Human Resources Recruiters

Cindy Breyer – Recruiter 231-5678
lucinda.breyer@ndsu.edu

David Terfehr – Recruiter 231-1897
David.Terfehr@ndsu.edu
Recruiting Solutions

Job Posting System for:

- Full Time – Benefitted Positions
- Faculty Positions
- Part time Positions
- Temporary Positions
Handshake Job Site - Career Services

Job Posting System for:

- NDSU Student workers or Work Study Students
- Hired through MSS Hire Page (HCM)

Upcoming Training sessions:

- Handshake/MSS Hire: December 7th @ 10am and 2pm
- Hiring Graduate Students: December 14th @ 10am and 2pm
Process for Posting & Hiring

Full Time Benefitted Jobs (0000 – 7000 Band)

1. Department creates the Job Posting
2. Department submits for Approvals
3. HR reviews last and approves Posting
   - New Process – Discuss candidate’s salary with Recruiter prior to verbal offer
4. Department creates the ‘Prepare Job Offer’ & submits for approvals
5. HR - Approves Offer – final approver after Background is complete
6. HR – Posts the ‘Online Job Offer’ to the Candidate
7. HR – Submits the ‘Prepare Job Offer’ to Payroll
8. Department – asks new employee to bring I-9 Documents to HR on 1st day
Workflow for Full Time Benefitted Positions

**Position Opening Process**
1. Hiring Manager Posts Job in Recruiting Solutions
2. Department Approval
3. Ag Budget
4. Deans/Directors Approval
5. Vice President
6. Provost (if applicable)
7. Budget/Ag Budget
8. President
9. Human Resources/Equity
10. Post on the Web

**Job Offer Approval Process**
1. Department completes Request for Hire
2. Department approval
3. Ag Budget
4. Deans/Directors Approval
5. Vice President
6. Provost (if applicable)
7. Budget/Ag Budget
8. Human Resources/Equity
9. Hire Approved
10. Submit to Payroll (Office/Onboarding process starts)
Process for Posting & Hiring
Part-Time and Temp Jobs (9000 Band)

1. Department creates the Job Posting & approves posting
2. Request Background Check if applicable from HR
   • See policy #section 112
3. Department creates the ‘Prepare Job Offer’ & approves offer
4. Department posts the ‘Online Job Offer’ to the candidate
5. Department submits the ‘Prepare Job Offer’ to payroll
6. Department informs candidate to expect email to complete Part 1 of I-9 **AND bring I-9 documents to HR office for Part 2 completion**
7. Payroll completes hire
8. Department receives confirmation email the candidate is hired
9. Candidate is hired and can start working
Position Opening/Job Offer Approval Process

Temp Workflow

POSITION OPENING PROCESS

Hiring Manager post job in Recruiting Solutions

Approve posting

Job is posted to the Web

JOB OFFER APPROVAL PROCESS

Prepare Job Offer and approve

Post Job Offer

Submit Prepare for Hire

Payroll approves hire after I-9 completion

NDSU
NORTH DAKOTA STATE UNIVERSITY
Hire Guides

Provide step by step instructions to post & hire:

- Full time Positions
- Part Time
- Temp Positions

Located on the NDSU HR Webpage:
https://www.ndsu.edu/hr/recruiting_solutions
Platforms To Use When Hiring NDSU Employees

**Full-Time Benefitted Jobs**
- **Recruiting Solutions**
  1. Post Positions and Hire Candidate in Recruiting Solutions
  2. NDSU Human Resources will guide through the entire process

**Part-Time & Temporary (Non-Benefitted) Jobs**
- **Recruiting Solutions**
  1. Post Positions in Recruiting Solutions for minimum of 3 days
  2. Submit "Prepare Hire" to Payroll
  3. Candidate will receive email to complete I-9 section 1 with instructions to complete section 2.
  4. Section 2 of I-9 must be done in person at HR office after "Prepare Hire" is submitted
  5. Candidate hired by Payroll after the I-9 Section 1 and 2 are completed
  6. Department receives email after Payroll approves the hire
  7. Employee may start work

**Graduate Student Assistants Jobs**
- **HCM New Hire Request (Handshake optional)**
  1. Submit Hire through the HCM Manager Self Service - New Hire Request
  2. Attach a copy of the completed and signed Graduate Assistant contract and enter comments to include if Background was completed (encouraged to post positions in Handshake, unless department knows who they intend to hire)
  3. Candidate will receive email to complete I-9 section 1 with instructions to complete section 2
  4. Section 2 of I-9 must be done in person at HR office after Section 1 is submitted online
  5. Candidate hired by Payroll after the I-9 Section 1 and 2 are completed
  6. Department receives email after Payroll approves the hire
  7. Employee may start work

**NDSU Students & Work Study Jobs**
- **Handshake & HCM New Hire Request**
  1. Post Positions in Handshake a minimum of 3 days with Career & Advising Center
  2. Submit Hire through the HCM Manager Self Service - New Hire Request
  3. Candidate will receive email to complete I-9 section 1 with instructions to complete section 2
  4. Section 2 of I-9 must be done in person at HR office after Section 1 is submitted online.
  5. Candidate hired by Payroll after the I-9 Section 1 and 2 are completed
  6. Department receives email after Payroll approves the hire
  7. Employee may start work
Hire Guide

Post Job
- Create Job Opening – Post Position
- Candidate applies for position
- Review Application - Interview

Verbal offer contingent on Background check

Hire Candidate
- Prepare Job Offer for approvals
- Post Online Job Offer to Candidate
- Prepare For Hire
How do I access RS?

You will access Recruiting Solutions through your HCM login.
RS Roles

Hiring Manager Role
• Access to creating job postings

Recruiter Role
• Full access to recruiting activities for job openings associated with, and applicants
• Need this role if hiring PT and Temps
Create a Job Opening
Job Opening – Enter Position #
Job Opening Tabs
Will only use:

- Job Information
- Job Posting
- Hiring Team
Job Information Tab
Hiring Team

Recruiters
- Select “Add Recruiter Team”
  - Select “NDSU HR Team”
  - Select “Primary Recruiter”

Hiring Managers
- Select yourself
- Direct Supervisor
- Search Chair – if applicable
Job Posting

Description Type:
• Position Information

Template Options:
• NDSU FT Staff
• NDSU Temp/PT

Visibility:
• Internal & External

Destination:
• Internet – External
• Job Board - Internal
Activities & Attachments

- **After** submitting the Job Posting for Approvals, the Activities and Attachments tab appears.
- Attach the Position Description & Org Chart.
AFTER the Posting is Approved: Click on the “in” Linked-In Tile, to generate the Job Posting link.
How to locate Job Opening

Recruiting Activities Tab
Prepare Job Offer

Other Actions ➔ Recruiting Actions ➔ Prepare Job Offer
Prepare Job Offer

Steps for preparing a Job Offer:
1. Create the Offer Details
2. Submit for Approval

* You will only “approve” offers for Temps & PT
Post Online Job Offer to candidate

*You will only complete for Temps & PT

Steps to Post Online Job Offer to Candidate:
1. Prepare Job Offer
2. Select Notify Applicant – Change the Offer Exp Date if needed
3. Attaching a letter is optional (HR will attach letter for FT)
4. Click on the Post action icon
5. When the offer is posted, the system generates an email to notify the applicant of the job offer, and creates a contact note (the online offer in the system – does not provide the salary)
When a Job Offer is Accepted, you will receive an email and the applicant’s Disposition status updates to **Accepted**.
Prepare For Hire Steps

You will only complete for Temps & PT

Steps to complete Prepare to Hire:
1. Check **Start Date** – only once you are certain the employee has I-9 documents
2. Type of Hire – Transfer or Hire
3. Enter Campus Address, phone, comments etc.
4. Submit – Goes to Payroll
5. Dept receives Email after Payroll approves
6. Candidate must complete Part 2 of I-9 **before start date.** (for non-benefitted positions)
## Prepare for Hire

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**Submit Request To HR**  
**Cancel**
Employee is Hired!

Fri 11/18/2022 10:32 AM

To: Breyer, Cindy

---Original Message-----
From: Sheila.Tindall@ndsu.edu <Sheila.Tindall@ndsu.edu>
Sent: Thursday, November 17, 2022 12:43 PM
To: Breyer, Cindy <Lucinda.Breyer@ndsu.edu>; Fowler, Angela <angela.fowler@ndsu.edu>; Thompson, Elizabeth <elizabeth.thompson.1@ndsu.edu>
Subject: Applicant (424242) Cindy Breyer has had a status change to 090 Hired

This e-mail is to inform you that applicant (424242) Cindy Breyer has had a status change to 090 Hired for job opening (2945825) Temporary Employee in recruitment area 3.

Applicant: Cindy Breyer
Job Opening ID: 2945899
Job Opening Title: Testing Temp
Position: 18851
Department: 3400
Start Date: 2022-12-19