

STAFF 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 POSITION DESCRIPTION FORM & SELECTION CRITERIA FOR NON-INSTRUCTIONAL POSITIONS FORM (STAFF COMBINED POSTING PACKAGE)

Note: New Positions or Job Code changes must be reviewed with Human Resources prior to initiating the job opening in the system.

1. Create/Complete Staff Combined Posting Package located at [www.umflint.edu/hr/Posting Process.htm](http://www.umflint.edu/hr/PostingProcess.htm). The Staff Combined Posting Package includes the Position Description form, which is required for all eRecruit-postings, including existing positions. Complete all sections of the Position Description form, particularly the Job Functions/Duties section. This information is reviewed by Human Resources to analyze, evaluate and determine the appropriateness of the job title/classification. Most of the information for the Selection Criteria for Non-Instructional positions can be copied from the Position Description form. 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.
2. Submit the Staff Combined Posting Package electronically to the designated approver phinisee@umflint.edu or tpetrell@umflint.edu.

Please note: the posting package now requires you to respond specifically either “yes” or “no” to whether you are requesting to replace advertisements.

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. In Flint, the only exception is AFSCME employees.

b. Salary Information:

- 1. **Salary Range From** – Enter minimum of the full time or part time posting range.
- 2. **Salary Range To** – Enter maximum of the full time or part time posting range.

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 Administrative Assistant Senior but will accept an Administrative Assistant Intermediate if no candidates meet the senior criteria. The posting would need to include both positions therefore click on Add Job Codes and select Administrative Assistant Intermediate. The higher level position needs to be marked as Primary.

3. Hiring Team/Approvers:

Note: Please reorder the sequence if the Director/Department Head or Dean is the same as the Supervisor of the position, or if The Vice Chancellor for Business and Finance is the same as the Vice Chancellor of the area. 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 – Supervisor

Seq #2 - Director or Department Head

Seq #3 – Helen Phinisee or Tonja Petrella (for HR and AAP Compliance)

Seq #4 - The Vice Chancellor of the area

Seq #5 - The Vice Chancellor for Business and Finance

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

Approver - Helen Phinisee	Approver - Tonja Petrella
Associate Provost	SEHS
CAS	SHPS
Chancellor	SOM
Provost	VCSA
VCBF	

b. Additional Hiring Team Members:

1. Select **Add Additional Hiring Members** 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. (See Step 3, Applicant Review and Interview Process)

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.

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 Staff positions must include the following statement - “In order to be considered for this position, candidates must attach a resume that

includes work and education history. If you wish to submit a cover letter, you must include it as page one of your resume document”.

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.

Optional: If you want to have the option of reviewing applicants and possibly closing the posting prior to the published close date, do the following: Click on the drop down box “**Application Deadline – Minimum Posting Period**” under **Description Type**.

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.

Step 5 STAFF COMBINED POSTING PACKAGE ATTACHMENT

1. **Attach Staff Combined Posting Package (Position Description Form) to the opening using following steps:**
 - a. Go to **Find Job Openings** 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 Position Description Form (see Step #1 of Staff 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. 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, and then click on **Approvals** to see the status.

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 APPLICANT REVIEW AND INTERVIEW PROCESS

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

1. Interview Team Members
 - a. Interview team members, to the extent possible, should represent the demographic population of the department for which the position is being hired.
 - b. The applicant review should include all RIF candidates, including those who are still in the notification period. Those who meet the minimum requirements for the position should be interviewed. You must document your review of RIF applicants. Instructions are provided

below. Notification that your position is part of an AAP group where hiring goals have been established must also be taken into consideration.

Step 8 APPLICANT REVIEW

Note: Applicants can be viewed on line by the hiring team and the additional hiring team members selected during STEP 2 above.

1. Go to **Find Job Openings**, enter the Job ID, in the **status** drop down menu select the blank option, and then click **search**.
2. Select the **Job Opening Title** and the **Manage Applicants** panel will open. The list of applicants for this position will be displayed. Select **all** from the display drop down menu.
3. Click on the resume icon of the applicant(s) you wish to view.
4. To send applicant materials to hiring team members, select **Route** and follow the screen instructions.

Note: Do not change the default values **Overall Routing** and **Status Reason** fields.

Note: Members of the search committee, who are not listed in STEP 2 as hiring team members or additional hiring team members, must be provided applicant materials through email or by hard copy. To email applicant materials from eRecruit to those not listed you must use the Forward option as follows:

1. Click the **View All** button to see all applicants who have applied for this position.
2. Click on the box next to each of the applicants to be reviewed by the search committee.
3. Go to **Group Action** drop down menu, select **Forward Applicant**, then click **Go**.
4. Follow the screen instructions to send the email to the search committee member.
Type recipient's email address, type subject and use default of **Public** in the Access field. Type message, preview, click return, then send.

Step 9 INTERVIEW PROCESS

NOTE: YOU WILL NEED APPROVAL FROM HUMAN RESOURCES TO INTERVIEW.

1. **HR Interview Approval Process**
 - a. Please follow these steps:
 1. Select **View All** to see all applicants.
 2. Select each applicant you wish to interview by checking the box to the far left.
 3. Select **Route Applicant** from the **Group Action** drop down menu (located at the bottom of the applicants listing), then click Go.
 4. Select **Helen Phinisee or Tonja Petrella** from the **Route to Emplid** search magnifying icon.

Approver - Helen Phinisee	Approver - Tonja Petrella
Associate Provost	DSA
CAS	SEHS
Chancellor	SHPS
Provost	SOM
VCBF	

5. Click the **submit** button.
6. All applicants approved for Interviews by HR will show a disposition of **Interview** on the **Manage Applicant** screen.
7. Contact approved applicants to set up interviews.

Note: You will receive an email notification from Helen or Tonja Petrella when your interviews are approved. Please do not proceed until interviews have been approved by Helen or Tonja P.

Note: HR does not recommend using the Interview Schedule tool in eRecruit at this time.

<p>STEP 10 SELECT CANDIDATE</p>

1. Interview and complete reference checks.
2. Review Selection Criteria relative to Candidate Decision, e.g. degree requirement, yrs. experience, etc.
3. **PREPARE INTERVIEW NOTES**
 - a. A summary of interview notes must be prepared for each job posting. (All notes are subject to FOIA). This should be a brief statement of why the interviewed applicant was either selected for hire, or not selected for hire based on the “selection criteria” in the posting. Instructions to prepare notes for the Flint Campus are as follows. *Note: The Flint Campus will not utilize Interview Ratings.*
 - b. One member of the hiring team should be designated to collect all interview notes and create **one brief summary for each interviewed applicant, including RIFs**. Include the interviewee’s name and limit notes to 2-3 statements, per interviewee. Even if you do not interview RIF applicants, add the RIF’s name to your interview summary notes with an explanation of why the RIF was not interviewed.
 - c. Put all notes into **one** word document for attachment to the job opening.
 - d. Follow eRecruit steps below to add interview notes using an attachment.
 1. Go to **Job Opening** page, enter posting ID number, click on blank drop down option, click **search**.
 2. Click on **Activity & Attachments**, scroll down the page to **Add Attachment**.

3. To add your summary attachment containing notes for each interviewee, click **Add Attachment**.
4. Click **Browse**; locate and select file to attach; click **open**, then **upload**.
5. Enter description as follows: Posting # XXXXX Interviewees.
6. Select **Public** under **Audience** and click **save**.

4. ASSIGN DISPOSITION TO OTHER APPLICANTS

- a. All applicants need to have an assigned status or disposition prior to sending your offer to HR for approval.
 1. Go to **Job Openings** page.
 2. Type in 5 digit job opening ID.
 3. Select **Open** or select blank field, then click **search** to display job opening.
 4. Check the box next to the applicant's name.
 5. Select **Change Disposition** from drop down list in the **Group Action** field (bottom of page) and click **Go**.
 6. Select the appropriate disposition (usually **Reject Applicant**) from the drop-down list and click **Save**. (Note: You do not need to type a reason.)
- b. Multiple applicants can be assigned a disposition using the following steps:
 1. Select **View All** from the top menu bar of the **Manage Applicants** page.
 2. Check the box next to each applicant's name you wish to assign the same disposition and reason.
 3. Select **Change Disposition** from the drop down list in the Group Action field and click **Go**.
 4. Select the appropriate disposition (usually **Reject Applicant**) from the drop-down list and click **Save**.

STEP 11 JOB OFFER PROCESS
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NOTE: YOU WILL NEED APPROVAL FROM HUMAN RESOURCES TO EXTEND AN OFFER TO THE CANDIDATE.

1. Please follow these steps for HR approval of the offer:
 - a. Go to the **Job Openings** page.
 - b. Type in 5 digit job opening ID in the **Job Opening** field. **Manage Applicant** screen will display. Check the name of the selected applicant.
 - c. Select **Prepare job offer** from the drop down list in the **Take Action** column to the right. In the **Offer Detail** section, complete the data fields below:
 1. **Enter six-digit department code.**

2. **NEO** – (leave blank)
3. Enter **Appointment begin date**. (Start dates must be on a Monday; where possible, allow 7-10 days processing time to complete background checks.)
4. Verify or select **offer date** (offer date field automatically populates with Today's date).
5. **Enter supervisor's ID.**
6. Verify the correct **EPC** (Tonja Lucas) in the HR Employment Coordinator field.
7. Enter **Compensation Rate** (actual annual salary based on effort).
8. **Any changes from the original posted salary must be reviewed and approved by Helen Phinisee or Tonja Petrella before the verbal offer is made to the candidate.**
9. Enter **appointment period** (Select **12 months** if exempt and **bi-weekly** if nonexempt).
10. Verify **full time compensation amount**.
11. Enter **shortcode**.
12. Enter **percent effort** related to shortcode. Note: %effort =(std hrs./40) X 100
13. Enter percent distribution in **% distribution field**. Note: % distribution values for all rows must equal 100. To add additional shortcodes, click "Add Row" and repeat.
14. Verify **department name**.
15. Type **room number** and **building of the primary work address (employee's main office address), city, state and zip code** in designated fields.
16. Type candidate's **10 digit work phone number (no spaces)**.
17. If the job offer is not a new hire, specify as **Additional Appointment, Transfer** or **None** and enter appropriate comments.

d. CREATE OFFER APPROVERS LIST

1. Open the **Offer Approvers** group box. Please note that this list of approvers was automatically populated using the **job opening approvers**. **You must delete all approvers except Helen Phinisee OR Tonja Petrella AND Tonja Lucas.**

a. Please follow these steps:

1. Click **Delete Row** to delete job offer approvers.
2. **Create Offer approver list with only two approvers as follows:**

Seq #1 Helen Phinisee or Tonja Petrella

Seq #2 Tonja Lucas (as **Primary**)

3. Click **submit**.

NOTE: FINAL APPROVAL IS REQUIRED FROM HUMAN RESOURCES BEFORE OFFERING POSITION. When HR has approved the offer, Tonja Lucas will send an email with complete offer procedure instructions. This includes a draft offer letter which must be reviewed, revised (if necessary) and returned to Tonja Lucas for final review before a verbal offer can be made and delivery of the letter to candidate.

NOTE: Any changes from the original salary stated in the offer must be reviewed and approved by Helen or Tonja P. before the verbal offer is made to the candidate.

STEP 12 FINAL PROCESS

NOTE: BEFORE THE CANDIDATE IS ALLOWED TO WORK THE FOLLOWING MUST OCCUR:

1. A Criminal Background check must be conducted by Human Resources. An email will be sent to the Hiring Manager when the background check has been successfully completed.
2. Any internal checks, such as required certifications, licenses, etc, must be conducted by the Hiring Department.
3. After a successful criminal background check is completed, the candidate will be sent an email with instructions to complete the Eligibility for Employment (I9) online process. **Note: This must occur prior to the hire date listed in the offer letter.**
4. The candidate must complete the Eligibility for Employment (I9) process by bringing the appropriate documents to Human Resources for verification by/on their first day of work.
5. Send a copy of the signed offer letter to Tonja Lucas in Human Resources.
6. Departments are required to send a formal letter (U of M letterhead) to each candidate interviewed. This should be done shortly after the offer has been finalized. Sample letters are available at the Human Resources home page www.umflint.edu/hr/Posting Process.htm . Applicants who were not interviewed will receive an automatic email from the system informing them that the position has been filled.