

**Facilities & Operations eRecruit EMPLOYMENT PROCESS  
(Includes Bargain-for and Non-Bargain for positions)**

**Posting Process for an Open Position due to Replacement (same classification)**

1. Contact FOHR to obtain salary range for posting
2. FOHR provides salary range within one business day if needed
3. Hiring Manager creates a Job Requisition in eRecruit, identify Unit Approver(s) and EPC as Primary approver
4. Add FOHR representatives to job requisition
5. Hiring Manager makes any final changes to the requisition before it goes to FOHR for final approval
6. FOHR reviews and approves the posting, sends to EPC and the requisition is posted on the websites

**NOTE:** Any changes to the posting after it has been posted to the job boards should be communicated to FOHR.

**Posting Process for an Open Position due to Replacement (different classification)**

1. Hiring Manager contacts FOHR to begin discussion of a different classification and fills out a Position Description Form (PDF)
2. Send FOHR the completed Position Description Form (PDF) for approval of appropriate classification and salary range. Within 3 business days FOHR will contact the Hiring Manager regarding the appropriate classification.
3. FOHR obtains approval (if FLSA status change from non-exempt to exempt) from University Human Resources Compensation Office
4. FOHR communicates classification decision including salary range back to Hiring Manager
5. Hiring Manager creates a Job Requisition in eRecruit, identify Unit Approver(s) and EPC as Primary approver
6. Add FOHR representatives to job requisition
7. Hiring Manager makes any final changes to the requisition before it goes to FOHR for final approval
8. FOHR reviews and approves the posting, sends to EPC and the requisition is posted on the websites

**NOTE:** Any changes to the posting after it has been posted to the job boards should be communicated to FOHR.

**Posting Process for an Open Position (New Position)**

(A new position is one that has not previously existed.)

1. Hiring Manager contacts FOHR to begin discussion of a classification and fills out a Position Description Form (PDF)
2. Send FOHR the completed Position Description Form (PDF) for approval of appropriate classification and salary range. Within 3 business days FOHR will contact the Hiring Manager regarding the appropriate classification.
3. FOHR communicates the classification decision including the posting salary range back to Hiring Manager
4. Hiring Manager creates a Job Requisition in eRecruit, identify Unit Approver(s) and EPC as Primary approver
5. Add FOHR representatives to job requisition
6. Hiring Manager makes any final changes to the requisition before it goes to FOHR for final approval

7. FOHR reviews and approves the posting, sends to EPC and the requisition is posted on the websites

**NOTE:** Any changes to the posting after it has been posted to the job boards should be communicated to FOHR.

### **Reviewing Candidate Pools**

1. If the Hiring Manager receives an automatic email indicating that there is an Affirmative Action goal contact FOHR to strategize about how to diversify the candidate pool.
2. FOHR will run Applicant Summary Report and send to Hiring Manager
3. Hiring Manager and others review resumes from candidates and determine those qualified for an interview
4. Review RIF resumes
5. Hiring Manager contacts FOHR for review personnel files (internal or former employees) or Restricted Table (former employee rehire eligibility) on final candidates
6. Hiring Manager and/or Hiring Team conducts interviews
7. Hiring Manager checks references

### **Making a Contingent Job Offer**

1. Contact FOHR via email for final salary approval
  2. Hiring Manager makes contingent offer to selected candidate
    - a. External Candidates ~ inform the candidate that the offer is contingent upon a background screening and they should expect communication from HireRight. In order to expedite the process the candidate must respond as soon as possible.
  3. If there are RIF candidates you must give a brief, detailed explanation as to why they were not considered for the position in the comments section (limited to 255 characters)
  4. Department selects "Prepare job offer" and add/delete approvers (add EPC)
  5. FOHR Representative and the EPC must be listed as Approvers with the EPC as the Primary approver and listed last.
  6. Department returns to list of finalists and dispositions candidates that were considered; others may be left as pending
    - a. Candidates may be dispositioned during the review and interview process
- For New to the University Hires:**
- o EPC sends a contingent offer email and lets the candidate know they will receive an email from HireRight
  - o Candidate responds with information to HireRight
  - o EPC reviews information on screening received from HireRight
  - o EPC communicates with Hiring Manager about results from HireRight
  - o If the individual can be hired EPC will prepare the Hire for the selected applicant
  - o EPC sends a Welcome Letter (email) to the candidate containing information about New Employee Orientation
  - o New employees receive additional emails to set up their unqname and Kerberos password
  - o If department creates offer letter, include in documents section of requisition and send electronic copy to EPC.
- For Internal to the University Hires:**
- o UHR does not perform a background check and therefore the offer is not contingent
  - o The offer should be submitted with "Final" status and NEO date is not required
  - o UHR does not send an offer or confirmation letter to the internal candidate.
  - o The department provides an offer letter to be included in the Documents section of the requisition and an electronic copy sent to the EPC.

## **Employee Orientation**

1. New employees to the University will attend New Employee Orientation on the 1<sup>st</sup> Monday of employment
  - a. Individuals who are changing from having an instructional appointment to a staff appointment will attend orientation (non additional appointment)
2. All employees new to Plant Operations will attend Plant Operations Orientation
  - a. Contact Plant Academy for registration.

## **FOHR Contacts:**

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## **University Human Resources Employment Process Coordinators (EPC):**

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