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)
> Statusing Candidates
> Creating a Job Offer
> Counter Offer Process
Department Identifies New or Vacant Position

> For new staff positions, department submits Position Classification Questionnaire (PCQ) to their Strategic Partner for HR to review and establish the correct job title

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

hrprd.umsystem.edu
Creating a Job Posting

1. Click on the Recruiting option.
2. Then select Create Job Opening.
Creating a Job Posting
Creating a Job Opening

### Job Opening Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Opening Title</td>
<td>Office Support Assistant III</td>
</tr>
<tr>
<td>Job Code</td>
<td>4738 (Office Support Assistant III)</td>
</tr>
<tr>
<td>Primary Recruiting Location</td>
<td>1011 (Rolla)</td>
</tr>
<tr>
<td>Status</td>
<td>035 Draft</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Rolla (Missouri S &amp; T)</td>
</tr>
<tr>
<td>Department</td>
<td>RHUMRRC (Human Resources)</td>
</tr>
<tr>
<td>Template ID</td>
<td>10134</td>
</tr>
<tr>
<td>Job Opening Type</td>
<td>Standard Requisition</td>
</tr>
<tr>
<td>Created By</td>
<td>16987388</td>
</tr>
<tr>
<td>Created</td>
<td>09/23/2018</td>
</tr>
<tr>
<td>Openings to Fill</td>
<td>1</td>
</tr>
<tr>
<td>Desired Start Date</td>
<td></td>
</tr>
<tr>
<td>Encumbrance Date</td>
<td></td>
</tr>
<tr>
<td>Projected Fill Date</td>
<td></td>
</tr>
<tr>
<td>Date Authorized</td>
<td></td>
</tr>
<tr>
<td>Referral Program ID</td>
<td></td>
</tr>
<tr>
<td>Recruitment Contact</td>
<td></td>
</tr>
</tbody>
</table>
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: 11.540000
- Salary Range To: 19.760000
- Pay Frequency: Hour
- Currency: US Dollar

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

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Status: 006 Draft

Assignments

Recruiters
No Recruiters have been added to this Job Opening

Add Recruiter
Add Recruiter Team

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

Add Hiring Manager
Add Hiring Manager Team

Interviewers
No Interviewers have been added to this Job Opening

Add Interviewer
Add Interviewer Team

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

Add Interested Party
Add Interested Parties Team

Add Team

Select | Team ID | Description

- 1004 UMKC Recruiting Team
- 1007 COLUM Staff Recruiting Team
- 1008 COLUM Academic Recruiting Team
- 1009 COLUM SOS Recruiting Team
- 1010 STLOU Recruiting Team
- 1012 ROLLA Recruiting Team
- 1013 STLOU Academic Recruiting Team
- 1015 UMSYS Staff Recruiting Team
- 1017 COLUM Academic Interested Part
Creating a Job Opening

Job Opening

- Save and Submit
- Save as Draft
- Recruiting Home
- Notification
- Start Over

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

Status: 005 Draft
Business Unit: ROLLA (Missouri S & T)
Department: RHUMNRES (Human Resources)

Job Postings

No job postings exist for this job opening.

Add Job Posting

Save and Submit
Save as Draft
Recruiting Home
Notification
Start Over
Creating a Job Opening

Posting Information

Job Postings

*Posting Title*: OFFICE SUPPORT ASSISTANT III

**Description Type**

- Hiring Department
- Internal and External

**Description**

Look Up Description ID

- Description ID begins with
- Description

Search Results

- View 100
- First: 1-8 of 8
- Last

<table>
<thead>
<tr>
<th>Description ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C01</td>
<td>COLUM Staff</td>
</tr>
<tr>
<td>R01</td>
<td>ROLLA Standard</td>
</tr>
<tr>
<td>R02</td>
<td>ROLLA Academic</td>
</tr>
<tr>
<td>S01</td>
<td>STLOU Standard No Benefits</td>
</tr>
<tr>
<td>S02</td>
<td>STLOU Academic</td>
</tr>
<tr>
<td>S03</td>
<td>STLOU Academic Vac &amp; Recr Tips</td>
</tr>
<tr>
<td>S04</td>
<td>STLOU Standard Benefits</td>
</tr>
<tr>
<td>U01</td>
<td>UMSYS Staff</td>
</tr>
</tbody>
</table>

Add Posting Description
Delete Posting Description
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>09/23/2018</td>
<td>09/07/2018</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>ROLLA Staff</td>
<td>External Posting</td>
<td>09/23/2018</td>
<td>09/07/2018</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Add Posting Destination

[OK] [Cancel] [Preview]
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

### Job Opening

<table>
<thead>
<tr>
<th>Job Opening ID</th>
<th>27621</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Posting Title</td>
<td>OFFICE SUPPORT ASSISTANT III</td>
</tr>
<tr>
<td>Job Code</td>
<td>4236 (OFFICE SUPPORT ASSISTANT III)</td>
</tr>
<tr>
<td>Primary Recruiting Location</td>
<td>1011 (Rolla)</td>
</tr>
<tr>
<td>Status</td>
<td>005 Draft</td>
</tr>
<tr>
<td>Business Unit</td>
<td>ROLLA (Missouri S &amp; T)</td>
</tr>
<tr>
<td>Department</td>
<td>RHUMNRES (Human Resources)</td>
</tr>
</tbody>
</table>

### Job Postings

<table>
<thead>
<tr>
<th>Postings</th>
<th>Primary Posting Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE SUPPORT ASSISTANT III</td>
<td></td>
</tr>
</tbody>
</table>

### Actions

- Save and Submit
- Save as Draft
Creating a Job Posting
Approvals Tab
Approving a Job Posting

[Image of a job posting approval screen with highlighted text: "Hiring Manager"]
Approving a Job Posting

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
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, generally in the morning

> 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.
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

#### Search Job Openings

<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>Department</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjunct Instructor for Educational Leadership Policy and Foundations, 56529-Internal</td>
<td>18208</td>
<td>Open</td>
<td>Standard Requisition</td>
<td>UMKC Volker Campus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/06/2015</td>
</tr>
<tr>
<td></td>
<td>Assistant Teaching Professor #00056758</td>
<td>18198</td>
<td>Open</td>
<td>Standard Requisition</td>
<td>Rolla</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/05/2015</td>
</tr>
<tr>
<td></td>
<td>Foreign Languages &amp; Literatures Adjunct Instructor - CONTINUOUS LISTING</td>
<td>18182</td>
<td>Open</td>
<td>Standard Requisition</td>
<td>UMKC Volker Campus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/05/2015</td>
</tr>
<tr>
<td></td>
<td>Dean Human and Environmental Science</td>
<td>18163</td>
<td>Open</td>
<td>Standard Requisition</td>
<td>Columbia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/03/2015</td>
</tr>
</tbody>
</table>
Viewing Applications

### Manage Job Opening

- **Applicants**
  - Applicant Name
  - Applicant ID
  - Type
  - Disposition
  - Application
  - Resume
  - Interest
  - Mark Reviewed
  - Route
  - Interview
  - Offer
  - Hire
  - Hold
  - Reject

- **Details**
  - Job Opening ID
  - Job Posting Title
  - Recruiting Home
  - Search Job Openings
  - Next
  - Create New
  - Clone
  - Refresh
  - Add Note
  - Print Job Opening

- **Other Actions**
Viewing Applications

Application Report Options

- Applicant Name
- Applicant ID
- Disposition

Application Detail

<table>
<thead>
<tr>
<th>Select</th>
<th>Application Detail</th>
<th>Content Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Referral Sources</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Work Experience</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Education Level</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Training</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Areas of Study</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Competencies</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Degrees</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>School Education</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Educ and Govt Special Projects</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Elements</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Geographic Preferences</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Honors and Awards</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>International Preferences</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Licenses and Certifications</td>
<td>✔</td>
</tr>
<tr>
<td>✔</td>
<td>Language Skills</td>
<td>✔</td>
</tr>
</tbody>
</table>

- Exclude sections with no content available
- Save My Selections

Generate Report

Return to Previous Page
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
Statusing 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.
It is not necessary to wait until the position closes to status candidates. Candidates may be assigned a status as they are reviewed.
Statusing 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

Search Results

Search

UM SYSTEM

Missouri S&T
Creating a Job Offer

Review the applicant list to ensure that the remaining applicants have been rejected. If not, please work with the Hiring Managers and/or Recruiters to ensure all applicants are appropriately rejected prior to submitting a job offer.
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
Approving a Job Offer

Log into PeopleSoft Production before clicking the link provided in the Job Offer Approval email. This will ensure that your navigation menu options will be available if you plan to complete additional work in PeopleSoft after approving the job posting.
Approving a Job Offer

Check the Job Offer components and comments to ensure the salary offered falls within the range posted, the FTE is correct, and the start date allows time for CBC processing.
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. At this time, the background check will also be set up, if required.

> Hiring Administrator indicates rejection reason in recruiting module for all candidates who were interviewed but not offered the job.
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 in 204 Centennial Hall 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 offer.

> 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.

> HR will then clone the current posting 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!