NDSU HUMAN RESOURCES **RECRUITING SOLUTIONS (HCM) - HIRE GUIDE**

Hiring Process – Full time Benefitted Positions

Positions are posted in Recruiting Solutions.
Log in to HCM. Access the "**Recruiting Activities**" tile through your Manager Self-Service Screen

Create Job Opening

- A Position # is needed prior to posting a position. Please do not select a random number to open your position. Contact HR or Equity office if a new # is needed.
- From the menu on the left side of the screen select "**Create"** > **"Create Job Opening"**
- Select **Standard Requisition**
- The primary job opening screen will appear to the right, **search for your position number**.
- Click 'Continue' once you've confirmed all information populated correctly.
- 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 reach out to HR to have updated it in position data.

Click – "Job Information" Tab

Opening Information:

- **Openings to Fill:** Select 'Limited Number of Openings' or 'Unlimited Number of Openings'.
  - **Select Limited Number of Openings:** Enables the Target Openings and Available Openings fields to appear. The job opening will close when all openings are filled.
- **Target Openings**: Enter the number of openings that will be filled for this position.
- **Available Openings:** Use the same number as Target Openings. As you hire applicants for this opening, this number will reduce.
- **Justification:** The rationale for this position's necessity. Include justification of why the duties/responsibilities are not able to be re-assigned to current employees.

Funding:

- Include all funding information – Code, Dept, Account, Grant etc.
- Please include any specific recruiting instructions here. **This is also where you should note if it is a contract position**.
- **Status Code:** Defaults to '005 Draft'. This will change to '010 Open' once approved.
- **Status Reason:** Select the appropriate reason.
- **Status Date:** Displays the effective date of the status.
- **Desired Start Date, Encumbrance Date, Projected Fill Date, Date Authorized, Referral ID Program & Recruitment Contact: Leave blank.**

Locations/Recruiting Locations: (will autofill)
Postions: Defaults to position entered. ***This is where you may enter additional* ***positions/position #'s*.**
Employee Being Replaced: Enter appropriate employee name, if applicable.
Additional Job Specifications:

- **Begin Date & End Date**: **Leave Blank.**
- **Travel Percentage**: Defaults to "Never or rarely". You can select another amount, if applicable.
- **From Step, To Grade, and To Step: Leave Blank.**
- **Salary Range From:** Enter the Salary Range ***This is a required field for budget review**
- **Salary Range To:** Enter the Salary Range ***This is a required field for budget review**
- **Pay Frequency:** Enter the Pay Frequency: "Annual", "Bi-weekly", "Hour", "Month", or "Year".

Click - Save as Draft

<u>Click "Hiring Team" Tab</u>

- Select **"Add Recruiter Team "**and choose **'NDSU HR Team'**
- Select a "Primary recruiter"
- Add "Hiring Manager". Hiring managers refer to Search Committee chairs and department admin responsible to create Job Openings and processing.
- If Interviewers have been identified, you can add them here or can be added later

<u>Qualifications or Screening Tabs</u> – **Do not use**

<u>Click – "Job Posting" Tab</u>

- Click on 'Add Job Posting' to begin
- The Posting title will default from the position, this can be edited as needed
  - **Description Type:** Select "Position Information"
  - **Template:** Select "NDSU FT Staff Position Template"
  - **Visibility:** Select "Internal & External" (use "Internal Only" if posted to NDSU only)
- The job posting template will appear in the text box. Copy in the appropriate information to complete the template. 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 for the applicant on Candidate Gateway.*

Job Posting Destinations:

  - Destination: Select "Internet"
  - Posting Type: Select "External Posting"
  - Relative Open Date: Select "0-On Approval Date"

Click "Add Posting Destination"

  - Destination: Select "Job Board"
  - Posting Type: Select "Internal Posting"
  - Relative Open Date: Select "0-On Approval Date"

- **FB & Linkedin Tabs** – can be used to share the Job Posting after the position is approved and posted
- Click 'OK' to return Tabs Page
- Click "Save as Draft"
- If all information is correct, click '**Save and Submit'** to send it for approvals.
- The final step is attaching any required documents such as the **Position Description & Org Chart** etc. Now that you have clicked 'Save and Submit' you will need to click back to your Manager Self Service home screen and into your Job Openings and select the job opening that you just created

<u>Click 'Attachments and Activities' Tab</u>

- Click "Add Attachment"
- Upload Position Description – Audience: Select "Public"
- Click "Add Attachment"
- Upload Org Chart – Audience: Select "Public"
- Candidates will not be able to view the documents.
- Click: SAVE
- ****** Please refer to the Workflow Guide - to ensure the approval workflows are set correctly.
- To view Approvals – Click: "Details" Tab
- Click: "Approvals" Sub Tab
- If they are incorrect, notify HR.

Prepare Job Offer

1. Go to the Job Posting Tile in Recruiting Solutions
2. Find candidate that position being offered to
   - Click on Other Actions > Recruiting Actions > **Prepare Job Offer**
3. The "Prepare Job Offer" screen will load
   - 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 another position number.*
   - Enter a tentative start date, this can be changed later if needed
   - Change the Offer Expiration Date to the day prior of the scheduled start date
   - <u>Do not</u> check Notify Applicant

   Job Offer Components:
   - Component > Select base salary
   - Offer Amount > Enter offer amount
   - Frequency > Select appropriate pay description

   Comments: Enter the following information:
   FUNDING UPDATES:
   - Budget adjustments
   - Salary savings
   - Additional budgeting information
   - Contract dates
   - Work schedules
   - Timeclock/KABA groups
   - Tenure
4. After all fields are complete, Click: "**Submit**"
5. Offer will be routed through the approval workflow process
6. ** Please refer to the Workflow Guide - to ensure the approval workflows are set correctly. If they are incorrect, notify HR.
7. HR Recruiter will receive email notification when the offer has been approved.

Human Resources will "Post" the Online Job Offer with the official letter to the applicant.
- Once applicant 'accepts' the offer, recruiter will be notified.
- When the candidate accepts the offer, their status will update to 'Accepted'

Prepare the Hire – Completed by Human Resources Recruiter or Equity

- Based on the type of search conducted, either HR or the Equity Office will submit the background check - this must be completed and be **CLEAR** before starting the **"HIRE**
- You will receive an email notification that the applicant has been hired for the job opening once the online hiring process is complete.
- The Applicants Status will be changed to "**HIRED**"
- When the ND Hire is completed, the candidate's status will update to 'Hired' and the Job Opening will close, if there are multiple positions on one job opening, the number of openings will decrease by 1.
- **Candidate will need to the complete the I-9 form on their first day.** Remind them to bring their proper identification forms for verification of the I-9 form to the HR office. If hire is not located at Fargo, arrangements will need to be made to have someone complete the section 2.