UNIVERSITY OF NORTH DAKOTA
LEADERS IN ACTION
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RECRUITING SOLUTIONS STEPS

Users Involved:

- **Recruiter (SE):** Recruiters have access to the full set of recruiting activities and applicants for the job openings they are associated with.

- **Hiring Manager (HM):** Hiring Manager is the term used for the Search Committee Chair and the department level administrator responsible for creating a job openings, completing interviews & hire applicants.

- **Participant:** Refers to any employee who is designate to participate in the recruiting processes in some way (Approver, Interviewer, Evaluator)

- **External Applicant:** External Applicants are non-employees who can apply for job openings through the external Candidate Gateway. All students, regardless of their current employment, are considered external applicants.

- **Employee or Internal Applicant:** Active Employees who can apply for job openings through Employee Self Service – Careers.

Basics:

Here are some basic FAQs regarding Recruiting Solutions.

- Users will only see Job Openings they are associated with.
- Users will only see Applicants who applied to Job Openings they are associated with.
- All Applicants must apply for Jobs through Candidate Gateway / Careers. **Applicants will not be added manually.**
- External applicants will apply through the external Candidate Gateway / Careers.
- Employees will apply through the Careers tile on their Employee Self Service homepage.
  
  Student applicants must apply through external Candidate Gateway / Careers, even if they have an existing Job record in HCM.

Below is a flow chart demonstrating a standard job opening being filled.
STUDENT EMPLOYMENT TIMELINE

No student can work until they have been successfully hired into a student employment position in Recruiting Solutions.

Students do not need to be rehired if they have worked in the position prior and have not been terminated from their position but will need to be rehired if they were terminated from the position but are now rejoining the department.

*Dates may vary slightly year-to-year based on holidays and weekends.

**Exceptions are RA, Hall Director, Apartment Manager, and Service Center Manager positions which are posted the prior academic year

**

June 1:
First day to post a position for Fall Term. Positions posted in June, or the first half of July must be posted through July 15. Positions posted after July 15 must be posted a minimum of 3 days. Recruitment MUST allow for phone/video conferencing interviews.

July 1:
First day of new Fiscal Year for FWS departmental allocations

Last day of Summer Term (August):
Last day a student can work for the Summer Term if they are graduating or not returning for the Fall Semester

August 12*:
*Three business days prior to August 15
Last day to submit a hire for the Summer Term

August 15*:
Last Day of Summer Term
Last day to hire a student for the Summer Term
Last day a student working under summer FWS funding can work for the Summer Semester

August 16:
First day a student working under FWS funding can work for the Fall Semester

December 15*:
Last day of Fall Semester
Last day a student can work for the Fall Semester if they are graduating or not returning for the Spring Semester

April 15:
First day to post a position for the Summer Term

May 12*:
*Three business days prior to the end of the Spring Semester
Last day to submit a hire for the Spring Semester

May 15*:
Last day of Spring Semester
Last day to hire a student for the Spring Semester
Last day a student can work for the Spring Semester if they are graduating or not returning for the Fall or Summer Semester

May 16:
First day a student can work for the Summer Term

June 15:
Last day a department can do an FWS correction for exceeding their allocation. Corrections that are not completed by this time will have a negative impact on future allocations

June 30:
Last day of Fiscal Year for FWS departmental allocations. Please note: Student Federal Work Study Awards go through the August 15, although the Fiscal Year for Federal Work Study Allocations goes through June 30
MANAGER SELF-SERVICE HOMEPAGE

Open Jobs:
Allows you to view all open jobs associated with you.

Recruiting Activities:
Allows you to view any recruiting activity, such as creating a job opening, view past job openings, or to see your interview calendar.

Approvals:
Allows you to view any recruiting related approvals for job openings such as job offers.
STUDENT HIRING PROCESS STEPS

Create & Submit Requisition
- Department completes Job Information, Job Posting, and Hiring Team tabs.

Position Approval
- Student Employment reviews & approves requisition. Requisition is posted and open to applicants.

Job Opens
- Student Employment routes all applicants to entire Hiring Team. Job can be closed manually or will automatically close once filled.

Interview & Background Check Process
- Department completes Interviews. RS interview process is available but not required. Background checks can be requested at this stage.

Submit Offer
- Department creates offer and submits for approval.

Post Offer
- Student Employment approves offer. Department posts offer to applicant.

Formal Hire
- Applicant accepts offer. Department officially hires applicant.
CREATE A JOB OPENING

If you have previously hired for this position in Recruiting Solutions, you can navigate back to that job opening and select “Clone”, located at the bottom of the Job Opening.

**NOTE:** You should not need to change any default information. If the default information is not correct you need to see if you agree that it should not be correct based on what is set up in position data.

1. Select ‘Recruiting Activities’
   a. Access the Recruiting Activities tile through your Manager Self-Service Screen in HRMS.
2. Select ‘Create Job Opening’.
   a. Found on the left side of the screen
3. The primary job opening screen will appear to the right, search for your position number.

4. Confirm Position Information is correct
   a. Using the magnifying glass next to the position number field to search for your position number
      i. If you are unsure of your position number, you can use the “Advanced Lookup” feature to narrow down results
      ii. Selecting the position number will autofill every field on the “Job Details” page
   b. Update the Job Posting Title to a specific title, if your position number has a generic title
      i. HRMS has character limits, so many student positions are title something like “Stnt Gen Hrly”, you can update the title to something specific based on the job duties, such as “ME 303 Grader” or “Student Employment Intern”.
      ii. The Job Posting Title can be changed at a later point, so if you are unsure you can leave the generic title for now.
   c. Select ‘Continue; once you’ve confirmed all information populated correctly

5. There are three tabs you will need to complete before submitting your job posting:
   a. The Job Information Tab
   b. The Job Posting Tab
   c. The Hiring Team Tab
6. Complete the Job Information Tab
   a. The page will appear populated with data from the position selected on the Primary Job Opening Information page
   b. You should not need to change any default information unless noted below. If the default information is not correct, you will need to update it in position data.
   c. Incorrect defaulted information needs to be updated in position data ONLY. Updated information in a job posting will not feedback to position data.
   d. Complete the following fields on the Job Information page:

   - **Openings to Fill:** Select 'Limited Number of Openings'
     1. **Limited:** Enables the Target Openings and Available Openings fields to appear. The job opening will close when all openings are filled
     2. **Unlimited:** Hides the Target Openings and Available Openings fields and the job opening stays open until it is manually closed. UND SE does not currently allow unlimited job openings.

   - **Target Openings:** Enter the number of openings that will be filled for this position.
   - **Available Openings:** Generally, use the same number as Target Openings
     1. As you hire applicants for this opening, this number will reduce.
     2. Once this number reaches zero, the job opening will close automatically

   - **Justification:** Enter funding and background check information
     1. **Funding:** Enter budget code information
        a. If you do not know your funding information, visit with your office manager or contact Student Employee to see if it can be looked up
     2. **Background check:**
        a. Note if a background check is required or not required
     3. **Preferred formatting:** please use the below example when listing funding information
        a. Include if hiring for institutional, Federal Work Study, or both
           i. Ex. FWS and INST
        b. Verify your position has the appropriate funding codes set up
           i. Ex. FWS only
              CHBC Required
              H01 100% U313005250O
              H14 75% U422005251UND0025953O
              H14 25% U422001060UND0025956O
v. **Notes:** Please include any specific recruiting instructions here.

1. Please include if posting elsewhere to recruit for this position, such as social media or Handshake or specific recruiting information

vi. **Department:** Defaults to position information – cannot be updated

vii. **Status Code:** Defaults to ‘005 Draft’. This will change to ‘010 Open’ once approved.

viii. **Status Reason:** Select the appropriate reason

1. Job/Position Vacated: For when you are replacing a student employee
2. New Authorization: Position was previously unfilled due to lack of work or budget, but additional work/budget is needed/available
3. New Job/Position: This is a newly created position
4. Re-opened: This position was unfilled as the previous recruitment was unsuccessful, or it was determined another student employee was needed
5. Temporary Assignment: This is a one-time created job opening that most likely will not be needed again

ix. **Status Date:** Displays the effective date of the status, leave as is

x. **Desired Start Date:**
   1. **It is essential to have a desired start date,** so the system can pull the eligibility requirements of the applicants for the correct term.
   2. You will not be required to honor the start date and will be able to still hire students after the start date.

xi. **Encumbrance Date:** Leave blank

xii. **Projected Fill Date:** Leave blank

xiii. **Date Authorized:** Leave blank

xiv. **Referral ID Program:** Leave blank

xv. **Recruitment Contact:** Leave blank
xvi. Location: Will default to position location in system. Generally, is campus address.
   1. For positions that may be hired to multiple locations, add as needed

xvii. Recruiting Location: Defaults to Grand Forks. Do not change.

xviii. Position: Will default position entered. **This is where you may enter additional positions.
   1. Add additional positions if a student may be hired into different positions based on experience/background.
     a. Ex. Level I vs Level II or undergraduate versus graduate
   2. If your applicants have the option to be hired into multiple positions under you, contact Student Employment.
     a. Ex. Candidates hired will work as both a Lifeguard and/or Front Desk Receptionist.

xix. Employee Being Replaced: Enter appropriate student employee name, if applicable
   e. After completing the Job Information tab, select “Save as Draft”
   The page will reload, and next to Job Opening ID it will populate with an ID instead of NEW. Make note of this number.
7. Complete the Job Posting Tab

a. Click on ‘Add Job Posting’ to begin

i. **Posting Title**: You can edit the job posting title from here
   1. If your position has a default title (ex. Studnt Genrl) please edit to a more descriptive posting title, such as Music Assistant or Undergraduate Teaching Assistant
   2. Add the appropriate tags to the job title
      a. (Remote)
         i. This position has remote capabilities and does not require an on-campus presence to be eligible for employment.
      b. (FWS)
         i. These positions are only available to students with an accepted work study award.
      c. (INST)
         i. These positions are open to any UND student enrolled in at least one credit.
      d. (FWS and INST)
         i. These positions are open to any UND student with or without an FWS award.
      e. (Summer)
         i. The desired start date for this position is during the summer term.
      f. (Fall)
         i. The desired start date for this position is during the fall term.
      g. (Spring)
         i. The desired start date for this position is during the spring term.
      h. (Academic Year)
         i. The desired start date for this position is during the fall term, but employment will last the entire academic year.
      i. Multiple tags may be appropriate
         i. Ex. A grader position that is only open to federal work study funded applicants and is remote during the summer term may have this title.
            1. Engineering Grader (FWS) (Remote) (Summer)

ii. **Description Type**: Position Information

iii. **Template**: UND01 Student Position Information Template
   1. Copy in the appropriate information
   2. Required information:
      a. Description:
      b. Duties & Responsibilities
      c. Requirements & Competencies
      d. Work Location
         i. List “Remote” if this position is remote work
         ii. Add the campus address or building
      e. Hours & Schedule
         i. Less than 20 hours per week
ii. Add wage information here. Wages (if listed) must fall into student employment wage classification appropriate for the position
iii. Review Student Wage Classifications and submit a Wage Justification form if needed

f. To Apply

i. If you are requiring a cover letter, resume, or portfolio be uploaded, list so here.

ii. If your application requires a pamphlet or questionnaire be completed, place the title of the questionnaire (ex. Student Finance Intern Questionnaire”

1. Email und.studentemployment@und.edu with an attachment of your questionnaire

   Title: Job ID: ####### "Job Title” Application

   Attachment

   Body:
   Please hyperlink the attached as an applicant attachment to this job posting using the words “Questionnaire Title”

iv. Visibility: select only “External” for any student position

v. Job Posting Destination:

1. Destination: Internet

2. Posting Type: External Posting

3. Relative Open Date: Approval Date is the date Student Employment approves your job posting. If you would like the posting date to be delayed after this approval, you may do so. “0 – On Approval Date” defaults to post immediately after approval.

4. Post Date: Approval Date

5. Remove Date: The date you would like to stop advertising for this position.

6. Posting Duration: Student positions are required to be posted a minimum of 3 days and maximum of 42 days.
   a. Student Employment does not allow positions to be posted until filled.

vi. Your job posting should look similar to the example below:
c. **Preview Job Posting**
   i. Selecting “Preview” will allow you to see how your job posting formats.

d. **Review Job Posting**
   i. Once you are satisfied with the job posting, select ‘OK’ to add it

e. Select “Save as Draft”
8. Complete the Hiring Team Tab
   a. Please note: any hiring managers and interviewers will be forwarded all applications and have access to applicant information.

   ![Hiring Team Tab](image)

   b. Add Recruiter Team
      i. Select “Add Recruiter Team”
      1. A list will populate: Select the checkbox next to “UND01 Student Recruiter Team”
         a. Please note, some areas have specific recruiting teams. Select the appropriate student recruiting team for your area if you do have a specific team.
      2. Select a primary recruiter

   ![Recruiter Team](image)

   c. Add Hiring Manager
      i. Add yourself
      ii. Hiring managers refer to Search Committee chairs and department administrators who are responsible to creating Job Openings and processing

   ![Hiring Manager](image)
iii. If you work with Shared Services, add your Shared Services contact as a hiring manager
iv. Add anyone who completes administrative duties for your job opening
   1. Requesting Background checks
   2. Creating offer letters
   3. Submitting hire requests
d. Add Interviewers
   i. Add the direct supervisor of this position as an interviewer
   ii. At least two interviewers must be added

9. **Verify all information is correct**
10. **Save and Submit**
a. Now that you have clicked ‘Save and Submit’ you will need to click back to your Manager Self Service home screen and into your Job Openings and select the job opening that you just requested
b. Your job opening should look similar to below:

![Job Opening Screen](image)

11. **Attach Required Documents**
a. The final step is attaching any required documents such as the wage justification form, position description, request to recruit form, etc.
   i. Under the ‘Attachments and Activities’ tab you can upload the required documents.
ii. Select ‘Public’ as your audience, this will allow all people associated with the position to view the documents

iii. Candidates will not be able to view the documents

iv. After uploading the documents, click ‘Save’

12. Pending Approval

a. The page will reformat: You will have two tabs:
   i. Activity & attachments & Details
   ii. Four subtabs will also appear – the three tabs you saw before and a fourth entitled “Approvals”

   iii. Selecting Approvals will show you the list of what approval is needed.

   1. If multiple approvals are needed, you can select the words “Multiple Approvers” or the name of the approval group to find a list of individuals who can approve your job posting

   ![Approvals Tab]

b. Before your posting can be listed, it will need to be approved by Student Employment (and others, as determined by the position). Each approver will receive the following notification:

   **Subject:** Approval is Requested for Job Opening (####) Posting Title
   **Body:**
   
   A Job Opening has been entered which requires your attention.
   
   Job Opening ID:  ####
   Posting Title:        Posting Title

   To view this Job Opening, login to your HCM Account, click on your approvals tile, and select the job opening.

c. If your posting cannot be approved, you will be contacted within one business day with the reasoning and any action you should take before it could be approved

d. You will receive an email when your Job Opening has been approved by the final approver:

   **Subject:** Job Opening ID (####) Posting Title has been Approved
   **Body:** The following Job Opening has been "Approved".

   Job Opening ID:  ####
   Posting Title:        Posting Title

   To view this Job Opening, visit:

e. The posting can still be edited after initial approval.
CLONING A JOB OPENING

If you have previously hired for this position in Recruiting Solutions, you can navigate back to that job opening and select “Clone”, located at the bottom of the Job Opening.

**NOTE:** You should not need to change any default information. If the default information is not correct you need to see if you agree that it should not be correct based on what is set up in position data.

1. **Select ‘Recruiting Activities’**
   a. Access the Recruiting Activities tile through your Manager Self-Service Screen in HRMS.
2. **Select ‘Find Job Openings’**
   a. Found on the left side of the screen
3. Update search parameters to find the job you are cloning
4. Select the job openings
5. Select ‘clone’ on the top of the job opening page
6. Update the Posting title (if necessary)
7. Select ‘Clone’
8. Select the blue hyperlinked job ID
   a. This will open the new cloned job opening
11. There are three tabs you will need to update before submitting your job posting:

   a. The Job Information Tab
   b. The Job Posting Tab
   c. The Hiring Team Tab

12. Complete the Job Information Tab

   a. The page will appear populated with data from the position selected on the Primary Job Opening Information page
   b. You should not need to change any default information unless noted below. If the default information is not correct, you will need to update it in position data.
   c. Incorrect defaulted information needs to be updated in position data ONLY. Updated information in a job posting will not feedback to position data.
   d. Update the following fields on the Job Information page:

   i. **Openings to Fill:** Update the number of Target and Available Openings
   ii. **Justification:** Enter funding and background check information
      1. **Funding:** Enter budget code information
         a. If you do not know your funding information, visit with your office manager or contact Student Employee to see if it can be looked up
      2. **Background check:**
         a. Note if a background check is required or note required
      3. **Preferred formatting:** please use the below example when listing funding information
         a. Include if hiring for institutional, Federal Work Study, or both
            i. Ex. FWS and INST
         b. Verify your position has the appropriate funding codes set up
            i. Ex. FWS only
               CHBC Required
               H01 100% U313005250O
               H14 75% U422005251UND0025953O
               H14 25% U422001060UND0025956O
   iii. **Update Desired Start Date:**
1. **It is essential to have a desired start date**, so the system can pull the eligibility requirements of the applicants for the correct term.
2. You will not be required to honor the start date and will be able to still hire students after the start date.

   iv. **Update Employee Being Replaced**: Enter appropriate student employee name, if applicable

e. After completing the Job Information tab, select “Save as Draft”
f. The page will reload, and next to Job Opening ID it will populate with an ID instead of NEW. Make note of this number

13. **Update the Job Posting Tab**

    | Postings | Primary Posting Title |
    |----------|-----------------------|
    | Gallery Attendant (FWS) | |  

    a. Select the job posting

   i. **Posting Title**: Update if necessary

      1. Update the tags to the job title

         a. (Remote)
         b. (FWS)
         c. (INST)
         d. (FWS and INST)
         e. (Summer)
         f. (Fall).
         g. (Spring)
         h. (Academic Year)

            i. The desired start date for this position is during the fall term, but employment will last the entire academic year.

            i. Multiple tags may be appropriate

            i. Ex. A grader position that is only open to federal work study funded applicants, and is remote during the summer term may have this title.

   ii. **Update the posting:**

      1. Review all fields:
      2. Required information:

         a. Description:

            i. If your job posting is institutional, or if you are hiring for both institutional and Federal Work Study, start the description with the following:

               1. This is a part-time, non-benefited position. Only UND students are eligible to be hired in this position. Unsolicited applications to this posting will NOT be considered.

            ii. If your job posting is exclusively Federal Work Study, start the description with the following:

               1. This is a part-time, non-benefitted position. Only UND students who have accepted a Federal Work Study (FWS) Financial Aid Offer are eligible to be hired into this position.

     b. Duties & Responsibilities
     c. Requirements & Competencies
     d. Work Location

        i. List “Remote” if this position is remote work
        ii. Add the campus address or building

     e. Hours & Schedule

        i. Less than 20 hours per week
        ii. Add wage information here. Wages (if listed) must fall into student employment wage classification appropriate for the position
iii. Review Student Wage Classifications and submit a Wage Justification form if needed

f. To Apply
   i. If your application requires a pamphlet or questionnaire be completed, place the title of the questionnaire (ex. Student Finance Intern Questionnaire”
      1. Email und.studentemployment@und.edu with an attachment of your questionnaire

iii. Visibility: select only “External” for any student position

iv. Job Posting Destination:
   1. Destination: Internet
   2. Posting Type: External Posting
   3. Relative Open Date: Approval Date is the date Student Employment approves your job posting. If you would like the posting date to be delayed after this approval, you may do so. “0 – On Approval Date” defaults to post immediately after approval.
   4. Post Date: Approval Date
   5. Remove Date: The date you would like to stop advertising for this position.
   6. Posting Duration: Student positions are required to be posted a minimum of 3 days and maximum of 42 days.
      a. Student Employment does not allow positions to be posted until filled.

v. Your job posting should look similar to the example below:

vi. Once you are satisfied with the job posting, select ‘OK’ to add it

c. Select “Save as Draft”
14. Complete the Hiring Team Tab
   a. Please note: any hiring managers and interviewers will be forwarded all applications and have access to applicant information.
   b. Remove previous Recruiter Team and update with new team
      i. The recruiter team frequently changes, this is to ensure you requisition is processed efficiently
      ii. Select “Add Recruiter Team”
         1. A list will populate: Select the checkbox next to “UND01 Student Recruiter Team”
         2. Select a primary recruiter
   c. Update Hiring Manager(s)
      i. Add yourself
      ii. Hiring managers refer to Search Committee chairs and department administrators who are responsible to creating Job Openings and processing
      iii. If you work with Shared Services, add your Shared Services contact as a hiring manager
      iv. Add anyone who completes administrative duties for your job opening
         1. Requesting Background checks
         2. Creating offer letters
         3. Submitting hire requests
   d. Update Interviewers
      i. If interviewers have been identified, you can add them here. They can be added at a later time as well
      ii. Add the direct supervisor of this position as an interviewer
      iii. At least two interviewers must be added

15. Verify all information is correct

16. Save and Submit
   a. Now that you have clicked ‘Save and Submit’ you will need to click back to your Manager Self Service home screen and into your Job Openings and select the job opening that you just requested
   b. Your job opening should look similar to below:

   ![Job Opening Screen]

17. Attach Required Documents
   a. The final step is attaching any required documents such as the wage justification form, position description, request to recruit form, etc.
      i. Under the ‘Attachments and Activities’ tab you can upload the required documents.
      ii. Select ‘Public’ as your audience, this will allow all people associated with the position to view the documents
      iii. Candidates will not be able to view the documents
      iv. After uploading the documents, click ‘Save’

18. Pending Approval
   a. The page will reformat: You will have two tabs:
      i. Activity & attachments & Details
      ii. Four subtabs will also appear – the three tabs you saw before and a fourth entitled “Approvals”
   b. Before your posting can be listed, it will need to be approved by Student Employment (and others, as determined by the position).
   c. If your posting cannot be approved, you will be contacted within one business day with the reasoning and any action you should take before it could be approved
   d. You will receive an email when your Job Opening has been approved by the final approver:
   e. The posting can still be edited after initial approval.
SCHEDULE AN INTERVIEW

Recruiting Solutions offers an interview scheduling and management tool. While hiring managers have it at their disposal, its use is not required and interview management can be done outside of the system, depending on each area’s needs.

1. Select “Open Jobs”
   a. Access your open jobs tile on the Manager Self Service homepage
2. Find the opening
3. Select the Details tab
4. Select the Hiring Team tab
5. Review all interviewers
   a. Ensure all interviewers have been added, including position supervisor
   b. Select ‘Save’
6. Select the Applicants tab
   a. Select all applicants that will need an interview scheduled
   b. Select ‘Group Actions’
   c. Select ‘Schedule Interview’
d. A window will pop up, select ‘Next’

![Schedule Interviews](image)

e. Interview Series

f. Edit the interview series title as needed

![Schedule Interviews](image)

g. Change the location to the appropriate venue

i. Relevant Locations:
   1. Phone
   2. In Person
   3. Campus
   4. Online/Virtual

ii. All other locations are specific to other campuses/processes.
   1. If you anticipate being a frequent user of this feature, contact Student Employment to add your own interview location.
h. Update when the session will become unavailable
   i. Example: 2 days prior to start means that applicants will no longer be able to select an interview
      time, 2 days prior to the interviews taking place

   i. Select ‘Next’
   j. Add New Session
      i. Note: If you have previously set up a series of interviews and you know not all slots have been
         selected, you can select a session available, or edit available sessions.
Tip: This page is easier to work from the bottom up on this screen

Start by selecting 'Add New Session'

Create all the sessions you want available to the interviews.
i. Recommendation: Copy and paste your “additional instructions” so you do not need to keep re-typing with each session creation.

m. Each session is for 1 interview.

n. Additional Instructions

o. Enter in where the candidate should go for their interview, as they will receive this information in their interview confirmation email

p. Click ‘Invite All’ or ‘Add to Unscheduled Applicants’ if you had previously invited the candidates but are now creating more sessions to be available

q. Add any specific message in here or where a candidate can contact you should their schedule not line up with the times given

7. Exit out of this screen

   a. When an applicant schedules an interview, the interviewers will receive a confirmation email
SEND APPLICANT CORRESPONDENCE

Throughout the recruiting process you have the ability to communicate with applicants through the Send Correspondence action. Standard templates are available.

The Send Correspondence action can be used for a single applicant, or as a group action for multiple applicants. Use the Other Action menu for a single applicant correspondence and the Group Action menu for generating correspondence to multiple selected applicants.

Note: When you send a correspondence, the system automatically creates an Applicant Note recording the correspondence.

1. **Recipients:** These fields identify the applicants to whom you are sending correspondence.
2. **Contact Method:** Select Email.
3. **Letter:** For a free form created email, do not select a Letter template.
4. **To:** This field displays the names of the applicants to whom you are sending correspondence and is not editable.
   - If you are sending the correspondence to multiple applicants, all names appear together. However, the system sends separate correspondence to each applicant: the applicants do not see each other’s names in the To field of the email they receive.
5. **Cc, Bcc, and Find:** By default, the sender’s preferred email address appears in the Cc field, and the Bcc field is empty.
   - You can edit these fields directly to add or remove recipients, or you can look up recipients who are employees by clicking the Find link to access the Find Email Address page.
6. **Include Interested Parties:** Select this check box if you want the people listed as interested parties for the applicant to receive a copy of this email.
   - An applicant's interested parties are listed on the Manage Applicant page: Interested Parties tab. The system sends the interested parties’ copies of the correspondence but does not display their names or email addressed on this page.
7. **From:** If the Contact Method is Email, this field displays the sender’s name.
8. **Subject:** Enter the email subject. This field is required for email correspondence (whether freeform or template-based).
9. **Access:** Select a value to indicate whether the note that is created is public or private.
   - Select Private to limit access to the note’s author.
b. Select Public to allow other users to see the note.
   i. Users can see public notes as long as they have access to one of the associated job openings.
10. **Notes:** Enter any comments that should be saved in the applicant note that the system creates when it generates the letter.

**Correspondences can be initiated in three different forms.**

**Email**

An email with message text that you manually enter.

1. **Message:** For freeform email, enter the text of the email message.
2. **Attachments:** Use this section to add attachments to and remove attachments from the email.
3. **Preview:** Click to preview the email.
4. **Send:** Click to send email correspondence, create the associated applicant note, and return to the page from which you invoked the Send Correspondence action.
5. **Cancel:** Click this button to return to the previous page without sending the correspondence.

**Email with Letter Template**

An email with message text that the system generates based on a template that you select. Use the Contact Method of Email, along with a Letter template selection.

1. **Contact Method:** Select Email.
2. **Letter:** Select a letter template to use. The letter templates that have been created use the Campus code in naming for ease of locating the correct template
   a. **UND01 Student Background Check**
      i. Informs the applicant a background check has been requested and to monitor their email for a message from Sterling
   b. **UND01 Student Denial After Int**
      i. Informs the applicant they have not been selected and thanks them for interviewing
   c. **UND01 Student Denial Pos Fill**
      i. This template informs the applicant another candidate was selected for the position
   d. **UND01 Student Denial Reopen**
      i. Informs the applicant they have not been selected and UND will be reopening its search for a candidate
   e. **UND01 Student Pos closed NF**
      i. Informs the applicant the department has decided to not hire anyone into the position and will be closing the search for a candidate
3. **To:** This field displays the names of the applicants to whom you are sending correspondence and is not editable. If you are sending the correspondence to multiple applicants, all names appear together. However, the system sends separate correspondence to each applicant: the applicants do not see each other's names in the To field of the email they receive.

**After completing your correspondence, click on the Preview button to preview the email correspondence.**

1. As delivered, this email message format places a salutation before your message text and a signature after your message text.
2. You can return to the Send Correspondence page without sending.
3. Select the “Return” button to return to the Send Correspondence page.
4. Select the “Send” button to deliver the email correspondence, if sending a letter, select “Generate.”
REQUEST A BACKGROUND CHECK

After the verbal offer has been made to the candidate, you will need to initiate a background check if one is required for the position. You can also see previous background checks that have been run through Recruiting Solutions.

1. If you do not manage your own background checks, add your contact who usually does as a Hiring Manager.
2. Go to your job opening > Applicants
3. Under Other Actions > Applicant Actions, select ‘Sterling Background Check’
4. A screen will appear, select your package type & ensure the Account ID is correct (UND01)
5. Click ‘Request New Inquiry’
   a. This will create a request in Sterling & initiate an email to the candidate to provide information to Sterling. Once the applicant completes the information, the background check will update to ‘pending’ in Recruiting Solutions
   b. Once the background check is complete, the status will change to either ‘complete/clear’ OR ‘complete/consider’ in Recruiting Solutions
   c. If the status is ‘complete/consider’ it will require further review by HR

Once the background check is complete & cleared, you may request your offer through Recruiting Solutions.

Background Check Statuses & Definitions:

Screening Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreDraft</td>
<td>Email sent; Information from candidate is required</td>
</tr>
<tr>
<td>Draft</td>
<td>Client information gathered; Ready to begin processing</td>
</tr>
<tr>
<td>Pending</td>
<td>Processing; At least 1 report item within this package has a status of pending</td>
</tr>
<tr>
<td>Cancelled</td>
<td>The candidate did not submit their data by the expiration date</td>
</tr>
<tr>
<td>Complete</td>
<td>All report items are set to complete within the package</td>
</tr>
</tbody>
</table>

Screening Results

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Processing; At least 1 report item within this package has a status of pending</td>
</tr>
<tr>
<td>Clear</td>
<td>Everything good, the screening passes</td>
</tr>
<tr>
<td>Consider</td>
<td>Something found. The screening needs review. Contact your background check contact or HR.</td>
</tr>
</tbody>
</table>
REQUEST AN OFFER AND CREATE AN OFFER LETTER

Create and manage job offers on the Prepare Job Offer page

1. Select “Open Jobs”
   a. Access your open jobs tile on the Manager Self Service homepage

2. Find the opening

3. Select the Applicants tab
   a. Select all applicants that will need an interview scheduled

4. Select the applicant for which you are making the offer:
   a. Click on Other Actions > Recruiting Actions > Prepare Job Offer

5. The Prepare Job Offer screen will load.

   a. Confirm that the Position Number is correct, if there are multiple positions associated with this job posting you can click on the search icon here and select another position number

   b. Leave ‘Status’ as: 010 Extended
   c. Leave ‘Reason’ blank
   d. Dates:
      i. Offer Date:
         1. Enter today’s date
      ii. Enter a tentative start date >7 days away
         1. This can be changed later if needed
      iii. Change the Offer Expiration date to three days before the start date
e. **Comments**: Enter any comments related to the job offer. Offer comments are not shown on any other page. Comments would be visible to Approvers who view this page.

   ![Image of Comments Section]

   **CHBC:**
   1. If a criminal history background check is required for this position, comment the date this candidate’s CHBC was cleared
   2. If a criminal history background check is required, comment “NA”

   **Funding:**
   1. If this student will be working under Federal Work Study, comment “FWS”
   2. If this student will be working under institutional funding, comment “INST”

   **Hours per week:**
   1. Comment the hours per week this student will be working (ex. 15 hours per week)

   **Time Clock**
   1. If this student needs to clock in and out, comment “Time Clock Employee”
      a. A time clock employee is an employee that clocks in and out using a physical time clock – employees that clock in and out using PeopleSoft/Employee Self-Service would not be considered time clock employees
      b. Please provide the group/location of the time clocks your student employee would be using if your student is a time clock employee

f. **Under Job Offer Component**

   ![Image of Offer Components Section]

   **Component:**
   1. You will have the option between base salary and moving expense.
   2. Select base salary

   **Offer Amount:**
   1. Enter the hourly amount (ex. $12 or per pay period amount (ex. $150) that you are offering this candidate
iv. Currency:
   1. A list will appear of a variety of currencies.
   2. Select “USD” (United States Dollar)

v. Frequency:
   1. Enter the amount of time per year this candidate will be paid.
   2. Ensure it reflects your offer amount
   3. Generally, student employees are monthly or hourly

6. Select ‘Submit for Approval’

   ![Submit for Approval]

   a. YOU ARE NOT FINISHED

7. Offer Letter: UND does not utilize the generated offer letter option as it does not offer the flexibility and personalization many of our departments need.
   i. Note: This step is not required.
   ii. Select ‘Upload Letter’
      1. If you haven’t created an offer letter yet, download one of the below templates from the SE website, edit as needed and print to pdf.

8. Applicant Attachments:
   a. There are three recommended but not required applicant attachments:
      i. Position Description
      ii. Onboarding Next Steps
      iii. Offer Acceptance Steps
      iv. All three of the above can be combined with the job offer if uploaded as an applicant attachment

   ![Offer Attachments]

   b. Select ‘Add Applicant Attachment’
      i. Select “Choose File”
      ii. Upload the relevant attachment
      iii. Select Upload
      iv. Update the Description to a relevant title
         1. Ex. Offer Letter
9. Select 'Submit for Approval'
   a. Submit the changes you just made

10. The offer will now be routed for appropriate approvals
    a. View Approvals list by selecting the "Approvals tab" within the job offer
       i. The next person on the list will receive the following email:

          **Subject:** Your Approval is Required for a Job Offer  
          **Body:**  
          A job offer was created that requires your approval. Please select the hyperlink below to access the Offer Details page to review and approve this offer.

       ii. The offer can be approved either by selecting the link in the email notifications or selecting the "Approvals" tile or within the job offer

11. Student Employment will comment on the approval chain if your student is approved for institutional or FWS funding

12. After the offer is approved:
    a. All attached to the to the job offer will receive a notification once it has been approved by an approver:

       **Subject:** A Job Offer has been Approved  
       **Body:**  
       A Job Offer has been Approved. Please select the hyperlink below to access the Offer Details page to review.

    b. Access the offer page and approvals tab to confirm if all approvals are completed
    c. Select Notify Applicant and select ‘Post’
    d. The applicant’s Disposition status will be updated to ‘Offer’
    e. The candidate will receive an email notification prompting them to log into the Candidate Gateway to accept the offer and creates a contact note
PREPARE APPLICANT FOR HIRE

1. After the candidate accepts their offer
   a. When the candidate accepts the offer, their status will update to ‘Accept’
   b. All other applicants will have their disposition updated to ‘Hold’
      i. All attached to the position opening will receive two notifications:

         Subject: Job Offer Response
         Body:

         This is a job offer response made by applicant Firstname Lastname for the job opening "Posting Title - ######". Please be advised that applicant Firstname Lastname has accepted this job offer - (Job Offer ID: ####).

         This is a system generated email. Please do not reply to this email.
         Thank you.

         Subject: Applicant (#####) Firstname Lastname has had a status change to 020 Accept
         Body:

         This e-mail is to inform you that applicant (#####) Firstname Lastname has had a status change to 020 Accept for job opening (#######) Posting Title in recruitment area #.

   c. Select: Other Actions > Recruiting Actions > Prepare for Hire
   d. A screen will pop up for you to complete:
      i. Type of Hire: ‘Hire’
      ii. Update the start date if it is different from what was entered on the offer page.
         1. Note, hires must be submitted at least three business days before the start date to allow enough time for hire approval and onboarding to be completed.
      iii. Select the checkbox next to “Work Study” to indicate if this hire will be working under Federal Work Study
         1. It will be assumed hires submitted without the checkbox will be working under institutional funding
      iv. Time Clock Employee
         1. If your student employee must badge in to clock in, and will not utilize Employee Self-Service Time Clock to clock in, select this checkbox.
      2. Labor Agreement
         a. Select the appropriate time clock work group
            i. UND Chester Fritz Auditorium
            ii. UND Dining Services Group
            iii. UND Engineering Clock Group
            iv. UND Housing Clock Group
      v. Campus Address/Campus Phone (where the student will report to work)
         1. Format:
         2. Ex
            a. Address Line 1: Department
            b. Address Line 2: Building, Room ##
            c. Address Line 3: Street Address Stop ####
            d. City: City
            e. State: State
            f. Postal Code: 58202-STOP
            g. Telephone:
         3. Ex
            a. Address Line 1: Student Finance
            b. Address Line 2: Twamley Hall, Room 216
            c. Address Line 3: 264 Centennial Drive Stop 8371
d. City: Grand Forks
e. State: ND
f. Postal Code: 58202-8371
g. Telephone:

vi. Hire Comments/Student Standard Hours
   1. Comment the number of hours per week
      a. Students are recommended not to work more than 20 hours per week when courses are in session. This recommendation is cumulative between positions.
   2. Comment if CHBC was required, and if so, date CHBC cleared

vii. Select 'Submit Request to HR'
   1. This will update the candidate’s status to 'Ready'.

When the ND Hire is completed
i. The candidate’s status will update to 'Hired'
ii. All attached to the position opening will receive a notification:

**Subject:** Applicant (#####) Firstname Lastname has had a status change to 090 Hired

**Body:**

This e-mail is to inform you that applicant (#####) Firstname Lastname has had a status change to 090 Hired for job opening (#######) Posting Title in recruitment area #.

iii. The Student Job Opening will be closed or if there are multiple positions on one job opening, the number of openings will decrease by 1
## LIST OF APPLICANT DISPOSITIONS (STATUSES) AND REASONS

<table>
<thead>
<tr>
<th>View Status</th>
<th>Status</th>
<th>Available Status Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiter</td>
<td>005 Draft</td>
<td></td>
</tr>
<tr>
<td>Recruiter</td>
<td>010 Applied</td>
<td></td>
</tr>
<tr>
<td>Recruiter</td>
<td>015 Linked</td>
<td></td>
</tr>
<tr>
<td>Recruiter</td>
<td>019 Linked Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Recruiter</td>
<td>020 Reviewed</td>
<td></td>
</tr>
<tr>
<td>Recruiter</td>
<td>030 Screen</td>
<td></td>
</tr>
<tr>
<td>Entire Hiring Team</td>
<td>050 Route</td>
<td></td>
</tr>
<tr>
<td>Entire Hiring Team</td>
<td>060 Interview</td>
<td></td>
</tr>
<tr>
<td>Entire Hiring Team</td>
<td>069 Preliminary Offer Decided</td>
<td></td>
</tr>
<tr>
<td>Entire Hiring Team</td>
<td>070 Offer</td>
<td></td>
</tr>
<tr>
<td>Entire Hiring Team</td>
<td>071 Offer Accepted</td>
<td></td>
</tr>
<tr>
<td>Entire Hiring Team</td>
<td>075 Preliminary Offer Notified</td>
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<tr>
<td>Entire Hiring Team</td>
<td>076 Preliminary Offer Accepted</td>
<td></td>
</tr>
<tr>
<td>Entire Hiring Team</td>
<td>077 Preliminary Offer Rejected</td>
<td></td>
</tr>
<tr>
<td>Entire Hiring Team</td>
<td>078 Hire Decided</td>
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<tr>
<td>Entire Hiring Team</td>
<td>080 Ready to Hire</td>
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<tr>
<td>Entire Hiring Team</td>
<td>090 Hired</td>
<td></td>
</tr>
<tr>
<td>Entire Hiring Team</td>
<td>100 Hold</td>
<td></td>
</tr>
<tr>
<td>Recruiter</td>
<td>110 Reject</td>
<td>010 Another Applicant was Hired</td>
</tr>
<tr>
<td></td>
<td></td>
<td>020 Unable to Contact</td>
</tr>
<tr>
<td></td>
<td></td>
<td>030 Poor Interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>040 No Skills Match</td>
</tr>
<tr>
<td></td>
<td></td>
<td>060 No Show for Interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>080 Selected for Other Position</td>
</tr>
<tr>
<td></td>
<td></td>
<td>090 Lacks Required Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>130 Lacks Other Min Qualifications</td>
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<tr>
<td></td>
<td></td>
<td>140 Lacks Required Credentials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>150 Not Selected</td>
</tr>
<tr>
<td></td>
<td></td>
<td>160 Lacks Required Experience</td>
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<tr>
<td></td>
<td></td>
<td>170 Requisition Cancelled</td>
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<tr>
<td></td>
<td></td>
<td>190 Another Job</td>
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<td>200 Offer Rejected</td>
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<tr>
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<td>240 Preliminary Screen</td>
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<tr>
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<td>250 After Interview</td>
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<tr>
<td>Recruiter</td>
<td>112 Failed Prescreening</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>010 Less than 100% for questions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>020 Minimum score not attained</td>
</tr>
<tr>
<td></td>
<td></td>
<td>030 No Basic Eligibility</td>
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<tr>
<td>Recruiter</td>
<td>115 Reject Online Screening</td>
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<tr>
<td></td>
<td></td>
<td>010 Failed Online Screening</td>
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<tr>
<td></td>
<td></td>
<td>020 Less than 100% for Questions</td>
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<tr>
<td></td>
<td></td>
<td>030 Minimum Score Not Met</td>
</tr>
<tr>
<td>Recruiter</td>
<td>120 Withdrawn</td>
<td>030 Voluntary</td>
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<tr>
<td>Recruiter</td>
<td>130 Withdrawn Application</td>
<td></td>
</tr>
<tr>
<td>Recruiter</td>
<td>140 Inactive</td>
<td>010 Candidate Withdrawed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>020 Recruiter Withdrawed</td>
</tr>
</tbody>
</table>