Recruiting Solutions- Hiring Process Manager Job Aide   The University of Akron

NEW HIRE PROCESS: FT STAFF POSITION - PAGE 1

Enter Primary Job Opening

1. Login to PeopleSoft at:

    https://uazips.sharepoint.com/teams/UAPeopleSoftUsers/SitePages/UA-Site-of-Sites.aspx

2. From the main menu, select **Recruiting > Create Job Opening.**

3. In the **Job Opening Information** box**,** enter the following:

    a. **Department:** Leave blank, if entering the **Position Number** (will auto-populate)**.** Otherwise, if entering the **Job Code,** enter the Department from the Position Request form.

    b. **Position Number**: Enter **Position Number** from the Position Request approval. The information for Department, Job Code, Recruiting Location and Job Posting Title will populate.

    c. **Job Code**: Only enter manually if for part-time, temporary jobs.

    d. **Recruiting Location**: If you must manually enter the **Job Code,** then you will have to enter the **Recruiting Location** as well.

4. Click **Continue**.

If using a **Job Code**: Enter **Department** & **Recruiting Location**

If using a **Position Number**: Leave **Department** & **Recruiting Location** blank

5. The **Job Opening – Job Details** page displays.

Enter Job Details

1. Status **Reason**: Either **New Position** or **Replacement.**

2. **Desired Start Date:** Estimated start date. Must be a minimum of first day after person leaves, if this is a replacement position. If funded by a grant account, contact your grant accountant to verify the date.

3. **Location/Recruiting Location:** Verify both locations are accurate.

4. **Employees Being Replaced**: If replacement position, enter the incumbent's Employee ID.

5. **Schedule Type**: Full-Time or Part-Time.

6. **Regular/Temporary:** Select the appropriate option.

7. **Begin Date**: Leave blank, unless a temporary position. If temporary, should match Start Date.

8. **End Date**: Leave blank, unless temporary position.

9. **Salary Range From** and **To**: Review and match to position request approval.

10. **Pay Frequency:** Review and match to position approval.

11. Click **Save as Draft**.

12. **Job Opening ID** is assigned and displayed in the top left corner of the job opening page - **write down this number!**

> **Refer to the job aid, "Search Waivers" for instructions regarding the Search Waiver process**

Enter Hiring Team

1. Click the Hiring Team tab.

2. Click **Add Recruiter Team**. Select 1004 Staff Recruiting team.

3. Check the **Primary** box for the primary recruiter.

4. Click **Add Hiring Manager**. Click the magnifying glass icon to search for the Hiring Manager by Empl ID (preferred) or name.

5. Click **Add Interviewer**. Click the magnifying glass icon to search for each Interviewer (Search Committee) by Empl ID (preferred) or name. Continue to click **Add Interviewer** until all the interviewers are entered. **NOTE:** All Interviewers/Search Committee members must have completed Search Committee Training before they can be added. If training has not been completed the name will highlight red and cannot be saved.

6. If the job opening is academic in nature, click **Add Interested Party Team**. Select 1003 Interested parties Team. **NOTE:** Add the Search Chair and yourself as an Interested Party to view data in My Akron.

7. Click **Save as Draft**. **NOTE:** Screening Team is **NOT** used.

Recruiting Solutions- Hiring Process Manager Job Aide   **The University of Akron**

NEW HIRE PROCESS: FT STAFF POSITION - PAGE 2

Enter Job Posting Information

Use the Classification Specification to complete this information.

1. Click the **Job Postings** tab.
2. Click **Add Job Posting** link.
3. Add **Posting Title** – spell out title that is displayed or add title
4. **Description Type**: Select the type from the drop down. The HPM should enter:
   a. Required Qualifications (use Class Spec as a guideline)
   b. Preferred Qualifications
   c. Responsiblities (use Class Spec as a guideline) Note: title will display in text box. Delete title when adding responsibilities.
   d. Application Instructions
5. **Visibility**: Select Internal & External. If Internal only posting select Internal.
6. **Template**: Leave blank – except when using the description of **Application Instructions**. In that case, select the template **Application Instructions** from the drop-down and modify as needed.
7. Continue to click on the **Add Posting Description** link until all of the information is entered.
8. <mark>**NOTE:** Human Resources (assigned HR Admin/Recruiter) will complete the **Job Posting Destinations** area.</mark>
9. Contact your Human Resources Administrator/Recruiter for information regarding staff job posting timelines.
10. Click **Preview** to view your job posting as it will display on our UA Jobs web page.
11. Click **Return to Previous Page.**
12. Click **OK.**
13. Click on **Save as Draft.**

NOTE: The **Qualifications** and **Screening** tabs are **NOT** used.

Enter Advertising Information

1. Click the **Advertising** link *located in the far right* of the screen.
2. **If temporary, is job sponsored?** Check if this is a temporary grant position.
3. **Advertising Activities:** If placing an outside advertisement, enter all advertising locations along with networking activities, conferences, direct contacts, list serves, online resources, etc. **NOTE:** If advertising on any listservs, the job posting from our UA jobs page must be used.
   **If requesting an internal to UA only search, indicate here.
4. **Background Check Account Code:** Enter the six digit departmental account code to charge back, followed by a hyphen and **5750**
   a. If needed, use the **add a Row** (+) tool to split the background check expense to multiple account codes**.**
5. **Advertising Account Code:** Enter the six digit departmental account code to charge back, followed by a hyphen and **5789**
   a. If needed, use the **add a Row** (+) tool to split the advertising expense to multiple account codes.
6. **Salary and Benefits Account Code**: Should populate automatically. If not, enter the six digit account code followed by a hyphen and the GL Pay Type.
7. **Click Save**.
8. Click the **Return to Job Opening** Link**.**

Save and Submit Job Opening

1. Click **Save as Draft.**
2. Click **Save & Submit**.
3. The job status should change from "**Draft**" to "**Pending Approval**".
4. The **Approvals** tab is now available and will display the approval routing. Use this link to view where the job opening is in the process.

> Save & Submit kicks off the workflow routing and sends notification to the Recruiter

Recruiting Solutions- Hiring Process Manager Job Aide   **The University of Akron**

NEW HIRE PROCESS: FT STAFF POSITION - PAGE 3

Screen/Review Applicants

1. Human Resources (HR) reviews applications and enters a status of "**Screen**" for those that meet qualifications.
2. Hiring Process Manager (HPM) receives an e-mail from the HR Recruiter that qualified candidates are ready to review (Disposition = "**Screen**")
3. *Search Committee* reviews candidates and produces the following:
   a. "**Short list**" of candidates chosen for interview
   b. Interview evaluation criteria and questions.
4. Search Committee forwards this information via email to the HPM.

Route/Approve Applicant List

1. HPM uses the e-mail from the Search Committee and navigates to: **Recruiting > Search Job Openings**.
2. Click **Search** or enter **Job Opening ID** and then **Search**.
3. Select the **job title** link. The **Manage Job Opening** page displays.
4. Click the **Screen** link to view only those applicants with a Disposition of "**Screen**".
5. Click the Application ⬚ icon to view the application.
6. To mark the application as reviewed, either:
   a. Click the **Mark Reviewed** link on the Manage Application screen, then click Return to return to the previous page.
   b. From the **Manage Job Opening** page, click the Mark

      Reviewed 🗹 icon for each applicant that has been reviewed.

7. Once every application for applicants on the short list have been updated to "Reviewed", click the **Reviewed** link to verify the correct applicants have been updated.

Add Attachments to a Job Opening

The interview questions (from the Search Committee) must be uploaded to the Job Opening. The HPM should follow the steps below to upload the questions:

1. Navigate to: **Recruiting > Search Job Openings**.
2. Click **Search**.
3. Select the job title link. The Manage Job Opening page displays.
4. Click the **Activity & Attachments** tab.
5. Click the **Add Attachment** button.
6. Click the **Browse** button and locate the document to upload. Click **Open**.
7. Click **Upload.**
8. Enter a **Description** – for interview questions, enter "**Questions**"
9. Change the **Audience** to "**Public**"
10. Repeat steps 4-9 for each attachment uploaded.
11. Click **Save.**
12. *Optional*: Add a note to the Job Opening by clicking the **Add Note** button instead of Add Attachment (Step 5) and then follow Steps 6-8 to upload the note.

Recruiting Solutions- Hiring Process Manager Job Aide   **The University of Akron**

NEW HIRE PROCESS: FT STAFF POSITION - PAGE 4

Notify EEO to Review Documents/Short List and Approve

1. HPM sends an email to the Equal Employment Opportunity Office (EEO) at eeocompliance@uakron.edu with the following information:
   a. Job Opening ID
   b. A note to indicate interview questions have been attached to the Job Opening
   c. A list including the name of each applicant on the "short list" that was marked as **"Reviewed"**
2. **EEO/AA:**
   a. Receives the email and reviews the short list and interview questions.
   b. Confirms the short list candidates meet the minimum requirements for the position
   c. Changes the applicant disposition from "**Review**" to "**Interview**" for each applicant selected and approved for interview.
   d. Emails **Hiring Process Manager, Search Committee Chair and Recruiter** with approval to start setting up the interviews for selected candidates and uploads approval to job opening.
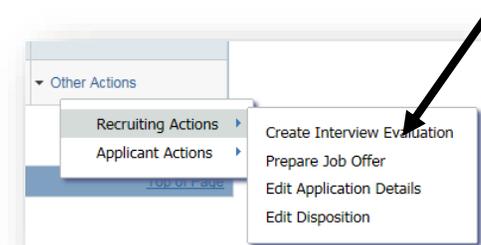
Interview Applicants

> **EEO approval is required BEFORE interviews can be scheduled.**

1. Receive approval from EEO of the short list and interview questions.
2. The Search Chair or HPM schedules interview location, dates and times with the applicants.
3. Search Committee:
   a. Conducts interviews
   b. Evaluates candidates
   c. Conducts reference checks
   d. Provides interview results to HPM for entry into PeopleSoft.

Enter Interview Results

An interview evaluation must be created for ALL interviewed candidates after a candidate's last interview. THIS NOTIFIES HUMAN RESOURCES YOU ARE READY TO MAKE AN OFFER.

1. Navigate to: **Recruiting > Search Job Openings**
2. Click **Search.**
3. Click the **Job title** link in the **Job Opening** column.
4. The **Manage Job Opening** page displays. Click the **Interview** link to view those with the disposition of '**Interview**.'
5. Locate the applicant for whom you wish to enter interview results. Click the **Other Actions** drop-down located on the far right and select **Recruiting Actions > Create Interview Evaluation**.

Recruiting Solutions- Hiring Process Manager Job Aide   **The University of Akron**

NEW HIRE PROCESS: FT STAFF POSITION - PAGE 5

6. The **Interview Evaluation** page displays for the selected applicant.
7. Enter the following:
   o **Interview Date:** Date of the interview
   o **Interview Type:** Select from the list
   o **Overall Rating:** Rank the candidate as 1st choice, 2nd choice, etc. Select **Non-Select** if you would not hire the candidate.
   o **Recommendation:** For the first choice applicant, select **Make Offer**. For applicants that are NOT the first choice select **Hold** to indicate that an offer may be made if the 1st choice candidate does not accept or withdraws. **NOTE: HR will consult with the Hiring Department before moving to an alternate candidate (Recommendation = Hold).**
   o **Reason:** For 1st choice candidate this field will not display. For applicants that are not the 1st choice, with a Recommendation of **Hold,** select the reason **Alternate Candidate.**
   o **Comments:** Enter rationale for select or non-select and anything to confirm the offer (i.e. shift, week to start, etc). **Interview Rating:** Choose **Select** to indicate the Search Committee would hire and **Non-Select** to indicate the Search Committee would NOT hire.
   o **Comments**: Enter any comments regarding the Interview Ratings.

8. Click **Submit.**
9. Click the **Applicant List** link**.** For each applicant interviewed, repeat steps 4-8.
10. Email your Human Resources Administrator/Recruiter the salary to offer the selected candidate along with hiring details including the employee's UA Directory Information: building, room & phone extension, employee's supervisor and zip+4.
11. Upload Search Committee documents to the job opening including: interview notes and reference checks (refer to instructions titled "Add Attachments to Job Opening"). If documents are too large to scan, contact your Human Resources Administrator/Recruiter.

Human Resources Makes Offer and Finalizes the Hire

1. Human Resources will administer the final steps in the hiring process:
   a. HR will initiate the offer in the system and route for approval through Recruiting Solutions.
   b. Once the offer is approved, Human Resources will reach out to the candidate to initiate an offer of employment to the selected candidate pending the successful completion of a background check.
   c. Upon acceptance of the offer, Human Resources will email the candidate and provide a link to the background check information.
   d. Once the background check information is received, HR will email the candidate and provide a link to the new hire paperwork for completion of the employee portions.
   e. Human Resources will establish an appointment for onboarding, submission of the new hire paperwork, and the offer letter acceptance.
   f. Human Resources will hire the successful candidate into the system once new hire paperwork is complete.
   g. PeopleSoft will distribute a notification to the Hiring Process Manager once the hire is complete in the system and an EmplID is established.

Finalize the Search

1. Search Chair or HPM will finalize the search:
   a. Notifies all interviewed candidates if non-selected of job status
   b. Ensures all documents from search process are uploaded to the job opening for 3 year retention rule
   c. Orients the new employee to the department and University