

Temporary/Part-time & PT-Instructional Hiring Process

**If you are hiring a student (non-Grad Assistant) please follow the [student recruitment process](#).

**If you are hiring a Graduate Research or Teaching Assistant or Medical Resident please follow [this process](#).

Creating a Job Opening:

1. Access the Recruiting Activities tile through your Manager Self-Service Screen in HRMS. If you do not have this tile, please contact Hannah Whalen for your access to be set up.
2. From the menu on the left side of the screen select 'Create Job Opening'.
3. The primary job opening screen will appear to the right, search for your position number.
4. Click 'Continue' once you've confirmed all information populated correctly.
5. The Job Information page will appear populated with data from the position selected on the Primary Job Opening Information page. You should not need to change any default information unless noted below. **If the default information is not correct, you will need to complete a [Position Request Change Form](#) before proceeding with your job opening.**

Complete the following fields on the Job Information page:

- a. **Openings to Fill:** Select 'Limited Number of Openings' or 'Unlimited Number of Openings'.
 - i. **Limited:** Enables the Target Openings and Available Openings fields to appear. The job opening will close when all openings are filled.
 - ii. **Unlimited:** Hides the Target Openings and Available Openings fields and the job opening stays open until it is manually closed.
- b. **Target Openings:** If applicable, enter the number of openings that will be filled for this position.
- c. **Available Openings:** Use the same number as Target Openings. As you hire applicants for this opening, this number will reduce.
- d. **Justification:** Enter the position funding information as well as the background check funding information.
- e. **Notes:** Please include any specific recruiting instructions here including if you would like your job posted longer than 3 business days.
- f. **Status Code:** Defaults to '005 Draft'. This will change to '010 Open' once approved.
- g. **Status Reason:** Select the appropriate reason.
- h. **Status Date:** Displays the effective date of the status.
- i. **Desired Start Date, Encumbrance Date, Projected Fill Date, Date Authorized, Referral ID Program & Recruitment Contact:** Leave blank.
- j. **Position:** will default position entered. ***This is where you may enter additional position numbers as needed.*
- k. **Employee Being Replaced:** Enter appropriate employee, if applicable.
- l. **Begin Date & End Date:** Leave Blank.
- m. **Travel Percentage:** Defaults to "Never or rarely". You can select another amount, if applicable.
- n. **From Step, To Grade, and To Step:** Leave Blank.
- o. **Salary Range From:** Enter the Salary Range from value *This is a required field.
- p. **Salary Range To:** Enter the Salary Range to value *This is a required field.

- i. The Salary Range From & To information is not translated anywhere else.
- q. **Pay Frequency:** Enter the Pay Frequency: **Annual, Hour, or Month.**

**Do not fill out the Qualifications & Screening Tabs; these are for HR Office use only.*

6. After completing the Job Information tab, click on the *Job Posting* tab.
7. Click on 'Add Job Posting' to begin
8. The Posting title will default from the position, this can be edited as needed
 - a. **Description Type:** select 'Position Information'
 - b. **Template:** select the Temp/Part Time Job Posting Template
 - c. **Visibility:** select 'Internal and External'
9. The job posting template will appear in the text box. Fill in the appropriate information to complete the template. You **MUST** include at least one minimum requirement that candidates can be screened on. Delete the Latin filler text as you complete the template. Leave the HR notices at the bottom of the template.

**Tip: Click on the Preview button to view how the posting will look on the job board.*
10. Once you are satisfied with the job posting, select 'OK'.
11. After completing the Job Posting tab, click on the *Hiring Team* tab.
12. Add Hannah Whalen and Tyler Clauson as the recruiters.
13. Add Hiring Manager(s). Hiring managers refer to search committee chairs and department admins who are responsible to creating job openings and processing candidates. If you utilize Shared Services for any part of the recruitment process, also add your SSC contact's name as a hiring manager.
 - a. **For SMHS Temp postings ONLY: add Britt Lindquist as a hiring manager.**
14. Add the full interview team as interviewers.
15. If all information is correct, click 'Save and Submit' to send it for approval.
16. The only required approver of requisitions is Hannah Whalen/Tyler Clauson. If you need additional approvers you can click into the 'Approvals' tab and add them by clicking the green + sign. Your job will post to the UND job board after the final approval.

NOTICE:

When your job posting is closed and your candidates are ready for review, your recruiter will screen the candidates and route those that meet minimum qualifications to you. When they have been routed, you will receive 2 emails. 1 with candidate names and instruction on how to view their application in Recruiting Solutions, the second email will come from the recruiter with your ISS form.

How to Schedule an Interview in Recruiting Solutions

****This is an optional process. You may also schedule your interviews outside of Recruiting Solutions.**

1. Access your Open Jobs tile on the Manager Self Service homepage
2. Click into the opening that you will be scheduling interviews on
3. Through the Details tab > Hiring Team, ensure all interviewers have been added, click 'Save.'
4. Click to the Applicants tab, select all applicants that will need an interview scheduled.
5. Click 'Group Actions' and then 'Schedule Interview'.
6. A window will pop up, click 'Next.'
 - a. Edit the interview series title as needed, change the location to the appropriate venue & when the session will become unavailable. Click 'Next'

- i. Ex: 2 days prior to start means that applicants will no longer be able to select an interview time, 2 days prior to the interviews taking place.
- b. Work from the bottom up on this screen, start by clicking 'Add New Session.'
 - i. Create all the sessions you want available to the interviewees. Each session is for 1 interview.
 - ii. In the Additional Instructions field, enter in where the candidate should go for their interview, they will receive this information in their interview confirmation email.
- c. Click 'Invite All' or 'Add to Unscheduled Applicants' if you had previously invited the candidates but are now creating more sessions to be available.
 - i. Add any specific message in here or where a candidate can contact you should their schedule not line up with the times given.

***When an applicant schedules an interview, the interviewers will receive a confirmation email.*

Interview Resources and Steps

Please refer to the [interview guide](#) on the Hiring & Onboarding page for assistance with selecting interview questions. After interviews are complete, fill out your ISS. Return your completed ISS form to Hannah Whalen for approval. Once your candidate is approved, verbally extend the job offer to your candidate, contingent upon successful completion of a criminal history background check if one is required.

Requesting a Background Check

****This process may not be required for your hire, if it is not, proceed to requesting an offer.**

1. Go to your job opening > Applicants
2. Go to: Other Actions > Applicant Actions > Sterling Background Check
3. A screen will appear, select your package type & ensure the Account ID is correct
 - a. Account ID: University of North Dakota New
 - b. Package Type: Standard Check W Locator Select
 - i. This background check cost is \$35 and will be charged to the fund that you listed in the justification field on the job information tab. ****Some states/counties have additional fees.**
4. Click 'Request New Inquiry'. This will create a request in Sterling & initiate an email to the candidate to provide information to Sterling.
5. To see the background check status, follow the same path you used to request it: Other Actions > Applicant Actions > Sterling Background Check.
6. Once the background check is complete, you will receive an email. Please check the screening result before moving forward. If it is a consider result, you will need HR guidance prior to moving to the offer.

Background Check Statuses & Definitions:

Screening Statuses

PreDraft - Email sent; Information from candidate is required

Draft - Client information gathered; Ready to begin processing

Pending - Processing; At least 1 report item within this package has a status of pending

Cancelled - The candidate did not submit their data by the expiration date

Complete - All report items are set to complete within the package

Screening Results

Pending - Processing; At least 1 report item within this package has a status of pending

Clear - Everything good, the screening passes.

Consider - Something found. The screening needs review.

Requesting an offer

1. Go to your Open Jobs tile and select the job you are hiring on
2. Go to the candidate that is being offered to. Click Other Actions > Recruiting Actions > Prepare Job Offer
3. The Prepare Job Offer screen will load
 - a. Confirm that the Position Number is correct, if there are multiple positions associated with this job posting you can click on the search icon here and select the correct position number.
 - b. Leave status as: 006 Pending Approval and leave reason blank
 - c. Enter a tentative start date, this can be changed later, if needed.
 - d. Change the Offer Expiration date as needed; ***this date should be prior to the candidates start date so they have enough time to complete their onboarding before their first day.***
 - e. Under Job Offer Component, select base salary & enter offer amount.
 - f. In the comments section note the date the background check was cleared; if no background check was needed or was already on file, please note that as well.
 - g. When all fields are complete, click 'Submit for Approval'
 - h. After clicking 'submit for approval' you will need to upload the signed offer letter/LOU, if one was required. Click 'edit offer' and attach the items by clicking on 'Add Applicant Attachment' and then click 'submit'.

****The offer will now be routed for appropriate approvals. If additional approvers are needed, you can click into the approvers tab and add them by clicking the green plus +. You will receive and email when the offer is approved.**

4. After the offer is approved, you will need to send it to the candidate to accept. To do this, access the offer page by going to your requisition, finding the candidate you offered to click Other Actions > Recruiting Actions > Prepare Job Offer
5. Select Notify Applicant & click 'Post'. You will receive a warning for not creating the offer letter through Recruiting Solutions, just click 'Okay' and then 'Submit'.

The candidate will receive an email prompting them to log into the Candidate Gateway to accept the offer & add their personal information (SSN & DOB).

When the candidate accepts the offer, their status will update to 'Accepted' and you will receive an email notification.

Prepare for Hire

1. After the candidate accepts the offer, click into Other Actions > Recruiting Actions > Prepare for Hire
2. A screen will pop up with some additional fields to be completed. For Type of Hire select 'Hire' and update the start date as needed (this will need to be the candidate's actual start date). Add the campus address in the comments along with any other notes and then click 'Submit Request to HR'.
3. This will update the candidate's status to 'Ready' and they will receive their onboarding immediately after HR approves.
4. Please work with your new hire to complete onboarding prior to their first day. They will need to visit HR to complete step 2 of the I-9 process on their first day, unless working for an E-verify site.

When the ND Hire is completed, the candidate's status will update to 'Hired' and the Job Opening will be closed, if there are multiple positions on one job opening, the number of openings will decrease by 1.

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