

Staff/Faculty Recruitment Guide

Creating a Job Opening:

1. Access the Recruiting Activities tile through your Manager Self-Service Screen in HRMS. If you do not have these tiles, send an email to hannah.whalen@und.edu so that your access can be requested.
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 Change Request 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'.
- b. **Target Openings:** 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 budget code/funding information.
- e. **Notes:** Please include any specific recruiting instructions here and list any additional websites or publications you will be posting your job to.
- 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:** For faculty positions, please enter desired start date.
- j. **Encumbrance Date, Projected Fill Date, Date Authorized, Referral ID Program & Recruitment Contact:** Leave blank.
- k. **Position:** will default position entered. ***This is where you may enter additional position numbers as needed by clicking 'Add Position'*
- l. **Employee Being Replaced:** Enter appropriate employee, if applicable.
- m. **Begin Date & End Date:** For faculty postings, please enter contract dates.
- n. **Work Period:** leave as weekly for staff; for faculty, change to 'contract', if applicable
- o. **Travel Percentage:** Defaults to "Never or rarely". You can select another amount, if applicable. This does not feed anywhere.
- p. **From Step, To Grade, and To Step:** Leave Blank.
- q. **Salary Range From:** Enter the Salary Range from value *This is a required field.
- r. **Salary Range To:** Enter the Salary Range to value *This is a required field.
- s. **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 and will be completed by your HR Manager/Recruiter*

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 appropriate UND job posting template
 - i. Staff: select UND01 Staff Position Information
 - ii. Faculty: select UND01 Faculty Position Information
 - iii. Temp/Part Time: select UND01 Temp/Parttime Position Information
 - 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, do not delete or edit the headers. Please ensure the qualification information is accurate, this is what HR will use to screen candidates.
**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, click 'OK.'
11. After completing the Job Posting tab, click on the *Hiring Team* tab.
 - a. In the Recruiter section please add your Divisional HR Manager and your Recruiter (Hannah Whalen or Chris Egeland).
 - i. Hannah Whalen supports VPAA, VPHA, & President's Division Staff Recruitments
 - ii. Chris Egeland supports VPMC, VPRED, VPSA & VPFO Staff Recruitments
 - b. Add Hiring Manager(s). Hiring managers refer to search committee chairs and department administrators 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.
 - c. Add all members of the interview team/search committee.
12. If all information is correct, click 'Save and Submit' to send it for approvals. Job requisitions will only require HR approval. If your requisition needs additional department approvals, you can click into the approval tab after submitting and add those approvers by clicking the green +.
13. The final step is attaching any required documents such as the position description, [request to recruit form](#) (required for all staff positions), etc.
 - a. To do this, you will need to click back to your Manager Self Service home screen > Recruiting Activities > Find Job Openings. Make sure the Status is set to 'Pending' and then click 'Search'. Select the job you just submitted. Under the 'Attachments and Activities' tab you can upload the required documents. Select 'Public' as your audience, this will allow all people associated with the position to view the documents. Candidates will not be able to view the documents. After uploading the documents, click 'Save'.

*When the posting is approved, an email will be sent to the search committee notifying them of the closing/review by date and will include a link to the required interview team training. This training can be completed ahead of time but must be completed annually, if participating in a search. The training can be found in Vector Solutions under additional training, titled "[UND Interview Team/Search Committee Training](#)"

STAFF POSTINGS:

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 application documents (resume & cover letter) and instruction on how to view their application in Recruiting Solutions, the second email will come from your recruiter with the ISS form and next steps.

FACULTY POSTINGS:

When your job posting is closed and your candidates are ready for review, your recruiter will route your candidates to you.

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.*

Staff Opening Interview/Reference Resources and Steps

Please refer to the [interview guide](#) for assistance with guidance and selection of interview questions.

After interviews are complete, fill out the ISS form and check references on your top candidate(s). Refer to the [reference guide](#) for assistance.

Upload all notes taking during the interview into the Activities & Attachments tab of the recruitment and return your completed ISS form to your divisional HR Manager 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.

Requesting a Background Check

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. There are 3 other packages that you may use if applicable to your position.
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 from Sterling. Please check the screening result before moving forward. If it is a **consider** result, you will need to wait to hear from HR prior to proceeding with the next steps.

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. Draw up your offer and prepare your position description.
 - a. [Staff Offer Letter](#)
 - b. [Staff Transfer Offer Letter](#)
 - c. [LOU \(Probationary TT\)](#)
 - d. [LOU \(Special Appointment\)](#)
2. Route the offer letter/LOU through DocuSign to have the supervisor and candidate sign.
3. For SMHS offers only: Go to your Open Jobs tile and select the job you are hiring on. Attach the Request to Appoint in the Activities and Attachments tab, located within the Job Opening. This step is outside of the offer screen.
4. Go to the candidate that is being offered to. Click Other Actions > Recruiting Actions > Prepare Job Offer
5. On the Prepare Job Offer Screen:
 - 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 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 will need to 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. Add additional components as needed.
- 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 and position description. 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. Approval Matrix is available below. If additional approvers are needed, you can click into the approvers tab and add them by clicking the green +. You will receive an email when the offer is approved.

6. 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
7. 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.

Preparing for Hire

1. After the candidate accepts their offer, click into Other Actions > Recruiting Actions > Prepare for Hire
2. A screen will pop up with some additional fields to be completed.
 - a. For Type of Hire select 'Hire'
 - b. Update the start date as needed (this will need to be the candidate's actual start date).
 - c. Add the campus address in the applicable fields.
 - d. Click 'Submit Request to HR'.
3. This will update the candidate's status to 'Ready' and send the request to HR for final approval. When HR has approved, the candidate will receive their onboarding paperwork.
4. Please send the signed copy of the new hire's offer letter to Heidi Gerszewski.
5. 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.

Last modified: 5/25/22 hw

Approvals Matrix

Dept			Regular Faculty and Staff
1000			Dept > HR Payroll
1120			EERC HR > Dean > Provost > HR Payroll
2000			Dept > VP > Provost > HR Payroll
2005			Dean/AVP > Provost > HR Payroll
2200			Dept > Dean/AVP > Provost > HR Payroll
2300			Dept > Dean/AVP > Provost > HR Payroll
2500			Dept > Dean/AVP > Provost > HR Payroll
2600			Dept > Dean/AVP > Provost > HR Payroll
2700			Dept > Dean/AVP > Provost > HR Payroll
2750			Dept > Dean/AVP > Provost > HR Payroll
2800			Dept > Dean/AVP > Provost > HR Payroll
2850			Dept > VP > Provost > HR Payroll
3000			Dept > Dean/AVP > HR Payroll
4000			Dept > VP > Provost > HR Payroll
5000			Dept > Dean/AVP > VP > HR Payroll
6000			Dept > VP > Provost > HR Payroll
8000			Dept > VP > HR Payroll

Dept			Temp Faculty and Staff
1000			Dept > HR Payroll
1120			EERC HR > Dean > Provost > HR Payroll
2000			Dept > VP > HR Payroll
2005			Dean/AVP > HR Payroll
2200			Dept > Dean/AVP > HR Payroll
2300			Dept > Dean/AVP > HR Payroll
2500			Dept > Dean/AVP > HR Payroll
2600			Dept > Dean/AVP > HR Payroll
2700			Dept > Dean/AVP > HR Payroll
2750			Dept > Dean/AVP > HR Payroll
2800			Dept > Dean/AVP > HR Payroll
2850			Dept > VP > HR Payroll
3000			Dept > Dean/AVP > HR Payroll
4000			Dept > VP > HR Payroll
5000			Dept > HR Payroll
6000			Dept > VP > HR Payroll
8000			Dept > VP > HR Payroll

Dept			Graduate Assistants
1000			Dept > HR Payroll
1120			EERC HR > HR Payroll
2000			Dept > HR Payroll
2005			Dean/AVP > HR Payroll
2200			Dept > Dean/AVP > HR Payroll
2300			Dept > Dean/AVP > HR Payroll
2500			Dept > Dean/AVP > HR Payroll
2600			Dept > Dean/AVP > HR Payroll
2700			Dept > Dean/AVP > HR Payroll
2750			Dept > Dean/AVP > HR Payroll
2800			Dept > Dean/AVP > HR Payroll
2850			Dept > HR Payroll
3000			Dept > HR Payroll
4000			Dept > HR Payroll
5000			Dept > HR Payroll
6000			Dept > HR Payroll
8000			Dept > VP > HR Payroll