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

Hiring Process – Temps, & Part time Positions

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

Job Posting Steps:

- 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"**
- Job Opening Type: Select > **Standard Requisition**
- Enter the **Position Number –** other information will auto fill.
- 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 it updated it in position data.

Click – "Job Information" Tab

Opening Information:

- **Openings to Fill:** 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. If unknown – select 999
- **Available Openings:** Use same number as Target Openings. As you hire applicants for 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.
- **Status Code:** Defaults to '005 Draft'. This will change to '010 Open' once approved.
- **Status Reason:** Select the appropriate reason.
- **Status Date:** will pre-fill to current date
- **Desired Start Date, Encumbrance Date, Projected Fill Date, Date Authorized, Referral ID, 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.

Click - Save as Draft

Prompt will appear to "add a Recruiter Team" – click OK

Click "Hiring Team" Tab

- Select **"Add Recruiter Team "**and choose **'NDSU HR Team' – Click OK**
- Select **"Add Recruiter" -** Select your name as the Recruiter and check the box as primary
- **Hiring Manager**: Enter your name and check the box to show as primary
- **Interviewer**: Optional – Add anyone that is on the Interview Team

Click - Save as Draft

Qualifications or Screening Tabs – **Do not use**

Click – "Job Posting" Tab

- Click on 'Add Job Posting' to begin
- **Posting Title**: *Add the verbiage **NDSU Temp** before the Job Title.*
    - **Description Type:** Select "Position Information"
    - **Template:** Select the appropriate templates:
        - "NDSU Temp/Part Time 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. **Tip: Click on the Preview button to view how the posting will look for the applicant on Candidate Gateway.*

  Job Posting Destinations:
    - Destination: Select "Job Board"
    - Posting Type: Select "Internal Posting"
    - Relative Open Date: Select "0-On Approval Date"
    - Remove Date: Enter closing date (minimum of 3 business days) for applications or leave blank if unknown or open until filled

  To Post both 'Internal' AND 'External' Click "**Add Posting Destination**"
    - Destination: Select "Internet"
    - Posting Type: Select "External Posting"
    - Relative Open Date: Select "0-On Approval Date"
    - Remove Date: Enter closing date (minimum of 3 business days) for applications or leave blank if unknown or open until filled
- **FB & LinkedIn Tabs** – can be used to share the Job Posting after the position is approved and posted
- **Click LinkedIn tile –** copy and paste the URL to your Job Posting in Handshake
- Click 'OK' to return Tabs Page
- Click "Save as Draft"
- If all information is correct, click '**Save and Submit'** for approvals.
- If there are others in the department that would like to review the posting before it is posted, they can be added as approvers in the approvals tab.
- The Recruiter will receive an email to approve the posting – Click Approve & Submit, the posting will be posted & open.
- You will need to watch your opening(s) to see when candidates apply.

To Find Job Postings in Recruiting Solutions

Recruiting Activities > Find Job Openings > Select Status – leave blank or select option (Open, Draft, Pending, Closed etc.)

Review Applications

1. Log into PeopleSoft HCM
    a. Navigate to > "Recruiting Activities" >, "Find Job Openings" > "Status – select Open" > "Search"
2. Select the job opening you wish to review
3. Select the application icon to view materials
4. Select binoculars icon to see if they are eligible for work study

HIRE PROCESS STEPS

There are 3 primary steps to hire the candidate:

#1. Prepare Job Offer
#2. Post Online Job Offer – an online offer to the candidate
#3. Prepare Hire – submits the hire to payroll

Background Checks: Based on type of position, contact the HR office (ndsu.hr@ndsu.edu) to assist in initiating a background check (when applicable). The background check must be completed and be **CLEAR** before you can start the hire. NDSU Policy – Section 112 112.pdf (ndsu.edu). Criminal History Records Check & Sex Offender Registry are required for all positions, including volunteers who:

1. Have access to confidential or proprietary information
2. Have master keys
3. Have access to cash, credit, debit or other financial transactions
4. Are residence hall and/or apartment managers, directors or assistant
5. Are child care employees and other employees who have unsupervised contact with minor children
6. Responsible/access to controlled substances, other drugs, explosives or potentially dangerous chemicals & other substances
7. Are instructional faculty and staff, including graduate teaching assistants;
8. Are counselors and coaches

#1 - Prepare Job Offer

1. Log into PeopleSoft HCM - Navigate to "Recruiting Activities"
2. Select Find Job Opening – Search
3. Select Job Opening
   - Find candidate that position being offered to
   - Click on Other Actions > Recruiting Actions > **Prepare Job Offer**
4. The "Prepare Job Offer" screen will load
   - 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
   - Do not check Notify Applicant

   Job Offer Components:
   - Component > Select base salary
   - Offer Amount > Enter hourly rate
   - Frequency > Enter hourly

   Comments:
   Enter the following information - **FUNDING UPDATES**:
   - Budget adjustments
   - Salary savings
   - Additional budgeting information
   - Timeclock/KABA groups

2. After all fields are complete, click: "**Submit For Approval"**
3. Offer will be routed through the approval workflow process
4. ****** Please refer to the Workflow Guide - to ensure the approval workflows are set correctly. If they are incorrect, notify HR.
5. The assigned Recruiter will receive email notification to approve the offer.
6. The assigned Recruiter can approve

#2 - Post Online Job Offer

After the Prepare Job Offer has been approved, the recruiter will receive an email notification, and can **"Post the Online Job Offer"** to the candidate.

1. Select the Job Opening
2. Check the box next to the applicant's name
3. Scroll to the right of the applicant's name - Click on **"Other Actions"** > "**Recruiting Actions" >** "**Prepare Job Offer**"
4. Recruiter will **'Post' the offer** to the applicant.
   - Select "**Notify Applicant**" check box
   - Attach any documents or letters (not required) and Click: "**Post"**

5. Candidate will receive an email prompting them to log into the Candidate Gateway to accept the offer – they will review offer, enter SSN and DOB and Accept & Submit.
6. Candidate Status/Disposition will update to "**Accepted"**
7. You may check to see if they have accepted also by clicking on the candidate's name and **"Notes"** tab.
8. Once applicant 'accepts' the offer, recruiter will receive an email

#3 - Prepare For Hire

1. After the candidate accepts Online Job Offer – Department will **"Prepare For Hire"**
2. Select the Job Opening > Click on **"Other Actions"** > "**Recruiting Actions" >** Select **"Prepare For Hire"**
3. **Type of Hire**: Select Hire or Transfer
4. **Start Date:** Enter start date
5. If applicable - check box if "Work Study" or "Time Clock Employee"
6. Labor Agreement – if applicable
7. **Campus Address & Campus Phone:** Enter work address, building name, room number and phone number
8. **Hire Comments:** Include the following for payroll and any other comments, ie:
    - Standard number of works hours
    - Contract dates
    - Work schedules
    - Timeclock/KABA groups
    - Tenure
    - **Over $13 per hour justification – Send a separate email justification to HR Director**
    - Additional information to ensure accuracy and timeliness
9. A Request to Hire must be submitted **prior to the first day of work** and should be submitted **at least** 3-5 business days prior to the first day of work.
10. Click **"Submit Request to HR".** Click **OK**
11. This will update the candidate's status/disposition to **"Ready"**
12. Payroll Services will review the hire and initiate the I-9 email.
13. **Only after the new hire has followed the instructions in the email and completed section 1 of the I-9 online, should they report to HR (or Assigned Person if not located in Fargo) to complete section 2 of the I-9.**
14. **The new hire should bring ORIGINAL identification documents to HR (or Assigned Person if not located in Fargo) to complete Section 2 of the I-9 by the first day of work.**
15. After the I-9 is complete (both section 1 and 2), Payroll Services approves Request to Hire.
16. The Applicant's status/disposition will change to **"Hired"** and the department recruiter/hiring manager will get an automatic email notifying them of the updated disposition**. That is the department's notification that Payroll has approved the hire and the new employee may start onboarding.**
17. The Applicant is now in Job Data
18. Applicant receives email with onboarding instructions

As you hire applicants for an opening, the number of openings listed when you posted will reduce. Once all available openings are filled, the opening will automatically close.

Do not manually close your posting in Recruiting Solutions, until the hire process is complete. If you need to manually close a position (i.e. you advertised 999 positions and only needed to hire 20) complete the following steps only after the applicants have fully completed the hiring process.

1. Log into PeopleSoft HCM
2. Select, "Recruiting"
3. Select, "Find Job Openings"
4. Click, "Search"
5. Check the box next to the position you wish to close
6. Scroll to the bottom of the page and click on, "Group Actions"
7. Select, "Close"

Examples of Auto-generated Emails to Candidates

1st email – Online Job Offer

The email address sender is either the **Recruiter/or Hiring Manager@ndsu.edu that created the Job Offer.*

Dear Aaron Rodgers,

Congratulations! We are delighted to extend to you an offer of employment for the position.

Job Opening ID: 2924590 Baker

The details of your job offer can be viewed by selecting the link. This job offer will expire on 2021-05-19.
If you applied as an Internal Employee: Please log-in to your HCM Account and Navigate to the Careers Tile on your Self Service Homepage.

DIRECTIONS:
1. Select the below link to access our careers site.
2. Sign In to access your account using your User Name and Password.
3. View your notifications.
4. In the notifications list select the 'Job Offer' link.
5. Review the offer details and follow the instructions to accept or reject the job offer.

https://dev.hcm.ndus.edu/psc/rsdev/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?FOCUS=Applicant&FOCUS=Applicant

2nd email - After new hire has been approved/hired into Job Data by Payroll

The email address of sender is from **ndsu.hr@ndsu.edu address*

Dear Michael
Employee ID (EmplID) 8008545

Congratulations on your employment at NDSU! To finalize your appointment it is necessary for you to complete the following steps.

Step1:
Claim User Account
It is essential to claim your North Dakota University System (NDUS) user account to be able to complete your hiring process. If you are logging in for the first time please visit the Login Information website, and follow the instructions given to create the account. If you already have an NDUS user account, the same website includes links to obtain your user ID and change your password if needed.
(After the hire hits submit here – they receive another email to do section 1 of the I-9 form.)

Step2:
Onboarding
Once you have completed claiming your user account, you will have access to login and complete your New Employee Onboarding activities. Please complete all the on-boarding activities by logging into New Employee On-boarding with your User ID and Password.

If you are a rehire, please review all items in the Activity Guide to update any old information

Step 3:
You can find a step-by-step manual to guide you through the on-boarding activities here:
https://www.ndsu.edu/fileadmin/hr/Online_Onboarding/MSS-Onboarding_Manual-Employee_Manual.pdf .
For other required forms and information related to your NDSU employment, please follow this link:
https://www.ndsu.edu/hr/new_employee_information/getting_started/

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