

Plant Operations eRecruit Approval Process Flow

1. Is the position Union or Non-Union?

- If Union:
 - Post internally according to particular contract (this will require a paper copy)
 - Internal selections are submitted to PPAPO by department for processing
 - When/if posting needs to go to the employment site follow steps 2 – 6.
- If Non-Union continue steps below

2. Input of Job Description

- Done by departmental eRecruit coordinator
 - For Facilities Maintenance: Gina Flowers; backups: Christine Nedrow, Valerie Amo
 - Apprentice Postings: Tom Sullivan; backup: Christine Nedrow
 - Office of Plant Director: Mary Diskin
 - Plant Hospital Maintenance: Melissa Berry, Wendy Woerner
 - Construction Services: Michael Gaubatz
 - Plant Building & Grounds Services: Kristin Brancheau; backup: Tiffany Fox
 - Utilities & Plant Engineering: Judith Witter; backup: Lisa Sheldon, Sandy Herrst
 - Work Control: Von Hardesty; backup: Cindy Schaedig
 - Plant Material & Moving Services: Lynette Wright; backup: Karen Rothfuss
 - PPAPO: Teri Bareis, Nancy Chantaca
- Get Posting ranges from FO-HR

3. Add Approvals and Hiring Team

- Add approvers in order
 1. General Foreman or other department designee
 2. A.D.
 3. Exec Director (Mary Diskin)
 4. FO-HR (Lisa Mello, Stacy Johnson)
 5. Add appropriate EPC (Shirley Sindlinger/Kristen Miller) as the Primary and last in the order of approvers
- Add hiring team members
 - Add Nancy Chantaca and Teri Bareis
 - Add General Foreman and A.D.
 - Members of committee can be added (if known)

4. Sourcing and Submitting for Posting to Site

- Set up sourcing dates and locations
- Submit posting

- FO - HR will approve and posting is submitted to EPC for final approval
- FO-HR will add PPAP0 and M. Diskin to Hiring Team as a cc
- Job is posted to employment website

5. Using eRecruit system after job is posted/during candidate screening process

- Department designee can forward resumes
- Hiring team can view resumes online
- Applicant summary report will be forwarded by FO-HR
- Applicants can be dispositioned as resumes are reviewed
 - (do not “reject” anyone who may be moved forward in the process)
- Tracking of information/notes on applicants can be done in the system
- Final candidates should be forwarded to FO-HR to check restricted table and personnel files (if applicable) before interviews begin
- Utilize Plant Hiring Process

6. Using eRecruit after interviews/final candidate(s) selected

- Contingent salary offer is approved by FO-HR
- Make offer in the system
- Complete disposition of all candidates once offer is accepted by top candidate
 - Only need to disposition those candidates who were considered/interviewed
- Submit offer for approval (using approval order in step 3)
- Background check begins after all approvals are complete