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. If the offer has been approved by HR, you will need to click on comments to see the approval chain.

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. For Academic communications please contact Felena Budnik. For any Staff related communications please contact Kait Lynn Cupples or Cindy Heck. 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 our recruit team. For Academic communications please contact Felena Budnik. For any Staff related communications please contact Kait Lynn Cupples or Cindy Heck. Please email hrs@mst.edu or call the main office at 573-341-4241 if they are not available.
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.
- ALL Academic openings must have a completed and signed HFA.

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 PeopleSoft Access Request

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

Creating a Job Opening

In hrprd.umsystem.edu select the navigator in the top right corner then select Menu > 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.
Click on the Activity & Attachments tab as shown below, click on Add Attachment and attach the HFA for any academic hires.

Scroll down until you see the box below:

Click on Add Attachment and upload and save the HFA
Make sure to click “Save” as shown below from the bottom of each page.

Click on the details tab next.

The items in this box will auto-populate.

Ensure the Business Unit is ROLLA

Ensure the correct Department is listed.

If you have a start date, enter it here.

New or Replacement

*See below

Grant funded or Operation Funded
This is a new process that is being implemented to track where our hires are coming from and will aid us with other reporting.

<table>
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<tr>
<th>Job Pos</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD – Exception (Post Doc/Intern)</td>
<td>Academic Abridged hire - Post Doc/Intern/Resident hires</td>
</tr>
<tr>
<td>ACAD – Internal Search</td>
<td>Academic - Internal Search Only</td>
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<tr>
<td>ACAD - Partner Accommodation</td>
<td>Academic Abridged hire – Partner hire of new faculty</td>
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<tr>
<td>ACAD – Promotion</td>
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<td>ACAD – Hire of New Faculty</td>
<td>Academic Abridged hire - Faculty hire tied to another faculty hire</td>
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<td>ACAD – Emergency</td>
<td>Academic Abridged hire – Emergency hire</td>
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<tr>
<td>ACAD – Temporary</td>
<td>Academic Abridged hire – Temporary hire (non-renewable)</td>
</tr>
<tr>
<td>Direct Promotion</td>
<td>Promotion of an internal department employee</td>
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<tr>
<td>Exception/Waiver</td>
<td>Exception to the standard full search posting process</td>
</tr>
<tr>
<td>Internal Only</td>
<td>Posting for Internal applicants only</td>
</tr>
</tbody>
</table>
Job Posting

Box 1

Select “Hiring Department”
Select “Internal and External”

Enter Department Name

Box 2

Select “Job Description”
Select “Internal and External”

Enter the job description and duties in this box
Select "Qualifications"
Select "Internal and External"

Enter the Minimum and Preferred Qualifications in this box

Select "Application Materials"
Select "Internal and External"

Enter instructions for application materials
Box 5

Select Application Deadline
Select "Internal and External"

Applications will be accepted until this position is filled.

Insert Application Deadline here, or enter “Open Until Filled.”

Box 6

Click the magnifying glass and select Community Information for Rolla

This information will autofill once you select Rolla from
Next Steps:

- Save posting as draft, then click on “Submit for Approval”
- You will now enter the approvers into the approval chain
- Make sure you are listed as the hiring manager to allow you to be the first person in the chain
Once all parties have been added to the approval chain, click submit.
- The JOID will be routed to each person in the approval chain in the order they were put into the chain.
- Once the approval chain is back with HR, we will look at the posting and double check for accuracy.
- Once the position has been posted, HR will send an email to Admin.