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

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• FO - HR will approve and posting is submitted to EPC for final approval
• FO-HR will add PPAPO 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
     o (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
     o 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