NEW! COMMENTS SECTION:

Hiring Managers and Recruiters – To ensure accuracy and timeliness upon hire/approval, if applicable, the following information needs to be entered in the COMMENTS SECTION:

- Contract dates
- Work schedules
- Timeclock/KABA groups
- Tenure
- Over $13 per hour justification
- Additional information to ensure accuracy and timeliness

For PT, Student, Grads, & Temp hires: You will enter these comments in the PREPARE TO HIRE screen and the system will automatically pull them to the MSS Hire (queue).

For FT Benefitted Hires: You will enter these comments in the COMMENTS SECTION of the JOB OFFER DETAILS.
NEW! FUNDING UPDATES:

To confirm the funding for Grads, PTA and benefitted hires use the comments box on the OFFER DETAILS tab.

Enter any additional comments regarding:
  • Budget adjustments
  • Salary savings
  • Additional budgeting information

***Please note: Funding for hourly employees can be changed by using the OVERRIDE FUNCTIONALITY so no funding notation is needed on these offers.

WORKFLOW

Before approving an Opening or an Offer we would ask users to confirm the workflow on the APPROVAL tab. If approvers are missing they can be inserted.

***Please contact Human Resources if you need to insert approvers. HR will submit a remedy ticket to correct the workflow for future Openings/Offer.
How do I access the link to share with CareerLink or candidate?
- Click on the “LinkedIn” icon – near the Posting Destination

<table>
<thead>
<tr>
<th>Destination</th>
<th>Posting Type</th>
<th>Relative Open Date</th>
<th>Post Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet</td>
<td>Internal Posting</td>
<td>0 - On Approval Date</td>
<td>09/22/2020</td>
</tr>
<tr>
<td>Job Board</td>
<td>External Posting</td>
<td>0 - On Approval Date</td>
<td>09/22/2020</td>
</tr>
</tbody>
</table>

Why doesn’t my job posting link work/why am I getting an error message?
- You will need to open the link in a new browser – where you aren’t logged into PeopleSoft

Why is my posting not moving through the workflow?
- You need to make sure you have assigned a Recruiter and Hiring Team so that you can see it moving through the workflow

My Job isn’t showing up on the website?
- Be sure to add 2 Job Posting Destinations
  - Job Board – Internal Posting
  - Internet – External Posting

I can’t locate my job posting once I have created it
- Your position will be in a pending status until all approvals are received. To locate it, go to: Recruiting Activities tile; select “Find Job Openings.” Once there, change status in the middle of the page from ‘open’ to ‘pending.’ Then search. Your positions should populate

When should I ‘deny’ a workflow approval?
- You should only ‘deny’ a workflow approval if the position is canceled. If you need to update/change information (i.e. department number), you need to PUSHBACK the workflow to the previous approver to update.
  - Do not resubmit a denied posting as it will disrupt the approval process
Who should I select as Routing Recipients when requesting/routing Interviews?

• In the recipient drop down - Select your “Primary Recruiter” and any other individuals that will be part of the interview process. Do not select “Hiring Team”

**Tips/Reminders:**

**Student jobs**
• Always add the word “Student” before the Position Title
• Select ‘student’ rather than ‘regular’ position when creating your posting

When adding Interviewers or Hiring Managers after Posting has been saved:
• Be sure to click OK and then also SAVE to save

**FOR BENEFITTED POSITIONS ONLY**

To ensure proper processing, you need to add the recruiting team and select the PRIMARY RECRUITER

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**Assignments**

- **Recruiters**
  - Jill Sackenewe
  - Elizabeth Thompson
  - Angela Bachman
  - Lucinda Breyer
  - Sara Oestrich
  - John Woolsey

- **Recruiter ID**
  - Jill Sackenewe
  - Elizabeth Thompson
  - Angela Bachman
  - Lucinda Breyer
  - Sara Oestrich
  - John Woolsey

- **Primary**
  - Jill Sackenewe
  - Elizabeth Thompson
  - Angela Bachman
  - Lucinda Breyer
  - Sara Oestrich
  - John Woolsey

- **Add Recruiter**

- **Add Recruiter Team**

**Student & other non-benefitted positions**
• Whoever is the responsible party for creating and monitoring the search acts as the **recruiter**. Be sure to ALWAYS add your name – or the designee - as the recruiter within the posting. HR or HR Recruiting Team, does not act as a recruiter for these positions. Email ndsu.hr@ndsu.edu if you do not have the recruiter role and need it.

**Dual funded positions:**
• If you are posting a dual funded position, you may need to add additional approvers into the workflow

**Graduate Student positions:**
• If you are posting a graduate student position, you will need to add **GRAD SCHOOL** as an approver in the workflow process
WEBSITE ADDRESSES:

- For NDSU positions posted PRIOR to September 12th: https://jobs.ndsu.edu/
- For NDSU positions posted AFTER September 12th: https://www.ndsu.edu/employment/joblist

UPDATE: Prepare Job Offer

Use the Prepare Job Offer page to create and manage a job offer.

The steps for preparing a Job Offer include:
1. Create the initial Offer Details and "Save As a Draft"
2. Select "Edit Offer" THEN "Submit for Approval"
3. Once Approvals are complete, generate the Offer Letter (If applicable), and add Offer Attachments.
4. Post the Job Offer to the Applicant’s Candidate Gateway notifications.

Prepare the Job Offer as normal:

Then:

1. Save as Draft
2. Edit Offer
3. Submit for Approval

All of these steps can be completed on the Prepare Job Offer Page.
MULTIPLE POSITION NUMBERS:

If I have multiple position numbers assigned to one job posting, how do I assign the correct position # to the candidate I plan to hire?

- Go back to your position/posting – details – and check “Primary Position” next to the position number before initiating the “Prepare Job Offer”