PART 3: CREATE A RECRUITMENT REQUEST
Create Recruitment Request

• There are three ways to create a recruitment request:
  – From Template:
    • All Support Staff (USPS) recruitment requests must be created using the From Template option. No other position types should be created using this option.
  – From Previous:
    • Use the data from a previously advertised recruitment request to create a new recruitment request. This option may be used for any type of position.
  – From Scratch:
    • Create a recruitment request from scratch, with no pre-filled data. This option may be used for any type of position except for Support Staff (USPS).
Create Recruitment Request

• Recruitment Requests can:
  – Advertise an open position
  – Generate an electronic personnel action form (EPAF) for a new hire
When to Advertise a Recruitment Request

Advertise Online
- Faculty
- Administrative (A&P)
- Support Staff (USPS)

Optional to Advertise Online
- Student Assistants
- Other Personnel Services (OPS)
- Federal Work Study Program (FWSP)

DO NOT Advertise Online
- Part-Time Faculty (Adjunct)
- Graduate Assistants
Creating a Recruitment Request:
For this example we will create an OPS recruitment request from scratch.
Step 1: Click the “From Scratch” link
Step 2: Fill in the requested information on the Recruitment Details page.
Step 3:
Once you have filled in all the information on the Recruitment Details page, click the Continue to Next Page button.
Step 4: Click the Add New Entry button.
Step 5: Enter the Index, Fund and Org that will be funding the position, as well as the percentage that will be funded.

Note: If a position is only funded by a single Index/Fund/Org, then the Percent should equal “100”

Step 6: Click the Add Entry button.
Note:
You may add additional Indexes/Funds/Orgs by repeating steps 4 through 6. The Total Percent Entered should be “100” after you have added all labor distributions.
Step 7: Click the Posting Specific Questions tab.

Note: Administrative and Faculty positions will have additional information to fill out on the Recruitment Plan A&P and Faculty tab. Support Staff, OPS and Student positions do not fill out anything on that tab.
Note:
Posting specific questions allow you to add questions to the application that must be answered. You may create multiple choice, short or long answer questions. Multiple choice questions can have scores associated with the answers, and can even be used to automatically screen certain answers. The use of posting specific questions is optional.

Step 8:
Click the Add a Question button
Step 9:
Search for pre-existing questions by entering some keywords into the field and then clicking the Search button.
Step 9a: Click the “View/Add” link to view the question and answers
Step 9b: Click the Add This Question button to add the question to the recruitment request.

Note: If you do not want to add the question after viewing it, click the “Return to Search” link.
Step 9c:
To create a new question click the “Create a Question” link.

- **Search Results**

<table>
<thead>
<tr>
<th>Question Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>29585 - Do you have a high school diploma and one year of appropriate experience?</td>
</tr>
<tr>
<td>29810 - Do you have a high school diploma and three years of appropriate experience?</td>
</tr>
<tr>
<td>29875 - Do you have a High School diploma?</td>
</tr>
<tr>
<td>29944 - Do you have a high school diploma and four years of appropriate experience?</td>
</tr>
<tr>
<td>30132 - Do you have at least 2 years coaching experience at the high school level?</td>
</tr>
<tr>
<td>30136 - Have you earned a high school diploma and have 4 years of administrative experience?</td>
</tr>
<tr>
<td>30214 - Have you earned your High School diploma or GED?</td>
</tr>
<tr>
<td>30646 - Do you have a Master's degree and two years experience, a Bachelor's degree?</td>
</tr>
<tr>
<td>30841 - If you hold a master's degree, do you have at least one year of appropriate experience?</td>
</tr>
<tr>
<td>30843 - If you hold a bachelor's degree (but not a master's), do you have at least two years coaching experience at the high school level?</td>
</tr>
<tr>
<td>30912 - Do you have at least 2 years coaching experience at the high school level?</td>
</tr>
<tr>
<td>31100 - Have you earned your High School diploma or GED?</td>
</tr>
</tbody>
</table>

**Note:**
If you did not find a pre-made question that you want to use, you may create your own question to add to the recruitment request.
Step 9d: Enter the text of the question, then choose Close or Open-Ended

Step 9e: Create either Close or Open-Ended answers. Click the Submit Question button when finished.

Note: For help creating posting specific question, click the “Create Question Help” link.
Step 10: Click the “Points” tab.
Step 10a: Assign a numeric score and/or disqualifying indicator to the posting specific questions

Note: Assigning points and/or disqualifying answers to posting screening questions is optional.

Note: If an applicant chooses an answer that is marked as Disqualifying, then their application will be automatically rejected from the applicant pool.
Step 11: Click the Guest User tab.
Step 11a: Click the “Activate Guest User” link

Note: A guest user account allows users, such as search committee members, to see the applications and other documents submitted for the recruitment request. Using a guest user account is optional.
Step 11b: Enter a password into the Password field

Note:
The User Name and Password are case-sensitive. You will need to provide the guest user name and guest user password to any individuals you want to be able to view the applications. The guest user name and password only work when the recruitment request is posted online.
Step 12: Click the Notes/History tab.
Step 12a:
Enter any important notes or information in the Notes field, then click the Add Notes button.

Note:
The Notes / History page allows users to add comments to the recruitment request. It also allows users to see who performed any actions affecting the recruitment request, and when the action was performed. Adding notes is optional, but strongly encouraged.
Step 13: Click the Preview Recruitment Request button
Step 14: Review the entire recruitment request for errors

Note: OPS & Student recruitment requests may be sent directly to HR Approval/Posting Pending(Student) status. Faculty and Administrative recruitment requests should be sent to EOP Approval, and Support Staff recruitment requests should be sent to VP Approval.

Step 15: Select the next appropriate approval queue, then click the Continue button.
Step 16: Click the Confirm button.
Welcome People Admin. You are logged in with Department View. Wednesday, October 27, 2010

Search Postings

✓ The status of Recruitment Request OPS Assistant - 941013 has successfully been changed to HR Approval/Posting Pending(Student).

Note:
You can now check the status of the recruitment request by clicking the “View Pending” link. The View Pending screen will show you the department where the recruitment request is currently located.
Create Recruitment Request

• Approval Routing Queues

- **Faculty**
  - Point of Contact/Hiring Official
  - Equal Opportunity Programs
  - Vice President
  - Human Resources

- **Administrative (A&P)**
  - Point of Contact/Hiring Official
  - Equal Opportunity Programs
  - Vice President
  - Human Resources (Class & Comp)
  - Human Resources (Employment)

- **Support Staff**
  - Point of Contact/Hiring Official
  - Vice President
  - Human Resources

- **OPS**
  - Point of Contact/Hiring Official
  - Human Resources

- **Student Assistant/FWSP**
  - Point of Contact/Hiring Official
  - Human Resources