

**Staff eRecruit**

PeopleSoft 9.2

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Contents

- Frequently Asked Questions.....3
- Position Management.....4
  - Department Identifies New or Vacant Position .....4
  - Access to eRecruit.....4
- Approving a Job Posting.....5
  - Extending Posting Deadlines.....5
- Applicant Process .....6
  - Routing Applications .....6
  - Screening Applications.....6
  - Viewing Applications.....6
  - Dispositioning Candidates .....6
    - Invite to Interview/Interview .....6
- Job Offers.....7
  - Creation .....7
  - Approving.....9
  - Accepting.....9
  - Counteroffers .....9
  - Declined Offers/Repositing Positions .....9
- Appendix.....10
  - Approval Chain .....10

## Frequently Asked Questions

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

Log in to [hrprd.umssystem.edu](http://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](http://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.

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

Log in to [hrprd.umssystem.edu](http://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](mailto: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. If they are unavailable, please email [hrs@mst.edu](mailto: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.
- Department will reach out to Recruit Team to have a new job posting started.

### Access to eRecruit

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

#### 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


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](mailto: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](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

#### 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.

## 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.

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:

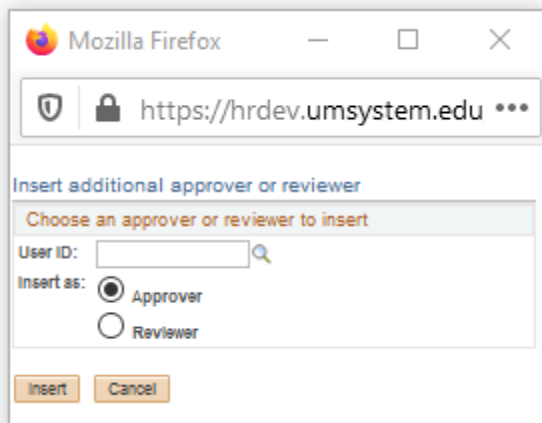
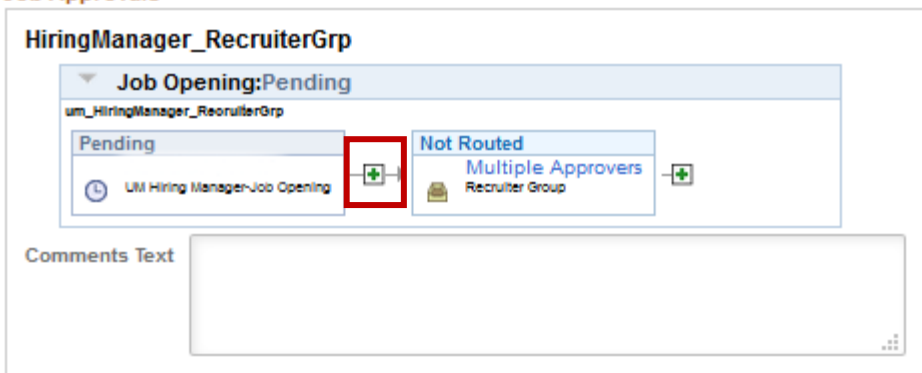
- Anticipated start date
- MoCode(s)
- FTE
- Salary and benefits amount
- Supervisor position number and name that the employee will report to
- Campus address and phone number

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



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.

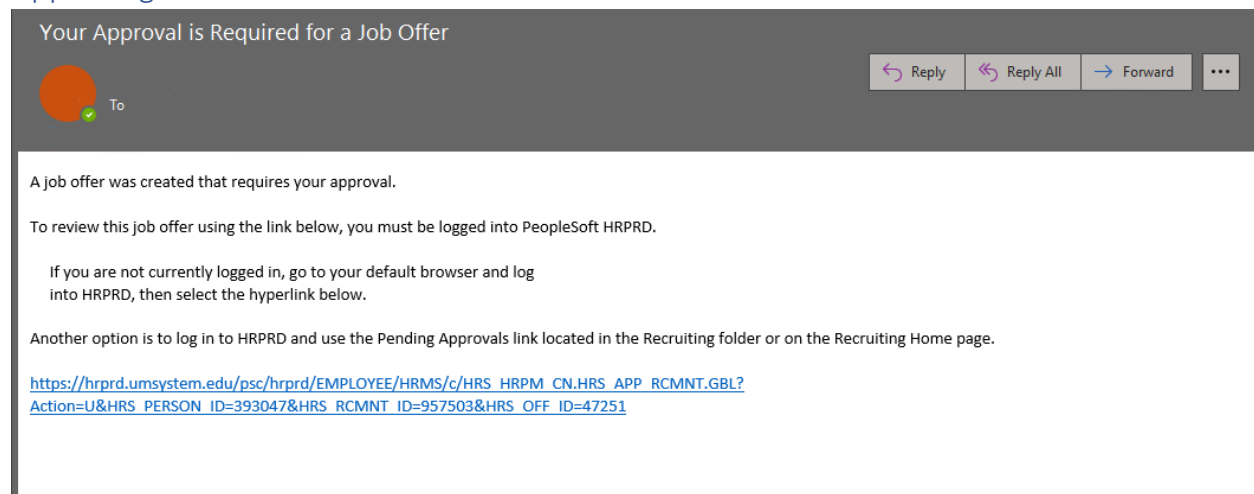
Once the offer is with Human Resources, they will be able to extend the offer to the candidate.

### Job Offer





## Approving



The screenshot shows an email interface. At the top, the subject line reads "Your Approval is Required for a Job Offer". Below the subject line, there is a red circular profile picture and the word "To". To the right of the recipient information, there are four buttons: "Reply", "Reply All", "Forward", and a three-dot menu icon. The main body of the email contains the following text:

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.umsystem.edu/psc/hrprd/EMPLOYEE/HRMS/c/HRS\\_HRPM\\_CN.HRS\\_APP\\_RCMNT.GBL?Action=U&HRS\\_PERSON\\_ID=393047&HRS\\_RCMNT\\_ID=957503&HRS\\_OFF\\_ID=47251](https://hrprd.umsystem.edu/psc/hrprd/EMPLOYEE/HRMS/c/HRS_HRPM_CN.HRS_APP_RCMNT.GBL?Action=U&HRS_PERSON_ID=393047&HRS_RCMNT_ID=957503&HRS_OFF_ID=47251)

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



#### 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.

