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 evaluation

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
- Set up order in PeopleSoft
- Obtain Position Number

Enter in OJS
- Requestor Posts position
  - Completes the Posting Approval Request to be reviewed by Executive level
  - Posting is sent to the Department for approval (The position must go through 3 approval levels before Employment)
  - 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

☐ HR Employment reaches out to hiring manager when the posting get to Department level
  o Discuss the departments recruiting plan
    ▪ Who will be recruiting, timeline, candidates already in mind, etc
  o Walk through the recruiting process
    ▪ 60 day process
    ▪ Steps of Recruiting
  o Help clearly define the position before it is posted
    ▪ Using the job addendum
  o Assist in developing questions for the potential applicants
    ▪ Develop point system if needed
    ▪ Determine what factors will determine disqualifications, if any
  o 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
☐ VP/Provost approves Requisition
☐ HR reviews, approves and posts the position. The posting is live on the UH website

<table>
<thead>
<tr>
<th>Candidates Apply</th>
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<tr>
<td>☐ Even though we have postings on other sites, candidates can only apply through the UH website. The other sites direct the candidates.</td>
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<tr>
<td>☐ When they apply to postings, if they answer that they do not have 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</td>
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<td>☐ HR Filters candidates based on parameters discussed prior to position being posted</td>
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</table>
  o 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
  o 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
  o All interviewing documentation and notes must be kept by the department for 2 years
  o Complete the Compliance Checklist for the RFO

Complete the salary requirements and start date
  o 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
  o 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
On Boarding

- RFO final approval at Employment level

- 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

- Complete the RFO in OJS by completing the Request for Offer and Compliance Checklist Folder Tabs
  - Upload the Compliance Checklist into OJS
  - Signing the Compliance Checklist confirms that you have reviewed, completed, gathered and will be able to submit all interview documentation to HR upon request. The Department is responsible for keeping all documentation explained on the Compliance Checklist for 2 years after the hire date.

- Offer letter is sent out
  - If there are variations on the form letter, it must be approved by HR

- Have candidate report to HR before the day of orientation and the start day in order to complete the I9 and direct deposit forms
  - If the employee is unable to report to HR before their first day, please contact HR

- ePar is completed
  - The ePar is completed in PeopleSoft. HR will not approve the ePAR until the RFO is approved and completed and the position is filled and the I9 and Direct Deposit are completed.

- Sign up candidate for Orientation
  - Orientation classes fill up very quickly. They are filled on a first come, first serve basis. We cannot hold spots in classes for candidates
  - An employee can start working before they attend orientation