Generic Job Openings

Generic job openings (i.e. **PT Faculty – College of Business Administration**) will be posted on the Employment Opportunities Board for each college. Potential applicants should be directed to these generic postings to apply for job openings.

Applicants MUST attach a vitae and unofficial transcripts for highest degree obtained. If the required documents are not attached, the application will be considered incomplete and will not be processed. Official transcripts will be required upon hire.

**Step 1: HPM: Upload the Course, Rank and Rate Form**


Review the applicant’s vitae and transcript. *Rank MUST be entered. If clarification is needed on type of degree and the coursework assigned, provide information on the Course, Rank and Rate form, it will expedite the process.*

1. Complete the **Course, Rank and Rate form** located on the [Part-Time Faculty Hiring Forms](http://www.uakron.edu/contentAsset/raw-data/1344292/fileAsset) webpage under the Part-Time Faculty Hire Process Tab.
2. Login to PeopleSoft HCM and navigate to **Recruiting > Search Job Openings**. Click **Search** to return all job openings or enter the job opening ID corresponding to your academic unit for PT Faculty hires.
3. Select the generic job title link (i.e. **PT Faculty – College of Business Administration**). The **Manage Job Opening** page displays.
4. Click the **Other Actions** drop down corresponding with the applicant being processed.
5. Select **Recruiting Actions > Edit Application Details**.
6. The Edit Application page displays.
7. Click the **Add Attachment** link (located at the bottom of the Attachments box).
8. Click on **Browse** to locate the Course, Rank and Rate Form.
9. Click **Upload**.
10. The Type Code will default to **Attachments by HPM**.
11. Scroll to the bottom of the page and click **Save**.
12. Click **Return** (next to the **Save** button).
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Step 2: Forward the Applicant to OAA

1. Select Other Actions > Applicant Actions > Forward Applicant.

2. Enter the following information for the e-mail message:
   a. To = Email address of OAA Manager (currently Laurel Rooks).
   b. Subject = Please review.
   c. Access = Public.
   d. Message = Text will be automatically generated by the system requesting the Office of Academic Affairs review and approval of the applicant.
3. Click Send.
4. A message box will pop up reading: “You have successfully forwarded this applicant”.

Step 3: OAA Manager: Approve Applicant

The Manager, Office of Academic Affairs (OAA) reviews the vitae and transcript and the uploaded Course, Rank and Rate Form for review of credentials, and assigned rate and rank.

If any information is missing or incorrect, the OAA Manager will not approve the applicant.

If the information is complete, the OAA Manager will forward the applicant back to the HPM copying the recruiter (with the approved rank and rate) for processing.

Step 4: HPM: Create Ranked Job Opening

Once an email notification has been received from the OAA Manager indicating the applicant has been approved/denied at the proposed rank and rate, one of the below actions can be taken:

If the applicant is approved and there IS an immediate need:

1. Attach the approval email to the applicant’s application. Refer to steps 5-12 on Page 1 of this job aid for instructions on how to add an attachment to the applicant.
2. Review the course enrollment. If the enrollment is low, hold the position until there is appropriate enrollment.
   a. If not offering the course due to low enrollment, follow steps under “If the applicant is approved, but there is not an immediate need” (see page 10) to add the applicant note to the approved applicant.
3. Create a job opening with appropriate rank and rate:
   a. Login to PeopleSoft HCM and navigate to Recruiting > Create Job Opening. (Screen shot on next page)
   b. Enter the following information on the Primary Job Opening Information page:
      • Job Opening Type: Will default to Standard Requisition.
      • Business Unit: Will default to STDBU.
      • Department: Leave blank until following page.
      • Position Number: Leave blank.
      • Job Code: Enter Job Code to correspond with approved rank (see below). When you click tab, Job Posting title will populate.
      • Recruiting Location: Enter 1002=Akron or 18=Wayne.
   c. Click Continue.

Job Codes to choose from:

- A062 - Special Lecturer
- A084 - Assistant Lecturer
- A085 - Associate Lecturer
- A086 – Senior Lecturer
Step 4 (cont’d)

Enter the following on the Job Opening page:

- **Department**: Enter department ID (should be six digits).
- **Status Reason**: Choose New Position from dropdown.
- **Desired Start Date**: Enter start date of semester or first day of instruction (for appointment of less than full semester).
- **Encumbrance Date**: Leave blank.
- **Projected Fill Date**: Leave blank.
- **Date Authorized**: Leave blank.
- **Referral Program ID**: Leave blank.
- **Recruitment Contact**: Leave blank.

d. After clicking continue, the Job Opening page will appear.

Enter the following on the Job Opening page:

- **Created by**: Will default to HPM’s employee ID.
- **Created**: Will default to current date.
- **Openings to Fill**: Will default to Limited Number of Openings.
- **Target Openings**: Will default to 1.
- **Available Openings**: Will default to 1.
- **Establishment ID**: Enter correct ID (UOA or WAYNE).
- **Business Unit**: Will default to STDBU.
- **Position Number**: Leave blank.
- **Company**: Will default to UOA.
Step 4 (cont’d)

Job Opening page (cont’d)

e. Enter the following **Location** information:
   - **Location ID**: two-digit number (no alpha, **numbers only**).
   - **Recruiting Location**: Will default from entry on previous page.
   - **Employees being replaced**: Leave blank.

f. Enter the following **Staffing** information:
   - **Region**: Will default to **USA**.
   - **Schedule Type**: Choose **Part-Time** from dropdown.
   - **Regular/Temporary**: Will default to **Temporary**.
   - **Begin Date**: Enter first day of semester or first day of instruction.
   - **End Date**: Enter last day of semester/session (Sunday after final grades are due) or last day of instruction.
   - **Shift**: Leave blank.
   - **Hours**: Change hours to match hours on **Course, Rate & Rank form**.
   - **Work Period**: Will default to **Weekly**.
   - **Travel Percentage**: Will default to **Never or rarely**.
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Step 4 (cont’d) Job Opening (cont’d)

- Salary Admin Plan: Will default to PTF.
- From Grade: Will default depending on title (see below).
- From Step: Leave blank.
- To Grade: Leave blank.
- To Step: Leave blank.

The From Grade will default depending on the title used:
A084 Assistant Lecturer Grade: L1  A086 Senior Lecturer Grade: L3
A085 Associate Lecturer Grade: L2  A062 Special Lecturer Grade: SPL

- Salary Range from: Enter salary amount PER LOAD HOUR.
- Salary Range to: Should be the same as previous amount.
- Pay Frequency: Choose month from dropdown.
- Currency: Will default to US dollar.
- Click on Save As Draft.

Salary Range From: 800.00000 (Default From Job Code)
Salary Range To: 800.00000 (Default From Job Code)
Pay Frequency: Month
Currency: US Dollar

Hiring Team Tab (cont’d)

Enter the following information:
- Recruiter: Add Recruiter Team-1002 PT Faculty Recruiting Team and mark your “assigned” recruiter as primary. (If you do not know who the assigned recruiter is, contact Human Resources at ext. 8399 or 8402)
- Hiring Manager: Add yourself as Hiring Manager by name or employee ID.
- Interviewer: Leave blank.
- Screening Team: Leave blank.
- Click Save as Draft. Click on the Job Posting Tab.

g. Click on Hiring Team tab.
Step 4 (cont’d)

Job Posting tab

- Click Add Job Posting.
- The Posting Title will populate.
- Description Type: Click drop down, select Comments.
- Visibility: Click drop down, select Internal Only.
- Template: Click drop down, select PT Faculty (Important – Be sure to enter the name of the applicant and the generic job # the applicant applied to).
- Job Posting Destinations: Leave blank.
- Click Ok.
- Click Save as Draft.

Advertising Link (cont’d)

Account Codes:

- Background check Account Code(s): Enter the account number ######-5750.
- Advertising Account Code(s): Leave blank.
- Salary and Benefit Account Code(s): Enter the account code and appropriate GL pay type. (See page 7 for GL pay code). If multiple accounts, click on the + sign.
- Click Save. Click Return to Job Opening.

h. Click Advertising link (far right of screen). Enter the following information:

- Advertising Activities Box: Leave blank.
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Step 4 (cont’d)

Advertising link (cont’d)

Combination Code/GL Pay Types:

Salary and Benefit Account Codes(s) line

Combination Code: Enter the account code the employee will be paid from and the percentage of distribution. If there are multiple account codes, click the + button to add additional codes and percentages. To view multiple account codes, click the View All link.

- For **full fall and spring semester teaching assignments**, enter a dash after the account code followed by the four-digit code of 5031 (i.e. 201540-5031).
- For **full fall and spring semester non-credit assignments**, enter a dash after the account code followed by the four-digit code of 5032 (i.e. 201540-5032).
- For **any full summer session teaching assignments**, enter a dash after the account code followed by the four-digit code of 5042 (i.e. 201540-5042).

After entering the information, click Save. Then click Return to Job Opening.

Click on **Save and Submit**.

Job Opening

The status will change from 005 Draft to 006 Pending Approval. **Make note of Job Opening ID.**

Step 5: HR: Job Opening Approval

After submitting, the job will route through the approval path. The recruiter will review opening information & verify all attachments have been added. If information or attachments are missing, recruiter will deny.

Once approved, the recruiter will link the applicant to the job. The applicant disposition will read as “Linked”. 
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Step 6: HPM: Enter Job Offer

Once an email notification has been received from Human Resources indicating the applicant has been electronically linked to the ranked position, the job offer can be entered.

1. Review the course enrollment. (If the enrollment is low, hold the position and do not proceed).
2. **Enter the offer:** Login to PeopleSoft HCM and select Recruiting > Search Job Openings.
3. Enter the Job Opening ID number, click search, click on job title.
4. Select Other Actions > Recruiting Actions > Prepare Job Offer.

5. The Prepare Job Offer page loads. Enter the following information in the Job Offer Components:
   a. Component = Load Hour.
   b. Currency = defaults to USD.
   c. Offer Amount = Enter offer amount per load hour.
   d. Frequency = Monthly.

6. Click the Submit for Approval link.

Step 7: Dean, OAA, & HR: Approve Job Offer

Upon approval, an email notification will be sent to the HPM stating the offer has been approved.

Step 8: HPM: Provide Human Resources with Hiring Information and Offer Letter

1. Receive email notification that the offer has been approved.
2. Generate offer letter using the part-time faculty template (located on the Resources for Hiring Departments webpage under “Offer Letters and Regret Letters”). The standard template MUST be used. Email the completed offer letter and the hiring information (see below) to your primary recruiter.
   a. 1st Level Supervisor
   b. 1st Level Supervisor ID
   c. Building
   d. Room #
   e. Phone Ext.
   f. +4 Zip

Step 9: HR: Schedule a Background Check and Provide New Hire with Welcome Email

1. Once the offer is approved, HR sends the candidate the HireRight Email Template to Final Candidate with the TipSheet attached (H:\HRIS\Hire Right\Applicant Info)
2. Upon successful background check, HR sends a welcome email and schedules an appointment to secure the candidate’s signature of acceptance and complete the hiring forms. HR obtains the employee’s social security number and DOB to complete the hire.
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**Step 10: HR: Upload Signed Offer Letter & Enter Eligibility & Identity**
HR uploads the employee’s signed offer letter on the Manage Job Openings page in Activity & Attachments. The employee’s information is entered on the Eligibility & Identity link.

**Step 11: HR: Prepare for Hire**
HR Associate completes the Prepare for Hire, including the Verify Employee ID to determine if there is an existing relationship with the employee and UA.

**Step 12: HR: Enter Hire Comments**
HR enters the Hire Comments and confirms the load hours assigned to the employee do not exceed the semester or summer load limit requirements.

**Step 13: HR: Submit Request to Finalize Hire**

**Step 14: HR: Finalize the New Hire**
HR completes the employee’s hire through the Manage Hires process. HR forwards the paperwork to the Payroll department and enters the academic activity for the courses assigned to the employee.

If the applicant is denied by the OAA Manager:
1. Attach the denial email to the applicant. Refer to steps 5-12 on Page 1 of this job aid for instructions on how to add an attachment to the applicant.
2. Change the applicant’s disposition to Reject:
   a. Login to PeopleSoft HCM and navigate to Recruiting > Search Job Openings.
   b. Enter the job number, click on the job title.
   c. Choose the Other Actions > Recruiting Actions > Edit Disposition dropdown for the applicant being processed.
   d. Choose disposition of “Reject” from dropdown and click Save.
   e. The Manage job opening page will display with the applicant disposition as “Reject”.

![Image of Manage Job Openings page with applicant disposition set to Reject]
If the applicant is approved, but there is NOT an immediate need:

1. Change the applicant’s disposition to Hold:
   a. Login to PeopleSoft HCM and navigate to Recruiting > Search Job Openings.
   b. Enter the job number, click on the job title.
   c. Choose the Other Actions > Recruiting Actions > Edit Disposition dropdown for the applicant being processed.
   d. Choose disposition of “Hold” from dropdown and click Save.
   e. The Manage job opening page will display with the applicant disposition as “Hold”.

2. Attach the approval email to the applicant. Refer to see steps 5-12 on Page 1 of this job aid for instructions on how to add an attachment to the applicant.

3. Create contact notes on the applicant to form an approved applicant pool:
   a. On Manage Job Opening page, click on the applicant name.
   b. Click Notes tab, click Add Applicant Note at bottom of page.
   c. Add a note to the applicant including Department and Rank:
      • Contact Date: This will default to current date. Correct if necessary.
      • Contact Method: This will default to none. DO NOT CHANGE.
      • Audience: This will default to Public. DO NOT CHANGE.
      • Subject: Type in department/discipline that OAA has approved. DO NOT ABBREVIATE.
      • Details: Type in rank (see example below).
      • Click Add Note. Click Save.

When the department is in need of hiring an applicant from the pool of approved applicants, they will run the Query UA_DEPT_POOL. This query will give the name, approved discipline and approved rank that will be used to create the job opening.

THANK YOU!