

These instructions assume that a **position number** is available for the recruitment. No job opening can be established in Recruit without a position number. If a new position number is needed, request a number from CAPS using the same process available requesting position numbers for part time appointments.

Department Seeks approval to recruit applicants for a New or Vacant Position

NOTE: training materials are available at <https://www.umsystem.edu/ums/hr/peoplesoft-hr/myhr>

- Department creates draft job opening in Recruit, selecting the Status Reason of New Authorization. The Job Information, Hiring Team and Job Posting sections of the opening must be completed. Upload a justification for search, including search strategy and funding resources, as well as the ad copy for online or print ads used for this recruitment in the Attachment section.
- Set up the job opening approval chain based on the College/School approval procedures. Then includes Matthew Martens as the Provost's Office approver, with HR approval last. (**Note:** Primary Hiring Manager role must approve in Recruit. Dean and/or Department chair can approve in the system or via email uploaded as attachments.)
- Once approved by the School or College, a job opening approval notice is sent to the Provost's Office for review. All attachments must be saved before the job opening approval moves to the Provost's Office.
- Once approved at Provost's level, Human Resource Services is notified of opening that requires review.

Human Resource Services (HRS) Reviews Draft Job Opening

- HRS reviews job posting details and advertisement for posting title, applicant instructions, EEO statement, etc.
- HRS approves the job opening. This status change notifies the employee in primary Hiring Manager role that job opening has been approved for posting and is open to applicants.
- Department initiates the outside advertising as planned in the search strategy.

Job Opening Posts on HRS Website

- Academic job postings are typically open ended; but full searches must be available to applicants for at least than 30 days. Whatever appears in the HRS web listing for academic openings, will also be visible to applicants on the HERC website and Inside Higher Ed Jobs web listing.

Applicants Apply Online for Specific Job Openings

- Applicants complete demographic information and upload the required application materials (CV, cover letter, portfolio, etc.)
- Applicants receive email notification when application is successfully submitted.

HRS Processes Applications

- All applications are routed to department by HRS daily. No applicant screening occurs.
- Applicants are notified by HRS that application materials are available to the search committee.

Hiring Administrators manage the Application Process

- Hiring Administrators are employees in the Hiring Manager role, who need to take administrative actions in Recruiting module. Interviewers can only view applicant materials and attachments provided by applicants in Recruit after security access has been set up.

Search Committee Follows Selection Process

- Search Committee members, listed as Interviewers, review application materials and determine who to interview.
- Interviews are scheduled.
- Search Committee conducts one or more interviews, Phone, Skype, or face to face with top candidates.
- Hiring administrator updates candidates' status in Recruit to record which applicants were interviewed.
- Search Committee completes the selection process and recommends final candidate.

Job Offer – Approval Process

- Draft offer letter is developed from the template. Hiring administrator enters salary information as an offer component in Recruit and uploads draft offer letter as Attachment.
- Hiring administrator adds additional approvers to the approval chain based on School/College approval procedures. The final approver in the chain should be Matthew Martens as the Provost's representative. NOTE: The Provost's office requires approval from the Dean. The Dean can enter this approval in Recruit directly or he/she can designate an individual to approve on their behalf. Additional approvers are optional based on Division/Department procedures.
- HRS reviews the offer letter for required language based on the nature of the appointment, hire or transfer and approves in Recruit.
- Finally, the offer letter is reviewed by the Provost's representative.
- Once the offer is approved in Recruit, the primary hiring administrator receives e-mail notification.
- Department extends the job offer.
- If it hasn't been done already, HRS removes the job posting from the website.

Finalist Accepts Offer

- Finalist returns the signed offer letter to indicate acceptance of offer.
- Hiring administrator updates the Job Offer status to indicate the candidate accepted.
- Hiring administrator sets up the finalist for pre-employment background check in Recruit. If no check is required Hiring Manager notifies HRS of offer acceptance.
- The finalist receives an email invitation to complete the background check online. HireRight will provide the link to their system, along with logon and temporary password information. ***NOTE: The finalist cannot begin work until an acceptable background check is returned.**

- Hiring administrator indicates reject reasons in Recruit for all candidates who were interviewed but not offered a job.

HRS Monitors CBC status and Creates EMPLID

- HRS checks the HireRight database for completed CBC results.
- If the background check contains any convictions, Provost's representative reviews for job relevance.
- HRS adjudicates the CBC report independently or based on feedback from Provost's representative
- HRS finds or creates an EMPLID for the finalist, informs Hiring Manager that candidate is eligible for hire, and provides EMPLID. If background check is not acceptable, HRS notifies department to rescind the offer.
- HRS initiates the Prepare for Hire action which creates an ePAF. This ePAF drives to the work list for the initiator in the department where the hire will be processed.

Department Processes Hire Paperwork

- Department Initiator reviews the existing data on the ePAF in workflow, and updates if needed. Additional data is added e.g. Mo Code, JED information, Work Phone, and Work Address. Approved offer letter and additional documents are attached. Completed ePAF is approved at the division level and pushed to CAPS for final review and data entry. NOTE: This divisional approval triggers the onboarding communication to finalist. This message contains information about how to access the documents that must be completed online before the first day of work.

Job Opening is Closed

- The department communicates with non-selected candidates regarding status of the vacancy.
- HRS reviews data fields on the ePAF. HRS reviews the information on the finalist's onboarding forms. As the final reviewer, HRS approval will load the ePAF data in PeopleSoft HR/Payroll database to create or update a job record. Hire documents become part of employee electronic job record.
- The completed hire process will cause the applicant status to change to Hired, and the job opening will update to Filled/Closed in Recruit.