Department Hiring Process

Prepare to be Successful

- Recruiting Needs
  - Obtain all approvals, and job description changes and candidate questions
  - Assign Committees and/or hiring managers to recruit and interview
  - Notify everyone of the needs for the position
  - Confirm everyone’s schedule for availability
  - Set interview questions and evaluations

- Timeline
  - Define the time to fill the position: The position should be filled within 60 days maximum (30 days is the goal)
  - Inform everyone involved of your timeline
  - Clear time in your schedule
  - Post your position in a timely manner for the start date

- Define Position
  - Use the job addendum
  - Utilize the job descriptions as a guideline- add criteria that the position requires
  - Add the education and experience you require
  - Add questions (and points) to qualify candidates

Create ePRF

- Create position in PeopleSoft (create, reclass or update)
- Obtain Position Number (It will take 24-48 hours for the position to feed into OJS)
  - The posting pulls from PeopleSoft
    - If you are unable to create the requisition
      - Make sure that the date is not in PeopleSoft is not in the future
      - They system refreshes at midnight- if the request went in the PeopleSoft that day, it will not be able to be accessed until at least the next day
      - Double check that you are logged in as Requestor if you have different levels in OJS
      - Make sure that you have the correct access in OJS
      - If you are still having trouble, contact your HR Employment Rep
Enter in OJS

- Requestor creates template in OJS,
  - Completes Posting Details
  - Complete Posting Approval Request
  - Creates Questions and Assigns Points
- Requestor sends template to Department for approval (The position must go through 3 approval levels before Employment- Department, College, Executive)
- HR Employment reaches out to hiring manager when the posting get to Department level
  - Discuss the departments recruiting plan
    - Who will be recruiting, timeline, candidates already in mind, etc
  - Walk through the recruiting process
    - 60 day process
    - Steps of Recruiting
  - Help clearly define the position before it is posted
    - Using the job addendum
  - Assist in developing questions for the potential applicants
    - Develop point system if needed
    - Determine what factors will determine disqualifications, if any
  - Assist with ideas to generate the appropriate candidate pool (i.e. external postings, career fairs, specific recruiting, etc.)
- Department works with HR to define position and approves Requisition
- Executive approves Requisition
- HR reviews, approves and posts the position. The posting is live on the UH website

Candidates apply

- Even though we have postings on other sites, candidates can only apply through the UH website. The other sites direct the candidates to the UH Website.
- When an applicant applies, if they answer that they do not meet the minimum qualifications for education and experience for the position (as documented in the qualifying groups not by the optional questions unless desired), they will automatically be disqualified for the position before they are even screened by HR

Recruiting

- HR Filters candidates based on parameters discussed prior to position being posted
  - If there are certain candidates you wish to screen, notify HR to ensure that they are sent over for Managers Review and not screened out
- As the department reviews applicants, they need to dispense them accordingly
- How to dispense
- Pending
  
  Will not send out an email notification, it will reflect the stage of the application
  Candidates will still see “in process” for their status
Gives HR an idea of where you are in the process and gives us an answer when the candidates call for an update

Email
Reviewed- Not Selected (Still looking for candidates, but you were not a fit for this position)
Not Interviewed-Not Hired (The position has been filled, you were not interviewed or selected for the position)
Interviewed- Not Hired (The position has been filled, you interviewed, but were not the best fit for this position)
No action
Indicates to HR there is no movement in recruiting for this position

- The department reviews the applicants and selects candidates to phone interview
- From the phone screens, the department determines which candidates to bring in for an interview
  - If viable candidates are not found within 30 days, contact HR Employment immediately
    - Different options exist for recruiting which include specialized searches, external postings, etc.
- The final candidate is selected
  - All interviewing documentation and notes must be kept by the department for 2 years
  - Complete the Compliance Checklist for the RFO

CHRI
- CHRI filled out and sent to HR Employment to process
  - A CHRI does not need to be completed for a background to be run if:
    - If an employee is transitioning from one security sensitive position to another security sensitive position within the same department
    - The position is not security sensitive
    - If an employee has passed their UH background screen within the last 6 months
- CHRI results are sent to the manager
  - if it comes back positive, the position needs to be reopened and reposted if there is not a second choice from the current applicant pool

RFO
- Complete the salary requirements and start date
  - If the compensation is out of range or over $100,000, Employment will send RFO to Compensation to review and approve. Please provide documentation and information regarding out of range compensation in such cases
  - Notate the justification in the RFO as well
- Attach the compliance checklist and any additional interviewing forms
- Requestor submits RFO and it goes through 3 levels of approval
• RFO final approval at Employment level

**On boarding**

• Offer letter is sent out to the selected applicant
  o The Offer Letter cannot be sent out until the RFO is approved.
  o Offer Letter Templates are found on the UH Forms page
  o If there are variations on the form letter, it must be approved by HR
  o The department needs a signed copy of the offer letter to submit with the ePar

• ePAR submitted via PeopleSoft
  o HR will not approve the ePAR until the RFO is approved and completed, the position is filled and the I9 and Direct Deposit are completed.

• Sign up candidate for Orientation
  o Orientation classes fill up very quickly. They are filled on a first come, first serve basis. We cannot hold spots in classes for candidates
  o The deadline to sign up new hires for NHO on Monday is the prior Thursday at 12:00
  o The ePar has to be completed (this includes the RFO, I9 and Direct Deposit) prior to NHO.
  o Applicants and the department contact will receive a confirmation email by the Friday prior to orientation
  o A Full time staff employee needs to attend orientation within a week of their start date to receive information on benefits and obtain computer access, parking and their cougar card (an employee has 30 days from their start date to elect benefits)