Summary of Upgrade Changes: Recruiting (as of 4/16/15)

- The new recruiting module is integrated with position management and appointment entry.
- Every posting will need a position number which will pull the attributes (job code, standard hours, employee class, etc) into the posting.
- Hiring Managers enter a job posting into the recruiting module. The names of the unit and central recruiters need to be entered. Nicole Matteson and Beth Kluge should be listed on each posting as unit recruiters; Simone Brown Thunder is the central recruiter and should be checked as the primary recruiter on the posting.
- When a posting is ready to be submitted, hiring managers should NOT hit the “Submit” button. Instead, they should save it as a draft and email Nicole Matteson and Beth Kluge that it is ready.
- Nicole Matteson and/or Beth Kluge will review the posting and contact the department with any questions or changes. They will then submit the posting to central.
- Applicants for CSBU positions will continue to be screened centrally. Hiring Managers will be able to see those applicants that are screened out although they will not be able to take any action on them.
- Applicants for all other positions will be routed to the department by Nicole Matteson and/or Beth Kluge for screening.
- Applicant statuses (called dispositions in the new system) still need to be changed. Hiring Managers can change all dispositions except “Offer”. Interviews do not need to be recorded in the system; the dispositions of candidates interviewed will need to be changed by the Hiring Manager.
- Offer letters will need to be uploaded by Nicole Matteson and/or Beth Kluge and accepted by the candidates online. Hiring Managers should email the offer letter to Nicole Matteson and Beth Kluge.
- Once the candidate accepts the offer online, Nicole Matteson and/or Beth Kluge will route the applicant in the system to the Manage Hires page. Departments should then upload an HRTS3 (with any required documentation) for the payroll cluster to move forward with the appointment entry.
- When a candidate accepts an offer online, the system sends an alert to the unit recruiters (Nicole Matteson and Beth Kluge).
- “Open until filled” postings are still allowed. For those, leave the “Remove Date” and “Posting Duration” fields blank and include language in the posting description about the posting being open until filled.
- Search committee members who do not have access to HRMS will be able to access any searches they are listed on through the employee center of the portal. If you have external people on your search committee, the payroll cluster will need to set them up as a Person of Interest (External Service Provider), then the department will need to obtain a sponsored email with a request for search committee and recruitment user roles.
- Job aids available on the upgrade website:
  - Anatomy of a Page: Recruiting Home for Hiring Managers
  - Anatomy of a Page: Recruiting Home for Unit Recruiters
  - Cloning a Job Opening
  - Creating a Job Opening
Create Job Opening Field Names and Definitions
Adding Multiple Position Numbers to Job Openings
Job Posting Guidelines
Standard vs Continuous Job Posting Scenarios
Applicant Disposition Requirements
Creating and Managing Applicant Lists
Evaluating the Candidate Pool for a Job Opening
Modifying a Job Opening
Rejecting and Corresponding with Applicants
Routing Applicants to the Hiring Manager
Scheduling Interviews
Preparing a Job Offer
Preparing a Job Offer Field Names and Definitions
Prepare for Hire Overview
Working with Job Offers Overview