HUMAN RESOURCES

STAFF POSTING-TO-HIRE PROCESS

revised for eRecruit 08/08/2019

Please note:
Tonja Petrella, Asst HR Director for Staff Matters, is the HR approver for postings for SEHS, CHS, SON, and VC for Business & Finance and VC for Enrollment Management.

- ***Tawana Branch, HR Generalist Intermediate*****,** is the Employment Process Coordinator (EPC) for postings for SEHS, CHS, SON, and VC for Business & Finance and VC for Enrollment Management.

Helen Phinisee, Senior HR Consultant, is the HR approver for postings for CAS, Chancellor, Provost, SOM, VC for Student Affairs, VC for University Advancement and University Communications & Marketing.

- ***Tonja R. Lucas, HR Generalist Intermediate***, is the Employment Process Coordinator for CAS, Chancellor, Provost, SOM, VC for Student Affairs, VC for University Advancement and University Communications & Marketing

STEP 1
CREATE POSITION DESCRIPTION FORM & SELECTION CRITERIA FOR NON-INSTRUCTIONAL POSITIONS FORM (STAFF POSTING PACKET)

Note: New Positions or Job Code changes must be reviewed and approved by your HR Generalist in Human Resources prior to initiating the job opening in the system.

1. Create/Complete Staff Posting Packet located at www.umflint.edu/hr/Posting Process.htm. Staff Posting Packet 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. **Please note: the posting packet now requires you to respond specifically either "yes" or "no" to whether you are requesting to place advertisements.**
2. Submit the Staff Posting Packet electronically to the designated approver phinisee@umflint.edu or tpetrell@umflint.edu

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 Faculty & Staff, University Business, M-Pathways Human Resource Management System then Recruiting.
2. **Select Create Job Opening**.

Note: If you will be using eRecruit on a regular basis, you may want to add the Recruiting tile to your Personalize Homepage in the MPathways Human Resources Management System.

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*
      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" unless approved by HR prior to creating posting. 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 your department's **EPC - Tawana Branch or 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** – Defaults to 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. **Licenses and Certifications:**
        1. Please leave blank.
    d. **Screening Questions:**
        1. Please leave blank.
    e. **Applicant Screening:**
        1. Please leave blank.
    f. **Underfill instructions:**

1. Select the **Add Job Codes** to add the underfill Job Code #
2. Scroll up to the Additional Job Specifications section
3. Enter additional Job Code. Leaving the Primary Job Code box checked on the primary job code.
4. Complete steps **a & b** above to enter the underfill **Staffing Information & Salary Information**

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 needs to include both job codes. The higher level position needs to be marked as Primary and the primary salary range will be used. *Under-fill language must be included in the posting description.*

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 – Dean

Seq #4 – **Helen Phinisee** or **Tonja Petrella** (for HR and AAP Compliance)

Seq #5 - The Vice Chancellor of the area

Seq #6 - **Michael Hague**, Vice Chancellor of Business and Finance (for overall campus budget approval)

Seq #7 – Mark as Primary**, (EPC) -Tawana Branch** or **Tonja Lucas**

1st HR Approver - Tonja Petrella **Final Approver (Primary) - Tawana Branch**	**1st HR Approver - Helen Phinisee** **Final Approver (Primary) - Tonja Lucas**
SEHS	CAS
CHS	Chancellor
SON	Provost
Business & Finance	SOM
VC for Enrollment Management	VC for Division of Student Affairs
	VC for University Advancement
	University Communications & Marketing

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):**

****PLEASE DO NOT change the font (color, size, underline, bold, italicize)****

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.
4. **Select Add Posting Descriptions :**
   a. **Visible –** Select the default of **Internal** and **External**.
   b. **Description Type** – ***How to Apply.*** You must select this option from the drop down box.

c. **Template - *Standard with Cover Letter.*** You must select this option from the drop down box. System populates standard language. " A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position."

5. **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."

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 POSTING PACKET ATTACHMENT

1. **Attach Staff Posting Packet(Position Description Form) to the opening using following steps:**
   a. Go to **Search Job Openings**, enter the **Job ID,** and then click search.
   b. Click on **Activity and Attachments** at top 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 **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 7
APPLICANT REVIEW AND INTERVIEW PROCESS

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

1. Interview Team Members

a. Interview teams should include no less than three members, including one female and one minority and to the extent possible, 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 **Search Job Openings**, enter the Job ID, and then click **search**.
2. Select the **Job Opening Title** and the **Manage Job Opening** panel will open. The list of applicants for this position will be displayed. Click on the resume icon of the applicant(s) you wish to view.
3. 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 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.
   - h. Select **Route Applicant** from the **Group Actions** > **Recruiting Actions** drop-down menu.
   - i. Enter or Lookup HR Approver by EmplID in **Route To ID**.
     3. Select **Helen Phinisee or Tonja Petrella**
     4. Click the **submit** button.
     5. All applicants approved for Interviews by HR will show a disposition of **Interview** on the **Manage Applicant** screen.
     6. Contact approved applicants to set up interviews.

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

Note: HR does not use the Interview Schedule tool in eRecruit.

STEP 10
SELECT CANDIDATE

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). A list of names for the Selection/Hiring Committee must be included in the notes. The notes 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 does not utilize the eRecruit 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 **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**. To view attachments later, click the **File Name** link under Attachments.

4. 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 11
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 **Search Job Openings**, enter the Job ID, and then click **search**.
   b. Select the **Job Opening Title** and the **Manage Job Opening** panel will open. Check the name of the selected applicant.
   c. Select **Prepare Job Offer** from the **Other Actions** > **Recruiting Actions** drop-down menu for the selected applicant, complete the data fields below:
      1. **Verify that the correct department displays.**
      2. **NEO** – (leave blank). EPC will schedule.
      3. Enter or select the **Appt Begin Date**. (**Start dates must be on a Monday; where possible, allow 10-14 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 (Tawana Branch or Tonja Lucas)** in the HR Employment Coordinator field.
      7. Enter the **Comp 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 contingent offer is made to the candidate.**
      9. Select a value from the **Appointment Period** drop-down list. (Select **12 months** if exempt and **bi-weekly** if nonexempt).
      10. Verify the full time rate is correct in the **FTR Rate** field.
          Notes:
          a. This value defaults from the **Comp Rate** field.
          b. The **FTR Rate** is based on 40 standard hours.
      11. Enter or select the **Effective Date** of the department budget earnings.
      12. Enter or select the **Funding End Date**.
      13. Enter **shortcode.**

14. Enter the **% Effort** related to the shortcode. Note: %effort =(std hrs./40) X 100. The sum of the **% Effort** field(s) must directly correlate to the standard hour's percentage.
15. Enter the **% Dist** (percent distribution) related to the shortcode.
    Note: The **% Dist** values for all shortcode rows must equal 100.
16. Verify **department name.**
17. Enter the **UM Work Address**:
18. View Work Address screenshot
    Notes:
    Verify that the department name is correct in **Address 1**.
    Address 2 is the Room number and building of the primary work address.
    Postal is the five-digit zip code plus four-digit campus zip code.
19. **UM Work Address Voice** is the Candidate's ten-digit work phone number with area code.
20. If the job offer is not a new hire, specify as **Additional Appointment**, **Transfer**, or None by selecting the applicable radio button and providing additional information in the Comments field. These comments are sent to HRRIS to assist in processing.
21. If applicable, enter **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 <u>OR</u> Tonja Petrella <u>AND</u> EPC (Tawana Branch or Tonja Lucas).**
    a. **Please follow these steps**:
        1. Click **Delete Row** to delete job offer Approvers, if necessary.
        2. <u>Create **Offer approver list** with only two approvers as follows</u>:
           Seq #1 Helen Phinisee or Tonja Petrella
           Seq #2 (as **Primary**) **EPC - Tawana Branch or Tonja Lucas**
        3. Click **submit. Offer can be saved as Draft and finished at a later time.**

1st HR Approver - Tonja Petrella Final Approver (Primary) - Tawana Branch	1st HR Approver - Helen Phinisee Final Approver (Primary) - Tonja Lucas
SEHS	CAS
CHS	Chancellor
SON	Provost
Business & Finance	SOM
Enrollment Management	Division of Student Affairs
	University Advancement
	University Communications & Marketing

NOTE: <u>FINAL APPROVAL IS REQUIRED FROM HUMAN RESOURCES *BEFORE* OFFERING POSITION</u>.
When HR has approved the offer, EPC (Tawana Branch or 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 EPC (Tawana Branch or Tonja Lucas) for final review before a verbal contingent offer can be made and delivery of the letter to candidate.

NOTE: The hiring department is required to send a formal letter on UM-Flint letterhead to each interviewed candidate once a verbal offer has been accepted by the selected candidate. This can be done via email. In cases where there are UM-Flint internal candidates, HR highly recommends that the hiring manager communicates with the internal candidate personally. 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.

<u>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.</u>

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) process and validate their personal information. **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 **EPC (Tawana Branch or Tonja Lucas)** in Human Resources.