

# Central Michigan University STAFF HIRING PROCESS

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## Create New Posting

	<p>From the <a href="http://www.cmich.edu">www.cmich.edu</a> webpage, select SIGN-IN in the upper right-hand corner.</p>
<p style="text-align: center;">Login Page</p>	<p>Log into CentralLink using your global id and password.</p>
	<p>In the upper right corner, select "My Account"</p>
<p style="text-align: center;"><a href="#">Job Postings &amp; Searches</a></p>	<p>Scroll down select "Job Postings &amp; Searches."</p>
	<p>Once in People Admin click on "Postings" then on "staff"</p>
	<p>On the right-hand corner click on "create new posting"</p>
<p style="text-align: center;">Create from Position Description</p>	<p>Once the pop-up window appears chose "create from position description"</p>
	<p>Choose the posting you'd like to create from the list below or use the search bar to locate the posting by PC# and/or position title.</p>
<p> Create Posting from this Position Description</p>	<p>Using the + sign in the upper right-hand corner, select "create posting from this position description"</p>
<p><input type="checkbox"/> Application</p>	<p>The only section that needs completed on this page is "Accepted Application/Profile Forms". In most cases, selecting "Application" is most appropriate.</p>
	<p>On the bottom right-hand side, select "create new posting"</p>
<div style="border: 1px solid red; width: 375px; height: 20px; margin-bottom: 5px;"></div> <p style="color: red; font-size: small;">This field is required.</p>	<p>Edit the job posting, filling in any red required fields.</p>
	<p>On the bottom right-hand side click "next" continuing to fill in the red required fields a total of six times, until the summary page is reached.</p>
	<p>On the upper right-hand corner of the posting select "take action on posting" and submit the posting to the Senior Manager.</p>

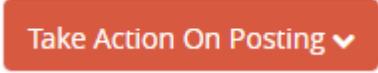
**The posting will be directed from the SM to the VP/Provost for approval. Once VP/Provost approves HR will receive the position and contacts the Hiring Manager to assist with posting.**

## Reviewing Candidates

	From the <a href="http://www.cmich.edu">www.cmich.edu</a> webpage, select SIGN-IN in the upper right-hand corner.
<b>Login Page</b>	Log into CentralLink using your global id and password.
<b>My Account</b>	In the upper right corner, select "My Account"
<u>Job Postings &amp; Searches</u>	Scroll down select "Job Postings & Searches."
<b>Home</b>	Once in People Admin click on the title of the posting on the home page
Applicants	Once in the posting, click on the "Applicants" tab
Smith	Select on the applicants last name to review application materials
<input type="checkbox"/>	To change an applicant's status, click the check box next to the name of the applicant(s) you wish to change.
Actions ▾	Click on the "Actions" button
Move in Workflow	Select "move in workflow"
Select a workflow state...	Select a "workflow state" for each applicant

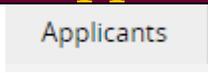
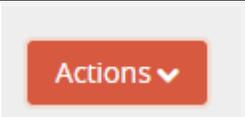
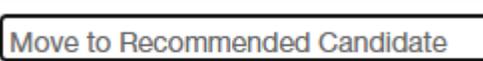
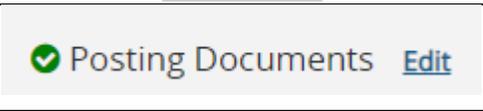
## Submitting Interview Candidates and Questions to HR for Approval

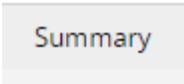
Interview	Once all candidates are moved in the workflow and only those you wish to interview are left in the active applicant's tab, you must upload questions.
Summary	In the summary tab of the posting, scroll to the middle of the posting.
	In the Posting Documents section, click edit
Actions ▾	To upload questions, hover on actions button located beside either Pre-Screening/Interview Questions. Select "upload new"
Choose File	Select choose file and browse your computer to find file for upload.
Submit	Click submit to finish the upload of the interview questions.
Summary	Return to the summary portion of the posting.

	Click on "Take Action on Posting"
Interviews Submitted to HR	Select "Interviews submitted to HR"

HR will be notified of the pending approval, once HR has reviewed and approved the interview questions and candidate's, an approval to begin setting up interviews will be received by the hiring manager.

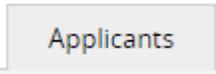
## Submitting Recommended Candidate to HR for Approval and Salary Calculation

	Click on the Applicants tab within the posting
<input type="checkbox"/>	On the left-hand side of the applicant's name select the radio button.
	Once the radio button is checked select on the actions tab.
	Scroll down and select "move in workflow"
<input type="text" value="Select a workflow state..."/>	Select a workflow state for each applicant remaining in the applicant tab.
	Select "move to recommended candidate" for the candidate you'd like to offer the position to. The only candidate that should be remaining in the applicant's tab is the recommended candidate.
	Click on the Summary tab within the posting.
	Scroll <sup>3</sup> / <sub>4</sub> of the way through the posting, until you reach the posting documents section. Select the edit button.
<p>Staff - Justification Document, please <a href="#">CLICK HERE</a> f</p>	Towards the top, there is a link for the justification document. Please click on that link and follow the instructions filling out the justification document in its entirety. <i>You must check at least 3 references with one being a current or previous supervisor.</i>
	Within the same page, upload the completed justification document.
	Click on Actions
	Select "upload new"
<p>Description <input type="text"/></p>	Insert a description into the box.
<p>File to upload <input type="button" value="Choose File"/></p>	Select "Choose File" and select the saved justification document from your computer.

	Chose Select to upload your file to the posting documents page.
	Press Save in the upper right-hand corner of the screen.
	Return to the summary page of the posting.
	Select "take action on posting" in the upper right-hand corner of the posting.
	Select "Recommended Candidate Submitted to Senior Manager."

HR will be notified once the Senior Manager approves the justification document and the recommended candidate. HR will review the recommended candidate and the justification document. An HR Consultant will contact the hiring manger with questions and/or a salary offer that can be made to the candidate. *Once the recommended candidate accepts the offer, please contact by phone/email other applicants that were interviewed to inform them the position has been filled.*

## Completing Hiring Proposal After Candidate Acceptance

	Select on the Applicants tab.
	Click on the blue last name of the candidate and the candidate's job application will appear.
	Select the "Take Action on Job Application" button.
	Select "Offered Job - Start Hiring Proposal (move to offered job)"
	Next to the green circled plus sign and click on the "Start Hiring Proposal" button.
	Scroll through and complete all required fields and click the "Save" button and then select the "Next" button.
	Select the "Take Action on Hiring Proposal" button
	Select "Offer Accepted (move to offer accepted)".

HR will be notified the candidate has accepted and will invite the applicant to complete the background invitation the invitation will be sent to the applicant by HR. HR will notify the hiring manager once the screen is completed.