

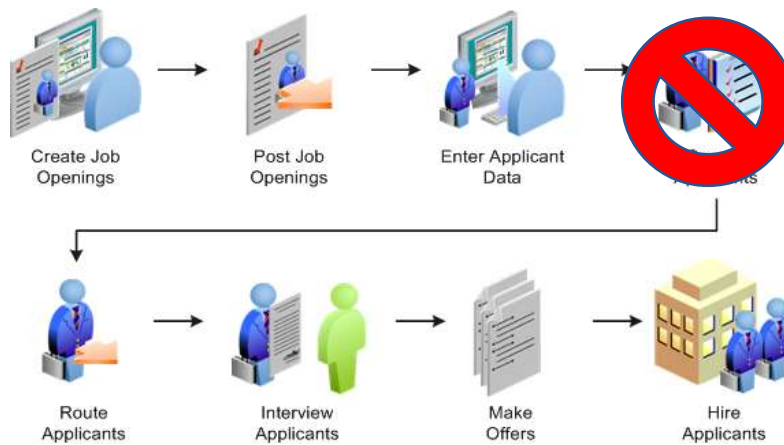
UND STUDENT EMPLOYMENT RECRUITING SOLUTIONS GUIDE

The component of UND's HRMS system utilized for recruiting processes.



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RECRUITING SOLUTIONS STEPS



Users Involved:

- **Recruiter (SE):** Recruiters have access to the full set of recruiting activities and applicants for the job openings they are associated with.
- **Hiring Manager (HM):** Hiring Manager is the term used for the Search Committee Chair and the department level administrator responsible for creating a job opening, completing interviews & hire applicants
- **Participant:** Refers to any employee who is designate to participate in the recruiting processes in some way (Approver, Interviewer, Evaluator)
- **External Applicant:** External Applicants are non-employees who can apply for job openings through the external Candidate Gateway. All students, regardless of their current employment, are considered external applicants.
- **Employee or Internal Applicant:** Active Employees who can apply for job openings through Employee Self Service – Careers.

Basics:

Here are some basic FAQs regarding Recruiting Solutions.

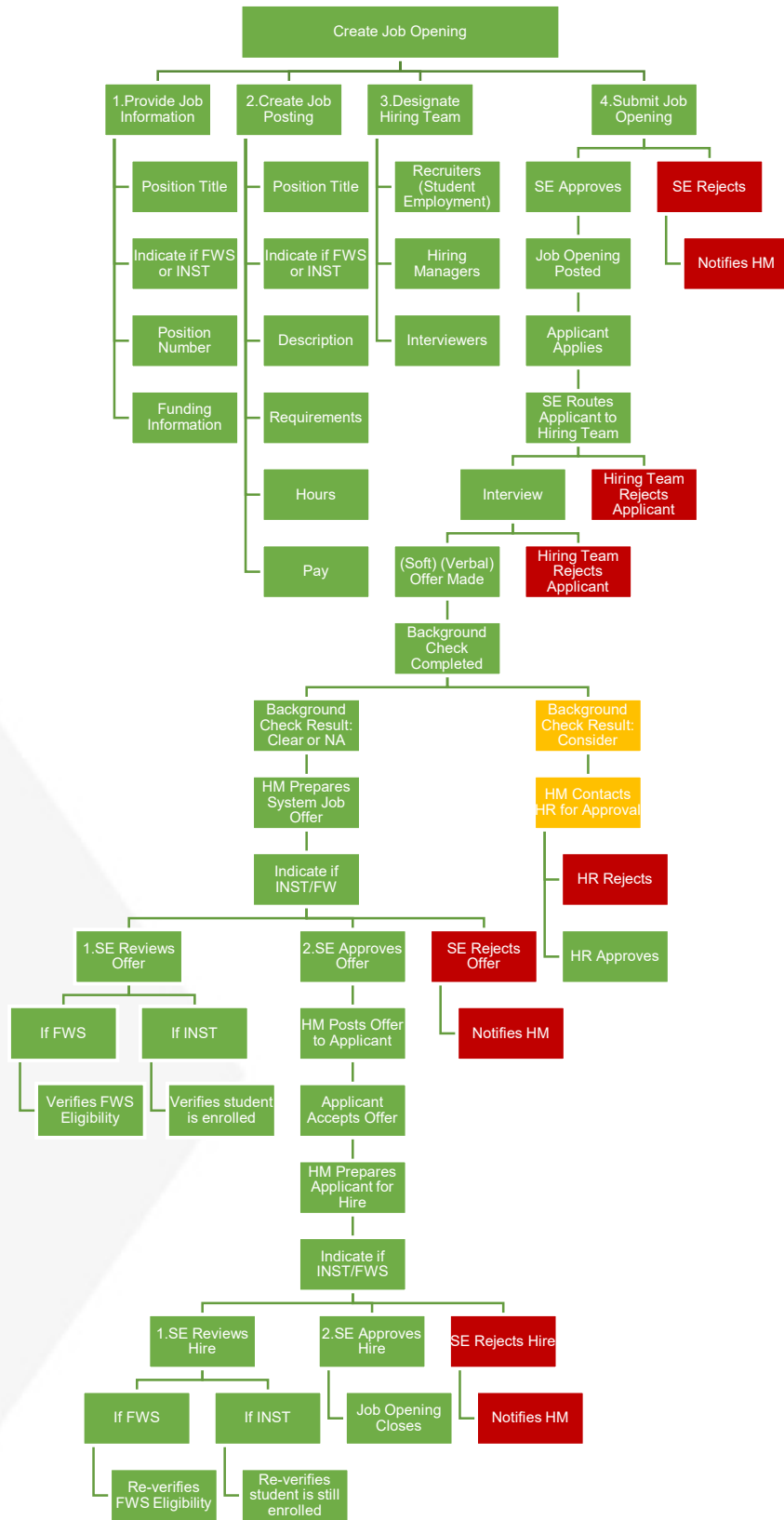
- Users will only see Job Openings they are associated with.
- Users will only see Applicants who applied to Job Openings they are associated with.
- All Applicants must apply for Jobs through Candidate Gateway / Careers. **Applicants will not be added manually.**
- External applicants will apply through the external Candidate Gateway / Careers.
- Employees will apply through the Careers tile on their Employee Self Service homepage. Student applicants must apply through external Candidate Gateway / Careers, even if they have an existing Job record in HCM.

Below is a flow chart demonstrating a standard job opening being filled.

HARD STOP:
Cannot move forward in hiring process

SOFT STOP:
Contact HR before moving forward

REQUIRED STEP:
Must be completed before moving forward



STUDENT EMPLOYMENT TIMELINE

No student can work until they have been successfully hired into a student employment position in Recruiting Solutions.

Students do not need to be rehired if they have worked in the position prior and have not been terminated from their position but will need to be rehired if they were terminated from the position but are now rejoining the department.

*Dates may vary slightly year-to-year based on holidays and weekends.

**Exceptions are RA, Hall Director, Apartment Manager, and Service Center Manager positions which are posted the prior academic year

June 1:

First day to post a position for Fall Term. Positions posted in June or the first half of July must be posted through July 15. Positions posted after July 15 must be posted a minimum of 3 days. Recruitment MUST allow for phone/Skype interviews.

July 1:

First day of new Fiscal Year for FWS departmental allocations

August 1:

First day an Institutional student can work for the Fall Semester.

Last day of Summer Term (August):

Last day a student working under FWS funding can work for the Summer Term if they are graduating or not returning for the Fall Semester

August 12*:

*Three business days prior to August 15
Last day to advertise a position for the Summer Term

August 15:

Last day to hire a student for the Summer Term
Last day a student working under summer FWS funding can work for the Summer Semester

August 16:

First day a student working under FWS funding can work for the Fall Semester

Last day of Fall Semester (December):

Last day a student working under FWS funding can work for the Fall Semester if they are graduating or not returning for the Spring Semester

April 15:

First day to post a position for the Summer Term

May 12*:

*Three business days prior to the end of the Spring Semester
Last day to advertise a position for the Spring Semester

Last day of Spring Semester (May):

Last day a student working under FWS funding can work for the Spring Semester if they are graduating or not returning for the Fall or Summer Semester

May 15:

Last day to hire a student for the Spring Semester and the last day a student working under FWS funding can work for the Spring Semester/Academic Year

May 16:

First day a student can work for the Summer Term

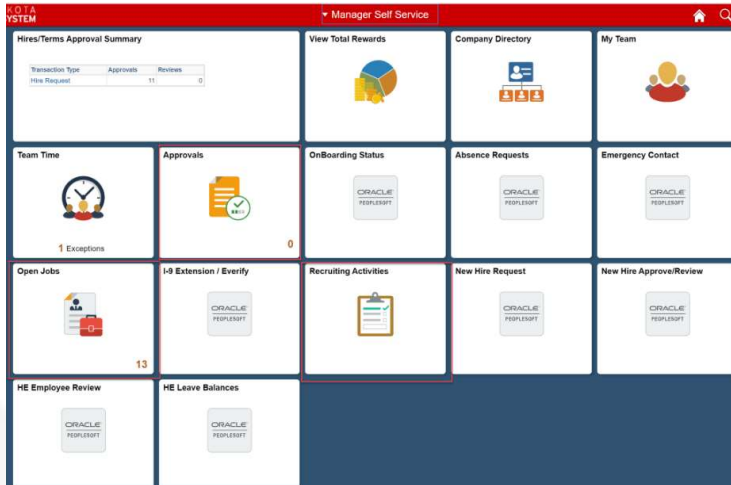
June 15:

Last day a department can do an FWS correction for exceeding their allocation. Corrections that are not completed by this time will have a negative impact on future allocations

June 30:

Last day of Fiscal Year for FWS departmental allocations. Please note: Student Federal Work Study Awards go through the August 15, although the Fiscal Year for Federal Work Study Allocations goes through June 30

MANAGER SELF-SERVICE HOMEPAGE



Open Jobs:

Allows you to view all open jobs associated with you.



Recruiting Activities:

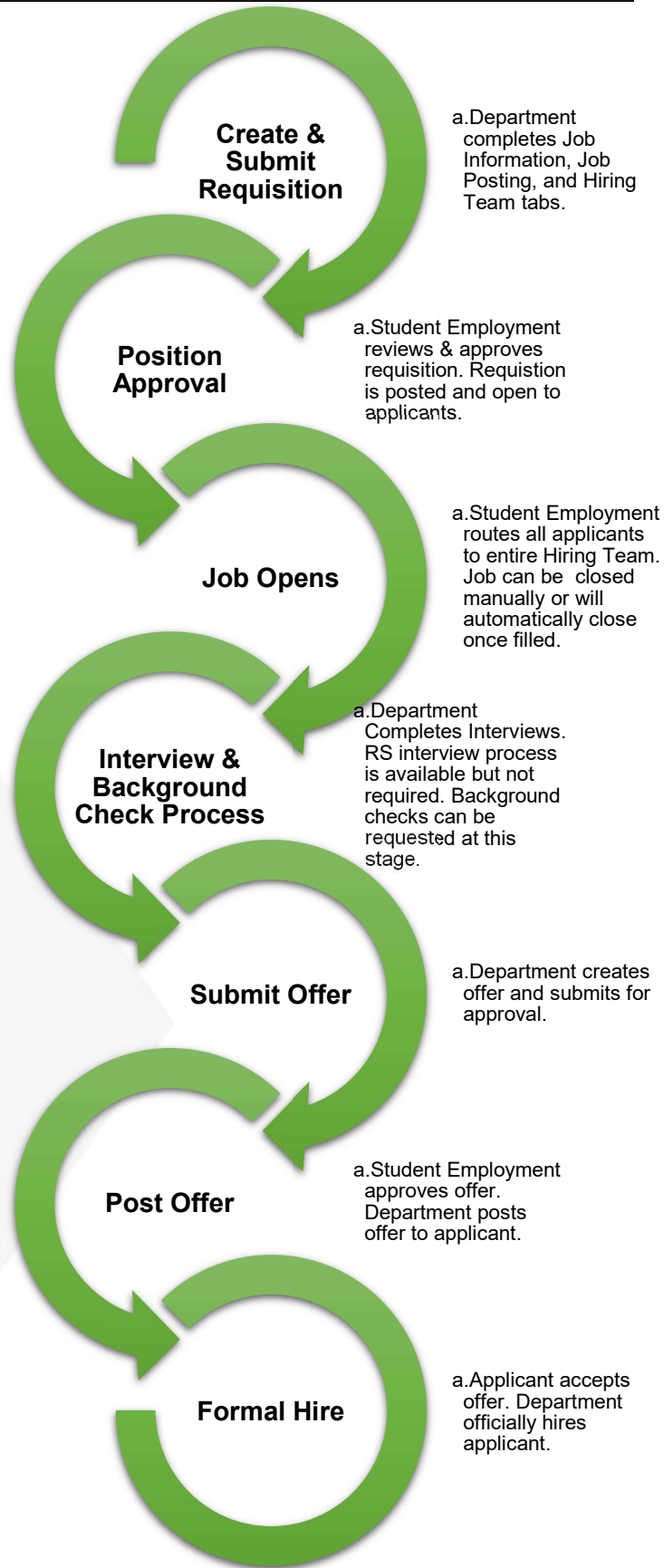
Allows you to view any recruiting activity, such as creating a job opening, view past job openings, or to see your interview calendar.



Approvals:

Allows you to view any recruiting related approvals for job openings such as job offers.

STUDENT HIRING PROCESS STEPS



STUDENT JOB POSTING STEPS

Department Hiring Manager

•Department requests job requisition

- Completes the Job information, Job Posting, and Hiring Team
- Submits job requisition for approval
- Adds position description after hitting 'submit'
- Adds posting destination to Job Posting
- Reviews new applicants
- Posts job offers
- Refer to Job Aid 'Recruiting Solutions Hiring Manager Guide'

Student Employment

•The requisition is pending Student Employment approval

- SE reviews information submitted by department
- Approves requisition
- Routes new applicants to hiring manager
- Final approver on job offers
- Refer to Job Aid 'Recruiting Solutions Student Recruiter Guide'

CREATE A JOB OPENING

If you have previously hired for this position in Recruiting Solutions, you can navigate back to that job opening and select “Clone”, located at the bottom of the Job Opening.

NOTE: You should not need to change any default information. If the default information is not correct you need to see if you agree that it should not be correct based on what is set up in position data.

1. **Select 'Recruiting Activities'**
 - a. Access the Recruiting Activities tile through your Manager Self-Service Screen in HRMS.
2. **Select 'Create Job Opening'.**
 - a. Found on the left side of the screen

3. The primary job opening screen will appear to the right, search for your position number.
4. Confirm Position Information is correct
 - a. Using the magnifying glass next to the position number field to search for your position number
 - i. If you are unsure of your position number, you can use the “Advanced Lookup” feature to narrow down results

- ii. Selecting the position number will autofill every field on the “Job Details” page
 - b. Update the Job Posting Title to a specific title, if your position number has a generic title
 - i. HRMS has character limits, so many student positions are title something like “Stnt Gen Hrly”, you can update the title to something specific based on the job duties, such as “ME 303 Grader” or “Student Employment Intern”.
 - ii. The Job Posting Title can be changed at a later point, so if you are unsure you can leave the generic title for now.
 - c. Select ‘Continue; once you’ve confirmed all information populated correctly
5. There are three tabs you will need to complete before submitting your job posting:

- a.
- b. The Job Information Tab
- c. The Job Posting Tab
- d. The Hiring Team Tab

6. Complete the Job Information Tab

- The page will appear populated with data from the position selected on the Primary Job Opening Information page
- You should not need to change any default information unless noted below. If the default information is not correct, you will need to update it in position data.
- Incorrect defaulted information needs to be updated in position data ONLY. Updated information in a job posting will not feedback to position data.
- Complete the following fields on the Job Information page:

Job Opening

Save and Submit
Save as Draft
Recruiting Home
Notification
Start Over

Job Opening ID NEW
 Job Posting Title Student Employment Asst
 Job Code 880050 (Stnt General (Hrly))
 Position Number 00103843 (Student Employment Asst)
 Primary Recruiting Location 1028 (Grand Forks)

Status 005 Draft
 Business Unit UND01 (University of North Dakota)
 Department 5250 (Student Finance)
 Job Family 8800 (Student General)

Job Information

Job Posting

Hiring Team

Opening Information ?

Job Opening Type Standard Requisition

Created By Q Christine MacLeod

Created 📅

*Openings to Fill v Justification

Target Openings

Available Openings

- Openings to Fill:** Select 'Limited Number of Openings' or 'Unlimited Number of Openings'.
 - Limited:** Enables the Target Openings and Available Openings fields to appear. The job opening will close when all openings are filled
 - Unlimited:** Hides the Target Openings and Available Openings fields and the job opening stays open until it is manually closed
- Target Openings:** Enter the number of openings that will be filled for this position.
- Available Openings:** Generally, use the same number as Target Openings
 - As you hire applicants for this opening, this number will reduce.
 - Once this number reaches zero, the job opening will close automatically
- Justification:** Enter budget code information
 - If you do not know your funding information, visit with your office manager or contact Student Employee to see if it can be looked up
 - Preferred formatting:** please use the below example when listing funding information
 - If you will be running background checks on your applicants, provide the funding codes to charge the background checks
 - Include if hiring for institutional, Federal Work Study, or both
 - Ex. FWS and INST
 - Combination Code: U#####O
 - H01 100% U#####O
 - H14 25% U#####O
 - H14 75% U#####UND#####O
 - EX:

Justification Background check funding: U#####O
 FWS Only
 H01 100% U#####O
 H14 25% U#####O
 H14 75% U#####UND#####O

v. **Notes:** Please include any specific recruiting instructions here.

The screenshot shows a web form titled 'Funding'. At the top right, there are search and navigation icons, and a 'View All' link. Below the title bar, there are '+' and '-' buttons. A 'Notes' label is positioned to the left of a large text input field.

1. Please include if posting elsewhere to recruit for this position, such as social media or Handshake
2. If you are “linking” this job posting with another, include the words “LINKED WITH JOB ID: #####”
 - a. Visit with SE to discuss how linking works when recruiting for multiple positions

- vi. **Department:** Defaults to position information – cannot be updated
- vii. **Status Code:** Defaults to ‘005 Draft’. This will change to ‘010 Open’ once approved.
- viii. **Status Reason:** Select the appropriate reason

The screenshot shows a dropdown menu for 'Status Reason'. The menu is open, displaying five options: 'Job/Position Vacated', 'New Authorization', 'New Job/Position', 'Re-opened', and 'Temporary Assignment'. The 'Status Reason' label is at the top left of the dropdown, and a 'Status Date' label is visible to its left.

1. Job/Position Vacated: For when you are replacing a student employee
 2. New Authorization: Position was previously unfilled due to lack of work or budget, but additional work/budget is needed/available
 3. New Job/Position: This is a newly created position
 4. Re-opened: This position was unfilled as the previous recruitment was unsuccessful, or it was determined another student employee was needed
 5. Temporary Assignment: This is a one-time created job opening that most likely will not be needed again
- ix. **Status Date:** Displays the effective date of the status
 - x. **Desired Start Date:** It is essential to have a desired start date, so the system can pull the eligibility requirements of the applicants for the correct term.
 1. You will not be required to honor the start date and will be able to still hire students after the start date.
 - xi. **Encumbrance Date:** Leave blank
 - xii. **Projected Fill Date:** Leave blank
 - xiii. **Date Authorized:** Leave blank
 - xiv. **Referral ID Program:** Leave blank
 - xv. **Recruitment Contact:** Leave blank

Locations ⓘ

*Location	Location Description	Primary Location	
<input type="text" value="TWAMLEY"/> <input type="button" value="Q"/>	Twamley Hall	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

Recruiting Locations ⓘ

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	
<input type="text" value="1026"/> <input type="button" value="Q"/>	Grand Forks	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="button" value="X"/>

Positions

*Position	Position Number	Primary Position	
<input type="text" value="Student Employment Asst"/> <input type="button" value="Q"/>	00103643	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

Employees Being Replaced

	*Employee ID	Name	
1	<input type="text" value=""/> <input type="button" value="Q"/>		<input type="button" value="X"/>

- xvi. **Location:** Will default to position location in system. Generally is campus address.
 - 1. For positions that may be hired to multiple locations, add as needed
- xvii. **Recruiting Location:** Defaults to Grand Forks. Do not change.
- xviii. **Position:** Will default position entered. ***This is where you may enter additional positions.*
 - 1. Add additional positions if a student may be hired into different positions based on experience/background.
 - a. Ex. Level I vs Level II or undergraduate versus graduate
 - 2. If your applicants have the option to be hired into multiple positions under you, contact Student Employment.
 - a. Ex. Candidates hired will work as both a Life Guard and Front Desk Receptionist.
- xix. **Employee Being Replaced:** Enter appropriate student employee name, if applicable
 - e. After completing the Job Information tab, select "Save as Draft"

The page will reload, and next to Job Opening ID it will populate with an ID instead of NEW. Make note of this number.

7. Complete the Job Posting Tab

Job Information | **Job Posting** | Hiring Team

Job Postings ⓘ

No job postings exist for this job opening.

Add Job Posting

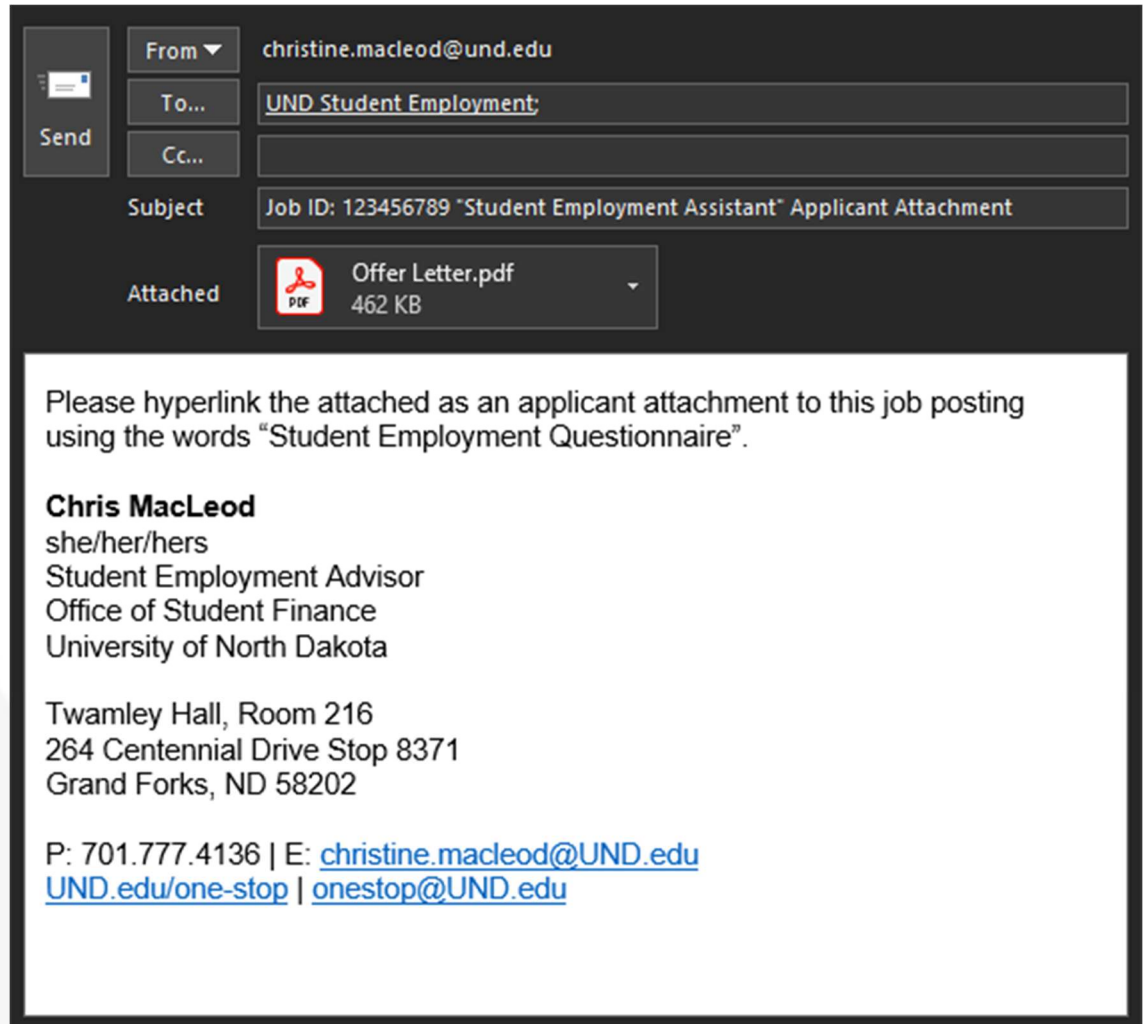
Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over | Top of Page

- a.
- b. Click on 'Add Job Posting' to begin
 - i. **Posting Title:** You can edit the job posting title from here
 1. If your position has a default title (ex. Student Genrl) please edit to a more descriptive posting title, such as Music Assistant or Undergraduate Teaching Assistant
 2. If you are making a student position posting that will be funded through Federal Work Study *only* and does not have institutional dollars available, add (Federal Work Study Only) to the end of the Posting Title
 - ii. **Description Type:** Position Information
 - iii. **Template:** UND01 Student Position Information Template
 1. Copy in the appropriate information
 2. Required information:
 - a. Description:
 - i. If your job posting is institutional, or if you are hiring for both institutional and Federal Work Study, start the description with the following:
 1. This is a part-time, non-benefitted position. Only UND students are eligible to be hired in this position. Unsolicited applications to this posting will NOT be considered.
 - ii. If your job posting is exclusively Federal Work Study, start the description with the following:
 1. This is a part-time, non-benefitted position. Only UND students who have accepted a Federal Work Study (FWS) Financial Aid Offer are eligible to be hired into this position.
 - b. Duties & Responsibilities
 - c. Requirements & Competencies
 - d. Work Location
 - i. List "Remote" if this position is remote work
 - ii. Add the campus address or building
 - e. Hours & Schedule
 - i. Less than 20 hours per week
 - ii. Add wage information here. Wages (if listed) must fall into student employment wage classification appropriate for the position
 - iii. Review [Student Wage Classifications](#) and submit a [Wage Justification](#) form if needed
 - f. To Apply
 - i. If you are requiring a cover letter, resume, or portfolio be uploaded, list so here.
 - ii. If your application requires a pamphlet or questionnaire be completed, place the title of the questionnaire (ex. Student Finance Intern Questionnaire"
 1. Email und.studentemployment@und.edu with an attachment of your questionnaire

Title: Job ID: ##### "Job Title" Application Attachment

Body:

Please hyperlink the attached as an applicant attachment to this job posting using the words "Questionnaire Title"



- iv. **Visibility:** select only "External" for any student position
- v. **Job Posting Destination:**
 - 1. **Destination:** Internet
 - 2. **Posting Type:** External Posting
 - 3. **Relative Open Date:** Approval Date is the date Student Employment approves your job posting. If you would like the posting date to be delayed after this approval, you may do so. "0 – On Approval Date" defaults to post immediately after approval.
 - 4. **Post Date:** Approval Date
 - 5. **Remove Date:** The date you would like to stop advertising for this position.
 - a. Leaving this blank will mean the posting will remain until the position is filled.
 - 6. **Posting Duration:** Student positions are required to be posted a minimum of 3 days
- vi. Your job posting should look similar to the example below:

Posting Information

*Posting Title

Job Descriptions 1 of 1

*Description Type Template

*Visibility

Description

[Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sed nulla orci. Maecenas viverra lobortis tortor. Mauris nec est arcu. Nam eget erat ullamcorper, porta ipsum ut, commodo turpis. Curabitur sodales lobortis lacus, non mollis massa aliquet vitae. Aenean a efficitur purus, et viverra erat.]



Duties & Responsibilities

- [Lorem ipsum dolor.]
- [Lorem ipsum dolor.]

[Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sed nulla orci. Maecenas viverra lobortis tortor. Mauris nec est arcu. Nam eget erat ullamcorper, porta ipsum ut, commodo turpis. Curabitur sodales lobortis lacus, non mollis massa aliquet vitae. Aenean a efficitur purus, et viverra erat.]

Job Posting Destinations

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	<input type="text" value="External Posting"/>	<input type="text" value="0 - On Approval Date"/>	02/24/2021	<input type="text"/>	<input type="text"/>

- c. **Preview Job Posting**
 - i. Selecting "Preview" will allow you to see how your job posting formats.
- d. **Review Job Posting**
 - i. Once you are satisfied with the job posting, select 'OK' to add it
- e. Select "Save as Draft"

8. Complete the Hiring Team Tab

- a. Please note: any hiring managers and interviewers will be forwarded all applications and have access to applicant information.

The screenshot shows the 'Hiring Team' tab selected. Below the tabs are three sections:

- Recruiters:** A text box says "No Recruiters have been added to this Job Opening". Below it are two buttons: "Add Recruiter" and "Add Recruiter Team".
- Hiring Manager:** A text box says "No Hiring Managers have been added to this Job Opening". Below it is one button: "Add Hiring Manager".
- Interviewers:** A text box says "No Interviewers have been added to this Job Opening". Below it is one button: "Add Interviewer".

- b. Add Recruiter Team
 - i. Select "Add Recruiter Team"
 - 1. A list will populate: Select the checkbox next to "UND01 Student Recruiter Team"
 - 2. Select a primary recruiter

Add Team

Select	Team ID	Description
<input type="checkbox"/>	1005	SITS HRMS
<input type="checkbox"/>	1012	NDUSO Financial Aid Assistant
<input type="checkbox"/>	1014	DSU HR Team
<input type="checkbox"/>	1015	MASU CDP Recruiters
<input type="checkbox"/>	1016	MASU Human Resources
<input type="checkbox"/>	1017	MASU Adjunct Instructors
<input type="checkbox"/>	1018	NDSCS Recruiter Team
<input type="checkbox"/>	1019	VCSU1 Staff Recruiters
<input type="checkbox"/>	1020	VCSU1 Student Recruiters
<input type="checkbox"/>	1021	VCSU1 Faculty Recruiters
<input type="checkbox"/>	1022	VCSU1 Dual Credit Recruiters
<input type="checkbox"/>	1023	VCSU1 Coach Recruiters
<input type="checkbox"/>	1024	NDSU HR Team
<input type="checkbox"/>	1025	UND01 Recruiter Team
<input checked="" type="checkbox"/>	1026	UND01 Student Recruiter Team

OK Cancel

- ii. Select "Add Recruiter"
 - 1. For any Aerospace positions, please add the Aerospace Recruiter, Tina Monette as well
- c. Add Hiring Manager
 - i. Add yourself
 - ii. Hiring managers refer to Search Committee chairs and department administrators who are responsible to creating Job Openings and processing

- iii. If you work with Shared Services, add your Shared Services contact as a hiring manager
- iv. Add anyone who completes administrative duties for your job opening
 - 1. Requesting Background checks
 - 2. Creating offer letters
 - 3. Submitting hire requests
- d. Add Interviewers
 - i. If Interviewers have been identified, you can add them here. They can be added at a later time as well
 - ii. Add the direct supervisor of this position as an interviewer

9. Verify all information is correct

10. Save and Submit

- a. Now that you have clicked 'Save and Submit' you will need to click back to your Manager Self Service home screen and into your Job Openings and select the job opening that you just requested
- b. Your job opening should look similar to below:

Job Opening

[Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID: NEW **Status:** 005 Draft
Job Posting Title: Student Employment Asst **Business Unit:** UND01 (University of North Dakota)
Job Code: 880050 (Stint General (Hrly)) **Department:** 5250 (Student Finance)
Position Number: 00103643 (Student Employment Asst) **Job Family:** 8800 (Student General)
Primary Recruiting Location: 1026 (Grand Forks)

Assignments ⓘ

Recruiters ⓘ

*Name	Reoruter ID	Primary	
Cassandra McDonald	0469557	<input type="checkbox"/>	
Christine MacLeod	0956155	<input checked="" type="checkbox"/>	
Kaylee Husarik	1168974	<input type="checkbox"/>	

Hiring Managers ⓘ

*Name	Manager ID	Primary	
		<input type="checkbox"/>	

Interviewers ⓘ

No Interviewers have been added to this Job Opening

[Recruiting Home](#) | [Notification](#) | [Start Over](#)
[Top of Page](#)

11. Attach Required Documents

- a. The final step is attaching any required documents such as the wage justification form, position description, request to recruit form, etc.

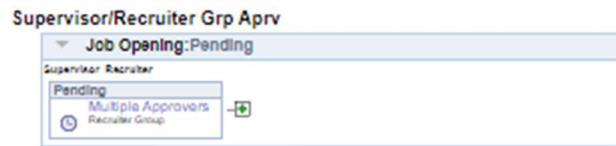
- i. Under the 'Attachments and Activities' tab you can upload the required documents.
- ii. Select 'Public' as your audience, this will allow all people associated with the position to view the documents
- iii. Candidates will not be able to view the documents
- iv. After uploading the documents, click 'Save'

12. Pending Approval

- a. The page will reformat: You will have two tabs:
 - i. Activity & attachments & Details
 - ii. Four subtabs will also appear – the three tabs you saw before and a fourth entitled "Approvals"



- iii. Selecting Approvals will show you the list of what approval is needed.
 - 1. If multiple approvals are needed, you can select the words "Multiple Approvers" or the name of the approval group to find a list of individuals who can approve your job posting



- b. Before your posting can be listed, it will need to be approved by Student Employment (and others, as determined by the position). Each approver will receive the following notification:

Subject: Approval is Requested for Job Opening (#####) Posting Title
Body:

A Job Opening has been entered which requires your attention.

Job Opening ID: #####
 Posting Title: Posting Title

To view this Job Opening, login to your HCM Account, click on your approvals tile, and select the job opening.

- c. If your posting cannot be approved, you will be contacted within one business day with the reasoning and any action you should take before it could be approved
- d. You will receive an email when your Job Opening has been approved by the final approver:

Subject: Job Opening ID (#####) Posting Title has been Approved
Body: The following Job Opening has been "Approved".

Job Opening ID: #####
 Posting Title: Posting Title

To view this Job Opening, visit:

- e. The posting can still be edited after initial approval.

ROUTING APPLICANTS

Hiring managers are only able to view those applicants that have been first routed to them by a recruiter. Student Employment monitors all applications to be sure they are routed on a timely basis to the appropriate hiring manager.

Hiring managers will only need to route IF you have someone not on the hiring team who needs to receive an applicant's information. If so, add this person to the hiring team after you have completed routing.

1. **Select "Open Jobs"**
 - a. Access your open jobs tile on the Manager Self Service homepage
2. **Find the opening**
3. **Select Group Actions**
 - a. Select any applicant in "Applied" status
 - b. Select 'Recruiting Actions'
 - c. Select 'Route Applicant'

Applicants (?)

Select	Applicant Name ^	Vet Pref	Applicant ID ^	Type	Disposition ^
<input checked="" type="checkbox"/>				External	Interview
<input checked="" type="checkbox"/>				External	Interview
<input checked="" type="checkbox"/>				External	Interview
<input checked="" type="checkbox"/>				External	Interview
<input checked="" type="checkbox"/>				External	Reject
<input checked="" type="checkbox"/>				External	Reject
<input checked="" type="checkbox"/>				External	Route
<input checked="" type="checkbox"/>				External	Route

Select All Deselect All

Group Actions

- Recruiting Actions >
- Applicant Actions >
- Schedule Interview

- Mark Reviewed
- Manage Interviews
- Create Interview Evaluation
- Reject Applicant
- Route Applicant
- Withdraw Application
- Edit Application Details
- Print Application Details

Return | Recruiting Home | Search Job Openings | Prev

New | Clone | Refresh

4. **Confirm/Add your Routing Recipients**

Route Applicant

Submit | Return

Applicants to Route

Applicant ID	Name	Job Opening	

Routing Details

*Routing Status: 010 Route Reason:

Recipients

*Routing Date	*Name	Assignment	Response Due Date
02/25/2021			

Add Recipient Add Hiring Team

Notification

Comments

Include Attachments Preview Notification

Notify me when a Recipient responds

Submit | Return Top of Page

- a. Select "Add Hiring Team" if you would like to route to anyone associated with the requisition
 - b. Delete any non-essential hiring team members or approvers
 - c. Select "Add Routing Recipient" to add one specific person
5. **Set a Response Due Date, if applicable**
 6. **Comments**
 - a. You may add comments as needed, but you will be sending an additional email outside of the system if you are routing for interview purposes.
 7. **Select 'Consolidate all applicants in one email'**
 8. **Select 'Include Attachments'**
 - a. Resume & Cover Letter will automatically be selected, you may select additional attachments as needed. Click 'OK'
 9. **Select 'Submit'**
 - a. Those you selected to receive the routing will receive the following notification:
Subject: The following applicants need your review
Body: Dear Firstname Lastname, You have been asked to review the following applicant, Firstname Lastname, as a potential candidate for the job opening of #####, Posting Title. Required action: please enter your response as to whether to invite the applicant for an interview, go to To view details on the applicant, go to Route Response.
Attachments: The applicants resume
 - b. **Note:** The applicants name will be hyperlinked to their application and the words "Route Response" is hyperlinked to directly to the routing form
10. **Send the following email to the people you just routed the applicants to & attach the ISS form**



Routed Applicants
Next Steps.msg

a.



Blank ISS.pdf

b.

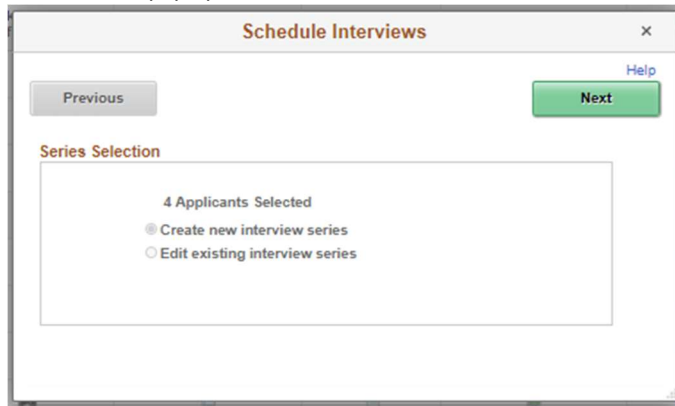
SCHEDULE AN INTERVIEW

Recruiting Solutions offers an interview scheduling and management tool. While hiring managers have it at their disposal, its use is not required and interview management can be done outside of the system, depending on each area's needs.

1. **Select "Open Jobs"**
 - a. Access your open jobs tile on the Manager Self Service homepage
2. **Find the opening**
3. **Select the Details tab**
4. **Select the Hiring Team tab**
5. **Review all interviewers**
 - a. Ensure all interviewers have been added, including position supervisor
 - b. Select 'Save'
6. **Select the Applicants tab**
 - a. Select all applicants that will need an interview scheduled
 - b. Select 'Group Actions'
 - c. Select 'Schedule Interview'

The screenshot displays the 'Applicants' section of a web application. At the top, there are tabs for 'Applicants', 'Applicant Search', 'Activity & Attachments', and 'Details'. Below these are filters for 'All (7)', 'Applied (0)', and 'Reviewed (0)'. The main area is titled 'Applicants' with a search icon and a table. The table has columns for 'Select', 'Applicant Name', 'Vet Pref', and 'Applicant ID'. The first four rows have checkboxes checked, while the last four have them unchecked. A large black redaction box covers the 'Applicant Name' column. Below the table are 'Select All' and 'Deselect All' buttons. A 'Group Actions' dropdown menu is open, showing 'Recruiting Actions', 'Applicant Actions', and 'Schedule Interview' (which is highlighted with a red box). At the bottom, there are navigation links: 'Return', 'Recruiting Home', 'Search Job Openings', and 'Create'.

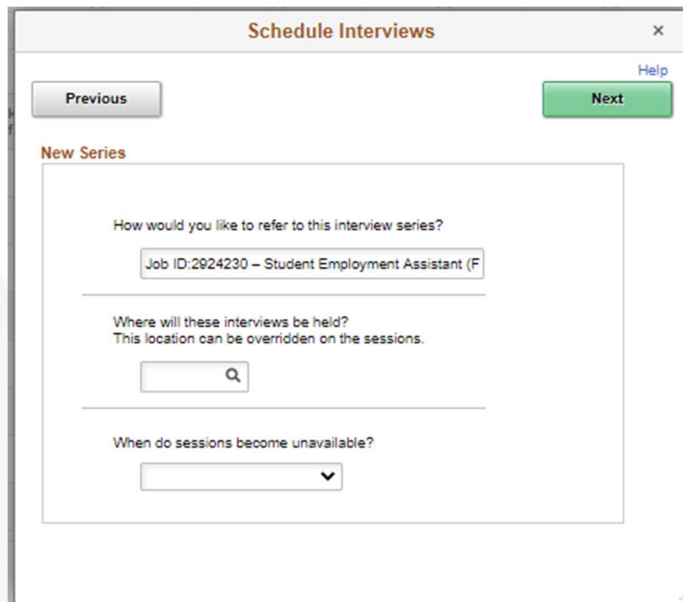
- d. A window will pop up, select 'Next'



The screenshot shows a window titled "Schedule Interviews" with a close button (X) in the top right corner. Below the title bar, there are two buttons: "Previous" on the left and "Next" on the right. A "Help" link is also visible in the top right. The main content area is titled "Series Selection" and contains a box with the text "4 Applicants Selected". Below this, there are two radio button options: "Create new interview series" (which is selected) and "Edit existing interview series".

- e. Interview Series

- f. Edit the interview series title as needed



The screenshot shows the same "Schedule Interviews" window, but now in the "New Series" step. The "Previous" button is still present, and the "Next" button is highlighted in green. The "Help" link is also present. The main content area is titled "New Series" and contains three sections: "How would you like to refer to this interview series?" with a text input field containing "Job ID:2924230 - Student Employment Assistant (F)"; "Where will these interviews be held? This location can be overridden on the sessions." with a search input field containing a magnifying glass icon; and "When do sessions become unavailable?" with a dropdown menu showing a downward arrow.

- g. Change the location to the appropriate venue

- i. Relevant Locations:

1. Phone
2. In Person
3. Campus
4. Online/Virtual

- ii. All other locations are specific to other campuses/processes.

1. If you anticipate being a frequent user of this feature, contact Student Employment to add your own interview location.

Look Up x

[Help](#)

Venue ID =

Venue begins with

Email Address begins with

Status as of Effective Date =

[Basic Lookup](#)

Search Results

View 100 1-17 of 17

Venue ID	Venue	Email Address	Status as of Effective Date
1001	Phone	work.bucket.nd@gmail.com	Active
1002	In person	work.bucket.nd@gmail.com	Active
1003	Campus	work.bucket.nd@gmail.com	Active
1004	Online/Virtual	work.bucket.nd@gmail.com	Active

- h. Update when the session will become unavailable
 - i. Example: 2 days prior to start means that applicants will no longer be able to select an interview time, 2 days prior to the interviews taking place

Schedule Interviews x

[Help](#)

New Series

How would you like to refer to this interview series?

Where will these interviews be held?
This location can be overridden on the sessions.

When do sessions become unavailable?

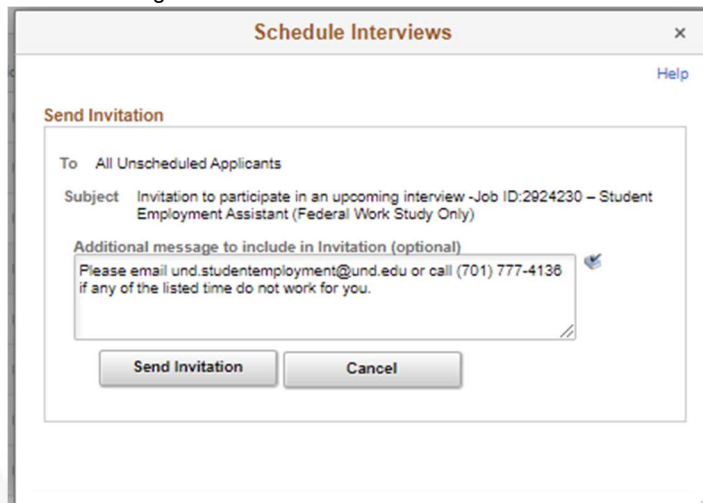
- 1 Day Prior To Start
- 2 Days Prior To Start
- 3 Days Prior To Start
- 4 Days Prior To Start
- 5 Days Prior To Start
- No Cutoff

- i. Select 'Next'
- j. Add New Session
 - i. Note: If you have previously set up a series of interviews and you know not all slots have been selected, you can select a session available, or edit available sessions.

- k. *Tip: This page is easier to work from the bottom up on this screen*
 - i. *Start by selecting 'Add New Session'*

- l. Create all the sessions you want available to the interviews.

- i. Recommendation: Copy and paste your “additional instructions” so you do not need to keep re-typing with each session creation.
- m. Each session is for 1 interview.
- n. Additional Instructions
- o. Enter in where the candidate should go for their interview, as they will receive this information in their interview confirmation email
- p. Click ‘Invite All’ or ‘Add to Unscheduled Applicants’ if you had previously invited the candidates but are now creating more sessions to be available
- q. Add any specific message in here or where a candidate can contact you should their schedule not line up with the times given



The screenshot shows a window titled "Schedule Interviews" with a close button (X) in the top right corner. Below the title bar is a "Help" link. The main content area is titled "Send Invitation" and contains the following fields:

- To:** All Unscheduled Applicants
- Subject:** Invitation to participate in an upcoming interview -Job ID:2924230 – Student Employment Assistant (Federal Work Study Only)
- Additional message to include in Invitation (optional):** A text area containing the message: "Please email und.studentemployment@und.edu or call (701) 777-4136 if any of the listed time do not work for you." There is a small blue icon to the right of the text area.

At the bottom of the dialog box are two buttons: "Send Invitation" and "Cancel".

7. Exit out of this screen

- a. When an applicant schedules an interview, the interviewers will receive a confirmation email

SEND APPLICANT CORRESPONDENCE

Throughout the recruiting process you have the ability to communicate with applicants through the **Send Correspondence** action. Standard templates are available.

The Send Correspondence action can be used for a single applicant, or as a group action for multiple applicants. Use the Other Action menu for a single applicant correspondence and the Group Action menu for generating correspondence to multiple selected applicants.

Select	Applicant Name	Vet Pref	Applicant ID	Type	Dispos
<input type="checkbox"/>	test test		40416	External	Interview
<input checked="" type="checkbox"/>	Rosalind Nyland		40426	External	Interview
<input checked="" type="checkbox"/>	Janet Good		40363	External	Interview
<input type="checkbox"/>	Sonia Petrillo		40428	External	Reject
<input type="checkbox"/>	Randall Wald		40430	Employee	Route
<input type="checkbox"/>	Peter Ordal		40384	External	Route
<input type="checkbox"/>	Ben Linus		40391	External	Route

Note: When you send a correspondence, the system automatically creates an Applicant Note recording the correspondence.

1. **Recipients:** These fields identify the applicants to whom you are sending correspondence.
2. **Contact Method:** Select Email.
3. **Letter:** For a free-form created email, do not select a Letter template.
4. **To:** This field displays the names of the applicants to whom you are sending correspondence and is not editable.
 - a. If you are sending the correspondence to multiple applicants, all names appear together. However, the system sends separate correspondence to each applicant: the applicants do not see each other's names in the To field of the email they receive.
5. **Cc, Bcc, and Find:** By default, the sender's preferred email address appears in the Cc field, and the Bcc field is empty.
 - a. You can edit these fields directly to add or remove recipients, or you can look up recipients who are employees by clicking the Find link to access the Find Email Address page.
6. **Include Interested Parties:** Select this check box if you want the people listed as interested parties for the applicant to receive a copy of this email.
 - a. An applicant's interested parties are listed on the Manage Applicant page: Interested Parties tab. The system sends the interested parties' copies of the correspondence, but does not display their names or email addressed on this page.
7. **From:** If the Contact Method is Email, this field displays the sender's name.
8. **Subject:** Enter the email subject. This field is required for email correspondence (whether freeform or template-based).
9. **Access:** Select a value to indicate whether the note that is created is public or private.
 - a. Select Private to limit access to the note's author.

- b. Select Public to allow other users to see the note.
 - i. Users can see public notes as long as they have access to one of the associated job openings.
10. **Notes:** Enter any comments that should be saved in the applicant note that the system creates when it generates the letter.

Correspondences can be initiated in three different forms.

Email

An email with message text that you manually enter.

1. **Message:** For freeform email, enter the text of the email message.
2. **Attachments:** Use this section to add attachments to and remove attachments from the email.
3. **Preview:** Click to preview the email.
4. **Send:** Click to send email correspondence, create the associated applicant note, and return to the page from which you invoked the Send Correspondence action.
5. **Cancel:** Click this button to return to the previous page without sending the correspondence.

Email with Letter Template

An email with message text that the system generates based on a template that you select. Use the Contact Method of Email, along with a Letter template selection.

1. **Contact Method:** Select Email.
2. **Letter:** Select a letter template to use. The letter templates that have been created use the Campus code in naming for ease of locating the correct template
 - a. UND01 Student Background Check
 - i. Informs the applicant a background check has been requested and to monitor their email for a message from Sterling
 - b. UND01 Student Denial After Int
 - i. Informs the applicant they have not been selected and thanks them for interviewing
 - c. UND01 Student Denial Pos Fill
 - i. This template informs the applicant another candidate was selected for the position
 - d. UND01 Student Denial Reopen
 - i. Informs the applicant they have not been selected and UND will be reopening its search for a candidate
 - e. UND01 Student Pos closed NF
 - i. Informs the applicant the department has decided to not hire anyone into the position and will be closing the search for a candidate
3. **To:** This field displays the names of the applicants to whom you are sending correspondence and is not editable. If you are sending the correspondence to multiple applicants, all names appear together. However, the system sends separate correspondence to each applicant: the applicants do not see each other's names in the To field of the email they receive.

Letter

A letter that the system generates based on a template that you select.

1. **Contact Method:** Select Letter.
2. **Letter:** Select a letter template to use. The letter templates that have been created use the Campus code in naming for ease of locating the correct template.
 - a. UND01 Student Background Check
 - i. Informs the applicant a background check has been requested and to monitor their email for a message from Sterling

- b. UND01 Student Denial After Int
 - i. Informs the applicant they have not been selected and thanks them for interviewing
 - c. UND01 Student Denial Pos Fill
 - i. This template informs the applicant another candidate was selected for the position
 - d. UND01 Student Denial Reopen
 - i. Informs the applicant they have not been selected and UND will be reopening its search for a candidate
 - e. UND01 Student Pos closed NF
 - i. Informs the applicant the department has decided not to pursue filling the position, and will be closing the posting without hiring anyone.
3. **To:** This field displays the names of the applicants to whom you are sending correspondence and is not editable. If you are sending the correspondence to multiple applicants, all names appear together. However, the system sends separate correspondence to each applicant: the applicants do not see each other's names in the To field of the email they receive.

After completing your correspondence, click on the Preview button to preview the email correspondence.

1. As delivered, this email message format places a salutation before your message text and a signature after your message text.
2. You can return to the Send Correspondence page without sending.
3. Select the "Return" button to return to the Send Correspondence page.
4. Select the "Send" button to deliver the email correspondence, if sending a letter, select "Generate".
 - a. Letters are generated in real-time a new browser window opens for each letter. If multiple applicants were included, separate windows will appear for each applicant. The letter is generated by merging data from the applicant's application into the pre-defined template fields.
 - b. From the letter window, you can save the letter locally, edit the letter, and print the letter for mailing.

REQUEST A BACKGROUND CHECK

After the verbal offer has been made to the candidate, you will need to initiate a background check if one is required for the position. You can also see previous background checks that have been run through Recruiting Solutions.

1. If you do not manage your own background checks, add your contact who usually does as a Hiring Manager.
2. Go to your job opening > Applicants
3. Under Other Actions > Applicant Actions, select 'Sterling Background Check'
4. A screen will appear, select your package type & ensure the Account ID is correct (UND01)
5. Click 'Request New Inquiry'
 - a. This will create a request in Sterling & initiate an email to the candidate to provide information to Sterling. Once the applicant completes the information, the background check will update to 'pending' in Recruiting Solutions
 - b. Once the background check is complete, the status will change to either 'complete/clear' OR 'complete/consider' in Recruiting Solutions
 - c. If the status is 'complete/consider' it will require further review by HR

Once the background check is complete & cleared, you may request your offer through Recruiting Solutions.

The image shows two screenshots from the Recruiting Solutions system. The left screenshot shows a list of applicants with a 'Sterling Background Check' option highlighted in the 'Applicant Actions' dropdown menu. The right screenshot shows the 'Look Up Sterling Package ID' search window, which includes search criteria for 'Sterling Package ID' and 'Sterling Package Title', and a table of search results.

Sterling Package ID	Sterling Package Title
116469	Standard Check W Locator Select
116742	International Package
117182	Standard Check W LocatorSelect W OIG/GSA
117237	Standard Check W Locator with Education

Background Check Statuses & Definitions:

Screening Statuses

- PreDraft** - Email sent; Information from candidate is required
- Draft** - Client information gathered; Ready to begin processing
- Pending** - Processing; At least 1 report item within this package has a status of pending
- Cancelled** - The candidate did not submit their data by the expiration date
- Complete** - All report items are set to complete within the package

Screening Results

- Pending** - Processing; At least 1 report item within this package has a status of pending
- Clear** - Everything good, the screening passes
- Consider** - Something found. The screening needs review. Contact your background check contact or HR.

REQUEST AN OFFER AND CREATE AN OFFER LETTER

Create and manage job offers on the Prepare Job Offer page

1. **Select “Open Jobs”**
 - a. Access your open jobs tile on the Manager Self Service homepage
2. **Find the opening**
3. **Select the Applicants tab**
 - a. Select all applicants that will need an interview scheduled
4. **Select the applicant for which you are making the offer:**
 - a. Click on Other Actions > Recruiting Actions > Prepare Job Offer
5. **The Prepare Job Offer screen will load.**

The screenshot displays the 'Prepare Job Offer' interface. At the top, there are fields for Posting Title, Job Opening Status, Job Title, Applicant Name, Job Opening ID, Business Unit, Position Number, and Applicant ID. Below this is the 'Offer Details' section with a search bar and 'View All' link. The 'Job Opening Information' section includes fields for Job Opening, Position Number, Job Code, Hiring Manager, Recruiter (with a search icon), Status (006 Pending Approval), Reason (dropdown), and Created By (Christine Egeland). The 'Offer Details' section shows Business Unit (UND01), Offer Date (04/05/2021), Start Date, Offer Expiration Date (04/10/2021), Applicant Type (External Applicant), and Preferred Contact options (Not Specified, Notify Applicant). The 'Job Offer Components' section has a table with columns for Component, Offer Amount, Payment Mode, Currency, and Frequency, with an 'Add Offer Component' button. The 'Offer Letter' section includes a Letter dropdown, Date Printed field, and buttons for Generate Letter, Upload Letter, and Email Applicant. The 'Offer Attachments' section shows 'No attachments have been added to this offer.' and buttons for Add Applicant Attachment and Add Organizational Attachment. A 'Comments' section at the bottom has a text area, 'Add By', 'Last Updated By', and 'Add Another Comment' button.

- a. Confirm that the Position Number is correct, if there are multiple positions associated with this job posting you can click on the search icon here and select another position number

This is a close-up of the 'Job Opening Information' section from the screenshot above. A red rectangular box highlights the following fields: Position Number, Job Code, Hiring Manager, Recruiter (with a search icon), Status (006 Pending Approval), and Reason (dropdown). Below the box, the text 'Created By Christine Egeland' is visible.

- b. Leave 'Status' as: 010 Extended
- c. Leave 'Reason' blank
- d. Dates:
 - i. Offer Date:
 1. Enter today's date
 - ii. Enter a tentative start date
 1. This can be changed later if needed
 - iii. Change the Offer Expiration date as needed

Business Unit: UND01

Offer Date: 04/05/2021

Start Date: [Calendar Icon]

*Offer Expiration Date: 04/10/2021

Applicant Type: External Applicant

Preferred Contact: Not Specified

Notify Applicant

e. **Comments:** Enter any comments related to the job offer. Offer comments are not shown on any other page. Comments would be visible to Approvers who view this page.

Add Offer Component

Comments ?

1 of 1 | View All

[Text Area]

Added By

Last Updated By

Add Another Comment

- i. If this student will be working under Federal Work Study, comment "FWS"
- ii. If this student will be working under institutional funding, comment "INST"
- iii. Comment the hours per week this student will be working (ex. 15 hours per week)
- iv. If this student needs to clock to clock in, comment "Time Clock Employee"
 - 1. A time clock employee is an employee that clocks in and out using a physical time clock – employees that clock in and out using PeopleSoft/Employee Self-Service would not be considered time clock employees
 - 2. Please provide the group/location of the time clocks your student employee would be using if your student is a time clock employee
- v. List the student employee's campus address/place of work (if employee is a remote employee, put the word "Remote" and then add the campus address
 - 1. Ex:
Twamley Hall, Room 216
264 Centennial Drive Stop 8371
Grand Forks, ND 58202

f. **Under Job Offer Component**

Job Offer Components ?

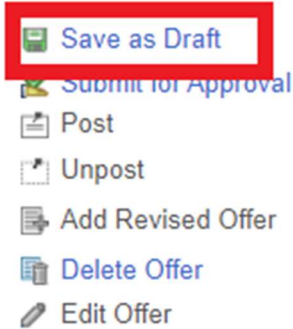
Component	Offer Amount	Payment Mode	Currency	Frequency	
[Dropdown]	[Text]		[Dropdown]	[Dropdown]	[Trash]

Add Offer Component

- i.
- ii. Component:
 - 1. You will have the option between base salary and moving expense.
 - 2. Select base salary
- iii. Offer Amount:
 - 1. Enter the hourly amount (ex. \$12 or per pay period amount (ex. \$150) that you are offering this candidate
- iv. Currency:
 - 1. A list will appear of a variety of currencies.
 - 2. Select "USD" (United States Dollar)

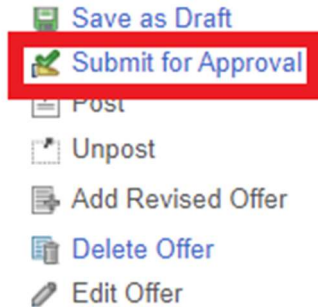
- v. Frequency:
 1. Enter the amount of time per year this candidate will be paid.
 2. Ensure it reflects your offer amount
 3. Generally, student employees are monthly or hourly

6. After confirming the above, select 'Save as Draft'



7. Select 'Edit Offer'

8. Select 'Submit for Approval'



9. Offer Letter: UND does not utilize the generated offer letter option as it does not offer the flexibility and personalization many of our departments need.

- i. Select 'Upload Letter'
 1. If you haven't created an offer letter yet, download one of the below templates and edit as needed and print to pdf
 - a. [Offer Letter Template](#)

10. Applicant Attachments:

- a. There are three required applicant attachments:
 - i. Position Description
 - ii. Onboarding Next Steps
 - iii. Offer Acceptance Steps
 - iv. All three of the above can be combined with the job offer if uploaded as an applicant attachment



- b. Select 'Add Applicant Attachment'
 - i. Select "Choose File"

File Attachment
×

[Help](#)

No file chosen

- ii. Upload the relevant attachment
- iii. Select Upload
- iv. Update the Description to a relevant title
 1. Ex. Offer Letter
- v. Select "Action Required"

Attachments ?

Type	Description	Details	Action Required	
Attachment	Offer Acceptance Steps	Offer_Acceptance_Steps.do...	<input checked="" type="checkbox"/>	✕

11. Select 'Submit for Approval'

a. This is submitting the changes you just made

- Save as Draft
- Submit for Approval**
- Post
- Unpost
- Add Revised Offer
- Delete Offer
- Edit Offer

12.

13. The offer will now be routed for appropriate approvals

a. View Approvals list by selecting the "Approvals tab" within the job offer

- i. The next person on the list will receive the following email:

Subject: Your Approval is Required for a Job Offer
Body:

A job offer was created that requires your approval. Please select the hyperlink below to access the Offer Details page to review and approve this offer.

- ii. The offer can be approved either by selecting the link in the email notifications or selecting the "Approvals" tile or within the job offer

14. Student Employment will comment on the approval chain if your student is approved for institutional or FWS funding

15. After the offer is approved:

a. All attached to the to the job offer will receive a notification once it has been approved by an approver:

Subject: A Job Offer has been Approved
Body:

A Job Offer has been Approved. Please select the hyperlink below to access the Offer Details page to review.

- b. Access the offer page and approvals tab to confirm if all approvals are completed
- c. Select Notify Applicant and select 'Post'
- d. The applicant's Disposition status will be updated to 'Offer'

- e. The candidate will receive an email notification prompting them to log into the Candidate Gateway to accept the offer and creates a contact note

PREPARE APPLICANT FOR HIRE

1. After the candidate accepts their offer

- a. When the candidate accepts the offer, their status will update to 'Accept
- b. All other applicants will have their disposition updated to 'Hold'
 - i. All attached to the position opening will receive two notifications:

Subject: Job Offer Response
Body:

This is a job offer response made by applicant Firstname Lastname for the job opening "Posting Title - #####". Please be advised that applicant Firstname Lastname has accepted this job offer - (Job Offer ID: #####).

This is a system generated email. Please do not reply to this email.

Thank you.

Subject: Applicant (#####) Firstname Lastname has had a status change to 020 Accept
Body:

This e-mail is to inform you that applicant (#####) Firstname Lastname has had a status change to 020 Accept for job opening (#####) Posting Title in recruitment area #.

- c. Select: Other Actions > Recruiting Actions > Prepare for Hire
- d. A screen will pop up for you to complete:
 - i. Type of Hire: 'Hire'
 - ii. Update the start date if it is different from what was entered on the offer page.
 - iii. Add comments as needed
 - 1. If this student will be working under Federal Work Study, comment "FWS"
 - 2. If this student will be working under institutional funding, comment "INST"
 - 3. If this student needs to clock in, comment "Time Clock Employee"
 - a. Please indicate the time clock group the student will need to be added to
 - 4. Comment the number of hours the student will be working each week (ex. 20 hours a week)
 - 5. Comment the campus address the student will be working
Ex:
Twamley Hall, Room 216
264 Centennial Drive Stop 8371
Grand Forks, ND 58202
 - a.
 - iv. Select 'Submit Request to HR'
 - 1. This will update the candidate's status to 'Ready'.
- e. When the ND Hire is completed
 - i. The candidate's status will update to 'Hired'
 - ii. All attached to the position opening will receive a notification:

Subject: Applicant (#####) Firstname Lastname has had a status change to 090 Hired
Body:

This e-mail is to inform you that applicant (#####) Firstname Lastname has had a status change to 090 Hired for job opening (#####) Posting Title in recruitment area #.

- iii. The Student Job Opening will be closed or if there are multiple positions on one job opening, the number of openings will decrease by 1

MAINTAINING TEAMS

You can set up predefined teams whose members can be added to the job opening all at once. If groups of people typically work together on the same job openings, creating and adding teams can be faster than adding each team member individually to each job opening.

Navigator Menu > Recruiting > Administration > Teams

Description: Enter the name of the team. Use Campus code designator UND01 STUDENT to distinguish your teams from any other Campus teams

Empl ID: Select the employee IDs for the members of this team.

When you create a job opening, you identify the recruiters for the job opening.

When a team is added to the job opening, the system does not add the actual team ID to the job opening. Instead, users who currently belong to the team are added individually to the job opening.

When you add a team to the Recruiters grid, only team members who are associated with the Recruiter recruiting role type are added.

LIST OF APPLICANT DISPOSITIONS (STATUSES) AND REASONS

Status	Available Status Reasons
005 Draft	
010 Applied	
015 Linked	
019 Linked Questionnaire	
020 Reviewed	
030 Screen	
050 Route	
060 Interview	
069 Preliminary Offer Decided	
070 Offer	
071 Offer Accepted	
075 Preliminary Offer Notified	
076 Preliminary Offer Accepted	
077 Preliminary Offer Rejected	
078 Hire Decided	
080 Ready to Hire	
090 Hired	
100 Hold	
110 Reject	010 Another Applicant was Hired
	020 Unable to Contact
	030 Poor Interview
	040 No Skills Match
	060 No Show for Interview
	080 Selected for Other Position
	090 Lacks Required Education
	130 Lacks Other Min Qualifications
	140 Lacks Required Credentials
	150 Not Selected
	160 Lacks Required Experience
	170 Requisition Cancelled
	190 Another Job
	200 Offer Rejected
	240 Preliminary Screen
	250 After Interview
112 Failed Prescreening	010 Less than 100% for questions
	020 Minimum score not attained
	030 No Basic Eligibility
115 Reject Online Screening	010 Failed Online Screening
	020 Less than 100% for Questions
	030 Minimum Score Not Met
120 Withdrawn	030 Voluntary
130 Withdrawn Application	010 Candidate Withdrawn
	020 Recruiter Withdrawn
140 Inactive	