Staff eRecruit

PeopleSoft 9.2

Updated 7-26-2022
Frequently Asked Questions

How can I check where a job opening is at in the approval chain?
Log in to hrprd.umsystem.edu. Open your navigation bar, click Navigator, select Recruiting and then Search Job Openings. Enter the job opening ID and change the status to blank by clicking on the drop-down box and clicking the blank space and then search. Click on the job title, highlighted in blue. You will automatically be directed to the Applicants screen. Click on the Details tab and then select Approvals. You will now be able to view the chain and see who it is pending with.

How do I find a job opening?
Log in to hrprd.umsystem.edu. Open your navigation bar by clicking on the diamond icon in the top right of your screen. Click the navigator icon, select Recruiting, and then Search Job Openings. Enter the job opening ID (this should be a five-digit number starting with 3) and then search. Click on the job title, highlighted in blue.

How can I check where a job offer is at in the approval chain?
Log in to hrprd.umsystem.edu. Open your navigation bar, click Navigator, select Recruiting and then Search Job Openings. Enter the job opening ID and change the status to blank by clicking on the drop-down box and clicking the blank space and then search. Click on the job title, highlighted in blue. You will automatically be directed to the Applicants screen. Find the applicant that an offer was created for, scroll to the right, click Other Actions, select Recruiting and then Prepare Job Offer. Click on the Approvals tab to view the approval chain and who it is pending with.

What should I do if an applicant reaches out with questions after we have already offered the position to someone else?
All communication should be directed to HR once interviews have concluded. The appropriate recruiter can be found on the website: https://hr.mst.edu/position-management/recruit/staff-recruitment/. Please email hrs@mst.edu or call the main office at 573-341-4241 if they are not available.

Who should I contact for staff eRecruit questions?
Inquiries should be directed to the appropriate staff recruiter. The appropriate recruiter can be found on the website https://hr.mst.edu/position-management/recruit/staff-recruitment/. If they are unavailable, please email hrs@mst.edu or call the main office at 573-341-4241.
Prior to Creating a Job Opening

Department Identifies New or Vacant Position

- To request a new full-time staff position number, visit https://hr.mst.edu/position-management/.
- To request a new temporary or part-time position number, visit https://hr.mst.edu/position-management/.
- Department obtains appropriate approvals and initiates opening in recruiting module.

Access to eRecruit

User will need to have appropriate access in hrprd.umsystem.edu to login and create the opening.

If a user does not have access yet, a PeopleSoft HR/Payroll Security Access Request/Change Form will need to be completed and emailed to hrs@mst.edu. The form can be found at https://hr.mst.edu/position-management/recruit/staff-recruitment/.

Note: The turnaround time for setting up security access is typically a week.
Job Opening
Creating a Job Opening

In hrprd.umsystem.edu select the navigator in the top right corner then select Navigator > Recruiting > Create Job Opening.
Primary Job Opening Information
Type your position number and TAB, this will auto fill the rest of the information. Verify you have the correct position number and add 1011 Rolla for the recruiting location. Click Continue.
Job Opening – Job Information

Ensure the number of target openings matches the number of people you are wanting to hire. There should only be one employee per position number. This field will auto populate to 1.

Job Opening

If an employee is being replaced, choose replacement under Type of Position. Job openings can be flagged as eligible for an employee referral using the Referral Program ID field. If the Referral Program ID is not flagged on the job opening, the position will not be eligible for the referral program. If a referral is not being offered, leave the field blank. Find out more about the employee referral program here: https://www.umsystem.edu/ums/rules/hrm/hr100/hr126
Double check that the locations and recruiting locations are accurate. Make sure if you have multiple position numbers that they are all added and accurate. If you chose replacement under Type of Position, add the employee’s information under Employees Being Replaced.

<table>
<thead>
<tr>
<th>Location</th>
<th>Location Description</th>
<th>Primary Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>0722</td>
<td>113 Cronnell Hall</td>
<td></td>
</tr>
</tbody>
</table>

**Recruiting Locations**

<table>
<thead>
<tr>
<th>Recruiting Area</th>
<th>Recruitment Area Description</th>
<th>Primary Recruiting Area</th>
<th>Target Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1011</td>
<td>Rolla</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Positions**

<table>
<thead>
<tr>
<th>Position</th>
<th>Position Number</th>
<th>Primary Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE SUPPORT ASSISTANT IV</td>
<td>00037512</td>
<td></td>
</tr>
</tbody>
</table>

**Employees Being Replaced**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Recruiting Locations:

- 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
- 1023 UM System – Columbia
Leave Begin Date and End Date fields blank, leave Shift as Not Applicable. If you are posting a position that routinely travels, you will need to adjust the travel percentage field. No other information in these sections should be changed. Please just double check the information is correct and reach out to HR with questions. **Make sure to Save as Draft and not Save and Submit.**
Job Opening – Hiring Team

Recruiters
Select Add Recruiter Team, Rolla Recruiting Team, Ok, and then choose the staff recruiter as the Primary recruiter. The staff recruiter can be found on the website: https://hr.mst.edu/position-management/recruit/staff-recruitment/. Adding the Rolla Recruiting Team will automatically add Multiple Approvers to the end of the approval chain.

Hiring Manager
Click Add Hiring Manager and add the appropriate individual. If the individual is not showing up, please contact the HR Staff Recruiter.

Interviewers
Add anyone who will be interviewing candidates under this section, listing interviewers is required.

Interested Parties
You should add anyone who will need access to this posting and/or its applicants if they are not listed in one of the other sections. Everyone in the approval chain besides HR should also be added as an interested party. Click Add Interested Party to add each person individually. If the person creating the posting is not listed as hiring manager, then they need to be added as an interested party or they will not have access to the posting. Interested parties could be department administrators, budget offices, and any other applicable people.
Job Opening – Job Postings

The posting title should be the position title in all caps with the position number. The template will auto populate once the appropriate selections are made in the three drop downs within Job Descriptions.

Triple click to highlight the text and add the appropriate information. To see specifics of what should be in each section, view example in appendix. Whatever date is listed as application deadline will be the date the posting is removed from the career portal. When you are ready to enter the minimum qualifications click Add Posting Description.

Select the appropriate dropdowns as shown in the photo above and enter the minimum qualifications listed on the job code details page (https://compsearch.umsystem.edu/search-all.php). All other qualifications should be listed under Preferred Qualifications if applicable.
If you need to add preferred qualifications, click Add Posting Description and another box will be added. Select Preferred Qualifications in the Description Type dropdown and Internal and External in the Visible dropdown.

When you are completed adding the minimum and preferred qualifications, add another posting description box and choose the above dropdowns. You do not need to make any changes to the text in the comments box.

Next, you need to add the Job Posting Destinations as shown in the photo above. If the posting has been approved to be only internal, then you do not need to add an external row. The post date will be updated by HR if the date has already passed. Click okay and then save as draft. Note: Benefit Eligible positions need to be posted for at least 5 business days. Underutilized positions must be posted for 10 business days. HR will adjust this date if needed.
Job Opening – Qualifications

Highest Education level and years of experience should match what is on the job code details page. To find this information visit: [https://compssearch.umsystem.edu/search-all.php](https://compssearch.umsystem.edu/search-all.php), select Search All Jobs tab, choose Rolla for Select a Location, pick Job Code for the Select Search Field, enter the job code in the Enter Your Search Text box, and Submit Info. Then open the word doc and scroll down to minimum qualifications.

Note: Do not remove the five employment questions that populate at the bottom of the qualifications tab.

When finished with this tab Save as Draft.

<table>
<thead>
<tr>
<th>Campus Job Code</th>
<th>Description</th>
<th>Details</th>
<th>Job Desc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROLLA 4237</td>
<td>OFFICE SUPPORT ASSISTANT IV</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Activity and Attachments
At the bottom of the screen select Save and Submit. Copy the Job opening ID from the header and select Search Job Openings at the top of the screen. (If your screen does not say Search Job Openings but says Recruiting, select it and then choose Search Job Openings.) Paste the Job Opening ID and change Status to Blank. Then Search, this will take you back into the job and you will now have the Activity and Attachments tab along with Approvals. Select the Activity and Attachments tab. Select Add Attachment and upload any appropriate documents. Scroll down and Save.

Approvals Tab and Adding the Approval Chain
Click on the details tab and then select approvals.

Job Approvals

Select green plus, between hiring manager and multiple approvers, to add the approval chain below:

A pop up window will appear:
Select the magnifying glass and the name should be typed as Last Name,First Name with no spaces (example Miner,Joe) or if you use the User ID it must be in all caps. Click search and then select the name. You will return to the original page. Make sure approver is selected and click Insert. This will add them to the approval chain. You must repeat this process for each member in the chain. The multiple approvers is the HR recruiter group and must be at the end of the chain.
In the Comments Text box add the following information:

1. Explain why filling the position is essential
2. Funding source (chartfield string)

Make sure to add your comments before submitting your approval for the chain or the comments box will no longer be editable. Once you submit your comments, you can view them by selecting the comment drop down box. Save the page.

Approving a Job Posting

Approvers will receive an email when the posting is ready for them to approve. They should review the information for accuracy and approve the posting if the information is acceptable. Once they approve, the next person in the chain will receive an email that the posting is ready for them to approve.

As the last approver in the chain, Human Resources will review the posting and make any necessary adjustments before it goes live on Missouri S&T’s career portal.

Extending Posting Deadlines

Vacancies can be extended with an emailed request from the posting department to the HR Staff Recruiter. The following information should be included:

- Position number
- Job Opening ID (JOID)
- Additional length of posting
- Brief justification

Applicant Process

Routing Applications

Applications are routed daily; however, the time fluctuates. Hiring Managers are normally sent an email with the number of applications routed that day. If they do not receive an email, then no applications were received for that posting. Hiring Managers and interested parties can see the routed applications.
Screening Applications
Hiring managers may request that Human Resources screen applications based on the minimum and preferred qualifications. In this case, only qualified applicants will be routed to the department.

Hiring managers can utilize the interest feature to rank applicants and track the applications that have already been reviewed. This feature should be used instead of rejecting applications at this point in the hiring process.

Viewing Applications
Open your navigation bar, click navigator > recruiting > search job openings. Enter the job opening ID (this should be a five-digit number) and then search. Click the job opening title, highlighted in blue, and from there your applicants will be listed for you to review.

Dispositioning Candidates
Invite to Interview/Interview
After applications have been reviewed, interviewers determine who to interview and the hiring manager or designated administrator updates the applicant dispositions to Invite to Interview. An email, with the following information, must then be sent to affact@mst.edu* for approval before applicants are contacted for interviews.

- Position number or job ID
- List of Tier 1 candidates
- List of Tier 2 candidates (if any)
- Any additional information which may be relevant to the selection of candidates.

The Equal Employment Opportunity/Affirmative Action representative will review the information for compliance. Hiring departments may be contacted with questions or recommendations. Upon approval, an email will be sent confirming interviews can be scheduled and the disposition status will be updated to interview. The representative will upload the approval email under Activity and Attachments within the job opening in eRecruit.

After approval email from affact@mst.edu is received, departments schedule interviews and communicate with candidates. Interviews are conducted and interviewers select a final candidate.

*Please note that if your department falls under the Provost, you will need to send the list of interviewees to provost@mst.edu. Their office will review and then send the list on to the Affirmative Action email.
Job Offers

Creation

Once you have selected the final candidate and are ready for an offer to be extended, you will create the offer in eRecruit. Offers should only be extended to the candidate by the HR department, once the job offer has been fully approved through eRecruit. Communication between the department and candidate should cease until the official offer has been extended. This is to protect all parties from confusion and misinformation.

Open your navigation bar > click navigator > recruiting > search job openings. Enter the job opening ID (this should be a five-digit number) and then search. Click the job opening title, highlighted in blue, and from there your applicants will be listed.

Find the applicant, scroll to the right, click on the Other Actions drop down box, choose Recruiting Actions, and then Prepare Job Offer.

Verify that the position number, offer date, and start date are all correct. This start date is contingent on all other processes being completed and may change once the official offer is accepted.

Under Job Offer Components: choose base salary for the component, enter in the offer amount, and the frequency. Please note if you have any additional components, such as a moving allowance, select Add Offer Component and add information there.

Add the following information into the Comments box:

- Anticipated start date
- MoCode(s)
- FTE
- Salary and benefits amount
- Supervisor position number and name that the employee will report to
- Campus address and phone number

Once these steps are completed, scroll back up and Submit for Approval.
Next add the job offer approval chain. If you do not see the Approvals tab near the top of the screen, go back to the applicants screen, find your applicant, scroll over to Other Actions, and click on Recruiting Actions > Prepare Job Offer > Approvals tab.

Before you approve, select green plus, between hiring manager and multiple approvers, to add the approval chain below.

A pop up window will appear:

Select the magnifying glass and the name should be typed as Last Name,First Name with no spaces example Miner,Joe or if you use the User ID it must be in all caps. Click search and then select the name. You will return to the original page. Make sure approver is selected and click Insert. This will add them to the approval chain. You must repeat this process for each member in the chain. The multiple approvers is the HR recruiter group and must be at the end of the chain.

Once the offer is with Human Resources, they will be able to extend the offer to the candidate.
Approving

Your Approval is Required for a Job Offer

A job offer was created that requires your approval.

To review this job offer 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.

https://hrprd.umnmyt.edu/psp/hrprd/EMPLOYEE/HRMS_CV/HRPM_CV_HRPRM_CNT.EMPLOYEE.APP.RCMNT.GBL?
Action=UI&HRSPersonID=3930478&HRS_RCMNT_ID=9575038&HRS_OFF_ID=47291

Approvers will receive an email when the offer is ready for them to approve. They should review the information for accuracy and approve the offer if the information is acceptable. Once they approve, the next person in the chain will receive an email that the offer is ready for them to approve.

As the last approvers in the chain, Human Resources will complete a compensation review. Hiring managers will be contacted about the proposed offer if additional information is needed. Once the review is completed and finalized, Human Resources will extend the offer to the candidate.

Accepting

After an offer is extended and the candidate accepts, an offer letter will be sent to the candidate and the job offer will be approved in eRecruit. It is not until a signed offer letter has been received that the candidate will be dispositioned to Accept status.

Note: Human Resources will send a correspondence email to all remaining applicants notifying them that they have not been chosen, once the hiring process is complete.

Counteroffers

If a candidate counters a job offer, Human Resources will notify the hiring department via email. If the department chooses to accept or counter the counteroffer, it will go through another compensation review by Human Resources. After the review, Human Resources adds the original approval chain back into eRecruit and notifies all approvers of the revised offer.

Declined Offers/Repositing Positions

If a candidate chooses to decline an offer, Human Resources will approve the job offer, disposition the candidate to Reject status, and notify the hiring department via email. If the department has a second applicant they would like to extend an offer to, they may do so by following the original job offer process.

If the department chooses to repost the position, they will need to notify Human Resources for further instructions.
Appendix
Approval Chain

Non Academic Department Approval Chains

Job Opening
- Hiring Manager
- Department Head
- Fiscal Manager or Delegate
- Budget Office
- Vice Chancellor's Office
- Multiple Approvers (HR)

Job Offer
- Hiring Manager
- Department Head
- Fiscal Manager or Delegate
- Budget Office
- Vice Chancellor's Office
- Comp Review (Marcia Lane)*
- Multiple Approvers (HR)

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

Job Opening
- Hiring Manager
- Department Head/Center Director
- Fiscal Manager or Delegate
- Budget Office
- Provost/Office/Office
- Multiple Approvers (ER)

Job Offer
- Hiring Manager
- Department Head/Center Director
- Fiscal Manager or Delegate
- Budget Office
- Provost/Office/Office
- Comp Review (Marcia Lane)*
- Multiple Approvers (ER)

(For staff offers only)

*For any department that has concern about starting pay ranges, they may contact Human Resources prior to posting.

**Please note some divisions may require additional approvals that are not listed on these chains. This may be the case when multiple sources of funding are being used.

***Counteroffers must be submitted through offer approval chain.
Staff Job Posting Example

**Hiring Department**

Application Deadline

*12/1/2022 or Open Until Filled*

Full Time/Part Time

- Full Time, Benefit Eligible
- or
- Part Time, Temporary, Non-Benefit Eligible

Salary

[Type or paste text here]

**Note:** Job offers are generally made between the salary range minimum and the midpoint of the salary range. To view Missouri S&T’s current pay ranges per GGS visit [https://hr.mst.edu/total-rewards/compensation/](https://hr.mst.edu/total-rewards/compensation/) under Staff Job Descriptions, Grades, and Pay Ranges.

Job Description

[Type or paste text here]

Minimum Qualifications

This should only be the minimum listed on the job code details page. All other qualifications should be listed under Preferred Qualifications if applicable. [https://compsearch.umsystem.edu/search-all.php](https://compsearch.umsystem.edu/search-all.php)

If you do not see any minimums listed on the job code details page please reach out to the staff recruiter in the HR office.

Preferred Qualifications

These should be relevant and valid for the position.

Comments [This section should not be deleted]
The final candidate is required to provide copies of official transcript(s) for any college degree(s) listed in application materials submitted. Copies of transcript(s) should be provided prior to the start of employment. In addition, the final candidate may be required to verify other credentials listed in application materials.

Failure to provide official transcript(s) or other required verification may result in the withdrawal of the job offer.

All job offers are contingent upon successful completion of a criminal background check.

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America.

The University's nondiscrimination policy applies to any phase of its employment process, any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. Further, this policy applies to sexual violence or sexual harassment, both forms of sex discrimination, occurring within the educational program and instances occurring outside of the educational program if the conduct negatively affects the victim’s educational experience or the overall campus environment.

Any person having inquiries concerning the application of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact the Title IX Coordinator.

EEO IS THE LAW

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law English Version
- EEO is the Law Spanish Version
- EEO is the Law Chinese Version