Hiring Process – Students, Grads, Temps, & Part time Positions

Create a Job Opening - Post the Position
Click on the RECRUITING ACTIVITIES TILE.

1. Enter Position Number
   a. Enter the position number
   b. Click on the look-up icon to select
   c. All other field will automatically populate
2. Click on, “Continue”
3. Click the drop-down under, “Openings to Fill”
   a. Select, “Limited Number of Openings”
   b. If number is known, enter number of openings
   c. If number is unknown, enter, “999”
4. Enter Fund and Department information
   a. Select (+) if multiple funding sources to add additional funding
   b. Click on the drop-down under, “Status Reason” and select, “Temporary Assignment”
5. Desired Start Date: enter date if known or leave blank if unknown
6. Click on, “add location” if posting for multiple position numbers in multiple locations
7. Positions: Click on, “add position” only if there are multiple position numbers open
8. Always select, “Save as Draft” at the bottom of the page
9. Click on the, “Job Posting” tab
10. Select, “Add Job Posting”
11. Update Title (Add the verbiage Student before the Job Title)
12. Click on the drop-down under the header, “Description Type” and select, “Position Information”
13. Click on the drop-down under the header, “Visibility” and select, “Internal & External Only”
14. Click on the drop-down under the header, “Template” and select the “NDSU1 Student Positions”
   a. Update template to reflect your job opening
   b. Include verbiage, “Must be a NDSU student to be considered for employment”
   c. Include brief description, hours/week, etc.
   d. You may also want to include “If interested, click on the Apply for Job Button, Resume and Cover Letter not required but encouraged.”
15. Click the drop-down under the Job Posting Destinations and select the following
   a. Destination: INTERNET   Posting Type: EXTERNAL POSTING
   b. Destination: JOB BOARD - Posting Type: INTERNAL POSTING
   c. Relative Open Date: 0-On approval date
   d. Remove Date and Posting Duration:
      i. Enter the day after closing date to stop taking applications
      ii. Leave this section blank if unknown or for open until filled
      iii. If a date is entered, it will continue to be open until manually closed
16. Click, “Preview” to review your data, return, and make any necessary changes
17. Click, “OK”
18. Click, “Save as Draft”
19. Click on, “Hiring Team” tab
   a. Select “NDSU HR Team”
   b. Select, “Add Recruiter”
   c. Select your name as the Recruiter and check the box as primary, select the names of the others in your department that will be part of the Recruiter Team
20. Hiring Manager: Enter your name and check the box to show as primary
21. Interviewer: Add anyone you want to receive routed applications
22. Select, “Save and Submit”
23. 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.
24. The Recruiter will receive an email to approve the posting – Click Approve and Submit and the posting will be posted and open.
25. Your position will post at Candidate Gateway – Careers Tile in Peoplesoft
26. To share the Job link with a candidate – Click on the “LinkedIn” Tile in the Job Posting Details. You will be able to copy the link to share. Or, you may to go “Careers” in Peoplesoft and find your posting and copy/paste the link. (It does take the system 15 minutes to refresh new postings).
27. You will need to watch your opening(s) to see when candidates apply. Click on your Job Openings tile. You can personalize your tile by clicking on the ‘personalize filter’s option. Click on the right arrow next to the opening to view the details.

**To Find Job Postings**

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

**Review Applications**

1. Log into [PeopleSoft HCM](#)
2. Navigate to Find Job Openings
   a. Select, “Recruiting Activities”
   b. Select, “Find Job Openings”
   c. Select, “Status”
   d. Click, “Search”
3. Select the job opening you wish to review
4. Select the application icon to view materials
5. Select binoculars icon to see if they are eligible for work study

**HIRE PROCESS STEPS**

**Prepare Job Offer**

After department determines candidate for hire, the “Prepare Job Offer” can be completed for the Workflow Approvals

Please review Workflow Approvals document if uncertain who needs to approve

1. Based on type of position, contact the HR office ([ndsu.hr@ndsu.edu](mailto:ndsu.hr@ndsu.edu)) to assist in initiating a background check (when applicable)
2. The background check must be completed and be CLEAR before you can start the hire.
3. Log into [PeopleSoft HCM](#) - Navigate to “Find Job Openings”
   a. Select, “Recruiting”
   b. Select, “Find Job Openings”
   c. Click, “Search”
2. Select the Job Opening
   a. Check the box next to the applicant’s name
   b. Scroll to the right of the applicant’s name
   c. Click on “Other Actions” drop-down
   d. Click on “Recruiting Actions”
   e. Click on “Prepare Job Offer”

3. Enter Job Offer Components
   a. Component: Base Salary
   b. Offer Amount: Enter hourly pay rate
   c. Frequency: Hourly

4. Enter a start date (Can be adjusted to a later date if needed by HRI)

5. COMMENTS - FUNDING UPDATES: To confirm the funding for Grads & PTA hires, use the comments box on the OFFER DETAILS tab. Enter any additional comments regarding:
   - Budget adjustments
   - Salary savings
   - Additional budgeting information

6. Offer expiration date: enter number of days allowed for student to accept the offer
   a. Default is 5 days; however, you may extend for longer
   b. 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
   c. The offer expiration date cannot be later than the start date; can be the same date

7. “Save as a Draft”
8. Select “Edit Offer” THEN “Submit for Approval”
9. Position will be routed through the approval workflow process
10. Recruiter will receive email notification when the offer has been approved.

**Post Online Job Offer**
After the Prepare Job Offer has been approved at all levels, 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
4. Click on “Other Actions” drop-down
5. Click on “Recruiting Actions”
6. Click on “Prepare Job Offer”
7. Recruiter will ‘Post’ the offer to the applicant. Dept will select “Notify Applicant” check box
8. Attach any documents or letters (not required) and “Post Offer” & Submit
9. 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.
10. Candidate Status/Disposition will update to “Accepted”
11. You may check to see if they have accepted also by clicking on the candidate’s name and “Notes” tab.
12. Once applicant ‘accepts’ the offer, recruiter will be notified.

**Prepare For Hire**
After the candidate accepts online offer – Department will **“Prepare For Hire”**
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
4. Click on “Other Actions” drop-down
5. Click on “Recruiting Actions”
6. Select “Prepare For Hire”, add start date and any comments if needed. A Request to Hire must be submitted prior to the first day of work and should be submitted at least 2-3 business days prior to the first day of work.

7. 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 – Send a separate email justification to HR Director John Woolsey
   - Additional information to ensure accuracy and timeliness

8. Click “Submit Request to HR”

9. This will update the candidate’s status/disposition to “Ready”

10. Payroll Services approves Request to Hire

11. Department recruiter/hiring manager and employee are notified via automatic email of the approval. The Applicant’s status/disposition will change to “Hired”. That is the department’s notification that Payroll has approved the hire and the new employee may start working.

12. The Applicant is now in Job Data

13. Applicant receives email with onboarding instructions

14. 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 to complete section 2 of the I-9.
   - The new hire should bring ORIGINAL identification documents to Payroll Services to complete Section 2 of the I-9 by the first day of work.
   - If the new hire has NOT completed Section 2 by the third day of work, the employee will be terminated and the hire process will need to start over:
     - If the employee is terminated, the Department will need to post a new position (you are able to clone the previous position) and then have the candidate apply to the new posting.

**Close the Job Opening**

Do not manually close your posting until the hire process is complete. 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.

If you need to manually close a position (i.e. you advertised 999 positions and only hired 20 so it didn’t automatically close), complete the following steps 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”