

# The University of Michigan – Flint Office of Human Resources

## Agreement for Management of Temporary Employee Applications

The hiring of temporary employees at the University of Michigan – Flint requires departments to post all vacant or new temporary (student and non-student) job opportunities. Managing each applicant pool is the responsibility of each department hiring a temporary employee. For each position, each department must:

- Identify which staff or faculty member in the department is responsible for hiring and/or supervising each temporary position.
- Review all applicants in the applicant pool. Only applicants who applied online through eRecruit are eligible for the posted position.
- Determine which applicants meet the minimum criteria for the position, and which applicants are most qualified for the position by using the job description and qualifications entered into eRecruit when the position was posted.
- Determine which applicants will be interviewed. Interviews can be conducted by phone or in person at the discretion of the department. In person interviews are encouraged depending on the job.
- Interview applicants using questions which are relevant to the position responsibilities and avoid personal questions which could be misunderstood as discriminatory. Please see the handouts attached to this document.
- Check the applicant pool for minors. Please refer to SPG 201.20 regarding the hiring of minors.
- Document in eRecruit why an applicant who was interviewed was not selected for the position. Documentation should be limited to one to three sentences which state why the person was not selected. Some examples are: “Applicant did not possess as high of programming skills as the selected candidate”, “Was our number two candidate based on customer service experience.” This information should be provided by the person hiring the position but can be input to eRecruit by the person who created the posting as long as documentation is saved.
- Select the applicant who the department feels is best qualified for the position.
- Follow the appropriate steps from the Flint Office of Human Resources for posting through the offering and hiring process.
- Start the applicant working only after approval from the Flint Office of Human Resources.

All staff and faculty members who have access to post and/or approve temporary appointments must sign this document to ensure they are following the University’s policies and procedures for compliance to federal law pertaining to hiring employees. Any questions should be directed to the Flint Office of Human Resources.

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Print Name

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Department

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Signature

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Date

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UMID Number