



# BUSINESS & FINANCE HUMAN RESOURCES

## GSRA POSTING-TO-HIRE PROCESS

revised for eRecruit 8/14/17

**Please note:**

**Lori Burger, Assistant HR Director**, is the HR approver for postings for all GSRA postings.

- **Tawana Branch, HR Generalist Intermediate**, is the Employment Process Coordinator (EPC) for postings for SEHS, SHPS, SON, and VC for Business & Finance and VC for Enrollment Management.
- **Tonja R. Lucas, HR Generalist Intermediate**, is the Employment Process Coordinator for postings for the Associate Provost, CAS, Chancellor, Provost, SOM, VC for Campus Inclusion and Student Life, VC for University Advancement and University Relations.

### STEP 1

#### 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.**

### Step 2

#### ENTER PRIMARY JOB OPENING INFORMATION

1. **Job Family**
  - a. The drop down box will provide you with the job families at the University. Select Graduate Student Research Assistant (GSRA) for your position.
2. **Job Code/Title**
  - a. Job title will automatically populate with GSRA code/title (205400).
3. **Posting Title**
  - a. This field automatically populates when a Job Code/Title is entered.
  - b. If you would like a working title to be added to the job code/title, please delete the autofill title and type in the working title in this field. Working titles for GSRA's must include the acronym of GSRA in the working title.
4. **Press the Continue button to advance to the next page.**

## Step 3 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” for postings that will only need 1 opening filled, and the target/available openings as “1”. For postings that will be filled by more than one applicant, select “unlimited”. The first section you will be entering is appointing department.**

### 1. Opening Information

- a. Check the box in the right upper corner “Accept Non Posted Applications” to allow only those invited to apply.
- b. **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.*
- c. **ORG Group** – Will automatically populate based on the appointing department.
- d. **Work Location** – Will automatically populate based on the appointing department.
- e. **Department Contact** – Default is creator of posting. Change if different from creator of posting.
- f. **Unit PCN** – Please leave blank.
- g. **Career Interest** – Will automatically populate based on the **Job Family**

### 2. Additional Job Specifications:

#### a. Staffing Information:

1. **Full time/Part time** – Select.
2. **Appt Begin Date**
3. **Appt End Date**
4. **Appointment Period** – (Half Term, Term, U-Year, 12 month)  
*Half Term* - Use for Spring OR Summer  
*Term/4 m* - Use for one term. Ex. Fall OR Winter OR Spring & Summer  
*U-Year/8m* - Use for an 8 month appointment. Ex. Fall & Winter semesters  
*12 Months* - Any appointment that falls outside of term or U-Year. Ex. 10/19/2015-4/30/16 or 11/1/2015-12/31/15
5. **Hours** – Please enter the hours relevant to the effort. Example: 50% effort equals 20 hours. Please contact HR if appointment is greater than 75%.

#### b. Program Code:

1. Please leave blank.

#### c. Work Experience & Education:

1. Please leave blank.

#### d. Licenses and Certifications:

1. Please leave blank.

**e. Screening Questions:**

1. Click on search tool and select (1198): Are you currently enrolled as a Graduate Student at the University of Michigan.

2. Screen Question: What program of study are you in?

**f. Applicant Screening:**

1. Please leave blank.

**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** – For SOM - Yener Kandogan, For PT - Ellen Buchholz, For all others, Brad Maki or Dept. Designee

**Seq # 2** - Director or Department Head (as appropriate)

**Seq #3** – **Lori Burger** (for HR and AAP Compliance)

**Seq #4** – **Tawana Branch** or **Tonja Lucas** (Employment Process Coordinator)

1 <sup>st</sup> HR Approver – Lori Burger	
Final Approver (Primary) - Tawana Branch	Final Approver (Primary) - Tonja Lucas
ITS	Associate Provost
SEHS	CAS
SHPS	Chancellor
SON	Provost
VC for Enrollment Management	SOM
VC for Business & Finance	VC for Campus Inclusion and Student Life
	VC for University Advancement
	University Relations

**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 5, Applicant Review)

#### 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** – Salary information must be included as “The Flint Campus minimum full time rate is \$14,270 per term”. Enter the responsibilities of the position.

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 GSRA 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.

4. **Select Add Posting Descriptions :**

- a. **Visible** – Select the default of **Internal** and **External**.
- b. **Description Type – *Background Screening***. You must select this option from the drop down box.
- c. **Description ID- *All inclusive Statement for UM*** – system populates standard language. “The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background

checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.”

**5. Select Preview :**

- a. Review Job Description for errors** – Note: When utilizing cut and paste check for ?? or other formatting issues.
- b. Select OK**

**5. 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 4 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.
- b.** To view the approval status of a pending posting
  - 1. Click on **Search 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 5 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 **Search 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,
  - a. Check the applicable box(es) in the **Applicant Name** column
  - b. Select **Route Applicant** from the **Group Actions > Recruiting Actions** drop-down menu.
  - c. Enter or Lookup  the recipients EmplID in **Route To ID**.

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

- d. Enter or Lookup  the **Response Due** date.

**Note:** The Response Due date is not required but is recommended. The date appears in the e-mail sent to recipients.

- e. To add more recipients, click **Add Recipient**
- f. Click **Submit**.
- g. Click **OK**.

**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. Check the applicable box(es) in the **Select** column next to the Applicant Name.
3. Select **Forward Applicant** from the **Group Actions > Applicant Actions** drop-down menu. Or click

**Forward Applicant**  for just one applicant.

4. Enter the recipient's e-mail address in the **To** field.
5. Enter the **Subject**.

View Message screenshot

6. Verify **Public** displays in the **Access** field.
7. Enter the **Message**.
8. Click **Preview**.
9. Review the message.
10. Click **Return**.
11. Click **Send**.
12. Click **OK**.

## STEP 6 SELECT CANDIDATE

1. Interview and complete reference checks.
2. Review candidate's qualification relative to job responsibilities and required qualifications (e.g. degree requirement, yrs. experience, etc).
3. **ASSIGN DISPOSITION TO OTHER APPLICANTS**
  - a. All applicants need to have an assigned disposition prior to sending your offer to HR for approval.
    1. Go to **Job Opening** page, enter posting ID number, click **search**.
    2. Check the box next to the applicant's name.
    3. Click either **Mark Reviewed**, **Mark Interview**, or **Reject** from the Applicants group box to set the disposition for the selected applicant(s).
  - b. Multiple applicants can be assigned a disposition using the following steps:
    1. Select **All** from the top menu bar of the **Manage Job Opening** page.
    2. Check the box next to each applicant's name you wish to assign the same disposition and reason.
    3. Select **Mark Reviewed**, **Manage Interviews**, or **Reject Applicant** from the **Group Actions > Recruiting Actions** drop-down menu. Select the appropriate disposition (usually **Reject Applicant**) from the drop-down list and click **Save**. (Note: You do not need to type a reason.)

## STEP 7 JOB OFFER PROCESS

**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**
    4. **Enter Appointment end date** (End date must be end of semester).
    5. Verify or select **offer date** (offer date field automatically populates with Today's date).
    6. **Enter supervisor's ID.**

7. Enter **Standard Hours**.
8. Enter **Compensation Rate**.
9. **Any changes from the minimum posted salary of \$13,184.52 full time salary rate per term must be reviewed and approved by Lori Burger before the verbal offer is made to the candidate.**
10. Enter **appointment period** (Half Term, Term, U-Year, 12 month)  
*Half Term* - Use for Spring OR Summer  
*Term/4 m* - Use for one term. Ex. Fall OR Winter OR Spring & Summer  
*U-Year/8m* - Use for an 8 month appointment. Ex. Fall & Winter semesters  
*12 Months* - Any appointment that falls outside of term or U-Year. Ex. 10/19/2015-4/30/16 or 11/1/2015-12/31/15
11. Verify **full time compensation amount**.
12. Verify **effective date**
13. Verify **funding end date**
14. Enter **shortcode(s)**.
15. Enter **percent effort** related to shortcode. Note: %effort =(std hrs./40) X 100
16. Enter percent distribution in % **distribution field**. Note: % distribution values for all rows must equal 100. To add additional shortcodes, click "Add Row" and repeat.
17. Verify **department name**.
18. Type **room number** and **building of the primary work address (employee's main office address), city, state and zip code in designated fields**.
19. Type candidate's **10 digit work phone number (no spaces)**.
20. 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 Brad Maki or Dept. Designee, Lori Burger AND EPC (Tawana Branch or Tonja Lucas).**

**a. Please follow these steps:**

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

**Seq #1 Brad Maki or Dept. Designee**

**Seq #2 Lori Burger**



**Seq #3 (as Primary) EPC - Tawana Branch  
or Tonja Lucas**

**3. Click submit.**

**NOTE: FINAL APPROVAL IS REQUIRED FROM HUMAN RESOURCES *BEFORE* OFFERING POSITION.** When HR has approved the offer, EPC (Tawana Branch or Tonja Lucas) will send an email with complete offer procedure instructions. This includes a request for the offer letter which must be approved and returned to EPC (Tawana Branch or Tonja Lucas).

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

## **STEP 8 FINAL PROCESS**

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

- 1.** A Background check must be conducted by Human Resources; please allow 3-5 business days for completion. This will occur once the verbal offer is accepted and HR has been notified by the dept. The candidate will receive an email from our vendor, General Information Services (GIS) that will require immediate action. An email will be sent to the Hiring Manager when the background check has been completed.
- 2.** Any internal checks, such as required certifications, licenses, etc, must be conducted by the Hiring Department.
- 3.** Send a copy of the signed offer letter to Tawana Branch or Tonja Lucas in Human Resources.
- 4.** The candidate must complete the Eligibility for Employment (I9) process by bringing the appropriate documents to Human Resources for verification by their first day of work.