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
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

Job Details

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

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

7. Then click “Continue”
8. The Desired Start Date, Type of Position, Job Posting Justification, and Funding Source are all now required fields.

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

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

<table>
<thead>
<tr>
<th>Type of Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD – Emergency</td>
<td>Academic Abridged hire – Emergency hire</td>
</tr>
<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

Employees Being Replaced

If the value “Replacement” was selected for the Type of Position field, the Employee Being Replaced field is Required(*). Please enter or select the Employee ID:

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 Lenise</td>
<td>01026245</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 Dominguez, Lina Cristina Miranda</td>
<td>14180318</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>Fraup, Kelley A</td>
<td>01022516</td>
<td></td>
</tr>
<tr>
<td>Gordon, Laura Langford</td>
<td>01034371</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>Washoff, Patrick</td>
<td>01008367</td>
</tr>
</tbody>
</table>

**Keesha should be primary for ALL abridged hires**

Select COLUM Academic Recruiting Team and the correct recruiter names will autofill.
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.
Updated: 1.4.2022

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

Abridged Hires must have the following under attachments:
- Justification Form
- Academic Abridge Hire Request Form
- Deans approval
- Candidate CV
- Draft Offer Letter

Always click “Save” on each page

Add your college/school delegated approver & Matt Martens here

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

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.

Find the applicant and click “Other Actions” at the far right hand side of page.
**JOB OFFER APPROVAL CHAIN**

<table>
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<tr>
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<th>Academic Recruiter Group (Shows up as Multiple Approvers – Recruiter Group)</th>
<th>Matt Martens*</th>
</tr>
</thead>
</table>

---

Add offer components:
Base Salary Frequency should be:
- “Annual” for 12 month appts
- “Contract” for 9 month appts

Hiring Incentive (if applicable)
Moving Expense (if applicable)

Do NOT use monthly pay. Put full salary amount

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Start date is required

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

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Updated: 1.4.2022

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Add offer components:
Base Salary Frequency should be:
- “Annual” for 12 month appts
- “Contract” for 9 month appts

Do NOT use monthly pay. Put full salary amount

---

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

---

If the position # or job code does not match the title in the offer ask Leslie to update. If multiple headcount, make sure to change to position # you want to use.

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Click the + symbol at the end to add Matt Martens

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

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