# Academic eRecruit Guide

## Post Doc Abridged Hires

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### Who to Contact:

- eRecruit Posting & Offer Questions – Leslie Patrie
- Creation of New Position #/ Processing ePAF - CAPS Representative
- Abridge Hire Approval – PostDoc Office ([Postdoc@missouri.edu](mailto:Postdoc@missouri.edu))

### Important Links

- eRecruit Link: [https://hrprd.umsystem.edu](https://hrprd.umsystem.edu)
- Faculty Recruitment Forms & Business Processes: [https://hrs.missouri.edu/forms/hiring](https://hrs.missouri.edu/forms/hiring)
- Post Doc Appointment Process: [https://gradschool.missouri.edu/policy/appointment-process-2/](https://gradschool.missouri.edu/policy/appointment-process-2/)
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

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

7. Then click “Continue”
**ACADEMIC JOB POSTINGS**

**Job Posting – Job Information Tab**

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**Job Opening**

- **Job Opening ID:** NEW
- **Job Posting Title:** PROF, ASOC
- **Job Code:** 0933 (PROF, ASOC)
- **Position Number:** 0000000 (PROF, ASOC)
- **Status:** 005 Draft
- **Business Unit:** COLUM (University of MO-Columbia)
- **Department:** CBIOCHEM (Biochemistry)
- **Primary Recruiting Location:** 1612 (Columbia)

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**Opening Information**

- **Job Opening Type:** Standard Requisition
- **Created By:** Leslie Ellen
- **Created:** 04/20/2021

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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.

---

This section automatically populates from info you provided

You can manually increase Target openings but must provide additional position #s below

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

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.
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.

Make sure each one is checked. *If you have more than one position number only check one for primary.
**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>01026045</td>
<td>✔️</td>
</tr>
<tr>
<td>Patrie, Leslie Ellen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rodriguez, Nicole Patricia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borges Dominguez, Lma Cristina Miranda</td>
<td>14196618</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Keesha should be primary for **ALL abridged post docs**

Select COLUM Academic Recruiting Team and the correct recruiter names will autofill

**Hiring Managers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Manager ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faus, Kellie A</td>
<td>01022618</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>Westhoff, Patrick</td>
<td>01008857</td>
</tr>
</tbody>
</table>

**Interested Parties**

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riley-Tillman, Timothy Christopher</td>
<td>08250801</td>
</tr>
<tr>
<td>Washington, Karlishka Aretha</td>
<td>10280772</td>
</tr>
</tbody>
</table>

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.
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

Post Doc Abridged Hires must have the following under attachments:
- Email approval from Post Doc Office
- Candidate CV
- Approved Offer Letter (template can be found on post doc website)

Always click “Save” on each page
Job Posting – Approvals Tab

POST DOC ABRIDGED HIRES APPROVALS ONLY

Post Doc Abridged Hires should follow the appointment process found on the Post Doc website: https://gradschool.missouri.edu/policy/appointment-process-2/

Post Doc hires are approved via the Post Doc office. You must email them to get approval before entering it in eRecruit.

ACADEMIC JOB POSTINGS APPROVAL CHAIN (for Abridged POST DOC 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>Academic Recruiter Group (Shows up as Multiple Approvers – Recruiter Group)</th>
</tr>
</thead>
</table>

*Note Dr. Matt Martens is not included in the approval chain for Abridged Post Docs

Post Doc Abridged Hires must have the following under attachments:
- Email approval from Post Doc Office
- Candidate CV
- Approved Offer Letter (template can be found on post doc website)

**If you need to post the post doc job for applicants to apply you follow the standard recruitment business process, except you do not need to include contact from IDE in 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.
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.

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.

Start date is required.

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

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)

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

ACADEMIC JOB OFFERS APPROVAL CHAIN (for Abridged POST DOC hires ONLY)*

| Department Initiator | College/School Delegated Approver (if needed Dean and/or Dept chair can approve in the system or via email uploaded as attachment) | Academic Recruiter Group (Shows up as Multiple Approvers – Recruiter Group) |

*Post Docs are approved by the Grad office via email. Matt Martens does not need to be included at the end of the chain. It stops at “academic recruiter group”. Attach Grad School email approval under attachments.

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 divisional 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.