

Staff eRecruit

PeopleSoft 9.2

Updated 3.26.2025

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Frequently Asked Questions

How can I check where a job opening is at in the approval chain?

Log in to hrprd.umssystem.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.umssystem.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.

What do I do if my department wants to post a salary range above the mid-point?

Email justification to the recruit team. They will then seek approval from the CHRO. That approval will then be attached to the JOID.

How can I check where a job offer is at in the approval chain?

Log in to hrprd.umssystem.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. Please email hrs@mst.edu or call the main office at 573-341-4241.

Who should I contact for staff eRecruit questions?

Inquiries should be directed to the Recruit Team at hrrecruit@mst.edu. If they are unavailable, please email hrs@mst.edu or call the main office at 573-341-4241.

Position Management

Department Identifies New or Vacant Position

- To request a new full-time staff position number, this requires going through the ePCQ process, prior to creating a job posting.
- To request a new temporary or part-time position number, visit <https://hr.mst.edu/position-management/parttime/>.
- To request to replace a departing employee reach out to the Recruit Team at hrrecruit@mst.edu
- Department will reach out to Recruit Team at hrrecruit@mst.edu to have a new job posting started.

Access to eRecruit

Missouri S&T

PeopleSoft HR/Payroll Security Access Request/Change Form

PURPOSE AND INSTRUCTIONS			
To request or make changes in security access of the Human Resource/ Payroll modules of PeopleSoft. This form must be typed or printed in ink. Users must be trained in PeopleSoft HR and/or Payroll prior to receiving access. Complete this form to add access for a new user who is responsible for HR/Payroll, delete access for an employee who is no longer responsible for HR/Payroll, or change access from one department to another when an employee transfers positions. When an employee transfers both departments are responsible for completing and signing this form			
User Name (Last, first, middle initial)		Employee ID	
Home Department HR DeptID	Campus/Business Unit	Home Department Name	
Reason For Request Prepare PAFs Input Payroll/Paid Time Off (Time & Labor) Other, Explain _____			
PeopleSoft HR/Payroll (Time and Labor) Roles Requested (HR use only) _____ _____			
DEPARTMENT ACCESS REQUESTED			
Department DeptID	Action Requested (check one)		Time Keeper Access (type Y if Yes)
	New	Addition Deletion	
	New	Addition Deletion	
	New	Addition Deletion	
	New	Addition Deletion	
	New	Addition Deletion	
	New	Addition Deletion	
USER ACKNOWLEDGEMENT			
I understand any access given me is for University purposes as part of my job responsibilities. I am responsible for exercising due care to protect this information from unauthorized disclosure by safeguarding my password(s) and ensuring the data I obtain is disseminated only through approved University channels. Unauthorized access and use/dissemination of data are serious offenses, which may be subject to discipline.			
User Signature (required)		Date	
ACCESS AUTHORIZATION			
Director or Department Chair Signature		Date	
Vice Provost/Vice Chancellor		Date	
HR USE ONLY			
Human Resources	Date Trained: HR and Payroll Modules		
	Date Trained: PAF Processing		

Send this completed and signed form to Human Resources

User will need to have appropriate access in hrprd.umsystem.edu to login.

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.

Approving a Job Posting

Approval is Requested for Job Opening (38510) DATA ANALYST II

 To

[Reply](#) [Reply All](#) [Forward](#) [...](#)

A Job Opening has been entered which requires your attention.

Job Opening ID: 38510
Posting Title: DATA ANALYST II

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.

https://hrprd.umsystem.edu/psc/hrprd/EMPLOYEE/HRMS/c/HRS_HRPM_CN.HRS_JOB_OPENING.GBL?Action=U&HRS_JOB_OPENING_ID=38510

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. In the Comments Text box should be 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.

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 in the morning. HR will only route candidates who meet the minimum qualifications. Hiring Managers and interested parties can see the routed applications.

Screening Applications

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.

Interest
★ ★ ★ ★ ✖
★ ★ ★ ☆ ✖
★ ☆ ☆ ☆ ✖

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

Candidates should be dispositioned throughout the hiring process. By the time an offer has been accepted all other applicants should be dispositioned. **NOTE:** If there are still applicants in route or review status the recruit team will NOT complete a hire and close the requisition.

MISSOURI S&T

AT A GLANCE: CANDIDATE DISPOSITIONING

DETERMINE STATUS OF APPLICANT

Once it has been determined that an applicant needs to be moved to a new step in the recruitment process, their dispositioning needs to be updated.

Interview

Report

Print

Other Actions

Create Interview Evaluation

Prepare Job Offer

Interview Applicant

Edit Disposition

Recruiting Actions

Applicant Actions

Other Actions

Other Actions

Other Actions

Other Actions

EDIT DISPOSITION

In PeopleSoft, navigate to the relevant JOID, then next to applicant's name, select *Other Actions > Recruiting Actions > Edit Disposition*

NEW DISPOSITION & STATUS REASON

From the list of dispositions, select the next applicable step in the process for the applicant/candidate.

For disposition reasons that are final steps in applicant process, a status reason is required. The reason must be applicable to the primary reason why applicant was not selected for offer.

UNSURE OF STATUS REASON?

- *R - codes used by human resources
- *HM - codes used by hiring department
- ZZZ - Do not use
- Anything "required" must be stated on the job description as a requirement
- Reach out to your HR Partner/Recruitment Consultant

Current Disposition: 950 Route

New Disposition: 110 Reject

Status Reason:

Date:

Save

- *Another Applicant was Hired
- *Application Incomplete
- *Application Late
- *Duplicate Application
- *Failed Pre Employment Tests
- *Hours/Availability
- *Ineligible for Role
- *Ineligible Current Employee
- *Job Opening Cancelled
- *Lacks Other Min Quals
- *Lacks Prof Credentials
- *Lacks Prof Education
- *Lacks Prof Experience
- *Lacks Required Credentials
- *Lacks Required Education
- *Lacks Required Experience
- *Legal - under min age

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AT A GLANCE: CANDIDATE CORRESPONDENCE

SEND CORRESPONDENCE

In PeopleSoft, navigate to the relevant JOID, then next to the applicant's name, select *Other Actions > Applicant Actions > Send Correspondence*

CHOOSE TEMPLATE

Select the magnifying glass next to *Template ID* to see a list of templates. S&T has customized templates already created - these can be found under Description as MS&T.

**To view the template prior to sending, you can *preview*.

Message Type and Method

Contact Method: Email

Template ID:

Template ID	Description
HRS_SEND_R_CNCLLD_JOB	MS&T Cancelled Job
HRS_SEND_R_GEN_EMAIL	MS&T General Email
HRS_SEND_R_INCOMPLETE_APP	MS&T Incomplete Application
HRS_SEND_R_NO_MIN_QUALS	MS&T Minimum Quals NOT met
HRS_SEND_R_NOT_BEING_CONSID	MS&T Not Being Considered
HRS_SEND_R_RJCTN_NOTICE	MS&T Rejection Notice

FAQS

- If you select multiple applicant recipients for a mass communication, they will only see their name
- Emails sent can be viewed under Applicant Notes
- Best practice for keeping someone interested is to reach out to them every 2-3 weeks with an update.

Add Applicant Note

Add Applicant to List

Change Applicant Status

Link Applicant to Job

Manage Applicant Checklists

Manage Applicant Contracts

Manage Applicant

Pre Employment Check

Send Correspondence

Recruiting Actions

Applicant Actions

Other Actions

Other Actions

Other Actions

Other Actions

Other Actions

Other Actions

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.

Interviews are conducted and interviewers select a final candidate.

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Reference Checks

Before an offer is made, reference checks must be completed.

Process:

1. Once you have selected a finalist(s) for your open position, send a request for reference checks to hrrecruit@mst.edu. You may use the following template for your request.

Subject: Reference Check Request for (Applicant Name) on Job ID 12345, (position name)

Please run a reference check on the above-mention finalist. Once we have the reference responses from recruiting, we will move forward with next steps.

Thank you,

2. The recruit team will collect professional references from the finalist(s) via an email link sent through SkillSurvey. For temporary and custodial positions, this process will be done manually by calling the candidate for references.
3. SkillSurvey will email the references a standardized set of questions for completion. For the manual process, the recruit team will reach out to the references manually.
4. Once a minimum of 3 responses are received, recruiting can share a report with you for consideration before extending an offer of employment.

If your department would like to do phone references themselves, or you feel that the candidate will be unable to provide 5 references via SkillSurvey, you can coordinate that effort with your recruiter.

Job Offers

Creation

Once you have selected the final candidate, reference checks have been completed, and you 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.

Interview	Reject	Print	Last Updated	
			06/08/2021 12:19PM	▼ Other Actions
			2021 12:00PM	▼ Other Actions
			05/27/2021 12:00PM	▼ Other Actions
			06/07/2021 10:00AM	▼ Other Actions
			06/17/2021 11:05AM	▼ Other Actions

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.

Job Offer Components [?]

*Component	*Offer Amount	Payment Mode	Currency	Frequency	
Base Salary ▼	50000	Cash	USD ▼	Monthly ▼	

Add Offer Component

► Recommended Salary Range [?]

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.

Job Approvals

The screenshot shows the 'Job Approvals' section for 'HiringManager_RecruiterGrp'. Under 'Job Opening: Pending', there is a 'Pending' status box with a clock icon and the text 'UM Hiring Manager-Job Opening'. To its right is a 'Not Routed' status box with a plus icon and the text 'Multiple Approvers Recruiter Group'. A red box highlights the green plus icon between the two boxes. Below the status boxes is a 'Comments Text' input field.

The screenshot shows a Mozilla Firefox browser window with the URL 'https://hrdev.umsystem.edu'. A pop-up window titled 'Insert additional approver or reviewer' is displayed. It contains a search bar for 'User ID', a search icon, and radio buttons for 'Approver' (selected) and 'Reviewer'. At the bottom are 'Insert' and 'Cancel' buttons.

A pop up window will appear:

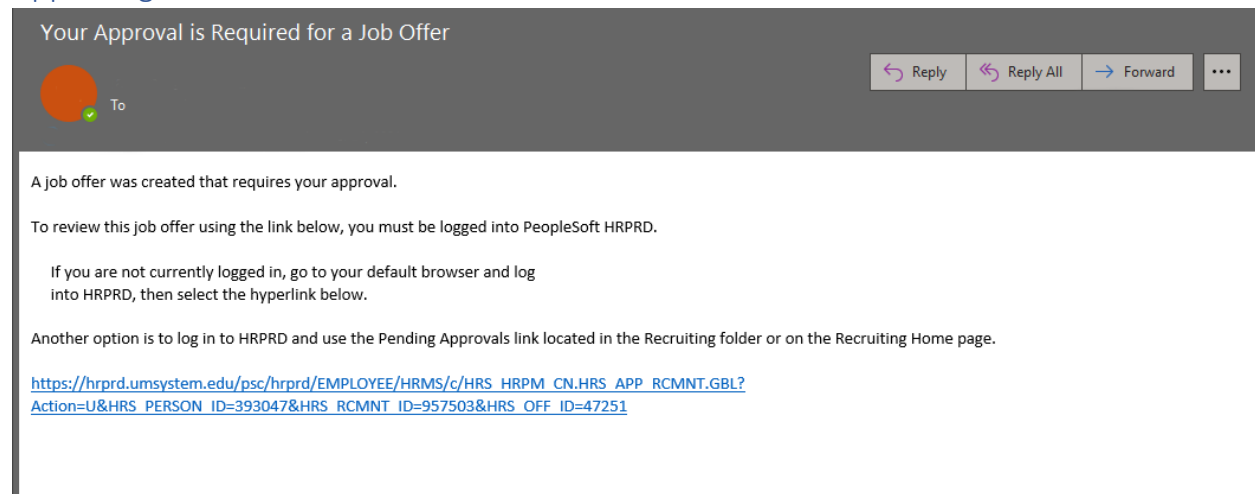
Select the magnifying glass and the name should be typed as Last Name,First Name with no spaces example Miner,Joe or if you use the User ID it must be in all caps. Click search and then select the name. You will return to the original page. Make sure approver is selected and click Insert. This will add 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.

Job Offer



Approving



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.

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



Job Offer



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

Job Opening



Job Offer



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.

Counter offers must be submitted through offer approval chain.