

## NEW HIRE PROCESS: FULL-TIME FACULTY POSITION - PAGE 1

### Enter Primary Job Opening

1. Login to PeopleSoft at:  
<https://uazips.sharepoint.com/teams/UAPeopleSoftUsers/SitePages/UA-Site-of-Sites.aspx>
2. From the main menu, select **Recruiting > Create Job Opening**.
3. In the **Primary Job Opening Information** box, enter the following:
  - a. **Department:** Leave blank, if entering the **Position Number** (will auto-populate). Otherwise, if entering the **Job Code**, enter the Department from the Position Request form.
  - b. **Position Number:** Enter position number from the Position Request approval. The information for Department, Job Code, Recruiting Location and Job Posting Title will populate.
  - c. **Job Code:** Only enter manually if for part-time, temporary jobs.
  - d. **Recruiting Location:** If you must manually enter the **Job Code**, then you will have to enter the **Recruiting Location** as well.
4. Click **Continue**.

**Primary Job Opening Information**

Recruiting Home

Job Details

Job Opening Type: Standard Requisition

\*Business Unit: STDBU

Department: 008610

Position Number: 00003339

Job Code: 80005

\*Recruiting Location: 1002

\*Job Posting Title: Administrative Secretary

Continue

If using a **Job Code**: Enter Department & Recruiting Location

If using a **Position Number**: Leave Department & Recruiting Location blank

5. The **Job Opening – Job Details** page displays.

### Enter Job Details

1. Status **Reason**: Either “**New Position**” or “**Replacement**.”
2. **Desired Start Date**: Estimated start date. Must be a minimum of first day after person leaves, if this is a replacement position. If funded by a grant account, contact your Grant Accountant to verify the date.

3. **Location/Recruiting Location**: Verify both locations are accurate.
4. **Employees Being Replaced**: If replacement position, enter the incumbent’s Employee ID.
5. **Schedule Type**: Full-Time or Part-Time.
6. **Regular/Temporary**: Select the appropriate option.
7. **Begin Date**: Leave blank, unless a temporary position. If temporary, should match Start Date.
8. **End Date**: Leave blank, unless temporary position.
9. **Salary Range From and To**: Review and match to position request approval.
10. **Pay Frequency**: Review and match to position approval.
11. Click **Save as Draft**.
12. **Job Opening ID** is assigned and displayed in the top left corner of the job opening page - **write down this number!**

Refer to the job aid, “Search Waivers” for instructions regarding the Search Waiver process

### Enter Hiring Team

1. Click the Hiring Team tab.
2. Click **Add Recruiter Team**. Select 1001 CP/Fac Recruiting team.
3. Check the **Primary** box for the primary recruiter.
4. Click **Add Hiring Manager**. Click the magnifying glass icon to search for the Hiring Manager by Empl ID (preferred) or name.
5. Click **Add Interviewer**. Click the magnifying glass icon to search for each Interviewer (Search Committee) by Empl ID (preferred) or name. Continue to click **Add Interviewer** until all the members of the search committee have been entered. **NOTE**: All Interviewers/Search Committee members must have completed Search Committee Training before their name can be added. If training has not been completed the name will highlight red and cannot be saved.
6. Click **Add Interested Party Team**. Select 1003 Interested parties Team. **NOTE**: Add Chair and yourself as an Interested Party to view data in My Akron.
7. Click **Save as Draft**. **NOTE**: Screening Team is **NOT** used.

## NEW HIRE PROCESS: FULL-TIME FACULTY POSITION - PAGE 2

### Enter Job Posting Information

Use the Classification Specification to complete this information.

1. Click the **Job Postings** tab.
2. Click **Add Job Posting** link.
3. Add **Posting Title** – spell out title that is displayed or add title
4. **Description Type:** Select the type from the drop down. The HPM should enter:
  - a. Required Qualifications (use Class Spec as a guideline)
  - b. Preferred Qualifications
  - c. Responsibilities (use Class Spec as a guideline) Note: title will display in text box. Delete title when adding responsibilities.
  - d. Application Instructions
  - e. Comments (the Comment section will be a brief description of your department with a link to the webpage for applicants to go to and view)
5. **Visibility:** Select Internal & External. If Internal only posting select Internal.
6. **Template:** Leave blank – except when using the description of **Application Instruction**. In that case, select the template **Application Instructions** from the drop-down and modify as needed.
7. Continue to click on the **Add Posting Description** link until all of the information is entered.
8. **NOTE:** Human Resources (assigned HR Admin/Recruiter) will complete the **Job Posting Destinations** area.
9. Faculty Positions will be posted as open until filled with a comment that reads **“Open until filled, however, review of applicants will begin 30 days after posting date”**.
10. Click **Preview** to view your job posting as it will display on our UA Jobs web page.
11. Click **Return to Previous Page**.
12. Click **OK**.
13. Click on **Save as Draft**.

NOTE: The **Qualifications** and **Screening** tabs are **NOT** used.

### Enter Advertising Information

1. Click the **Advertising** Link *located in the far right* of the screen.
2. **If temporary, is job sponsored?** Check if this is a temporary grant position.
3. **Advertising Activities:** If placing an outside advertisement, enter all advertising locations along with networking activities, conferences, direct contacts, list serves, online resources, etc. **NOTE:** If advertising on any listservs, the job posting from our UA jobs page must be used.  
**\*\*If requesting an internal to UA only search, indicate here.**
4. **Background Check Account Code:** Enter the six digit departmental account code to charge back, followed by a hyphen and **5750**
  - a. If needed, use the **add a Row (+)** tool to split the background check expense to multiple account codes.
5. **Advertising Account Code:** Enter the six digit departmental account code to charge back, followed by a hyphen and **5789**
  - a. If needed, use the **add a Row (+)** tool to split the advertising expense to multiple account codes.
6. **Salary and Benefits Account Code:** Should populate automatically. If not, enter the six digit account code followed by a hyphen and the GL Pay Type.
7. **Click Save.**
8. Click the **Return to Job Opening** Link.

### Save and Submit Job Opening

1. Click **Save as Draft**.
2. Click **Save & Submit**.
3. The job status should change from **“Draft”** to **“Pending Approval”**.
4. The **Approvals** tab is now available and will display the approval routing. Use this link to view where the job opening is in the process.

Save & Submit kicks off the workflow routing and sends notification to the Recruiter

## NEW HIRE PROCESS: FULL-TIME FACULTY POSITION - PAGE 3



### How to Assist an Applicant – Upload Confidential Documents to a Submitted Application

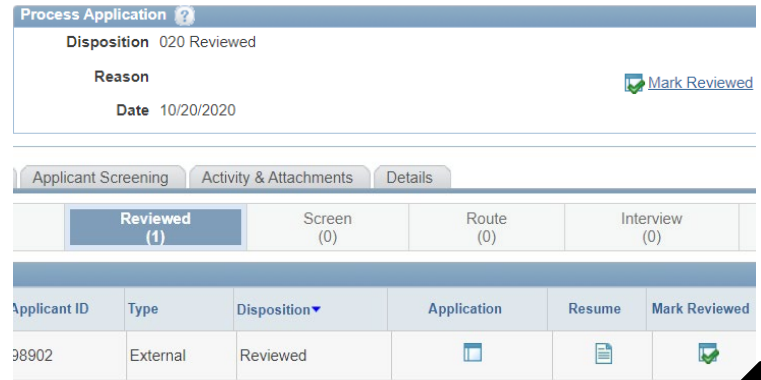
1. HPM navigates to: **Recruiting > Search Job Openings**.
2. Click **Search** or enter **Job Opening ID** if known and then **Search**.
3. Select the job title link. The Manage Job Opening page displays.
4. Locate the applicant that you wish to assist: Click the **Other Actions** link and select **Recruiting Actions > Edit Application Details**.
5. Click the **Add Attachment** link.
6. Click on **Choose File** to locate the saved file.
7. Click **Upload**.
8. Click **Save**.
9. Do NOT check **Apply to All** check box as this will add document to all applications belonging to the applicant.
10. Click on the **Return** link to exit out of the application.

### Screen/Review Applicants

1. Search Chair or HPM sends e-mail to Search Committee members that applicants are ready for review (after the 30 days posting).
2. Search Committee will then screen applicants, to determine the list of applicants they would like to interview.
3. Search Committee creates a short list of qualified applicants to interview and provides rationale for selections.
4. Search Committee creates interview questions.
5. Search Committee creates interview evaluation criteria and interview questions.
6. The Search Chair should provide the short list, rationale, and interview questions to the HPM.

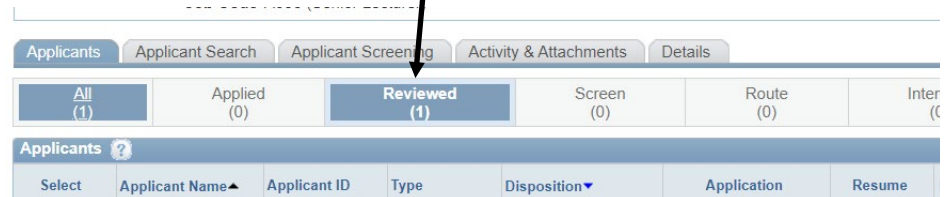
### Route/Approve Applicant List

1. HPM uses the e-mail from the Search Committee and navigates to: **Recruiting > Search Job Openings**.
2. Click **Search** or enter **Job Opening ID** and then **Search**.
3. Select the job title link. The Manage Job Opening page displays.
4. Click the **Applied** link to view only those applicants with a Disposition of **“Applied”**.
5. Click the Application  icon to view the application.
6. To mark the application as reviewed, either:
  - a. Click the **Mark Reviewed** link on the Manage Application screen, then click Return to return to the previous page.
  - b. From the **Manage Job Opening** page, click the Mark Reviewed  icon for each applicant that has been reviewed.



The screenshot shows the 'Process Application' interface. At the top, it displays 'Disposition 020 Reviewed', 'Reason', and 'Date 10/20/2020'. A 'Mark Reviewed' button with a green checkmark icon is visible on the right. Below this are tabs for 'Applicant Screening', 'Activity & Attachments', and 'Details'. A summary table shows 'Reviewed (1)', 'Screen (0)', 'Route (0)', and 'Interview (0)'. At the bottom, a table lists application details for applicant ID 98902, who is an 'External' applicant with a 'Reviewed' disposition. The table includes columns for 'Applicant ID', 'Type', 'Disposition', 'Application', 'Resume', and 'Mark Reviewed', with a green checkmark icon in the 'Mark Reviewed' column.

7. Once all the applicants on the short list have been updated to **“Reviewed”**, click the **Reviewed** link to verify the correct applicants have been updated.



The screenshot shows the 'Applicants' list interface. It features tabs for 'Applicants', 'Applicant Search', 'Applicant Screening', 'Activity & Attachments', and 'Details'. A filter bar at the top shows 'All (1)', 'Applied (0)', 'Reviewed (1)', 'Screen (0)', 'Route (0)', and 'Inter (0)'. The 'Reviewed (1)' filter is currently selected. Below the filter bar, a table header is visible with columns for 'Select', 'Applicant Name', 'Applicant ID', 'Type', 'Disposition', 'Application', and 'Resume'.

## NEW HIRE PROCESS: FULL-TIME FACULTY POSITION - PAGE 4

### Notify Others to Review Documents and Approve

1. HPM will send email message to **Department Chair/Director** and cc: the **Search Committee Chair** to notify that a short list of applicants have been changed to a “review” disposition and interview questions have attached to email. Include the following in the email:
  - a. Job opening ID and title of position.
  - b. Indicate interview questions are attached to the email.
  - c. List the name of each applicant on the list that was marked as “Reviewed”.
2. **Department Chair/Director:**
  - a. Receives the email and reviews each applicant and any comments/selection rationale, as needed, and reviews the interview questions.
  - b. Once each applicant has been reviewed, the **Department Chair** will add any comments/selection rationale to the email regarding applicants selected for interview and **forwards** the message to the **Dean’s Office** and cc: the **HPM**.
3. **Dean/AVP:**
  - a. Receives the email and reviews each applicant and any comments/selection rationale, as needed and reviews the interview questions.
  - b. Once each applicant has been reviewed, the **Dean/AVP** adds any comments/selection rationale to the email regarding the applicants selected for interview and **forwards** the email to the **Provost’s Office** and cc: the **HPM**.
4. **Provost or Designee:**
  - a. Receives the email and reviews the applicants and any comments/selection rationale as needed, and reviews the interview questions.
  - b. Once each applicant has been reviewed, the **Provost (or Designee)** adds any comments/selection rationale to the email regarding the applicants selected for interview and **forwards** the email to the EEO-AA Office at [eeocompliance@uakron.edu](mailto:eeocompliance@uakron.edu)

### 5. EEO/AA:

- a. Receives the email and reviews the short list, rationale, and interview questions.
- b. Confirms the short list candidates meet the minimum requirements for the position
- c. Changes the applicant disposition from “**Review**” to “**Interview**” for each applicant selected and approved for interview.
- d. Emails **Hiring Process Manager, Search Committee Chair and Recruiter** with approval to start setting up the interviews for selected candidates.
- e. Will upload the approval and interview questions to the job.

### Add Attachments to a Job Opening

The interview questions (from the Search Committee) must be uploaded to the Job Opening. Follow the steps below to upload the questions: Use these directions for uploading interview questions, interview notes, references, transcripts, search material information, offer letters and etc.

1. Navigate to: **Recruiting > Search Job Openings**.
2. Click **Search**.
3. Select the job title link. The Manage Job Opening page displays.
4. Click the **Activity & Attachments** tab.
5. Click the **Add Attachment** button.
6. Click the **Choose File** button and locate the document to upload.
7. Click **Open**.
8. Click **Upload**.
9. Enter a **Description** – for interview questions, enter “**Questions**”
10. Change the **Audience** to “**Public**”
11. Repeat steps 4-8 for each attachment to be uploaded.
12. Click **Save**.
13. **Optional:** Add a note to the Job Opening by clicking the **Add Note** button instead of Add Attachment (Step 5) and then follow Steps 6-8 to upload the note.

## NEW HIRE PROCESS: FULL-TIME FACULTY POSITION - PAGE 5

### Initial Interview of Qualified Applicants

#### EEO Approval is required BEFORE interviews can begin

1. Receive approval from EEO of the short list and interview questions for initial interviews.
2. Search Chair or HPM coordinates initial interview dates and times for each candidate typically via phone or virtual method for interview.
3. Search Committee:
  - a. Conducts phone interviews.
  - b. Evaluates candidates.
  - c. Selects a short list of candidates for on campus interviews **NOTE: the request for on campus interviews MUST follow the same approval process in the Notify Others to Review Documents and Approve section Search Chair>Dept Chair>Dean>Provost>EEO**
  - d. Conducts in person interviews & evaluates candidates
  - e. Conducts reference checks, verifies credentials, and requests official transcripts for final candidate.

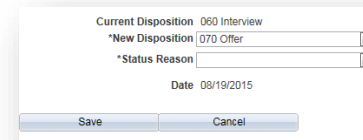
### Prepare/Approve Job Offer

The official job offer process takes place outside of PeopleSoft. Track the candidate's offer acceptance in the system once the formal offer is accepted. In collaboration with the Provost, Dean, and Human Resources, administer the formal offer letter. The Provost, Dean, and Human Resources will sign the formal offer letter. Faculty Offer Letter Templates are available on the ['Resources for Hiring Departments'](#) web page via Human Resources.

### Place Accepted Offer in System

1. Navigate to **Recruiting > Search Job Openings**.
2. Enter the job opening number and click **Search**.
3. Select the job title link. The Manage Job Opening page displays.
4. Click the **Interview** link to view the candidates with the disposition of **Interview**.

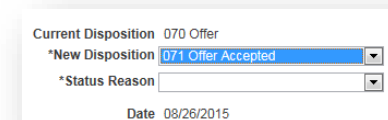
5. To change the disposition to "Offer",
  - a. From the **Manage Job Opening** page, find the candidate and click the **Other Actions** link and select **Recruiting Actions > Edit Disposition**. Select "Offer" from the **New Disposition** drop-down.



6. Click **Save**.
7. Click **Return to Previous Page**.

### Prepare Candidate for Hire

1. Upload Signed Offer Letter (See page 4 for instruction on adding attachments to a Job Opening). interview notes, references, transcripts, search material information, offer letters
2. Navigate to **Recruiting > Search Job Openings**.
3. Enter the job opening number and click **Search**.
4. Select the job title link. The Manage Job Opening page displays.
5. Click the **Offer** link to view those with the Disposition of **Offer**.
6. Change the disposition to "Offer Accepted",
  - a. From the **Manage Job Opening** page, click the **Other Actions** link and select **Recruiting Actions > Edit Disposition**. Select "Offer Accepted" from the **New Disposition** drop-down.



7. Click **Save**.

## NEW HIRE PROCESS: FULL-TIME FACULTY POSITION - PAGE 6

### Add Successful Candidate's Identification Information

1. Navigate to **Recruiting > Search Job Openings**.
2. Click **Search**.
3. From the Manage Job Opening page, click on the "Offer" link to view the applicant and then click the applicant's name.
4. Select the **Applicant Data** tab.
5. Click on the **Eligibility & Identity** link.
6. Enter the date of birth (in the Personal Information area).
7. Click the **Add National Identification** button.
8. Enter **USA** in the Country field.
9. Enter the Social Security Number in the **National ID** field. **Do not enter hyphens.**
  - a. If the candidate does not have a social security number, work with the Office of International Programs to get a 999 temporary number.
10. Click **OK**, then click **Save**.
11. Click **Return**.
12. From the Manage Job Opening page, click the **Other Options** link for the applicant and select **Recruiting Actions > Prepare for Hire**.
13. Click the down arrow and select the Type **of Hire**.
14. Click the **Verify Employee ID** link to determine if the new hire already has an EmplID in PeopleSoft.
  - a. If the new hire displays in the Search Results, verify date of birth and social security number match, click the **Carry ID** button for that row, and then click **Return**.
  - b. If the new hire information does not display in the Search results click the **Return** button.
  - c. If the message "No matches Found" displays, click **OK**.

15. Click the **Hire Comments** link
16. Enter the data needed by Human Resources to manage the hire. Required fields are marked with an asterisk.
  - a. Use the comment section to describe any additional compensation the candidate is receiving detailed in the offer letter that is not part of their salary (example: Moving expenses, startup funds, car allowance etc...)
17. Click **Save**. Note: You will not be able to save the page until all required fields are complete.
18. Click the **Return to Previous Page** link.
19. Click the **Submit Request to HR** button.
20. A message displays to indicate the request has been successfully submitted to Human Resources.

### HR Recruiter

1. Once the **Submit Request to HR** button is selected, the candidate will be routed for hire to Human Resources. Human Resources will begin the process to onboard the candidate.
2. Human Resources will email the candidate and establish an appointment for onboarding. Including:
  - a. Background check.
  - b. New Hire Paperwork.
3. Human Resources will hire the successful candidate into the system once the background check and new hire paperwork are complete.
4. PeopleSoft will distribute a notification to the Hiring Process Manager once the hire is complete in the system and an EmplID is established.

### Finalize the Search

1. Search Chair or HPM will finalize the search:
  - a. Notifies all interviewed candidates if non-selected of job status
  - b. Ensures all documents from search process are uploaded to the job opening for 3 year retention rule
  - c. Orients the new employee to the department and University