# QUICK STEP GUIDE

Updated 12/17/2020

# Hiring Process – Full time Benefitted Positions

**Create Job Opening:**

***A Position # is needed prior to posting a position.** Contact HR or Equity office if a **new #** is needed**. Please do not select a random number to open your position.**

1. Access the Recruiting Activities tile through your Manager Self-Service Screen in HRMS.
2. From the menu on the left side of the screen select '**Create Job Opening'.** Use **Standard Requisition**
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 reach out to payroll to have it updated it in position data. Incorrect defaulted information needs to be updated in position data ONLY. Updated information in a job posting will not feedback to position data.

   **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**: Enter the number of openings that will be filled for this position.
   c. **Available Openings:** Generally, use the same number as Target Openings. As you hire applicants for this opening, this number will reduce.
   d. **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.
   e. **Funding:** Include all funding information – Code, Dept, Account, Grant etc.
      i. Please include any specific recruiting instructions here. **This is also where you should note if it is a contract position**.
   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* ***positions/position #'s.***
   k. **Employee Being Replaced:** Enter appropriate employee name, 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.
   q. **Pay Frequency:** Enter the Pay Frequency: "Annual", "Bi-weekly", "Hour", "Month", or "Year".
   r. **Save as Draft**
   s. ***** Will not*** *use the* ***Qualifications or Screening Tabs***
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:** NDSU will **use 3 Description Types (templates available)** to complete the posting:
    i. Select "**Position Information"**
    ii. **"About Us" &**
    iii. **"Additional Information"**
b. **For each of these description types,** select the **NDSU1 template** type for Staff and Faculty positions
c. **Visibility:** select 'Internal and External'

9. 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.*
10. Job Posting Destinations – Select:
    a. Internet – External Posting
    b. Job Board – Internal Posting
11. Ignore the FB & Linkedin Tabs – HR will share the postings. Unless you need to share the Job Posting with a candidate – you are able get the link by clicking on the "LinkedIn" tab to copy it.
12. Once you are satisfied with the job posting, select 'OK' to add it
13. After completing the Job Posting tab, click on the ***Hiring Team*** tab.
14. Select Add Recruiter Team and chose **'NDSU HR Team'**
    a. Select your primary recruiter
15. Add Hiring Manager. Hiring managers refer to Search Committee chairs and department administrators who are responsible to creating Job Openings and processing.
16. If Interviewers have been identified, you can add them here. They can be added later as well.
17. If all information is correct, click '**Save and Submit'** to send it for approvals.
18. 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 requested.
    a. 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'.
19. ****** Please refer to the Workflow Guide - to ensure the approval workflows are set correctly. If they are incorrect, notify HR.

## How to Request (Route) Interviews

1. Change 'Routing Status' to **020 Invite for Interview**
2. Confirm/Add your Routing Recipients (HR or Equity Office & Search Team)
3. Set a Response Due Date, if applicable
4. You may add comments as needed
5. Select 'Consolidate all applicants in one email'
6. Select 'Include Attachments', Resume & Cover Letter will automatically be selected, you may select additional attachments as needed. Click 'OK'
7. Select 'Submit'

## Prepare Job Offer

1. Go to the job requisition in Recruiting Solutions
2. Go to the candidate that is 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.*
    - Leave status as: 010 Extended & leave reason blank
    - Enter a tentative start date, this can be changed later if needed
        - Change the Offer Expiration date as needed - **Default is 5 days - you may extend for longer**
        - If it expires prior to applicant accepting, you will need to edit offer and adjust the start date, edit the offer expiration date, and resubmit
        - The offer expiration date cannot be later than the start date; can be the same date
    - Do not check Notify Applicant
    - Under Job Offer Component, select base salary & enter offer amount.
    - **Under the COMMENTS SECTION of JOB OFFER DETAILS** you will 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 'Save as Draft'**
5. Select "**Edit Offer**" THEN "**Submit for Approval**"
6. Offer will be routed through the approval workflow process
7. ****** Please refer to the Workflow Guide - to ensure the approval workflows are set correctly. If they are incorrect, notify HR.
8. Recruiter will receive email notification when the offer has been approved.

**Recruiter will then "Post" the offer 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

1. 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"**
2. You will receive an email notification that the applicant has been hired for the job opening once the online hiring process is complete.
3. The Applicants Status will be changed to "**HIRED**"
4. Send candidate to the HR and Payroll office on their first day to complete the I-9 form on their first day. Remind them to bring their proper identification forms for verification of the I-9 form.
5. 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.