Academic eRecruit Guide

Abridged Hires

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Who to Contact:
eRecruit Posting & Offer Questions – Leslie Patrie
Creation of New Position #/ Processing ePAF - CAPS Representative

Important Links
eRecruit Link: https://hrprd.umsystem.edu
Faculty Recruitment Forms & Business Processes: https://hrs.missouri.edu/forms/hiring
ACADEMIC JOB POSTINGS

Create a New Job Posting

1. In eRecruit, click Recruiting homepage
2. Click Recruiting Activities
3. Select “Create Job Opening”

4. Enter “Position Number”. If you do not have an available number to use you can request a new position number from your CAPS representative.

Primary Job Opening Information

5. Once you enter the position number the Department, Job Code, and Job Posting Title will automatically load.
Primary Job Opening Information

Job Details

- **Job Opening Type**: Standard Requisition
- **Business Unit**: COLUM
- **Department**: CBIOCHEM
- **Position Number**: 00039920
- **Job Code**: 0930
- **Recruiting Location**: 
- **Job Posting Title**: PROF, ASOC

6. You must then select the recruiting location. Most likely “1012 – Columbia”

7. Then click “Continue”
ACADEMIC JOB POSTINGS

Job Posting – Job Information Tab

Job Opening

| Save and Submit | Save as Draft | Notification | Start Over |

Job Opening ID: NEW
Job Posting Title: PROF, ASOC
Job Code: 0939 (PROF, ASOC)
Position Number: 00038920 (PROF, ASOC)

Status: 005 Draft
Business Unit: COLUM (University of MO-Columbia)
Department: CBIOCHEM (Biochemistry)
Primary Recruiting Location: 1612 (Columbia)

Opening Information

Job Opening Type: Standard Requisition
Created By: 08311716, Leslie Ellen
Created: 04/20/2021

*Openings to Fill:
- Limited Number of Openings
- Target Openings: 1
- Available Openings: 1

This section automatically populates from info you provided
You can manually increase Target openings but must provide additional position #s below

8. The Desired Start Date, Type of Position, Job Posting Justification, and Funding Source are all now required fields.

Establishment ID
Business Unit: COLUM
Company: UM

Department: CBIOCHEM
Biochemistry

Status Code: 005 Draft
Status Date: 04/20/2021

*Desired Start Date
Date Authorized
*Type of Position
*Job Posting Justification

You must choose either “9 Month” or “Academic” (it means 12 months)

Desired Start Date – This is not set in stone. The date can change, we just want a general idea of when you are hoping to hire someone for this position.
**Type of Position**

You use “New” if this is a newly created role.

You use “Replacement” if you are replacing someone that has or will be leaving the role.

**Job Posting Justification**

Select an “ACAD-” abridged reason for abridged hires

### Abridged Academic Job Posting Justification Definitions (Non Post Doc/Intern):

<table>
<thead>
<tr>
<th>ACAD – Emergency</th>
<th>Academic Abridged hire – Emergency hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD – Hire of New Faculty</td>
<td>Academic Abridged hire - Faculty hire tied to another faculty hire</td>
</tr>
<tr>
<td>ACAD – Internal Search</td>
<td>Academic - Internal Search Only</td>
</tr>
<tr>
<td>ACAD - Partner Accommodation</td>
<td>Academic Abridged hire – Partner hire of new faculty</td>
</tr>
<tr>
<td>ACAD – Promotion</td>
<td>Academic Abridged hire – Promotion to new title/rank</td>
</tr>
<tr>
<td>ACAD – Temporary</td>
<td>Academic Abridged hire – Temporary hire (non-renewable)</td>
</tr>
<tr>
<td>ACAD – URM Uniquely Qualified</td>
<td>Academic Abridged hire - Under Represented Minority - Uniquely Qualified</td>
</tr>
<tr>
<td>ACAD – Uniquely Qualified</td>
<td>Academic Abridged hire - Uniquely Qualified</td>
</tr>
</tbody>
</table>
**Funding Source**

*Funding Source*
- 100% grant, gift or extramural funded
- Operational/Auxiliary Funded

**Employees Being Replaced**

**Note:** When updating an existing Job Opening, you will be required to complete these newly Required(*) fields before you can Save your updates.

- Make sure each one is checked.
- *If you have more than one position number only check one for primary.*
This info comes from the position #, make sure it is correct with the job you are posting. If it is incorrect (Wrong Schedule Type; Regular/Temporary) STOP and contact your CAPS rep to update the information. You will then have to reenter the position number for it to update. It does not automatically update.

You DO NOT need to fill out the Salary Information box. Leave as is.

**Job Posting – Hiring Team Tab**

*Recruiters*

<table>
<thead>
<tr>
<th>Name</th>
<th>Recruiter ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, Keesha Lomise</td>
<td>01026845</td>
<td></td>
</tr>
<tr>
<td>Patric, Leslie Ellen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rodriguez, Nicole Patricia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borges, Domingo, Lima Cristina Miranda</td>
<td>14180816</td>
<td></td>
</tr>
</tbody>
</table>

**Hiring Managers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Manager ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faup, Kelley A</td>
<td>01022516</td>
<td></td>
</tr>
<tr>
<td>Gordon, Laura Langford</td>
<td>01032471</td>
<td></td>
</tr>
</tbody>
</table>

**Interviewers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Interviewer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson, Lauren R</td>
<td>01007744</td>
</tr>
<tr>
<td>Westhoff, Patrick</td>
<td>01008867</td>
</tr>
</tbody>
</table>
Job Posting – Job Posting Tab

Once you click “Save and Submit” you must exit out and come back in to see the “Activity and Attachments” tab. This is where you MUST upload documents.

Adding Necessary Documentation

Choose “COLUM Academic Interested Party” to get the right people listed (they change), you can also add others. Matt Martens must be listed. IDE contact should be removed for abridged hires.

Do NOT complete if this is an Abridged hire. Leave this tab blank.
**Job Posting – Approvals Tab**

**ABRIDGED HIRES APPROVALS ONLY**

**ACADEMIC JOB POSTINGS APPROVAL CHAIN (for Abridged hires ONLY)**

<table>
<thead>
<tr>
<th>Department Initiator</th>
<th>College/School Delegated Approver (if needed Dean and/or Dept chair can approve in the system or via email uploaded as attachment)</th>
<th>Matt Martens*</th>
<th>Academic Recruiter Group (Shows up as Multiple Approvers – Recruiter Group)</th>
</tr>
</thead>
</table>

*Note the different approval order between Job Posting Types and Job Offers*

**LINKING CANDIDATES**

Leslie Patrie will approve the posting and will link the candidate to the job ID so the department can then enter the offer components.
ACADEMIC JOB OFFERS

For Academic offers, the Hiring Administrator will save a draft of the offer letter in the Activity & Attachments section. NOTE: You should never send an offer letter to a candidate until it has been entered in eRecruit and approved by the Office of Human Resources (OHR) and the Provost office. Offer letters are not approved until AFTER you submit the offer components and go through the job offer approval chain (2nd round of OHR and Provost approvals).

JOB OFFER TEMPLATES

You must use the templates provided at the bottom of the page at this link:
https://hrs.missouri.edu/forms/hiring

- Tenure
- Tenure Track
- Non Tenure Track
- Unranked Nonregular
- Non Benefit Eligible
- Academic Administrator

The templates change from time to time so you should NEVER save these templates to your computer.

ENTERING A JOB OFFER

To create an offer, go to the Applicants tab and find the applicant. Click “Other Actions” at the far right hand side of page.
Add offer components:
Base Salary Frequency should be:
- “Annual” for 12 month appts
Do NOT use monthly pay. Put full salary amount
- “Contract” for 9 month appts
Hiring Incentive (if applicable)
Moving Expense (if applicable)

**JOB OFFER APPROVAL CHAIN**

<table>
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<th>Matt Martens*</th>
</tr>
</thead>
</table>

Click the + symbol to add your college/school delegates approver

Click the + symbol at the end to add Matt Martens

Do not click “Approve” until you have added everyone to the approval chain.

Start date is required

Click once you entered the offer components and have attached the draft offer letter.

Do not add the offer letter here. You must attach it under the Activity & Attachments tab in the job posting section.
ACCEPTING THE OFFER

Once the offer has been approved, the department can reach out to the candidate to extend the offer. If the candidate accepts the job offer, the department will then update the disposition to offer accepted. You will do this by finding the applicant in the list of applicants under the applicant tab. Click other actions on the far-right side, then recruiting actions, and then accept offer. **This will generate the email to the OHR recruiter team to let them know that they can initiate the CBC, if applicable.** NOTE: This is the only way OHR is alerted that a candidate has accepted.

CRIMINAL BACKGROUND CHECKS

Initiating a CBC for a Candidate (*NEW PROCESS as of 10/31/19*)

As of 10/31/19, OHR now initiates all CBCs for candidates. In order for OHR to know that a CBC needs to be ran for a candidate the Hiring Manager **must** mark the applicant as accepting the offer. Once that is selected an automated email is sent to the recruit team to alert them that a candidate has accepted. If the candidate has an International Scholar Waiver please upload the document under attachments. Hiring manager will be alerted as soon as the CBC results are returned.

**Note:**

- If this is a PT hire not in eRecruit you must complete the “CBC Part Time Academic Request Form” on the OHR website to alert OHR that a CBC needs to be initiated for a hire.
- If the background check contains any convictions, Provost’s representative reviews for job relevance.
- OHR-NER adjudicates the CBC report independently or based on feedback from Provost’s representative.
- OHR-NER 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, OHR-NER notifies department to rescind the offer.
• OHR-NER 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 (ePAF)**

1. Department PAF processor reviews the existing data on the ePAF in workflow.
2. PAF is updated 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.
3. 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.