PeopleSoft 9.2

Using eRecruit
Today We Will Discuss...

- Creating a Job Posting
- How to Approve a Job Posting
- Viewing Applications
- Extending Close Dates (Completed by HR)
- Dispositioning Candidates
- Creating a Job Offer
- Counter Offer Process
Hiring Exceptions Form (HEF)

- Completed forms currently required for all recruitment efforts
- Must be approved in advance by Vice Chancellor Plain and Chancellor Dehghani
- Routed by email, following directions on form
- HR will respond with guidance once the form is complete
Department Identifies New or Vacant Position

> For new staff positions, department submits Position Classification Questionnaire (PCQ) to msthrsupport@mst.edu for HR to review and establish the correct job title

> For new temporary positions, department emails msthrsupport@mst.edu with temporary job code, FTE, department code and supervisor of requested position

> Department obtains appropriate approvals and initiates posting in Recruiting module
Creating a Job Posting

hrprd.umsystem.edu
Creating a Job Posting

Primary Job Opening Information

Job Opening Type: Standard Requisition
Business Unit: ROLLA
Department: Missouri S & T
Position Number: 
Job Code: 
Recruiting Location: 
Job Posting Title: 

Continue
Creating a Job Opening
Creating a Job Opening

- 1001 UMKC Volker Campus
- 1002 UMKC Hospt Hill Campus
- 1003 UMKC Northland Campus
- 1004 UMKC Columbia Campus
- 1005 UMKC-Springfield
- 1010 St. Louis
- 1011 Rolla
- 1012 Columbia
- 1013 Missouri Central Region
- 1014 Missouri Northeast Region
- 1015 Missouri Southeast Region
- 1016 Missouri Northwest Region
- 1017 Missouri Southwest Region
- 1018 Missouri East Central Region
- 1020 Missouri West Central Region
- 1021 Missouri Urban
- 1022 Springfield
Creating a Job Opening

Staffing Information
- Region: USA
- Schedule Type
- Regular/Temporary
- Begin Date
- End Date
- Shift
- Hours: 40.00
- Work Period: Weekly
- Travel Percentage: Never or rarely

Salary Information
- Salary Admin Plan: GGS
- From Grade: 005
- From Step
- To Grade
- To Step
- Salary Range From: 11,540.00
- Salary Range To: 19,760.00
- Pay Frequency: Hour
- Currency: US Dollar

GLOBAL GRADING SYSTEM
GRADE RANGE 005
(Defaut From Job Code)
Creating a Job Opening

Job Opening ID: NEW
Job Posting Title: OFFICE SUPPORT ASSISTANT III
Job Code: 4236 (OFFICE SUPPORT ASSISTANT III)
Primary Recruiting Location: 1011 (Rolla)

Assignments

Recruiters
- No Recruiters have been added to this Job Opening
- Add Recruiter Team

Hiring Manager
- No Hiring Managers have been added to this Job Opening
- Add Hiring Manager Team

Interviewers
- No Interviewers have been added to this Job Opening
- Add Interviewer Team

Interested Parties
- No Interested Parties have been added to this Job Opening
- Add Interested Parties Team

Add Team

<table>
<thead>
<tr>
<th>Team ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1004</td>
<td>UMKC Recruiting Team</td>
</tr>
<tr>
<td>1007</td>
<td>COLUM Staff Recruiting Team</td>
</tr>
<tr>
<td>1008</td>
<td>COLUM Academic Recruiting Team</td>
</tr>
<tr>
<td>1009</td>
<td>COLUM SOS Recruiting Team</td>
</tr>
<tr>
<td>1010</td>
<td>STLOU Recruiting Team</td>
</tr>
<tr>
<td>1012</td>
<td>ROLLA Recruiting Team</td>
</tr>
<tr>
<td>1013</td>
<td>STLOU Academic Recruiting Team</td>
</tr>
<tr>
<td>1015</td>
<td>UMSYS Staff Recruiting Team</td>
</tr>
<tr>
<td>1017</td>
<td>COLUM Academic Interested Part</td>
</tr>
</tbody>
</table>
Creating a Job Opening
Creating a Job Opening
Minimum qualifications are linked to each job code and must match what is found in the job code detail. You can access the job code detail at https://www.umsystem.edu/apps/hr/compensation/detail/compSearch/staff.php
Minimum qualifications are linked to each job code and must match what is found in the job code detail. You can access the job code detail at https://www.umsystem.edu/apps/hr/compensation/detail/compSearch/staff.php
### Creating a Job Opening

#### Full Time/Part Time

[Type or paste text here]

#### Salary

[Type or paste text here]

### Job Posting Destinations

<table>
<thead>
<tr>
<th>Destination</th>
<th>Posting Type</th>
<th>Relative Open Date</th>
<th>Post Date</th>
<th>Remove Date</th>
<th>Posting Duration (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROLLA Staff</td>
<td>Internal Posting</td>
<td></td>
<td>09/23/2018</td>
<td>09/07/2018</td>
<td>15</td>
</tr>
<tr>
<td>ROLLA Staff</td>
<td>External Posting</td>
<td></td>
<td>09/23/2018</td>
<td>09/07/2018</td>
<td>15</td>
</tr>
</tbody>
</table>
Posting Timeframe

> Benefit-eligible positions are required to be posted no less than 5 business days unless underutilized, in which case they will be posted for no less than 10 business days.

> The default recommendation is 2 weeks
Creating a Job Posting
Approvals Tab
Creating a Job Posting
Approvals Tab

YAY!
Approving a Job Posting

[Image of a screenshot of a job posting approval interface]

- **Job Opening ID**: 27621
- **Job Posting Title**: OFFICE SUPPORT ASSISTANT III
- **Job Code**: 4238 (OFFICE SUPPORT ASSISTANT III)

**Status**: 008 Pending Approval

**Business Unit**: ROLLA (Missouri S & T)
**Department**: RHUMNRES (Human Resources)

**Assignments**

- **Recruiters**
  - **Name**: Waldon, Simone
  - **Recruiter ID**: 10286210

- **Hiring Manager**
  - **No Hiring Managers have been added to this Job Opening**

- **Interviewers**
  - **No Interviewers have been added to this Job Opening**

- **Interested Parties**
  - **No Interested Parties have been added to this Job Opening**

**Buttons**

- Add Recruiter
- Add Recruiter Team
- Add Hiring Manager
- Add Hiring Manager Team
- Add Interviewer
- Add Interviewer Team
- Add Interested Party
- Add Interested Parties Team
Approving a Job Posting

Waldon, Simone
Approval is Requested for Job Opening (27621) OFFICE SUPPORT ASSISTANT III

A Job Opening has been entered which requires your attention.

Job Opening ID: 27621
Posting Title: OFFICE SUPPORT ASSISTANT III

To review this Job Opening using the link below, you must be logged into PeopleSoft HRPRD.

If you are not currently logged in, go to your default browser and log into HRPRD, then select the hyperlink below.

Another option is to log in to HRPRD and use the Pending Approvals link located in the Recruiting folder or on the Recruiting Home page.

Adding Job Posting Approval Chain

Job Opening:
- Job Opening ID: 27621
- Job Posting Title: OFFICE SUPPORT ASSISTANT III
- Job Code: 4236 (OFFICE SUPPORT ASSISTANT III)
- Primary Recruiting Location: 1011 (Rolla)
- Status: 006 Pending Approval
- Business Unit: ROLLA (Missouri S & T)
- Department: RHUMNRES (Human Resources)

Job Approvals:
- HiringManager_RecruiterGrp
  - Pending: Waldon, Simone
  - Not Routted: Multiple Approvers

Options:
- Approve
- Deny
- Comments Text

Save | Recruiting Home | Clone | Create New | Next Job Opening | Print Job Opening
Non Academic Department Approval Chains

Job Opening
Hiring Manager → Department Head → Budget Office → Vice Chancellor → Multiple Approvers (HR)

Job Offer
Hiring Manager → Department Head → Budget Office → Vice Chancellor → Comp Review (Marcia Lane)* → Multiple Approvers (HR)

Academic Department Approval Chains (includes all departments reporting to the Provost)

Job Opening
Hiring Manager → Department Head → Dean’s Office → Budget Office → Provost’s Office → Multiple Approvers (HR)

Job Offer
Hiring Manager → Department Head → Dean’s Office → Budget Office → Provost’s Office → Comp Review (Marcia Lane)* → Multiple Approvers (HR)

*For any department that has concern in regards to the compensation, they have the option to include an additional compensation review earlier in the approval chain (right after the hiring manager).

**Please note some divisions may require additional approvals that are not listed on these chains.

***Counter offers must be submitted through offer approval chain.
HR Job Posting Approval

> HR Recruiter looks over job posting and makes sure minimum qualifications match UM Systems minimum qualifications for selected job code.

> Assures the posting dates are correct and edits for consistency with other postings.

HR Routes Applications

> Applications are routed daily
> Hiring Managers and interested parties are able to see routed applications
> Hiring Manager is sent an email with the number of applications routed that day
Interviewer Conducts Selection Process

> Interviewers determine who to interview
> Hiring Manager or designated administrator updates applicant dispositions:

Invite to Interview (Applicants you’ll send to affact@mst.edu for approval*)

-or-

Reject (no longer being considered by department hiring team)

*Please note that if your department falls under the Provost, you’ll need to send the list of interviewees to provost@mst.edu. The office will do a quick review and then send the list to the affirmative action email.
Dispositioning Candidates
Invite for Interview

Once you’ve updated the dispositions of your chosen interviewees, you’ll need to send the list of applicants to affact@mst.edu for approval before you are able to set up interviews.
After approval email from affact@mst.edu, department schedules interviews and communicates with candidates

Interviews are conducted and interviewers select final candidate
Viewing Applications

Note: If you do not have the Recruitment homepage as an option, you have not been set up with the necessary security. Please email HR and your Recruiter immediately. The turnaround time for setting up security access is typically a week.
Viewing Applications
## Viewing Applications

<table>
<thead>
<tr>
<th>Select</th>
<th>Job Opening</th>
<th>Job ID</th>
<th>Status</th>
<th>Type</th>
<th>Category</th>
<th>Recruiting Location</th>
<th>Target Openings</th>
<th>Available Openings</th>
<th>Total Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUSINESS SUPPORT SPECIALIST II</td>
<td>35888</td>
<td>Open</td>
<td>Standard Requisition</td>
<td></td>
<td>Columbia</td>
<td>1</td>
<td>1</td>
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</tr>
<tr>
<td></td>
<td>ASSISTANT ATHLETIC DIRECTOR</td>
<td>35885</td>
<td>Open</td>
<td>Standard Requisition</td>
<td></td>
<td>Columbia</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>VETERINARY TECHNICIAN - Shelter Medicine</td>
<td>35871</td>
<td>Open</td>
<td>Standard Requisition</td>
<td></td>
<td>Columbia</td>
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<td>1</td>
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<tr>
<td></td>
<td>Student Support Specialist II</td>
<td>35867</td>
<td>Open</td>
<td>Standard Requisition</td>
<td></td>
<td>St. Louis</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.
### Viewing Applications

**Job Opening ID:** 33846  
**Job Posting Title:** TESTING ONLY (Please do not apply)  
**Job Code:** 4029 (STUDENT ASSISTANT IT)  
**Status:** Open  
**Business Unit:** UMSYS (University of MO-System)  
**Department:** AHRI/SDFT (HRIS Department)

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Applicant Search</th>
<th>Applicant Screening</th>
<th>Activity &amp; Attachments</th>
<th>Details</th>
</tr>
</thead>
</table>

#### Applicants

<table>
<thead>
<tr>
<th>Select</th>
<th>Applicant Name</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Disposition</th>
<th>Application</th>
<th>Resume</th>
<th>Interest</th>
<th>Mark Reviewed</th>
<th>Route</th>
<th>Interview</th>
<th>Offer</th>
<th>Hire</th>
<th>Hold</th>
<th>Reject</th>
<th>Print</th>
<th>Last Update</th>
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<tbody>
<tr>
<td>☐</td>
<td></td>
<td>656296</td>
<td>External</td>
<td>Withdrawn App</td>
<td>📋</td>
<td>📋</td>
<td>🚫</td>
<td></td>
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<td>🚫</td>
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<td>☐</td>
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<td>425813</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05/10/2020</td>
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</tbody>
</table>
Viewing Applications

Application Report Options

Application Report for

General Information

Contact Information

Phone Numbers

Email Addresses
Extending Posting Deadlines

> Vacancies can be extended with an emailed request from the posting department

- Position number
- Job Opening ID (JOID)
- Additional length of posting
- Brief justification
It is not necessary to wait until the position closes to status candidates. Candidates may be assigned a status as they are reviewed.
Dispositioning Candidates
Rejecting Multiple Candidates
Job Offers

> Hiring Administrator enters salary information (moving allowance if applicable) in recruiting module for offers, including information needed for the offer letter (entered in “Comments” field):

- Anticipated Start Date
- MoCode(s)
- FTE
- Salary as well as Benefits Amount
- Supervisor the employee will report to
- Campus Address and Phone Number
Creating a Job Offer

UM SYSTEM

Search Job Openings

Search Criteria
- Job Posting Title
- Job Opening ID
- Status
- Category
- Most Recent Activity
- Job Opening Type
- My Association
- Hiring Manager
- Recruiter
- Created By
- Business Unit
- Department
- Position Number
- Recruitment Contact

Search Results

Select | Job Opening ID | Status | Type | Category
--- | --- | --- | --- | ---
Adjunct Instructor for Educational Leadership Policy and Foundations, 56629 | 18208 | Open | Standard Requisition |
Assistant Teaching Professor, #00056758 | 18198 | Open | Standard Requisition |
Foreign Languages & Literatures Adjunct Instructor - CONTINUOUS LISTING | 18192 | Open | Standard Requisition |
Dean Human and Environmental Science | 18160 | Open | Standard Requisition |
CENTRAL REGISTRY-DATA SPECIALIST | 18158 | Open | Standard Requisition |
Creating a Job Offer

![Image of a computer interface showing job offer creation process]

- **Manage Job Opening**: This section allows you to view and manage job opening details.
- **Applicants**: You can see a list of applicants and their status (Applied, Reviewed, Interview, Offered).
- **Other Actions**: There are options to select specific actions for each applicant.

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**Missouri S&T**
Creating Job Offer

- Anticipated Start Date
- MoCode(s)
- FTE
- Salary as well as Benefits Amount
- Supervisor the employee will report to
- Campus Address and Phone Number
Creating a Job Offer

<table>
<thead>
<tr>
<th>Posting Title</th>
<th>CENTRAL REGISTRY-DATA SPECIALIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Opening Status</td>
<td>010 Open</td>
</tr>
<tr>
<td>Job Title</td>
<td>CENTRAL REGISTRY-DATA SPCLST</td>
</tr>
<tr>
<td>Applicant Name</td>
<td>Barnes, James</td>
</tr>
<tr>
<td>Business Unit</td>
<td>University of MO-Columbia</td>
</tr>
<tr>
<td>Position Number</td>
<td>CENTRAL REGISTRY-DATA SPCLST</td>
</tr>
<tr>
<td>Applicant ID</td>
<td>82425</td>
</tr>
</tbody>
</table>

| Job Opening | 18158 |
| Position Number | 00007072 |
| Job Code | 5131 |
| Hiring Manager | Jackson-Thompson, Jeannette |
| Recruiter | Jones, Keesa Lenise |
| Offer Date | 06/13/2017 |
| Start Date | 08/01/2017 |

- **Submit for Approval**
Approval Chain

Non Academic Department Approval Chains

Job Opening

Hiring Manager → Department Head → Budget Office → Vice Chancellor → Multiple Approvers (HR)

Job Offer

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Job Offer

Hiring Manager → Department Head → Dean’s Office → Budget Office → Provost’s Office → Comp Review (Marcia Lane)* → Multiple Approvers (HR)

(For staff offers only)

*For any department that has concern in regards to the compensation, they have the option to include an additional compensation review earlier in the approval chain (right after the hiring manager).

**Please note some divisions may require additional approvals that are not listed on these chains.

***Counter offers must be submitted through offer approval chain.
Approving a Job Offer

Check the Job Offer components and comments to ensure the salary offered falls within the range posted and the FTE is correct.
Approving a Job Offer

Once the offer has made it through the departmental approval chain and the compensation review, HR will extend the offer to the chosen applicant.
Job Offer is Accepted

> If the offer is accepted, Human Resources will email the offer letter to the chosen applicant and copy the hiring administrator and hiring manager. At this time, the background check will also be set up, if required.

> Once the background check has cleared and the candidate has returned their signed offer letter, the hiring administrator will be contacted to disposition all candidates who were not offered the job, with proper reasoning
Job Offer is Accepted

> Once the background check has come back with favorable results, Human Resources will prepare the chosen applicant for hire. This will create their emplID (for new employees) and IT will create their single sign on/email address/username.

> HR will reach out to applicant to let them know they will receive their system generated onboarding email and to let them know they will need to visit the HR office to present their I-9 documents.
Job Offer is Accepted

> Once the new employee has completed their onboarding forms and presented their I-9 documents to Human Resources, their hire will be processed. Once their hire is processed, the JOID will be closed and correspondence will be sent to candidates who were not selected.

> All regular employees will need to attend the New Employee Orientation which takes place every working Monday through Zoom and begins at 8:30am.

> This orientation consists of an hour of general policy and campus information, a small break and then an hour long overview of benefits.

> Non benefit eligible employees are welcome to attend NEO, but we do not recommend they stay for the benefits portion.
Counter Offers

- When a chosen applicant decides to submit a counter offer, Human Resources will contact the department with the counter.

- If the department would like to accept the counter offer or submit their own counter offer, the offer will need to go through a compensation equity review first by HR and then go back through the original offer approval chain before it can be extended to the chosen applicant.
Declined Job Offers/Reposting Positions

- If the initial offer is rejected, the department can create another job offer from the current applicant pool or repost.
- If the department chooses to repost, all applicants will be rejected and notified by Human Resources.
- The current posting will be cloned under a new Job Opening ID (JOID) and the original job opening approval chain will be added.
Questions?
Thank you for your time and commitment to our university and its recruiting efforts!