



BUSINESS & FINANCE HUMAN RESOURCES

STUDENT/TEMPORARY POSTING-TO-HIRE PROCESS

revised for eRecruit 8/14/2017

Please note:

- **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 Faculty & Staff, University Business, [M-Pathways Human Resource Management System](#) then Recruiting.
2. **Select Create 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 the appropriate temporary job family for your position. Temporary Job Family Options: Trades & Service Maintenance, Office, Professional/Administrative, Technical

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

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. Select **Limited** or **Unlimited** from the opening to fill drop down box. **Limited** is used to fill one or more job openings with the same job code. **Unlimited** is used to fill an unknown number of positions with the 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. **Posting Contact** – Enter your UMID#
- 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 Temporary.
3. **Shift** – Select.
4. **Hours** – Indicate minimum number of hours a new hire is expected to work per week.

b. Salary Information:

1. **Salary Range From** – Enter minimum dollar amount (be sure to check pay grade per temporary job classification resources which can be found:
(<http://hr.umich.edu/compclass/schedules/temp.pa.html>)

2. **Salary Range To** – Enter maximum dollar amount.

c. Licenses and Certifications:

1. Please leave blank.

d. Screening Questions:

1. Please leave blank.

e. Applicant Screening:

1. Please leave blank.

3. Hiring Team/Approvers:

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

Note: In most cases, units are not required to list the Director/Department Head or Supervisor when hiring students or temporary employees. In such cases, you will only need to list Tawana Branch or Tonja Lucas as Seq #1, then proceed to the Additional Hiring Team Members section.

Seq #1 – Tawana Branch or Tonja Lucas or if unit is required to list Director/Department Head, you will want to list them as Seq #1, and Tawana Branch or Tonja Lucas as Seq #2.

Seq #2 – Tawana Branch or Tonja Lucas if required to list Director/Department Head or Dean

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 Posting** – 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..

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.

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.”

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 3 days for all student and temporary job postings.**
 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 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 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.

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 AND INTERVIEW PROCESS

Note: Step 5 is to be completed by the hiring manager. You will want to interview at a minimum the top 3-5 most qualified applicants for your job postings. Please refer to Service level agreement if you have questions.

Applicant Review

Map: Main Menu>Recruiting>Find Job Opening

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. 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 as part of the hiring team , 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 INTERVIEW PROCESS/SELECTING CANDIDATE

NOTE: YOU DO NOT NEED APPROVAL FROM HUMAN RESOURCES TO INTERVIEW.

1. Interview and complete reference checks if deemed necessary.
2. **PREPARE INTERVIEW NOTES (Required Step)**
 - 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.
 - b. Put all notes into **one** word document for attachment to the job opening.

- c. 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.

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 NOT NEED HR APPROVAL TO EXTEND OFFER TO SELECTED CANDIDATE(S).

Please extend a contingent verbal offer to your selected candidate. The selected candidate will receive various emails throughout the Hire process: Background Check Consent email, Welcome email(I-9), Offer Letter-Authorizing them to Work email, as well as an 'Employee Validation' notification from UMICH which they are required to disregard. Upon completion of I9 requirement with HR, new employees are reminded to follow directions pertaining to the 'Employee Validation' which can be found in email received from Human Resources sent out from Tawana Branch or Tonja Lucas.

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).
 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. Enter the **Comp Rate**.
 7. Enter **shortcode**.
 8. Enter the **% Dist** (percent distribution) related to the shortcode.
Note: The **% Dist** values for all shortcode rows must equal 100.
 9. If applicable, enter **Comments**.


d. CREATE OFFER APPROVERS LIST

Enter Approver Information:

Seq #1 - Director/Dean if required; if you are not required to add a Director/Dean to offer, please add Tawana Branch or Tonja Lucas as SEQ#1. Be sure to check '**Primary**' Box. This is very important – Tawana Branch or Tonja Lucas should always be listed as either the **only approver** or **final approver**.

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 Tawana Branch OR Tonja Lucas.**

a. Please follow these steps:

1. Click **Delete Row**  to delete job offer Approvers, if necessary.
2. **Seq #1 Create Offer approver list with either Tawana Branch or Tonja Lucas name if unit is not required to list Director/Dean; be sure to check the primary box next to their name:** OR

- If unit is required to list either a Director/Dean, list
Tawana Branch or Tonja Lucas as Seq #2 (as Primary).
3. Click **submit**. Offer can be saved as **Draft** and finished
at a later time.

STEP 8 FINAL PROCESS

Important: As a hiring department, it is your responsibility to remind your selected candidates to watch and respond immediately to emails regarding the hire process.

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

- **Welcome Email** – Email communication is sent to selected applicant from the Office of University Human Resources, requesting applicant complete both the I-9/Background Check process if deemed appropriate. Department contact is copied on communication sent to applicant.
- **Authorization to Email** – Email communication is sent to selected candidate, in which the hiring manager is copied authorizing them to work upon a successful background check. Authorization email notifies both the candidate and hiring department that the new hire now is 'Authorized' to work.