STAFF HIRING PROCESS

****

Posting a Position

- ***Hiring Manager creates a job posting on-line.***

1. From the www.cmich.edu webpage, select CentralLink in the upper right hand corner.

2. Log into CentralLink using your global id and password.

3. Once you are logged into CentralLink, there are two ways to access the People Admin job posting site:

- In the upper right corner, select My Account and then scroll down to my workday and select Job Postings & Searches.
- Make the Human Resources page a "favorite" on your CentralLink homepage, and select "Post a Position".

4. Once you are logged into the People Admin site, you will see a link entitled, "Create New Staff Posting" under "Shortcuts" on the right-hand side of the page. Click on this link.

5. By selecting, "Create New Staff Posting" a pop up window will appear with three choices; Create from Position Type, Create from Posting, and Create from Position Description. For Staff Postings, the best option is to select "Create from Position Description"- as this will allow you to find the exact job description you are looking to post (listed by title or position control number). Select the position you would like to post. On the right hand side, there is a link entitled, "Actions"- hover over the "Actions" link that corresponds to the position you are looking to post and select "Create From." If the position you are looking to post is not available, contact Human Resources at 774-2010.

6. The next page is entitled, "New Posting". The position title and the department in which the position is built are defaulted for your review. The only selection needed on this page is one regarding "Accepted Application/Profile Forms". In most cases, selecting "Application" is most appropriate. If you think it is appropriate for the department to utilize "Applicant Profile" in lieu of an application, please contact Human Resources at 774-2010 to discuss. Once that selection is made, lick on the orange "Create New Posting" button.

7. On the next several pages, you will be editing your job posting. All of the stages of the posting process are located and accessible by the links on the left hand side of the page. Please complete all required information on each of the pages.

- Posting Details": Information from the job description will be defaulted into many fields on this page. Please complete all other applicable fields on this page, and when you have completed all necessary fields, please click the orange "Next" button at the top or bottom of the page.

- Applicant Documents: This page allows you to select the documents you would like for your applicants to complete in addition to the Application or Applicant Profile that you selected in #6 above. If you would like to make a document optional for an applicant to submit, select "Included". If you would like to require an applicant to submit the document select ***BOTH*** "Included" and "Required". When you have completed indicating the documents to allow/require for submission please on the orange "Next" button at the top or bottom of the page

- Posting Documents: This page allows you to attach documents associated with the posting. For example, you can attach interview questions at this time if you have them (you will be required to post your interview questions prior to interviewing- and this is the location within People Admin in which you attach them when you are ready) When you have completed this, or if you wish to wait to attach your documents at a later time, please click on the orange "Next" button at the top or bottom of the page.

- Guest User: This page enables you to activate a guest user account to allow hiring committee members access to view your applicants. If you are interested in doing this, click on the "Create Guest User Account" button to view the autogenerated username and password (you may edit your password, if desired). DO NOT use the email addresses for Guest User Recipients, please share the information (Username and Password) with those that you designate as a Guest User as appropriate. When you have completed this step, click on the orange "Next" button at the top or bottom of the page

- Posting Specific Questions: –This page allows you to gather additional information from all applicants or to help automate part of the screening process by adding questions to the application process. Questions are not required. To add a question, click on the orange "Add a Question" button. You can search the existing questions list to see if there is one that fits your needs, or, if you cannot find a question that fits your needs, you can select the blue "Add a new one" link in the lower right-hand side of the page.HR can assist you with the creation of questions, if needed. Once you have identified the questions you would like added to your posting, "check" the box to the left of the question and select "submit" near the bottom of the page. When you have completed this section, click on the orange "Next" button at the top or bottom of the page

- Summary: This page allows you to review all of the information you have included in your posting- section by section. As you review each section, if you would like to edit information contained in that section click the blue "Edit" link next to the section title. Blue check marks next to the section title indicate that all required fields have been completed. Orange exclamation marks next to the section title indicate that information is missing in required fields of that section. Once all fields are complete, you may send the posting to another step in the approval process by "taking action" on the posting. To take action on the posting, click on the orange "Take Action on Posting" button near the top of the page on the right-hand side. You may either save the posting by selecting "Keep working on this Posting" or move the posting to the next step in the approval process by selecting" Submit to Senior Manager". By selecting "Submit to Senior Manager" an email will be generated to the senior manager, indicating a posting has been requested, and requesting that they review and approve this posting. By making this selection, a pop-up window will appear that will allow you to add notes to be included in the e-mail to the senior manager prior to submission. Additionally, at this time, you will have the option of selecting/unselecting this posting to your "Watch List". When you have completed all information (as necessary) in the pop-up window, select the "Submit" button. If the posting was successfully submitted to the next level in the approval process, you will see a note, outlined in green, near the top of your web browser. A note, outlined in red, near the top of your web browser, indicates an error that needs to be corrected.

- ***Senior management approves and sends to VP/Provost.***
- ***VP/Provost approves and forwards to HR.***
- ***HR verifies details and creates advertisement for department's approval.***

    1. HR posts the position.
    2. HR places ads.
    3. The position is automatically posted on **www.jobs.cmich.edu** at 12:00 a.m. on the date indicated in the "*Posting Begins"* field.

****

Reviewing & Interviewing Candidates

- ***Resumes/applications are reviewed by the hiring committee***.

    1. Follow the first three steps outlined above to return and log in to PeopleAdmin.
    2. From either your "Inbox" or the "Watch List", select your posting by clicking on the title
    3. Near the top you will see a number of tabs including "Applicants". To view the applicants that have applied for this position, click on the "Applicants" tab.
    4. A listing of the applicants that have applied for this position will appear on your screen- with their information separated by columns. Under the column, "Documents" are all of the documents the applicant submitted during the application process to view any individual document, click on the document title next to an applicant's name. To view multiple documents associated with a particular applicant, click the check box next to the applicant's name and hover over the "Actions" button near the upper right of the screen and, under the "Bulk" section, select "Download Applications/Profile as PDF" To view documents associated with multiple applicants simultaneously, click the check boxes next to the applicant's names and hover over the "Actions" button near the upper right of the screen and, under the "Bulk" section, select "Download Applications/Profile as PDF." A pop-up window will appear, allowing you to select the particular documents you would like to view. Select the documents you would like to view by selecting the appropriate radio button or check box, and select "Submit". The file will generate in a separate window, which you may close when you finish reviewing the documents (you may also save or print from this window).
    5. To change an applicant's status, click the check box next to the name(s) of the applicant(s) you wish to change and hover over the "Actions" button near the upper right of the screen and, under the "Bulk" section, select "Move in Workflow". You are now able to edit the status (or "workflow state") of your applicants. Select the appropriate "workflow state" from the drop down menu (and, if applicable, select the appropriate reason from the corresponding drop-down menu). Once all applicable changes are made, select the orange "Save changes" button near the lower left of your screen. You will be returned to your applicant listing, and the "Workflow State" of each of your applicants will be updated.
    6. Once you have identified all candidates you would like to Interview, you must also submit interview questions to be reviewed by HR for approval, before conducting the applicant interviews. To attach interview questions to your posting, select the "Summary" near the top of your page. Scroll to the section entitled, "Posting Documents" and select the blue "Edit" link next to the section title. Identify the document type you would like to attach by reviewing the listing.

When you are ready to attach a document, hover over the "Actions" button that corresponds to the document you are attaching- you will be presented with three options; Upload New, Create New, and Choose Existing. "Upload New" will allow you to browse your files and select the document to attach. "Create New" will allow you to type a document and save in the system. "Choose Existing" allows you to browse previous attached/created documents of the same type in People Admin. Make the appropriate selection and "save". Then, return to the "Summary" page (by selecting the "Summary" section from the listing on the left-hand side of the page).

7. You are now ready to send the posting to another step in the approval process by "taking action" on the posting. To take action on the posting, hover over the orange "Take Action on Posting" button near the top of the page on the right-hand side. You may either save the posting by selecting "Keep working on this Posting" or move the posting to the next step in the approval process by selecting "Submit Interviews for HR Approval". By selecting "Submit Interviews for HR Approval" an email will be generated to Human Resources, indicating candidates have been selected for interview and requesting that HR review and approve these candidates. By making this selection, a pop-up window will appear that will allow you to add notes to be included in the e-mail to HR prior to submission. Additionally, at this time, you will have the option of selecting/unselecting this posting to your "Watch List". When you have completed all information (as necessary) in the pop-up window, select the "Submit" button. If the posting was successfully submitted to the next level in the approval process, you will see a note, outlined in green, near the top of your web browser. A note, outlined in red, near the top of your web browser, indicates an error that needs to be corrected.

NOTE: As the hiring committee is reviewing application materials, they may want to rank the applicants until all applications have been reviewed.

- ***HR approves the interviewees and questions***.

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

- ***An automatic email will be generated to the Initiator/Hiring Manager indicating that HR has approved the interview Candidates. At this time, the Initiator/Hiring Manager can inform the hiring committee that it is ok to begin contacting individuals for interviews.***
-
- ***The hiring committee conducts interviews***.

****

Hiring an Individual

- ***Hiring Manager changes the status for the recommended candidate and for those not hired.***

8. To view the listing of applicants, follow steps 1-3 as noted in the "Reviewing and Interviewing Candidates" section above. For candidates who are not the recommended candidate, their status must be changed to "Not Hired" and a reason for that candidate not being hired must be selected.

9. *Recommended Candidate:* To change an applicant's status for a candidate who is being recommended for hire, click the check box next to the name(s) of the applicant you wish to change and hover over the "Actions" button near the upper right of the screen and, under the "Bulk" section, select "Move in Workflow". You are now able to edit the status (or "workflow state") of your applicant. Select "Recommended Candidate" from the drop.
10. *Candidates Not Recommended for Hire:* To change an applicant's status for candidates who are not being recommended for hire, click the check box next to the name(s) of the applicant(s) you wish to change and hover over the "Actions" button near the upper right of the screen and, under the "Bulk" section, select "Move in Workflow". You are now able to edit the status (or "workflow state") of your applicants. Select "Interviewed-Not Hired" from the drop down menu and then select the appropriate reason from the corresponding drop-down menu.
11. Once all applicable changes are made, select the orange "Save changes" button near the lower left of your screen. You will be returned to your applicant listing, and the "Workflow State" of each of your applicants will be updated.

- ***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*** section (to access the appropriate section of the job posting, follow instructions above for attaching interview questions)The justification should include: a list of individuals who served on the search committee, a brief compare and contrast of the candidates interviewed including who the recommended candidate is and why there were a better choice than others in the interview pool, and finally a list of individuals contacted for references on the recommended candidate and their relationship (manager, co-worker, etc.) to the applicant. A template for the Justification Document is accessible by clicking the "Justification Document" link in the document section of the posting.

2. Once the "Justification Document" is attached, return to the "Summary" page (by selecting the "Summary" section from the listing on the left-hand side of the page).At the top of the page, select Take Action on the Posting Button, then select the *Submit Candidate for Senior Management Approval* radio button; choose *Continue* and *Confirm*.

3. You are now ready to send the posting to another step in the approval process by "taking action" on the posting. To take action on the posting, hover over the orange "Take Action on Posting" button near the top of the page on the right-hand side. You may either save the posting by selecting "Keep working on this Posting" or move the posting to the next step in the approval process by selecting" Submit Candidate for Senior Manager Approval". By selecting "Submit Candidate for Senior Manager Approval" an email will be generated to the senior manager, indicating a candidate has been recommended for hire and requesting the senior manager review and approve this candidate. By making this selection, a pop-up window will appear that will allow you to add notes to be included in the e-mail to the senior manager prior to submission. Additionally, at this time, you will have the option of selecting/unselecting this posting to your "Watch List" . When you have completed all information (as necessary) in the pop-up window, select the "Submit" button. If the posting was successfully submitted to the next level in the approval process, you will see a note, outlined in green, near the top of your web browser. A note, outlined in red, near the top of your web browser, indicates an error that needs to be corrected.

- ***Senior management approves recommended candidate***.

1. The senior manager logs in and reviews the “Active Applicants” by following the steps above to access the Applicant List- showing the remaining active applicant is the one identified as “Recommended”. The Senior Manager can access the “Justification Document” by selecting the “Summary” tab and scrolling to “Posting Documents” and viewing. Once the senior manager has reviewed the information and is ready to approve the recommended candidate, they will hover over the orange “Take Action on Posting” button near the top of the page on the right-hand side and will select“ Recommended candidate submitted to HR”.. By making this selection, a pop-up window will appear that will allow you to add notes to be included in the e-mail to HR prior to submission. Additionally, at this time, you will have the option of selecting/unselecting this posting to your “Watch List” . When you have completed all information (as necessary) in the pop-up window, select the “Submit” button. If the posting was successfully submitted to the next level in the approval process, you will see a note, outlined in green, near the top of your web browser. A note, outlined in red, near the top of your web browser, indicates an error that needs to be corrected.

- ***HR conducts a salary calculation and approves hire***.
- ***Hiring Manager extends a contingent offer to recommended candidate***.
- ***Hiring Manager updates applicant’s status and completes the hiring proposal.***

1. Access the applicant’s information by following the instructions listed above to view the “Applicant List” (the only remaining “Active” applicant will be the recommended candidate).
2. To change the status for the recommended candidate, click the check box next to the name of the recommended candidate and hover over the “Actions” button near the upper right of the screen and, under the “Bulk” section, select “Move in Workflow”. You are now able to edit the status (or “workflow state”) of your applicant. Select “Offered Job- Start Hiring Proposal” from the drop-down menu.
3. Once the applicant’s status is changed to *”Offered Job-Start Hiring Proposal”*- another link will appear (with a green star next to it) entitled, “Start Hiring Proposal”. Click on this link, and complete all required fields (indicated in red) and any applicable additional fields and “Save”. This will send an email to HR, indicating that the Hiring Proposal has been completed.

- ***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 of results.***

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).