group Location** – Will automatically populate based on the appointing department.
- c. **HR Employment Coordinator** - From the drop down box, select Tonja Lucas.
- d. **Unit PCN** – Please leave blank.

- e. **New Position or Replacement** – Please select the appropriate button. *Note: If replacement is selected a new panel asking for information on the employee being replaced will be generated.*

**2. Additional Job Specifications:**

a. **Staffing Information:**

1. **Full time/Part time** – Select.
2. **Regular/Temporary** - Select Regular.
3. **Appt Begin Date** – (Optional)
4. **Appt End Date** – (Optional)
5. **Shift** – Select.
6. **Hours** – Default is 40 hours. If part time, please enter the hours relevant to the effort.  
Example: 50% effort equals 20 hours.
7. **Paid Time Off** – Default is no.

b. **Salary Information:**

1. **Salary Range From** – Please leave blank.
2. **Salary Range To** – Please leave blank.

c. **Work Experience & Education:**

1. Please leave blank.

d. **Licenses and Certifications:**

1. Please leave blank.

e. **Screening Questions:**

1. Please leave blank.

f. **Applicant Screening:**

1. Please leave blank unless posting with an underfill job code.

Example: A department would like an Associate Professor but will accept an Assistant Professor if no candidates meet the Associate criteria. The posting would need to include both positions therefore click on Add Job Codes and select Assistant Professor. The higher level position, Associate Professor needs to be marked as Primary. If you use an underfill job code, insert language in your job responsibilities section to inform applicants of this possibility.

**3. Hiring Team/Approvers:**

**Note: If the Director or Department Head is not applicable, please reorder the sequence to show the Dean as Seq #1. Approvers will receive an email notifying them of the need to go to eRecruit to approve a posting.**

a. **Seq # and Emplid – Flint approvers need to be sequenced in the following order:**

**Seq #1** – Director or Department Head (if applicable)

**Seq #2** - Dean

**Seq #3** – Provost

**Seq #4** - The Vice Chancellor for Business and Finance

**Seq #5** - Helen Phinisee or Tonja Petrella (for HR and AAP Compliance)

**Seq #6** – Tonja Lucas (Employment Process Coordinator) – Mark as Primary.

<b>Approver - Helen Phinisee</b>	<b>Approver - Tonja Petrella</b>
Associate Provost	SEHS
CAS	SHPS
Chancellor	SOM
Provost	VCSA
VCBF	

**Note: WAIVED POSTINGS for LEO Positions must be approved by Dean/Associate Dean and Human Resources (Helen Phinisee or Tonja Petrella) before they are posted. Permission to waive a posting can be granted in an emergency situation. Posting is created in eRecruit without Job Description/Posting content or dates and is sent through the normal job posting approval process but is not posted to the web. Waived postings do not require steps 8-14 below.**

**4. Job Postings (Job Description/Posting Content):**

**a. Select Add Job Postings** – This will display default header posting information and a panel to build the posting content that the applicant will view.

**1. Select Add Posting Descriptions :**

- a. Visible** - Select the default of Internal and External.
- b. Description Type: *Responsibilities*** – You must select this option from the drop down box.
- c. Description** – Enter the responsibilities of the position using the information in the staff combined posting package. If the position is in the LEO Bargaining unit, please add this notation: “Note: This position is subject to the terms and conditions of a collective bargaining agreement between the University of Michigan and the Lecturers Employees Organization (LEO) AFT/MFT and SRP Local 6244, AFL-CIO.” For all LEO faculty positions, please state at the beginning of the job descriptions, “Estimated salary for position is \$xxxx.xx for teaching xx classes”. Add an underfill statement if appropriate.

**2. Select Add Postings Descriptions:**

- a. Visible** – Select the default of Internal and External.
- b. Description Type – *Required Qualifications*:** You must select this option from the drop down box.
- c. Description** – Enter only the required qualifications in this section. All Flint Faculty positions must also include the following statements/information:

Include contact name, documents needed and an address to send documents for the faculty opening.

**3. Select Add Posting Descriptions :**

- a. **Visible** – Select the default of Internal and External.
- b. **Description Type – *Desired Qualifications***. You must select this option from the drop down box.
- c. **Description** – Enter only the desired qualifications in this section.

**5. Posting Destinations:**

- a. In both **External** and **Internal**, enter the following :
  1. **Relative Open Date** – Select Approve Date from the drop down menu.
  2. **Remove Date** – (Leave blank)
  3. **Posting Duration (Days)** – Enter the number of days the posting will be displayed to the applicants. *Note: A minimum of 7 days is required for non-bargained for positions, 10 days for most bargained for positions.*
  4. Click tab to move out of the posting destinations area.
  5. Click the **Preview** button to display the job posting the applicant will see. Verify information, use spell check and edit out unnecessary marks, e.g. ??, due to cut and paste actions.
  6. Click **Return to Previous page**. If needed, make correction. When completed, click **OK** and **Save** to continue with the posting process.

**6. Save and Submit**

- a. Click on **Save** and **Submit** To submit and start the approval process. (Or Click on **Save as Draft** to return later and continue working (**Note: Save and Submit or Save as Draft will provide a Job Opening ID number. Drafts can be viewed by selecting Browse Job Openings, then click on View Drafts in the upper right hand corner. This will display your job openings in draft form.**)
- b. A **Job Openings Approval Panel** will display.
- c. Review and click the **Save** button to continue.

<p><b>Step 5</b> <b>FACULTY POSTING ATTACHMENT</b></p>
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**1. Attach Faculty Posting Attachment to the opening using following steps:**

- a. Go to **Find Job Opening** and enter **Job Posting ID**.
- b. Click on Activity and Attachments at top or bottom of page.
- c. Go to Attachments. Click **add attachment**.

- d. Browse to find the “Faculty Posting Attachment” (see Step #1 of this Faculty Posting to Hire Process) for the opening, click open, click upload, select **public** under **Audience**, then click **save**.

## Step 6 POSTING APPROVAL PROCESS

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

**Note to Approvers: It is strongly encouraged that approvers work with the creator of the opening to make edits to the posting instead of denying it.**

**REMINDER:** All approvers will receive an email request from the eRecruit system that they will need to respond to. Each approver will be required to open the eRecruit link in the letter in order to approve the opening. When the opening has been approved and posted, all hiring team members will receive a system – generated message confirming the posting of the job opening.

## Step 7 SEARCH PROCESS

**Note: Step 7 is to be completed by the hiring manager.**

1. Search Steps
  - a. Form a Committee (no less than three members must be utilized, including one woman and one minority).
  - b. Committee runs their own Ads – Ad must be approved by Helen Phinisee or Tonja Petrella if other than what is listed on the summary page of the opening.
2. Interview Steps
  - a. Committee reviews vitas and selects candidates they wish to interview as they are received.
  - b. Committee sends list of candidates with resumes (hard copy or email) they wish to interview to Flint HR (phinisee@umflint.edu or tpetrell@umflint.edu ) for approval prior to interview. Please include job opening number.
  - c. HR will approve interviews with email message to the requestor.

- d. CAS searches require on-campus interviews. Check with appropriate Dean's Office regarding on-campus interviews or other required interview steps.

## STEP 8 SELECT CANDIDATE

1. Complete Reference Check.
2. Relate Selection Criteria to Candidate Decision.
3. Submit to **Tonja Lucas**, HR for processing:
  - a. Completed AAR and resume of the selected candidate. AAR must have all information completed by the department such as all candidates interviewed and reasons not selected. Original AAR documents are necessary.
  - b. Completed Summary of Applicants with list of names and addresses for all applicants for the position. Flint HR sends Supplemental Employment Data Information (SEDI) Letter to all candidates (AAP Requirement).
4. Draft of Offer letter to Selected Candidate:
  - a. Sample of tenure-track faculty offer letter can be found at [www.umflint.edu/hr/posting\\_process.htm](http://www.umflint.edu/hr/posting_process.htm) . If the position is Associate or Full Professor, Regental approval is needed before the offer can be finalized. Therefore the offer to the candidate must have the provision of "contingent upon Regental approval" stated clearly.
  - b. Sample of LEO faculty offer letters available through Dee Dee Hurley. All LEO offers must have appropriate collective bargaining agreement notification.
  - c. Wait for email approval of AAR from Flint HR before offering position.

## STEP 9 JOB OFFER PROCESS

1. Send Offer Letter to Selected Candidate.
2. Contact Flint HR to set date for New Employee Orientation.
3. Send Letter to Interviewed Candidates not Selected.
4. In order for the candidate to receive system access and email, the following paperwork must be completed (no later than 3 days before the date of hire):
  - a. Faculty Personnel Record (Candidate).
  - b. Eligibility for Employment (I9) online process (Candidate).
  - c. Supplemental Appointment Information (Candidate).
  - d. Signed Offer Letter (Department and Candidate).
  - e. Appointment Request Form (Department).