eRecruit – Student/Non-Student
FAQ'S

Hiring Student and Non-Student Temporaries

It is the intent of the University of Michigan-Flint to provide each student with the fullest and richest educational experience possible. Frequently, that experience may include an employment opportunity in conjunction with the University's work-study program or through direct temporary employment by an institutional unit. Many of these employment opportunities provide the student with valuable work experience and financial assistance while helping the institutional units meet their operational needs. At the same time, working an excessive number of hours on a regular basis may have a detrimental effect on the student's academic achievement. Supervisors must keep in mind that the best interest of the student is the top priority in these employment arrangements and should exercise their judgment accordingly.

SPG 201.24 – Employment of Students

SPG 201.57 – Employment of Non-Student Temps

How do I make changes to my active temporary and/or non-student temporary appointment?
The Appointment Change form is used to process changes to an active appointment for Student or Non-Student temporary employees. When using this form, list the data as it should appear after the change, NOT as it exists today. Be sure to include in the 'remarks' section of the form which changes you are requesting and why. For terminations, all fields in the Termination Information section are required. List the appropriate EmplRcd# and the first day not worked. One reason and one rehire recommendation should be chosen.

Student and Non-Student Temporary Appointment Change Form

Job Openings:

Question: Who signs 'Service Level Agreement'?
Answer: Staff member whose role may include the following: creation of job opening, selecting/interviewing candidates, creation of job offer or anyone within the unit who may have any role in the decision of candidates.

Question: Where should UM-Flint students or non-student temporary applicants be directed regarding temporary job openings?
Answer: UMJobs.org

Question: Can temporary job openings be cloned?
Answer: Yes

Question: What is the absolute minimum number of days my a position is required to be open?
Answer: 3 calendar days

Question: Can 'Work-Study' be included as part of the posting title?
Answer: Yes. However you will be required to hire a student with approved work-study funds for that term.

Question: How do I determine the appropriate title and wage for job opening?
Answer: Each temporary title has a job description and wage range you will need to review. Listed below are links to job titles/descriptions and wage schedules. Please make sure to pick the title that most closely suits the job duties for the temporary hourly appointment. Wages above the wage range must have additional documentation and approval from HR prior to HR approving Job Opening.

Classifications for Temporary Positions
Wage Schedules for Temporary Positions

Hire Process:

Question: Are departments required to interview all qualified applicants?
Answer: No. However, depending on size of applicant pool we suggest the departments interview a minimum of 3-5 applicants per 30 applicants.

Question: Can departments interview potential applicants from pool prior to close date of job opening?
Answer: Yes. This would be acceptable in the case where job opening is posted as "Unlimited" number of job openings. This is also acceptable for job openings posted as "Limited". If selected number of positions are filled prior to job opening close date, job opening will automatically be removed from UMJobs.org website and updated to filled. **Required Language for posting:** Job openings may be removed from the UMJobs.org website and filled anytime after the minimum posting period has ended. This language is required if department plans to conduct interviews prior to job opening date.

Question: How extensive should interview notes need to be in detail?
Answer: 2-3 sentences outlining why an applicant was or was not selected for job opening.

Question: After job offer is submitted to HR for review/approval, when can my candidate start working?
Answer: Once job offer is received, HR will conduct background check upon receipt of background consent from selected applicant. Upon completion of successfully background check, HR will email candidate 'Welcome/Offer Email' which also instructs candidate on I-9 process. Candidate will be approved to work by HR upon completion of I-9 process. Unfortunately, we are unable to give a definite timeframe for point of hire. Please remind selected candidate to watch for pertinent system generate emails, as well as email sent by Tawana Branch regarding the hire process.

Question: How do I add a temporary appointment for my newly hired work-study study?
Answer: Upon submission of job offer, submit 'Temporary Appointment Change' form. Please include job opening number in remark section of completed appointment change form.

Student/Non-Student Temporary Change Form

Other Questions:

Question: How would a department know if a student has work-study funding available? Should the department verify selected applicants work-study prior to submitting offer in the system? Should the department contact Human Resources to verify this information?
Answer: It is the responsibility of the department to verify work-study funds prior to submission of job offer. To do so, please contact Mary Horgan in the Office of Financial Aid.

Question: Can units re-classify a temporary employee?
Answer: Departments must submit in writing via email a request to reclassify a currently active temporary employee with unit. All such requests are subject to approval.

Question: How does the selected candidate sign-up for direct deposit or US Mail for their paychecks, tax documents, etc?
Answer: Once candidate has cleared background check and completed I-9 process with HR, eRecruit will automatically send candidate 'On-Boarding' communications instructing newly hired employee to complete direct deposit information, on-line tax documents, etc.

Question: Can departments hire minors for University temporary positions?
Answer: Yes, you may employ minors ages 14-17 provided you follow the Standard Practice Guide, 201.20. It is important that candidates meeting criteria outline in SPG.201.20 have a work-permit on file from their school district, prior to their start date. Minors have limited hours for work as well limited job classifications. It is the department's responsibility to monitor all hours a minor work and consistency be in compliance with the SPG.

SPG 201.20

Question: Are departments allowed to hire family members?
Answer: Per the SPG 201.23
Definitions: "Relative: For the purpose of this policy, relative is defined as a staff member's spouse**,** daughter, son, parent, grandparent, brother, sister, grandchild, aunt, or uncle, niece or nephew (or the spouse of any of these) of either the staff member or the staff member's spouse, or any other person who is part of the staff member's household."

"Nepotism: For the purpose of this policy, nepotism is defined as favoritism toward relatives."

If an individual is to be assigned to a position that is under the supervision or control of a relative who has or may have a direct effect on the individual's progress or performance, or an individual is to be assigned to a position with the same immediate supervisor as a relative, **a management plan must be devised and approved by the head of the organizational unit (e.g., Dean or Director) and that of the unit's Senior Human Resources officer.**

SPG. 201.23