

STAFF HIRING PROCESS

Posting a Position

- *Hiring Manager creates a job posting on-line.*
 1. Go to www.jobs.cmich.edu/hr.
 2. Enter your user name and password. Note: First time users must create a user account. To do this, click on **Create User Account**; enter your global ID(username) and password, along with the rest of the requested information; click *Continue*; then *Confirm*. HR will approve the request and send you a confirmation email.
 3. Click on "From Scratch" under the **Create Posting** heading.
 4. ***Posting Details tab*** – Enter all of the information in the various fields and select *Save and Stay on This Page*; then click on *Continue to Next Page*.
 5. ***Documents tab*** – If you have a suggested advertisement, attach it by selecting the "Attach" link; click on *Upload a New Document*; then select *Continue to Next Page*.
 6. ***Posting Specific Questions tab*** - Questions can be used to gather additional information from all applicants or to help automate part of the screening process. Questions are not required. To add a question, select *Add a Question*. You can search the existing questions list to see if there is one that fits your needs, or you can select *Create a Question* to write your own. HR can assist you with the creation of questions. Select *Continue to Next Page*.
 7. ***Points tab*** – You can assign points to each question to help narrow the search further, but they are not required. If points are assigned, select *Recalculate* and then *Continue to Next Page*.
 8. ***Guest User tab*** - if you wish to give "view only" access to hiring committee members, select *Activate Guest User*. Enter a password; then select *Continue to Next Page*. If no Guest User is activated, select *Continue to Next Page*. You will now be at the **View Posting Summary** screen.
- *Hiring Manager submits the job posting to senior management for approval.*
 1. Once you've entered all of the appropriate data, you are now ready to submit the job posting to the next level for approval. On the **View Posting Summary** screen, choose *Submit for Senior Manager for Approval* or the appropriate next level for approval; then click *Continue* and *Confirm*.
 2. An email will be generated to the next approval level.
- *Senior management approves and sends to VP/Provost.*
 1. On the **View Posting Summary** screen, choose *Submit for VP/Provost approval*; then click *Continue* and *Confirm*.
 2. An email will be generated to the VP/Provost.
- *VP/Provost approves and forwards to HR.*
 1. On the **View Posting Summary** screen, choose *Submitted to HR for approval*; then click *Continue* and *Confirm*.

2. An email will be generated to HR.
- *HR verifies details and creates advertisement for department's approval.*
 1. An email will be generated to the Initiator/Hiring Manager.
 - *Hiring Manager approves advertisement.*
 1. Click on "View Pending" under the **Job Posting** heading to see the status of your posting. Then click *View* under the position title; then *Edit*.
 2. Initiator/Hiring Manager should review all of the fields on the *Posting details* tab for accuracy, as well as, the ad copy under the *Ad sources* tab.
 3. Initiator/Hiring Manager clicks on **View Posting Summary** and selects the *Approval Process Complete* radio button; then *Continue* and *Confirm*.
 - *HR places ads.*
 1. An email will be generated to HR letting us know that it is ok to place paid advertisements.
 2. The position is automatically posted on **www.jobs.cmich.edu** at 12:00 a.m. on the date indicated in the *Posting begins* field.

Interviewing Candidates

- *Resumes/applications are reviewed by the hiring committee.*
 1. Go to **www.jobs.cmich.edu/hr** and log in.
 2. Select "View Active" under the **Job Posting** heading
 3. A list of Active Applicants is displayed. To view the applicant information on an individual basis, select any of the links--*View application, Cover letter, or Resume, etc.* This will bring up a separate window displaying the information you selected. You can close this window and go to the next applicant.
 4. To view multiple applicant information at one time, choose the *All* link on the right side of screen next to the *Actions* column. You should see a ✓ in each of the applicant's boxes on the right. Scroll down and select either *View Multiple Applications* or *View Multiple Documents* (which will show you the resume, cover letter, etc.) for all selected applicants.

NOTE: As the hiring committee is reviewing application materials, they may want to rank the applicants until all applications have been looked at. The statuses of Tier 1, 2 and 3 are available to help with this ranking. Click on the *Change Status* link in the **Status** column; select Tier 1, 2 or 3 from the drop down menu; click on the *Continue to Confirm Page* tab; then *Save Status Changes*.

- *Hiring Manager attaches interview questions to on-line job posting.*
 1. On the **Documents** tab, select the *Attach* link by Interview Questions; upload a new document and *Confirm*; then select **View Posting Summary**; mark the *Save* radio button; choose *Continue* and *Confirm*.

- ***Hiring Manager changes the status of applicants who they would like to interview; then requests approval of HR to conduct interviews.***
 1. To change the status of an applicant, click on the “Change Status” link in the Status column.
 2. Select *Interview* from the drop down menu; click on *Continue to Confirm Page* and then *Save Status Changes*.
 3. At the bottom of the page, select **View Posting Summary**, then select the *Ready to Interview; Submitted for HR Approval* radio button; choose *Continue* and *Confirm*.
 4. An email will be generated to HR.

- ***HR approves the interviewees and questions.***
 1. HR reviews the pool of applicants and those you have flagged as to be interviewed. If there are any questions or concerns, your HR contact will call you. Otherwise, HR will select *Interviewees Approved by HR*.

- ***The hiring committee conducts interviews.***
 1. An email will be generated to the Initiator/Hiring Manager to let the hiring committee know that it is ok to begin contacting individuals for interviews.

Hiring an Individual

- ***Hiring Manager changes the status for recommended candidate and for those not hired.***
 1. To change the status of an applicant, click on the “Change Status” link in the Status column.
 2. Select *Recommended Candidate* from the drop down menu; click on *Continue to Confirm Page* and then *Save Status Changes*.
 3. For the other applicants, select *Not Hired* from the drop down menu; select the reason under the “Not Hired Reason” drop down menu; click on *Continue to Confirm Page* and then *Save Status Changes*. These applicants will no longer be visible to the hiring committee.

- ***Hiring Manager attaches written justification document to on-line job posting; then forwards recommended candidate to senior management for approval.***
 1. Attach the justification document to the *Documents* tab. Be sure to confirm the attachment.
 2. At the bottom of the page, select **View Posting Summary**, then select the *Submit Candidate for Senior Management Approval* radio button; choose *Continue* and *Confirm*.
 3. An email will be generated to the senior manager.

- *Senior management approves recommended candidate.*
 1. The senior manager logs in and approves the recommended candidate by selecting the *Candidate Approved* radio button on the **View Posting Summary** screen.
 2. An email is generated to HR.
- *HR conducts a salary calculation and approves hire.*
- *Hiring Manager extends a contingent offer to recommended candidate.*
- *Hiring Manager up-dates applicant's status and completes the hiring proposal.*
 1. To change the status of an applicant, click on the "Change Status" link in the Status column.
 2. Select *Offered Job* from the drop down menu; click on *Continue to Confirm Page* and then *Save Status Changes*.
 3. If the applicant accepts the job offer, select **View Posting Summary** at the bottom of the page, then select the *Offer Accepted* radio button; choose *Continue* and *Confirm*. If the applicant declines the offer, change their status to *Not Hired* and select *Declined Offer of Employment* as the "Not Hired Reason."
 4. If the offer is accepted, an email will be generated to HR; if the offer is declined, please call HR immediately.
 5. Once the applicant's status is changed to *Offer Accepted* another tab will be available to complete the Hiring Proposal.

Hiring proposal tab - If the offer was accepted, the department fills in the various fields of the hiring proposal; select **View Posting Summary** at the bottom of the page; then click *Continue* and *Confirm* to save the changes.

- *Hiring Manager must have recommended candidate call HR at 774-3753 if the offer was accepted; if the offer was declined call HR Consultant.*
- *HR performs a criminal history background check and informs the Hiring Manager.*
- *Hiring Manager will be asked to respond to a recruitment wrap-up questionnaire.*

Note: It is very important that we receive the I9 on the first day of employment, so please have the new employee stop by our office at Rowe 109 upon arrival to complete the new hire packet of information (bring original documentary evidence of identity and eligibility to work).