Initiate a Posting and Updating Applicants - University Staff (Hourly) (Hiring Manager)

UNIVERSITY STAFF (HOURLY) PEOPLEADMIN ONLINE HIRING SYSTEM

UW RIVER FALLS
PeopleAdmin Online Recruitment System

University Staff (Hourly)

Initiate a Posting/Updating Applicants

(Hiring Manager)

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Last updated: April 27, 2016
Introduction
PeopleAdmin is UWRF’s online recruitment and applicant management system. Key process points managed within PeopleAdmin are below. Process attributes unique to the University Staff (Hourly) position type are noted in blue italics.

Please note; terminology used (Search Chair/Search Committee Member) is standard PeopleAdmin terminology. For University Staff (Hourly) positions
- ‘Search Chair’ is the role/term used for Panel Lead. (NOTE: The Hiring Manager may serve as the Panel Lead)
- Search Committee Member is the role/term used for Panel Members.

1. **Upfront** administrative approval to recruit and fill a position
   - A request to post a position will include a salary range and specific FTE
   - If the posting is approved by all administrators, this authorizes Human Resources or designee to make an offer to a qualified candidate (as long as the salary & FTE are within those previously approved parameters.) upon completion of the selection process.
2. Online job postings on [https://jobs.uwrf.edu](https://jobs.uwrf.edu)
3. Online collection of applications
4. EEO reviews/approves pool of applicants
5. Applicant review and selection, including automated emails to applicants (Panel Lead & Panel Members select final candidates. Hiring Manager makes final selection.)
6. Creation of an electronic ‘Hiring Proposal’ for the selected candidate, which combines posting data, applicant data, and job offer data. (initiated by Human Resources)
7. Initiation of offer letters and onboarding activities (restricted to Human Resources users)

For more information on the University Staff (Hourly) process and step by step guides for each role, go to [https://www.uwrf.edu/HumanResources/Hiring.cfm](https://www.uwrf.edu/HumanResources/Hiring.cfm), login with your Falcon Account and click on University Staff (Hourly).
Initiate a Posting

Contact Human Resources
After an initial discussion with your Dean or Director to obtain informal approval to proceed, but before logging in to initiate a posting:

- Update/write a position description
  Templates available on: https://www.uwrf.edu/HumanResources/upload/1-Position-Description_052615.docx
- Contact Human Resources for an initial meeting to discuss the position, process/roles in conducting your search, and to determine the appropriate title, codes, and salary range required for a posting. You should also discuss qualification groups and/or supplemental questions that will be used for applicant screening.

Login to PeopleAdmin
After your meeting with Human Resources, you may log into PeopleAdmin to create the posting.

Login Page: https://jobs.uwrf.edu/hr
User Name: Falcon ID (w#)
Password: Falcon account password

Check your Role
Upon logging in, ensure that your role is set to Hiring Manager, so you have the ability to create a posting and send it to the appropriate individuals for review. If needed, select Hiring Manager from the drop down.

Note: Failure to create the posting as Hiring Manager will result in the inability to move applicants in later stages of the workflow!

Create Posting from Position Type
Click on the shortcut found on the right hand side of the Home page within PeopleAdmin to Create New University Staff (Hourly) Posting. A popup window appears giving you two choices. Select Create from Position Type.

Note: By default, Academic Department Chairs will not have the Hiring Manager role. Upon completion of the initial conversation with Human Resources, Hiring Manager access will be temporarily granted to you so you can create the posting.
As you enter the data, please use title case. Do not use all capitals.

Fill in the **UW System Position Title** such as “Communications Specialist”.

**NOTE:** On the next screen, there will be space for a *Working Title* if desired or leave blank.

The Organizational Unit fields (Executive, Division/College, and Department) will default to values or options that reflect your position in the organizational structure. If you have options, select the appropriate values from the drop down list for the posting you are creating.

All other fields are set to default to values which match our process. Click on **Create New Posting**.

**TIP:** If you need to exit the system before your posting is completed, ensure you have saved it before exiting. To return to your posting at a later time, you will need to select Postings, then University Staff (Hourly). A list of current postings including your draft posting will appear and you may click on the name of the posting, and then Edit to continue.

**Edit (Enter) Posting Details**

There are seven submenus associated with Editing a Posting. University Staff (Hourly) positions may use all except Ranking Criteria. Once all required fields on any given page have been populated and any updates needed made, click on the ‘Next’ button to move to the next menu’s page. This saves the page you are on and moves you to the next item in the side menu. *You may also click ‘Save’ then select a menu item from the left hand menu.*
We recommend moving through all the pages one at a time until you become more familiar with the system and the requirements for each position type.

![Figure 4: Editing Posting menu and page top](image)

### Side Menu descriptions

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Details</td>
<td>Contains fields which define the position being requested</td>
</tr>
<tr>
<td>Supplemental Questions</td>
<td>Questions included in the application that can assist with the applicant review process. Questions generally relate to education or experience. For each question, applicant answers may be required or optional, and may be free form or multiple choice.</td>
</tr>
<tr>
<td>Applicant Documents</td>
<td>Documents that each applicant will be required to (or optionally may) submit for review by the Recruitment and Selection Panel.</td>
</tr>
<tr>
<td>Posting Documents</td>
<td>All the documents associated with the search process (position description, interview questions, etc.)</td>
</tr>
<tr>
<td>Guest User</td>
<td>Typically not used for University Staff (Hourly). Students or off campus persons serving on the Search Committee are granted view only access to the posting.</td>
</tr>
<tr>
<td>Search Committee</td>
<td>Where UWRF employee Panel Members are granted access to view the posting and where Panel Lead is designated.</td>
</tr>
<tr>
<td>Ranking Criteria</td>
<td>Currently not in use by UWRF</td>
</tr>
<tr>
<td>Summary</td>
<td>One page which displays a compilation of all the previous pages. Includes an option to ‘See How Posting looks to Applicant’</td>
</tr>
</tbody>
</table>

### Posting Details

This section follows the same format as the MS Word template for the Position Description (PD). If you have previously documented the PD using that format, data entry should be simple.
NOTE: Applicants will not see all of the fields in their view of the posting. At any time, you may go to the Summary at the bottom of the side menu and click on See how Posting looks to Applicant in order to gain a comfort level with what information will appear on the public job portal. To exit that view, click on the job title in the breadcrumbs at the top of the screen and then select Edit to continue entering posting data.

Position Information Fields

<table>
<thead>
<tr>
<th>Field Names</th>
<th>Explanation / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>*UW System Position Title</td>
<td>Carried over from previous page</td>
</tr>
<tr>
<td>Working Title</td>
<td>Typically not used</td>
</tr>
<tr>
<td>*Supervisor Name</td>
<td>Direct Supervisor (First and Last Name)</td>
</tr>
<tr>
<td>*Appointment Type</td>
<td>Select from dropdown</td>
</tr>
<tr>
<td>*FLSA Status</td>
<td>Default is ‘Non-Exempt.’ Please do not change.</td>
</tr>
<tr>
<td>*FTE (Percentage of Appointment)</td>
<td>Give as a percentage of FTE such as 100 or 50 (do not include ‘%’)</td>
</tr>
<tr>
<td>*Typical Working Schedule</td>
<td>Working schedule for this position</td>
</tr>
<tr>
<td>If position holds a supervisory title, attach organizational chart and indicate number of positions supervised</td>
<td>Not typically used for University Staff (Hourly) postings</td>
</tr>
<tr>
<td>*Position Summary</td>
<td>Copy and paste from Position Description</td>
</tr>
<tr>
<td>*Responsibilities</td>
<td>Copy and paste from Position Description</td>
</tr>
<tr>
<td>*Knowledge, Skills, and Abilities</td>
<td>Copy and paste from Position Description</td>
</tr>
<tr>
<td>*Position of Trust</td>
<td>Select Yes or No from dropdown. For more information see Administrative Policy AP-06-106</td>
</tr>
<tr>
<td>If Yes, Please Define</td>
<td>Check all boxes that apply in relation to Position of Trust</td>
</tr>
</tbody>
</table>

Specific Recruitment Information Fields

<table>
<thead>
<tr>
<th>Field Names</th>
<th>Explanation / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>*New position or replacement?</td>
<td>Select appropriate response from dropdown</td>
</tr>
<tr>
<td>Name of previous incumbent</td>
<td>Name of individual previously holding position/FTE (if applicable)</td>
</tr>
<tr>
<td>Title of previous incumbent</td>
<td>Supplied by HR during initial meeting (if applicable)</td>
</tr>
<tr>
<td>Position # of previous incumbent</td>
<td>Supplied by HR during initial meeting (if applicable)</td>
</tr>
<tr>
<td>Expected Job End Date of previous incumbent</td>
<td>Use calendar that appears to select date for appropriate formatting (if applicable)</td>
</tr>
<tr>
<td>*Comment on why the position must be filled now</td>
<td>Explain the rationale for filling the position now. Administrators will consider this field as they review the request to hire.</td>
</tr>
<tr>
<td>Target Start Date</td>
<td>Use calendar that appears to select date for appropriate formatting</td>
</tr>
<tr>
<td>*On-Going position or anticipated end date?</td>
<td>Select appropriate response from dropdown</td>
</tr>
<tr>
<td>Anticipated End Date (if applicable)</td>
<td>Applicable for University Staff-Project positions. Use calendar that appears to select date for appropriate formatting</td>
</tr>
</tbody>
</table>
PeopleAdmin Online Recruitment System  
**University Staff (Hourly)**  
**Initiate a Posting/Updating Applicants**  
*(Hiring Manager)*

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length of Probationary Period (if applicable)</strong></td>
<td>Enter applicable period supplied by HR</td>
</tr>
<tr>
<td><strong>Campus Phone #</strong></td>
<td>Enter 10 digit phone number</td>
</tr>
<tr>
<td><strong>Location (building)</strong></td>
<td>Enter name of building</td>
</tr>
<tr>
<td><strong>Room #</strong></td>
<td>Enter specific work room number</td>
</tr>
<tr>
<td><strong>Time/Absence Primary Approver</strong></td>
<td>Direct Supervisor (First and Last Name)</td>
</tr>
<tr>
<td><strong>Time/Absence Backup Approver</strong></td>
<td>Back-up Approver (First and Last Name)</td>
</tr>
<tr>
<td><strong>Salary range for this position</strong></td>
<td>This should ideally be a tighter range than the ‘official’ range, to give the administrators and Budget Office a better idea of the anticipated salary for the position being filled. (HR will be adding the ‘official’ salary range to the posting for reference purposes). Please note: This field will be viewable only by Hiring Manager and above. Panel Lead and committee members will not have access to this information, nor will applicants.</td>
</tr>
</tbody>
</table>

**Other Appt Details (For Administrator Use)**  
If not grant funded, skip this field. If this position is grant funded (Funds 133, 144, 233), please discuss with Cindy Yunker prior to finalizing your posting. Include a comment in this field that the conversation/approval has taken place.

**Financial Information**  
For a posting to move forward, the **funding distribution** for the position’s salary is **required**. The distribution may be up to five accounts.

If you are using grant funding (Fund 133, 144, or 233), prior to entering into PeopleAdmin, please ensure that you have discussed with Accounting (Cindy Yunker) and been given approval to proceed. Be sure to add a note regarding that conversation/approval to the **Other Appt Details (For Administrator Use)** field above.

Click **Add Financial Information Entry** button. You may need to scroll down to return to the Financial Information Section. Enter the Fund, Department, Program, Project (if applicable) and Distribution %.

Figures 6a & 6b: Providing Financial Information

Repeat to add additional accounts as needed. Please ensure that your distribution totals to 100%.

**Salary Information (HR USE ONLY)**  
This area will be filled out by Human Resources. This is where the ‘official’ salary range is provided.

**Posting Detail Information**  
Complete all applicable fields. **Search Chair (Panel Lead)** and **Open Date** are required. Additional information may be updated by the Panel Lead at a later date.
### Posting Detail Information Fields (*Required Information*)

<table>
<thead>
<tr>
<th>Field Names</th>
<th>Explanation / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Number</td>
<td>Will automatically be generated by the PeopleAdmin system once posted</td>
</tr>
<tr>
<td>*Search Chair</td>
<td>Panel Lead - will generally be Hiring Manager. Select applicable name from the dropdown. You must enter your information here to have access to applicant pool if you are the Panel Lead.</td>
</tr>
<tr>
<td>Number of Vacancies</td>
<td>Enter “1”</td>
</tr>
<tr>
<td>Desired Start Date</td>
<td>Use calendar that appears to select date for appropriate formatting</td>
</tr>
<tr>
<td>Position End Date (if Project)</td>
<td>Use calendar that appears to select date for appropriate formatting</td>
</tr>
<tr>
<td>Open Date</td>
<td>HR will enter date</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Enter a date of when the posting should close. The posting will automatically be removed from the public portal at 11:59:59pm on that date. Date may be adjusted prior to posting.</td>
</tr>
<tr>
<td>Applicant Review Date</td>
<td>Enter date discussed with HR this date indicates the point at which the applicant pool will be reviewed and sent to EEO for approval (on/after Closing Date).</td>
</tr>
<tr>
<td>Open until Filled</td>
<td>HR will complete, if appropriate</td>
</tr>
<tr>
<td>Special Instructions to Applicants</td>
<td>Contact information for applicant inquiries and salary (if information should be seen by applicants). This will be discussed with HR before posting.</td>
</tr>
<tr>
<td>Advertising Summary</td>
<td>Please read to understand HR’s advertising standards for University Staff (Hourly) positions</td>
</tr>
<tr>
<td>Additional Advertising Needs</td>
<td>Check boxes to indicate additional advertising needed (to be funded by hiring department) Confirm with HR who will be placing those ads.</td>
</tr>
<tr>
<td>Funding String for Additional Advertising</td>
<td>Provide funding string for any advertising requested in ‘Additional Advertising Needs’ field above.</td>
</tr>
<tr>
<td>Quick Link for Internal Postings</td>
<td>Use default message</td>
</tr>
<tr>
<td>Pass Message</td>
<td>Use default message</td>
</tr>
<tr>
<td>Fail Message</td>
<td>Use default message</td>
</tr>
</tbody>
</table>

Once you have completed all fields in this section, click on Next to proceed to **Supplemental Questions**.

Figure 7: Click on Next to proceed to next menu

### Supplemental Questions

If there are specific questions each applicant should answer as they are applying for the position, you can enter the questions here. HR will need to approve the questions before they can be included in the posting.

Do **not** add questions that will be part of a qualification group.
Supplemental Questions

**Adding preapproved Available Supplemental Questions**
Click on the orange **Add a Question** button where you will find categories of supplemental questions. (Office Support, Maintenance, Police, Financial, Health & Safety, Availability, etc.) and view applicable category/categories or use a key word search to find it and check the box next to the desired question(s) and select the **Submit** button. You may change the order in which questions appear to the applicant by renumbering the questions.

**Figure 9: Add a Question**

Once a question has been added, clicking on the question expands the Possible Answers: Predefined Options. This area allows you to establish weighting points for each possible answer and/or allows you to select a disqualifying response. Checking the box under **Required** will force each applicant to respond to the question otherwise, they are allowed to skip answering the questions. To make a question disqualifying,
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University Staff (Hourly)
Initiate a Posting/Updating Applicants
(Hiring Manager)

click on the question to view the answers. Below the ‘Disqualifying’ header, click the box next to the answer that would disqualify an applicant. This would keep an applicant from being reviewed by the panel because of core requirements not being met. Please discuss with HR before setting any question’s possible answer as Disqualifying. Human Resources will review all disqualifying questions and work with you as needed.

Figure 10: Setting weights /disqualifying answers

Creating Supplemental Questions within a posting
If you did not find an existing question that you would like to use, click on Add a new one found at the bottom right. Enter the Name, Category, Question and predefined answers if needed. Click on Submit when finished.

Figure 11: Add a new supplemental question

Figure 12: Creating Supplemental Questions
After submission, the question will be added, follow instructions above for adding weighting points, select as disqualifying and/or make the question required (figure 10). HR will need to approve this question before the posting can be included in the posting.

<table>
<thead>
<tr>
<th>Position</th>
<th>Required</th>
<th>Category</th>
<th>Question</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Uncategorized</td>
<td>State the question just as it should appear to the applicants</td>
<td>pending</td>
</tr>
</tbody>
</table>

Figure 13: Pending approval question – question currently NOT Required

Once you have completed this section, click on **Next** to proceed to Applicant Documents.

Figure 14: Click on Next to proceed to next menu

**Qualification Groups**

If the position has a specific combination of requirements in order to be considered (i.e. certification and a certain level of education), HR can work with you to create a qualification group that will disqualify applicants that do not meet minimum position requirements.

A qualification group has two elements:

- A set of Supplemental Questions that are asked of the applicant.
- Rules that review how the applicant answered the questions and either disqualify the applicant or allow the application to be submitted for review. The rules may either be based on combination of answers or on points assigned to the answers and a threshold

Human Resources is the only role that has the ability to set up qualification groups. HR can add the qualification group & related questions once the posting has been approved and goes to HR for First Review.

If a question is asked in a Qualification Group, it should **not** be repeated in the Supplemental Question section of the posting.

**Applicant Documents**

A list of all possible documents that you may want an applicant to provide is shown. Determine the documents that are either Required, Optional or Not Used for this application process, and update the radio buttons to reflect your requirements. All **University Staff (Hourly) Recruitments require a candidate resume.** If ‘Not Used’ is selected, the applicant **will not** have the option to include that document.

To change the order of the documents and how they will appear to the Applicant, “drag & drop” to the desired position or renumber the documents using the numbers on the left.
Once you have completed all fields in this section, click on Next to proceed to Posting Documents.

Posting Documents

Attach any of the documents that you already have prepared (Position Description and Organizational Chart are required) and that are necessary in order to get approval from administration to hire. If necessary, the Panel Lead will have an opportunity (after recruitment approval) to add any remaining documents (interview questions, etc.) Please do not attach files as pdf.

Once you have completed all fields in this section, click on Next to proceed to Guest User.

Last updated: April 27, 2016
Guest User
Guest User access is rarely used for University Staff (Hourly) positions. It is utilized for panel members who are not a UWRF employee (students or off-campus members). If you would like to give a guest access to VIEW the posting and applicants as a panel member, please follow the instructions on the screen. These individuals will be sent an email but will not have access until HR approves the Guest User account.

Once you have completed this section, click on Next to proceed to Search Committee (Panel Members).

Search Committee (Panel Members)
To assign Search Committee/Panel Members (including the Panel Lead), start by using the Search section. Some individuals may already have the role, but just would need to be assigned to the panel by using this search function. If someone does not appear in the search section, request access for them in the New Search Committee Member section. This will initiate a request with Human Resources. Please use first initial and last name (example: JSmith) as the requested username when adding new users. If needed, the Panel Lead will have the opportunity to update this section later in the process.

Note: Everyone listed as a Search Committee Member (Panel Member) will receive an automatic email message with search information and the Panel Lead’s name.

Once you have completed this section, click on Next to proceed to Ranking Criteria.
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(Hiring Manager)

Figure 22: Click on Next to proceed to next menu

Ranking Criteria
Currently not in use. Click on Next to proceed to Summary.

Figure 23: Click on Next to proceed to next menu

Summary
A summary of your posting will appear. Scroll down to review for completeness and accuracy. If you need to modify any sections, click on the Edit found at the top of each section.

If you haven’t already, you should click on See how Posting looks to Applicant in order to gain a comfort level with what information will appear on the public job portal. To exit that view, click on the job title in the breadcrumbs at the top of the screen and then select Edit to proceed.

Figure 24a and 24b: Accessing See how Posting looks to Applicant and exiting the applicant view

Send for Approval
Once satisfied that your posting is complete, while in the Summary menu/view, click on the orange Take Action on this Posting button and select Send to Dean/Director (move to Dean/Director). If you would prefer to wait and come back to the posting later, you may select Keep working on this posting.

Figure 25: Posting Summary and Take Action on this Posting menu
Once you select to **Send to Dean/Director**, a smaller window will appear.

**NOTE:** If your organization has more than one Dean/Director (example: Student Affairs), always send to the lower level Dean/Director first. That individual will have the option to send to the higher level Dean/Director once their review is complete.

**NOTE:** If you are also the Dean/Director for your organization, send it to yourself using the instructions below. Upon the posting being transitioning, you will need to switch roles to Dean/Director, refresh, locate the posting in your Inbox, and then Take Action on this posting to Send to Budget. It is an extra step, however helps avoid the workflow issues that can occur when skipping a step.

![Figure 26: Making comments when taking action](image)

Add any comments in the box, check the box to add to your watchlist so you may more easily monitor the progress of this posting as it moves through the process. Comments will be included in the email sent to the Dean/Director and will be added to the posting history within PeopleAdmin.

Once you click on **Submit**, you will lose editing access to the posting information until applicants have been reviewed and one has been moved to **Reference Check**. Editing access is passed along with control of the posting to the next person in the process.

Should the need arise, the posting for a search in progress can still be cancelled at any time by contacting Human Resources.

**Ensure Move in Workflow was successful**

Once you have taken action on the posting, check the top of your screen for a green bar and transition message. If a Red bar appears, review the message to understand what is missing. Return to that section of the posting, click on **Edit**, and enter/modify the required information. Save the page, return to the **Summary**, and again **Take Action on this Posting** to move to the next step in the workflow.

![Figures 27a and 27b: successful transition and failed transition message bars](image)
Congratulations! You have completed a posting/request to hire for a University Staff (Hourly) position!

After Sending a Posting Request for Approval

- The Posting will go through an approval workflow based on the organizational hierarchy.
- If approved by all, HR will work with the Panel Lead or Hiring Manager to ensure all posting documents are attached and panel members/lead assigned.
  - If needed, HR will move the posting to the Hiring Manager or Panel Lead (Search Chair role) to complete details. Once details are completed, move the posting in workflow to HR for Final Review by clicking on ‘Take Action on Posting’ and selecting ‘Send to HR for Final Review.’

![Figure 28: Returning a posting to HR](image)

- After Search Chair (Panel Lead) or Hiring Manager has completed the posting, it is forwarded to HR for posting.
- At this time, the Hiring Manager or Panel Lead may begin promoting the opening through professional networks and publications. Human Resources will submit the advertisements that they are responsible for managing.
- Applicants will apply, and upon reaching the closing date, the Panel Lead (Search Chair role) will send the applicant pool to EEO for review.
- If EEO approves the pool, candidate screening, interview and selection are managed by the Panel and applicant status is tracked within PeopleAdmin by the Panel Lead (using the Search Chair role).
- Upon recommendation of a candidate, the Panel Lead will move selected candidate to Reference Check. Alternate candidates may be moved to ‘Finalist Pending’

Reference Check and Moving Applicants

Upon the Interview Panel making its final recommendation(s), the Hiring Manager will:

- Conduct reference checks on selected candidate.
  - If desired, necessary, conduct reference checks on alternate candidate (‘Finalist Pending’).
- Upon successful reference check, 
  Move all non-selected applicants to a final status (prior to changing the status of the finalist to Recommend for Hire.) Final statuses are:
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University Staff (Hourly)

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(Hiring Manager)

- Interviewed not hired – Requires reason code, email to applicant once posting is filled
- Not interviewed Not hired – Requires reason code, immediate email to applicant
- Recommend for Hire – no email to applicant

- Move final candidate to status of Recommended for Hire.
  - Consult with HR Manager regarding offering position to selected applicant and hiring timeline. Human Resources will make the offer and initiate the Hiring Proposal.
  - If a search is canceled, do NOT update applicant status. Please contact HR to move the posting to a ‘Canceled’ status. At that time, applicants will receive an email indicating the recruitment has been canceled.
  - If the offer is not accepted, HR will contact to discuss next steps.

Updating Applicant Status

While viewing the posting, on the Applicants tab, check the box next to each applicant you would like to move. Using the Action button popup window, under Bulk select Move in Workflow. Watch the ‘Workflow State (Internal)’ column to verify which status each applicant currently has and select the desired ‘New State’ for each. Depending on the number of applicants moved, this may take some time – be patient!

Monitor Hiring Proposal Status

Once you have ‘Recommended for Hire’, you may track the status of the hiring process on the Hiring Proposal tab of the Home page. Hiring Proposals will move through the following status:

- HR for Employment Eligibility - HR is in process of preparing documents and processing/completing criminal background check
- Contract/Letter Issued – Background check successfully completed, appointment letter issued
- Hiring Proposal Complete – Employee biographical data has been entered into eSIS and HRS. Requests for keys, technology, etc. may be processed. Hire information is automatically sent to Budget office.

Closing the Posting

If applicable, once the applicant is in a status of ‘Hiring Proposal Complete’, please communicate with HR as to the status of the other applicants who might have been “Recommended for Hire” but not hired so that HR may close the posting. Any further conversations with alternate finalists not selected need to take place.
PeopleAdmin Online Recruitment System

University Staff (Hourly)

Initiate a Posting/Updating Applicants

(Hiring Manager)

before HR closes the posting. Once the posting is closed, automated email messages will be sent to those who were interviewed, indicating that they were not selected.

The recruitment is not over until all applicants have a final status, the Hiring Proposal is Complete, and the posting is in a ‘Filled’ Workflow State.

The Hiring Manager or Panel Lead will collect all interview notes and selection materials from all panel members and forward to Human Resources.

Prepare for New Hire’s Arrival

To prepare for the new employee’s arrival, use the New Employee Orientation Checklist found on Human Resources New Employee Onboarding web page.
**APPENDIX**

**“Not Hired” Reason Codes**

*Anytime an applicant has a status changed to Not Interviewed, Not Hired or Interviewed, Not Hired, an appropriate reason that best describes why the applicant was not hired is required. Below is a table of the “Not Hired” reason codes your panel may select from.*

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOT APPLICABLE TO UNIVERSITY STAFF</strong> Area of secondary competence not compatible with the needs of the department as advertised</td>
<td>Did not complete application process</td>
</tr>
<tr>
<td><strong>NOT APPLICABLE TO UNIVERSITY STAFF</strong> Area of specialization of interest does not fit with the needs of the department</td>
<td>Did not have sufficient technical competence in the primary area</td>
</tr>
<tr>
<td>Candidate did not demonstrate superior ability to perform the position’s key tasks</td>
<td>Did not meet minimum qualifications in one or more areas (specify)</td>
</tr>
<tr>
<td>Candidate has less relevant education and/or training for this position</td>
<td>Does not meet minimum qualifications</td>
</tr>
<tr>
<td>Candidate has less relevant experience for performing the duties of this position</td>
<td>Failed to show for interview</td>
</tr>
<tr>
<td>Candidate has not worked in a similar position</td>
<td><strong>NOT APPLICABLE TO UNIVERSITY STAFF</strong> Insufficient publication (or composition, or exhibition) record</td>
</tr>
<tr>
<td><strong>NOT APPLICABLE TO UNIVERSITY STAFF Candidate not interested in the teaching component of the position</strong></td>
<td><strong>Not applicable to University Staff</strong> Insufficient teaching experience</td>
</tr>
<tr>
<td>Candidate well qualified but not as strong as recommended candidates</td>
<td>Lacks required certification(s)/license(s)</td>
</tr>
<tr>
<td>Candidate well qualified. Alternate if top candidate(s) decline. (Used for top 2-3 candidates)</td>
<td>Lacks required educational background</td>
</tr>
<tr>
<td>Candidate withdrew</td>
<td>Lacks supervisory experience</td>
</tr>
<tr>
<td>Candidate’s experience was outside the primary responsibilities of the advertised position</td>
<td><strong>NOT APPLICABLE TO UNIVERSITY STAFF</strong> No record of obtaining external funding (Person selected met job requirement)</td>
</tr>
<tr>
<td>Cannot meet applicant salary requirements</td>
<td>Not interested</td>
</tr>
<tr>
<td>Conflict of interest</td>
<td>Not willing to commit to contracted time</td>
</tr>
<tr>
<td><strong>NOT APPLICABLE TO UNIVERSITY STAFF</strong> Contributions in service area insufficient (state/nat’l orgs and/or dept/univ committees)</td>
<td>Other</td>
</tr>
<tr>
<td>Creative artwork (or musical composition) judged inadequate by the research committee</td>
<td>Requires relocation package</td>
</tr>
<tr>
<td>Declined offer</td>
<td><strong>NOT APPLICABLE TO UNIVERSITY STAFF</strong> Research does not support teaching assignment</td>
</tr>
<tr>
<td>Degree in a field not compatible with the needs of the department</td>
<td><strong>NOT APPLICABLE TO UNIVERSITY STAFF</strong> Research/publications not related to position as advertised</td>
</tr>
<tr>
<td></td>
<td><strong>NOT APPLICABLE TO UNIVERSITY STAFF</strong> Seminar/lecture failed to demonstrate scholarly substance</td>
</tr>
</tbody>
</table>