Updated: 1.4.2022

Academic eRecruit Guide

Standard Recruitment

Table of Contents

Job Postings____________________________________________________2-12
    Create Job Posting_____________________________________________2-3
    Job Information Tab____________________________________________4-6
    Hiring Team Tab______________________________________________7
    Job Posting Tab_______________________________________________8-10
        Minimum Qualifications_____________________________________10
        Posting Dates____________________________________________10
    Activity & Attachments Tab____________________________________11
    Approvals Tab_______________________________________________11-12
    Dispositioning Candidates____________________________________12-13
    Job Offers__________________________________________________13-16
        Job Offer Templates_______________________________________13
        Entering Job Offer________________________________________14
        Offer Approval Chain______________________________________15
        Accepting Offer___________________________________________15
        Criminal Background Checks________________________________16
        Processing Hire Paperwork (ePAF)____________________________16

Who to Contact:
eRecruit Posting & Offer Questions – Leslie Patrie
Diversity Recruitment Plan – Karlishika Washington
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.
6. You must then select the recruiting location. Most likely “1012 – Columbia”

7. Then click “Continue”
**Updated:** 1.4.2022

## ACADEMIC JOB POSTINGS

### Job Posting – Job Information Tab

### Job Opening

<table>
<thead>
<tr>
<th>Job Opening ID</th>
<th>NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Posting Title</td>
<td>PROF; ASOC</td>
</tr>
<tr>
<td>Job Code</td>
<td>0939 (PROF; ASOC)</td>
</tr>
<tr>
<td>Position Number</td>
<td>00939800 (PROF; ASOC)</td>
</tr>
</tbody>
</table>

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

### Opening Information

<table>
<thead>
<tr>
<th>Job Opening Type</th>
<th>Standard Requisition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created By</td>
<td>08311716 (Patricia Leslie Ellen)</td>
</tr>
<tr>
<td>Created</td>
<td>04/20/2021</td>
</tr>
</tbody>
</table>

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

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

**Establishment ID**  
**Business Unit:** COLUM - University of MO-Columbia  
**Company:** UM - Univ of Missouri-System Admin

**Department:** CBIOCHEM - Biochemistry  
**Status Code:** 005 Draft  
**Status Date:** 04/20/2021

**Desired Start Date**

**Type of Position**

**Date Authorized**

**Job Posting Justification**

**Funding Source**

**Academic Use Only**

### 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

“Standard Recruitment” is used for all academic and staff searches where you want applicants to apply to the job.

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:
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, Keisha Lenise</td>
<td>010268545</td>
<td></td>
</tr>
<tr>
<td>Pattna, Leslie Ellen</td>
<td>00311716</td>
<td>X</td>
</tr>
<tr>
<td>Rodriguez, Nicole Patricia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borges Dominguez, Livia Cristina Miranda</td>
<td></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>010222516</td>
<td></td>
</tr>
<tr>
<td>Gordon, Laura Langford</td>
<td>01034371</td>
<td>X</td>
</tr>
</tbody>
</table>

**Interviewers**

<table>
<thead>
<tr>
<th>*Name</th>
<th>Interviewer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Einfield, Julian</td>
<td>01051116</td>
</tr>
<tr>
<td>Thompson, Wyatt Warren</td>
<td>05004652</td>
</tr>
</tbody>
</table>

**Interested Parties**

<table>
<thead>
<tr>
<th>*Name</th>
<th>Empl ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martens, Matthew P</td>
<td>01016067</td>
</tr>
<tr>
<td>Washington, Karlishka Aretha</td>
<td>10280772</td>
</tr>
</tbody>
</table>

Leslie should be primary for ALL Tenure/Tenure Track, NTT and unranked standard recruitment postings.

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

Choose “COLUM Academic Interested Party” to get the right people listed (they change), you can also add others. Matt Martens and Karlishka Washington (IDE) must be listed.
Job Posting – Job Posting Tab

Job Descriptions- Description Type (Bold types are required)

* Add a separate box for each posting description

  - **Job Description**
  - **Qualifications** – Minimum qualifications need to be spelled out. Minimum qualifications must be clear and easily reviewed just from a CV alone (i.e. PhD by time of appointment)
  - Application Materials
  - Application Deadline
  - Other Information
  - Salary - Academic postings should **NOT** list a salary
  - Benefit Eligibility (includes EEO info & Diversity Statement)
  - Columbia Missouri Information

Click here to create the job posting that will appear on the website.

Edit this title to spell out the actual titles you are posting for. I.e., Change “PROF, AST” to “Assistant, Associate or Full Professor” IF the rank is open to discussion.
For Academic postings with benefits always choose “COLUM-Acad Benefit Eligible – Yes”

Click to add another description type

Shows who sees the posting.
Minimum Qualifications

Job postings will not be approved if the minimum qualifications are not separated out from the others.

It’s important to remember Minimum Qualifications of candidates will be reviewed by HR, and if the candidate does not meet the minimum qualification then the department will not be able to see that applicant or consider them for the position. This is why it is very important to make sure the Minimum Qualifications state only the minimum qualification needed to perform the job. All other qualifications wanted or preferred should be listed out separately.

Example of Correct/Approved Qualification statement in a job posting

Minimum Qualification

PhD in Animal Science or a related field by the time of appointment. (If you don’t put “by the time of appointment” candidates will be rejected by Leslie Patrie if they have not finished their PhD by the time that they apply)

Candidates will be evaluated on:

Prior administrative or leadership experience; record of excellence in teaching; a commitment to diversity and inclusion; and a strong record of collaboration; record of external funding. (Leslie Patrie does not review CVs for these qualifications, this is what the search committee would be looking at)

Posting Dates

1. Add two posting destinations – One External Posting and One Internal Posting. The destination should be “COLUM Academic” for both.
2. Relative Open Date – Choose “On Approval Date”.
3. In general Academic postings usually don’t have a remove date. They stay open until the position is filled. If you do put a remove date it can be no shorter than 30 days.
4. Click “OK” when you are done editing the posting.
5. Click “Save and Submit” to create the approval chain and upload attachments.
**Job Posting – Activity & Attachments 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

**Manage Job Opening**

![Job Opening ID: 16342
Job Posting Title: Associate Assistant, or Full Professor
Job Code: 1932 (PROF. ASOC)
Position Number: 80039020 (PROF. ASOC)]

**Job History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Reason</th>
<th>Action Taken By</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/17/2019</td>
<td>010 Open</td>
<td>New Authorization</td>
<td>Jones, Keesha Lena</td>
</tr>
<tr>
<td>01/17/2019</td>
<td>010 Open</td>
<td>New Authorization</td>
<td>Bajaj, Isha Lobi - Oracle</td>
</tr>
<tr>
<td>12/21/2019</td>
<td>006 Pending Approval</td>
<td>New Authorization</td>
<td>Parks, Niki Ellen</td>
</tr>
<tr>
<td>12/21/2019</td>
<td>006 Pending Approval</td>
<td>New Authorization</td>
<td>Beckenstein, Susan D</td>
</tr>
</tbody>
</table>

You must upload:
- Justification for search
- Diversity Recruitment Plan (if not included in justification form)
- College Approvals
- Copy of Ad for external placement (if applicable)

-----Remember external ads need EEO/Diversity statement

**Always click “Save” on each page**

---

**Job Posting – Approvals Tab**

**JOB POSTINGS APPROVAL CHAIN (for Tenure, Tenure Track, NTT, & Unranked titles)**

<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>
<th>Karlishika Washington (IDE Approval)</th>
<th>Matt Martens</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DISPOSITIONING CANDIDATES

It is imperative that you disposition all applicants throughout the process. At first, you will only see applicants that are dispositioned to “Route”. This means they have met the minimum qualifications.

1. Once the search committee reviews applicants for preferred qualities and are ready to reach out to the first round applicants you will need to mark those applicants as “Reviewed” and email Karlishika Washington (IDE) and Leslie Patrie with the applicant names. IDE will review the list and tell you if they approve of the candidate pool. Once approved you can reach out to the candidates (No Earlier).

2. Once the search committee narrows down the first round applicants and are ready for 2nd round interviews then you will need to mark those applicants as “Interview” and email Karlishika Washington (IDE) and Leslie Patrie with the applicant names. Karlishika Washington (IDE) will review the list and tell you if they approve of the candidate pool. Once approved you can reach out to the candidates (No Earlier).

3. Candidates not designated for the next round of contact should be moved to the disposition of “Reject” with the reason code identified by the search committee. Do NOT do this step until you are certain they won't be considered.

Disposition Definitions:

Routed – Candidates who meet minimum qualifications.
Reviewed – Candidates who are in the first round of communication/interviews (i.e. Skype, phone, etc.)
This disposition should not be used for candidates where you just look at their CV.
Interview – Candidates who will be asked for a 2nd round interview.
Reject – Candidates who will not be considered further for the position. You must also provide a reason from the drop-down list. Do NOT use “other candidate selected”
To change the disposition for a candidate:

If you go to the row of the person’s name, scroll all the way to the right and click “Other Actions” then “Recruiting Actions” then “Edit Disposition”

Then for the dropdown selection for “New Disposition” you select “020 Reviewed” or “060 Interview”

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.

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

Reference Checks

Before entering a job offer the search committee must do reference checks. Reference checks are considered any two-way communication you have with a reference. This can be via email or phone. A reference letter submitted at the time of application or requested by the applicant is not acceptable.

To create an offer, go to the Applicants tab.

Find the applicant and click “Other Actions” at the far right hand side of page.

Prepare Job Offer

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.
**JOE OFFER APPROVAL CHAIN**

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

**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.

- Once the finalist has accepted the offer the department should send correspondence through eRecruit for all non-interviewed candidates.
- Departments should send personal correspondence to those interviewed but not selected.
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.