

Recruiting Solutions 9.2

Overview

This guide demonstrates how to navigate through Manager Self-Service and Recruiting Solutions for hiring of Faculty positions. It is designed to be used electronically. Click on a topic in the table of contents to automatically jump to a specific section. Use Ctrl + Home to return back to the Table of Contents.

Contact Information

- **Recruitment Administrators:** <http://www.cwu.edu/hr/hiring>

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Approvals – Fill a Vacant or New Position

1. Develop/modify a Position Description/Announcement
2. After the Position Description/Announcement is finalized, sign in to MyCWU (www.cwu.edu) for Manager Self-Service Action
 - a. If a current position number exists, **Request a Position Change** in Manager Self-Service to obtain approval to fill the vacancy (page 3) (Dept > Dean > Budget > Provost > HR) OR
 - b. If no position number exists, **Request a New Position** in Manager Self-Service (page 4)

Resources:

- Click Here: **Faculty**
- Click Here: **Hiring Faculty Employees**

The screenshot shows the MyCWU website navigation bar with links for Apply, Request Info, Make a Gift, MyCWU, News/Events, and A-Z Index. Below the navigation bar is the MyCWU logo and a Sign In link. The main content area displays a 'Single Sign On Service' login form with fields for Username (containing 'TIME') and Password, and a Login button.

Apply | Request Info | Make a Gift | **MyCWU** | News/Events | A-Z Index | 🔍

MyCWU | **Sign In** | Help | Feedback

Single Sign On Service

The application **MyCWU** on host **my.cwu.edu** requires your CWU network credentials. After a successful application.

Username:
TIME

Password:
.....

Login

Request a Position Change

1. Navigate to Main Menu > Human Resources > Manager Self Service > CW HR Transactions > Request Position Change
2. Select Add (Add a New Value)
3. Enter the position number, hit the Tab key and select a Recruitment Request. Select one option:
 - a. Current Employee/Extend Temp
 - b. Vacancy/Rehire
4. Update additional fields as needed and add the following information in the

Notes field: Incumbent, start date, salary range (call the Dean's office to inquire about the correct salary) and select **Submit**
5. Approval will be confirmed via email (Dept > Dean > Budget > Provost > HR)
6. Next step: Contact a **Recruitment Administrator** to initiate the job posting:

<http://www.cwu.edu/hr/hiring/faculty>

Request Position Change

Find an Existing Value Add a New Value

Transaction Number: 3553

Add

Position Change

Request Position Change

Transaction Nbr: 3182

Approval Status: Pending

*Position Number 00290008 Lecturer Robert Anacker

*Recruitment? Detailed Position Description

Employee type

- Administrative Exempt
- Classified Staff
- Faculty FYR
- Faculty T/TT
- Temp/Hrly
- Student
- Supplemental Retiree

*New Effective Date:

Job Code: 000005

Full/Part Time: Part-Time

Location Code: 212

Reports To Position Number: 00100279

Union Code:

Notes:

Recruitment to replace Jack Professor, start date 9/16/2016, salary range \$55,000 - \$65,000

Grant Approval Required: N

Submit

Request a New Position

1. Navigate to Main Menu > Human Resources > Manager Self Service > CW HR Transactions > New Position Request
2. Add a New Value
3. Select Recruitment Req. Select One:
 - a. No Recruitment
 - b. Recruitment Required
4. Complete required fields and select **Save**
5. Select the **Attachments** tab to attach any documents required by a Dean or Provost
6. Return to the **Form** tab and select **Submit**
7. Approval will be confirmed via email (Dept > Dean > Budget > Provost > HR)
8. Next step: Contact a **Recruitment Administrator** to initiate the job posting:

<http://www.cwu.edu/hr/hiring/faculty>

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Sequence Number: = [dropdown] [input]

Subject: begins with [dropdown] [input]

Document Key String: begins with [dropdown] [input]

Form Instructions Attachments

Request a New Position

*Subject [input]

Priority 3-Standard [dropdown] Due Date [input] [calendar icon]

Status Initial

Position Information

***Recruitment Req** [dropdown]

Position Start Dt [input] [calendar icon]

*Job Code [input] [magnifying glass icon]

*Employee Type [dropdown]

Budget Information - if you need to identify more than three account codes, please go to the 'More Information' section.

*Account Code 1 [input] [magnifying glass icon]

*Distribution 1 % [input]

Form Instructions Attachments

Seq Nbr 1851

Request a New Position

*Subject Temp Hourly Position

Priority 3-Standard [dropdown] Due Date [input] [calendar icon]

Status Initial **Preview Approval** **Submit**

Position Information

Managing Applicants


Review Applications

1. Hiring Managers, Secondary and Search Committee/Interviewers- navigate to **Browse Job Openings** – Main Menu > Human Resources > Recruiting > Browse Job Openings

2. From **My Job Openings** select job title to review applicant names

3. Select the **Application** and **Resume** icons to review applicant attachments



4. After completing the screening process (preliminary/secondary tool), select the icon **Mark Reviewed**  for each applicant

- a. This can also be done by **Group Action**: Check boxes to select applicants or **Select All** from under the list of applicants
 Select - Group Actions > Recruiting Actions > Mark Reviewed

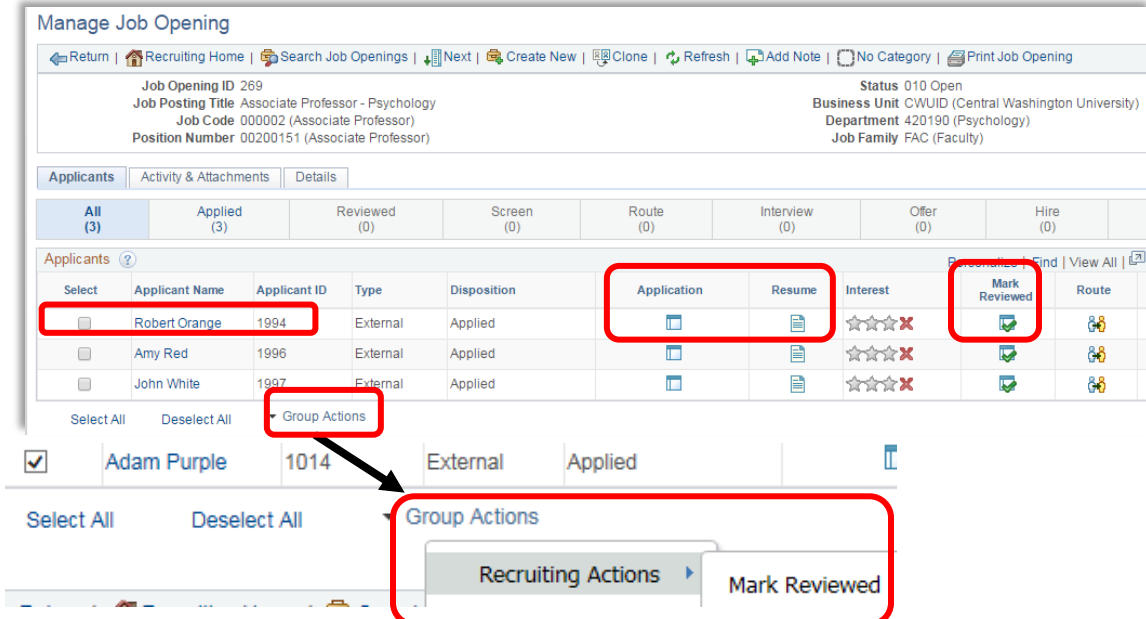
Review applications by navigating MyCWU:

Main Menu > Human Resources > Recruiting > Browse Job Openings



The screenshot shows the 'My Job Openings' interface. A red box highlights the 'My Job Openings' header. Below it is a table with columns: Job Opening, Recruiting Location, Category, Recruiter, Days Open, No Action Taken, and Total Applicants. The first row is highlighted with a red box.

| Job Opening | Recruiting Location | Category | Recruiter | Days Open | No Action Taken | Total Applicants |
|-----------------------------------|---------------------|--------------------------|----------------|-----------|-----------------|------------------|
| 132 - Assistant Professor - Ge... | Ellensburg | <input type="checkbox"/> | | 61 | 3 | 41 |
| 135 - Temporary/Hourly Pool - ... | Ellensburg | <input type="checkbox"/> | Jordyn Ashford | 60 | 12 | 15 |
| 182 - Lecturer Pool - Aviation... | Ellensburg | <input type="checkbox"/> | | 43 | 1 | 2 |



The screenshot shows the 'Manage Job Opening' page for Job Opening ID 269. It includes a table of applicants with columns: Select, Applicant Name, Applicant ID, Type, Disposition, Application, Resume, Interest, Mark Reviewed, and Route. Red boxes highlight the 'Application' and 'Resume' icons for Robert Orange, and the 'Mark Reviewed' icon. A 'Group Actions' dropdown is also highlighted, showing 'Recruiting Actions' and 'Mark Reviewed'.

| Select | Applicant Name | Applicant ID | Type | Disposition | Application | Resume | Interest | Mark Reviewed | Route |
|--------------------------|----------------|--------------|----------|-------------|-------------|--------|----------|---------------|-------|
| <input type="checkbox"/> | Robert Orange | 1994 | External | Applied | | | ☆☆☆☆ | | |
| <input type="checkbox"/> | Amy Red | 1996 | External | Applied | | | ☆☆☆☆ | | |
| <input type="checkbox"/> | John White | 1997 | External | Applied | | | ☆☆☆☆ | | |

Reject Applicants/Schedule Interviews

1. Select the **Reviewed** tab to Interview

 or Reject  applicants

2. The **Reject**  icon eliminates applicants from consideration

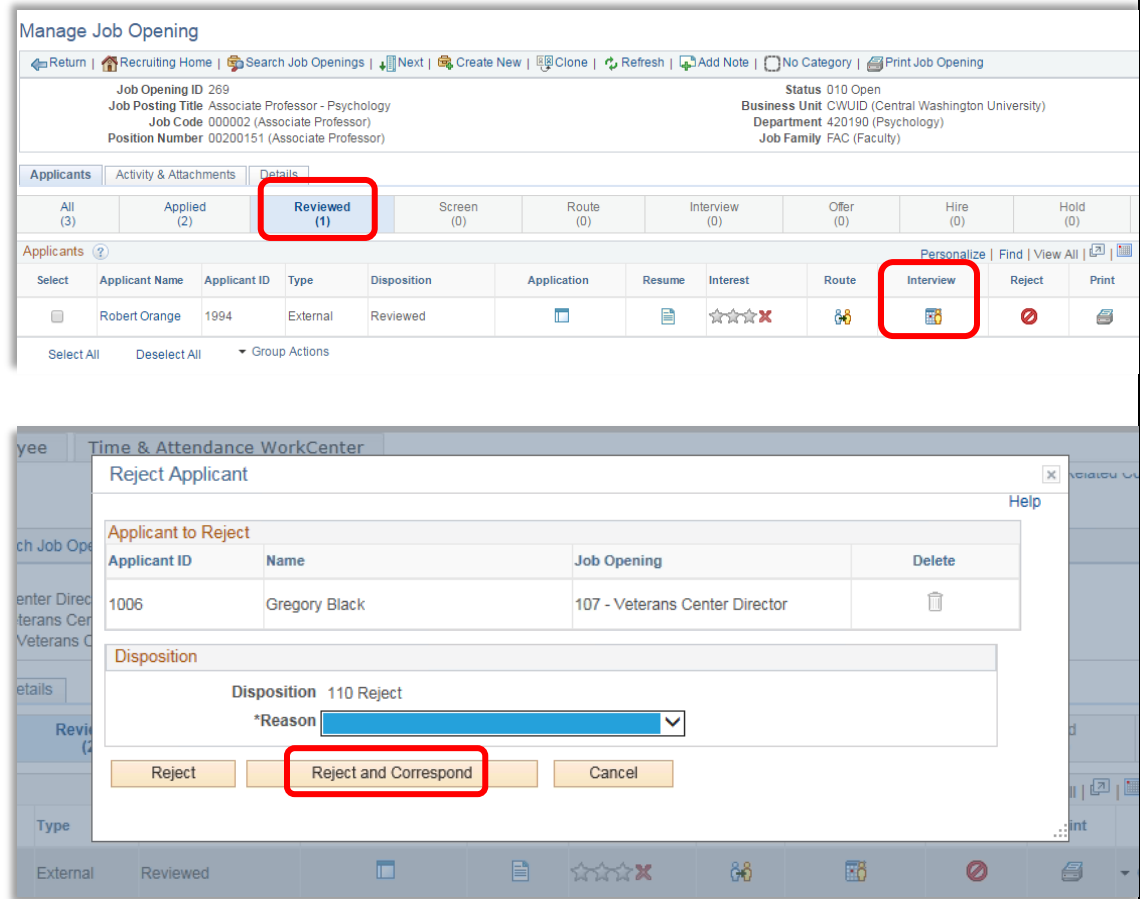
b. Select ***Reason**

c. **Reject** – *No email will be sent*


d. **Reject and Correspond** - this will allow the hiring manager/search chair to draft an email to the candidate or select from a list of **Letter** templates. If you draft your own email, please have the recruitment administrator review/approve it.

e. **Preview** and **Send**

WARNING: If **Cancel** is selected on the Send Correspondence screen after selecting **Reject and Correspond**, it will update the applicant status to reject but **WILL NOT** send an email (see screenshot on next page).



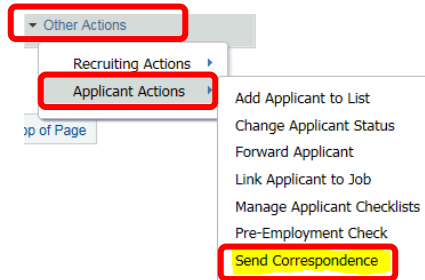
The screenshot shows the 'Manage Job Opening' interface. The 'Reviewed' tab is selected and highlighted with a red box. Below it, a table lists applicants, with the 'Interview' column highlighted by a red box. A 'Reject Applicant' dialog box is open, showing a table of applicants to reject. The 'Disposition' dropdown is set to '110 Reject', and the '*Reason' dropdown is highlighted with a red box. The 'Reject and Correspond' button is also highlighted with a red box.



| Applicant ID | Name | Job Opening | Delete |
|--------------|---------------|--------------------------------|---|
| 1006 | Gregory Black | 107 - Veterans Center Director |  |

Disposition: 110 Reject
*Reason:

Buttons:

TIP: Correspond with applicants by selecting Other Actions > Applicant Actions> Send Correspondence



3. Select the **Interview** icon  to add details for applicant interviews (Phone/Skype or Campus)
4. Add interview detail fields:
Select Notify Applicant and Notify Interview Team to send a calendar invite for the interview
5. **Add Interviewer** – Interviewers/Search committee members will default in if listed on the job opening Hiring Tab
Use look up (magnifying glass )
6. Type in **Location** of interview
7. Select **Letter – Interview Letter** from the drop-down list

Send Correspondence

Message Type and Method

*Contact Method Email

Letter

Recipient Information

To April Jump

Cc corbettj@cwu.edu

Bcc

Include Interested Parties

Sender Information

From Levente Fabry-Asztalos

Message














*Subject

*Access Public

*Message

Attachments

No attachments have been added to this Correspondence

| | | | | | | | | |
|---------------|------|----------|----------|---|---|---|---|---|
| Robert Orange | 1009 | External | Reviewed |  |  |          |  |  |
|---------------|------|----------|----------|---|---|---|---|---|

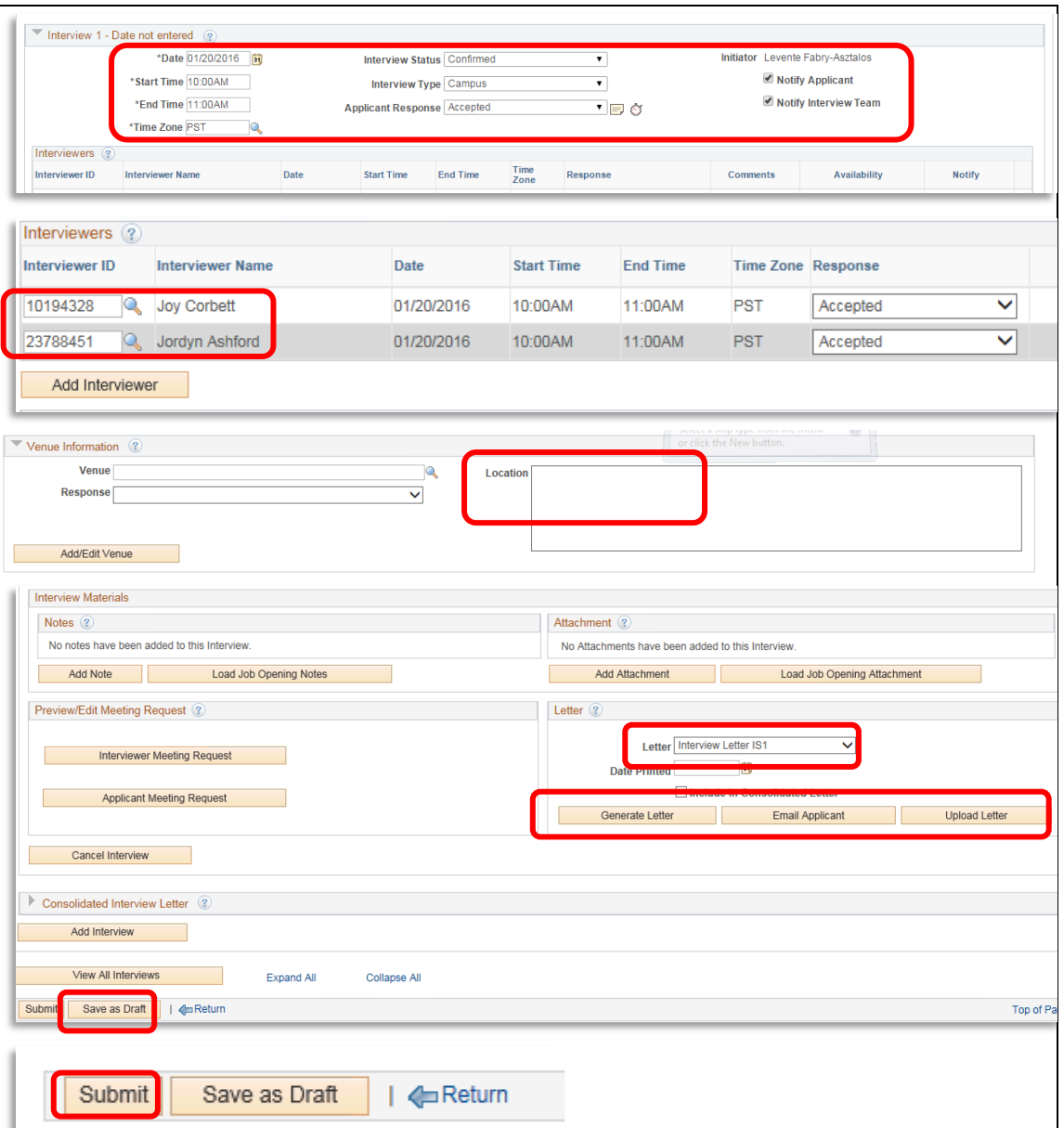
8. **Save as Draft**

9. Now the **Generate Letter** appears and is available to select

10. Optional Items:

- a. **Add Attachment** – interview questions, etc.
- b. **Email Applicant** –include interview letter/additional attachments (campus map/itinerary/etc.)
- c. **Add Interview** – Schedule additional interviews (Phone/Skype or Campus)

11. **Submit**



The screenshot shows the 'Interview 1 - Date not entered' configuration page. A red box highlights the top section containing:

- *Date: 01/20/2016
- *Start Time: 10:00AM
- *End Time: 11:00AM
- *Time Zone: PST
- Interview Status: Confirmed
- Interview Type: Campus
- Applicant Response: Accepted
- Initiator: Levente Fabry-Asztalos
- Notify Applicant:
- Notify Interview Team:

Below this is an 'Interviewers' table with two entries highlighted by a red box:

| Interviewer ID | Interviewer Name | Date | Start Time | End Time | Time Zone | Response |
|----------------|------------------|------------|------------|----------|-----------|----------|
| 10194328 | Joy Corbett | 01/20/2016 | 10:00AM | 11:00AM | PST | Accepted |
| 23788451 | Jordyn Ashford | 01/20/2016 | 10:00AM | 11:00AM | PST | Accepted |

The 'Venue Information' section has a red box around the 'Location' field.

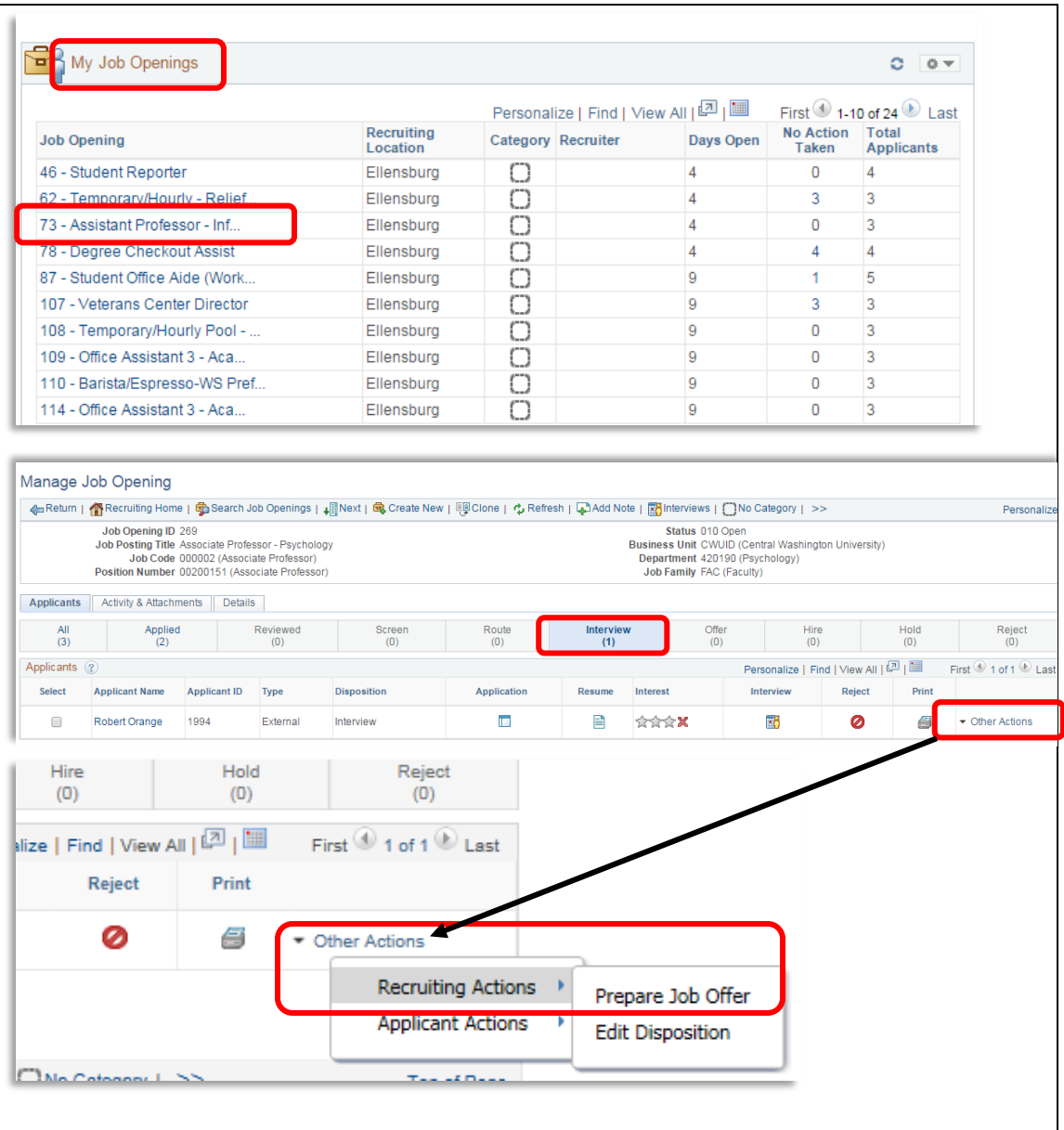
The 'Letter' section has a red box around the 'Letter' dropdown menu (set to 'Interview Letter IS1') and another red box around the 'Generate Letter', 'Email Applicant', and 'Upload Letter' buttons.

At the bottom, there are two rows of buttons:

- Row 1: Submit, Save as Draft, Return
- Row 2: Submit, Save as Draft, Return

Prepare a Job Offer

1. Navigate to **Browse Job Openings** – Main Menu > Human Resources > Recruiting > Recruiting > Browse Job Openings
2. From **My Job Openings** select job title to review applicant names
3. Select **Interview** tab to select your finalist
4. From the drop-down menu **Other Actions** (far right hand side)
 - **Recruiting Actions**
 - **Prepare Job offer**



The screenshot displays two screenshots from the CWU HR system. The top screenshot, titled "My Job Openings", shows a table of job openings. The row for "73 - Assistant Professor - Inf..." is highlighted with a red box. The bottom screenshot, titled "Manage Job Opening", shows details for Job Opening ID 269. The "Interview (1)" tab is highlighted with a red box. Below the tab, the "Applicants" table shows one applicant, Robert Orange. The "Other Actions" dropdown menu is highlighted with a red box, and an arrow points to the "Prepare Job Offer" option within the "Recruiting Actions" sub-menu.

| Job Opening | Recruiting Location | Category | Recruiter | Days Open | No Action Taken | Total Applicants |
|-----------------------------------|---------------------|----------|-----------|-----------|-----------------|------------------|
| 46 - Student Reporter | Ellensburg | | | 4 | 0 | 4 |
| 62 - Temporary/Hourly - Relief | Ellensburg | | | 4 | 3 | 3 |
| 73 - Assistant Professor - Inf... | Ellensburg | | | 4 | 0 | 3 |
| 78 - Degree Checkout Assist | Ellensburg | | | 4 | 4 | 4 |
| 87 - Student Office Aide (Work... | Ellensburg | | | 9 | 1 | 5 |
| 107 - Veterans Center Director | Ellensburg | | | 9 | 3 | 3 |
| 108 - Temporary/Hourly Pool - ... | Ellensburg | | | 9 | 0 | 3 |
| 109 - Office Assistant 3 - Aca... | Ellensburg | | | 9 | 0 | 3 |
| 110 - Barista/Espreso-WS Pref... | Ellensburg | | | 9 | 0 | 3 |
| 114 - Office Assistant 3 - Aca... | Ellensburg | | | 9 | 0 | 3 |

Job Opening ID 269
 Job Posting Title Associate Professor - Psychology
 Job Code 000002 (Associate Professor)
 Position Number 00200151 (Associate Professor)

Status 010 Open
 Business Unit CWUID (Central Washington University)
 Department 420190 (Psychology)
 Job Family FAC (Faculty)


| All (3) | Applied (2) | Reviewed (0) | Screen (0) | Route (0) | Interview (1) | Offer (0) | Hire (0) | Hold (0) | Reject (0) |
|---------|-------------|--------------|------------|-----------|---------------|-----------|----------|----------|------------|
|---------|-------------|--------------|------------|-----------|---------------|-----------|----------|----------|------------|

| Select | Applicant Name | Applicant ID | Type | Disposition | Application | Resume | Interest | Interview | Reject | Print | Other Actions |
|--------------------------|----------------|--------------|----------|-------------|-------------|--------|----------|-----------|--------|-------|---------------|
| <input type="checkbox"/> | Robert Orange | 1994 | External | Interview | | | ☆☆☆X | | | | Other Actions |

Other Actions

- Recruiting Actions
 - Prepare Job Offer
- Applicant Actions
 - Edit Disposition

5. Select the correct **Position Number**

Use look up (magnifying glass )

6. Enter **Start Date**

REMINDER: Allow enough lead time for approvals, to process a background check, and complete new hire processing

7. Check **Notify Applicant** (optional)

Sends an email notification of an official job offer after approval from the Dean/Provost and completed background check. It will include a link to their online account. Applicant will login to see a job offer notification and attached contract (if available). The applicant can accept or reject the offer which then notifies HR/Recruitment Administrator of the response.

8. Add **Job Offer Component(s)**

- Base Salary, Moving Expenses, pre-autumn contract info

9. Upload Letter – Upload the faculty contract if it is ready

10. Add **Comments**(bottom of form):

- Standard Hours/Workload Units
- Salary/Semimonthly Salary
- Rate Code (i.e.: TEACH/OVR LD/RESCH/NONINS, etc.)
- Holiday Schedule


11. **Submit for Approval** (top right)

Prepare Job Offer




[Return](#) | [Recruiting Home](#)

Posting Title Associate Professor - Psychology
Job Opening Status 010 Open
Job Title Associate Professor
Applicant Name Robert Orange

Offer Details ?



Job Opening 269 Associate Professor - Psychology
Position Number 00200151 Associate Professor
Job Code 000002 Associate Professor
Hiring Manager 10194328  Joy Corbett
Recruiter 10194328 Joy Corbett
Status 006 Pending Approval
Reason

Business Unit CWUID

Offer Date 01/15/2016 
Start Date 02/01/2016 
***Offer Expiration Date** 01/20/2016 

Applicant Type External Applicant
Registered Online Yes
Preferred Contact Not Specified
 Notify Applicant

Job Offer Components ?

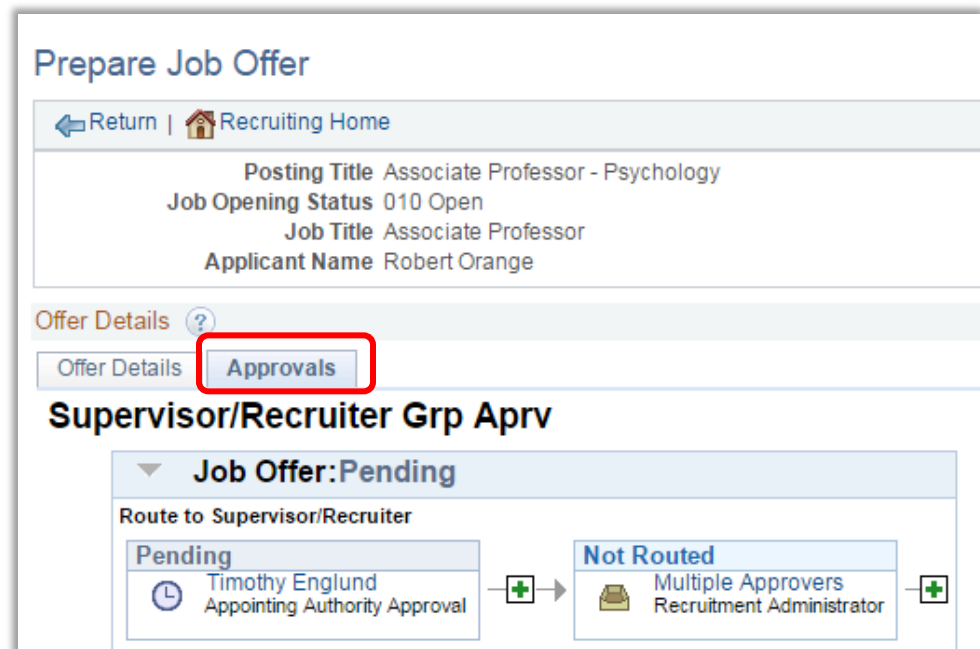
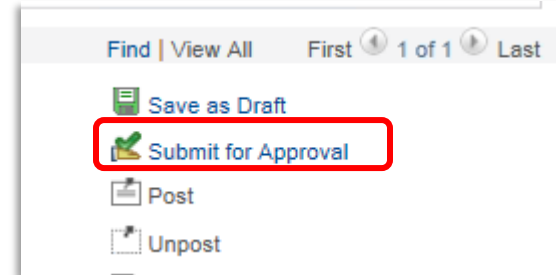
| *Component | *Offer Amount | Payment Mode | Currency | Frequency | |
|-----------------|---------------|--------------|----------|-------------|---|
| Base Salary | 2000.00 | Cash | USD | Semimonthly |  |
| Moving Expenses | 500.00 | Cash | USD | One-Time |  |

Add Offer Component

Job Offer Approvals

1. After the **Submit for Approval** is selected, the **Approvals** tab will appear
 - a. Dean and Provost approval is required for Tenure Track Faculty positions
 - b. The Dean's approval will route the Job Offer to the Provost and last the Recruitment Administrator

NOTE: The Dean can make a verbal offer of employment, contingent upon a successful background check.

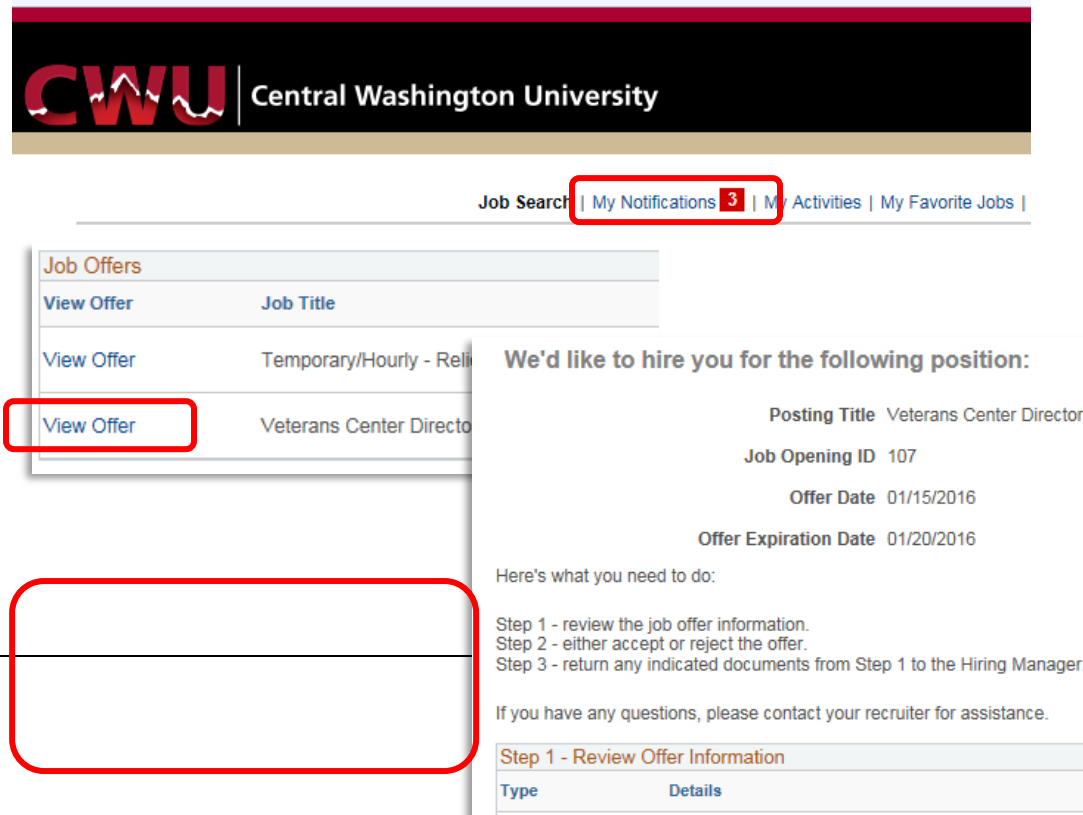


Background Check/Contract Letter

1. When an applicant verbally accepts the job offer, the Recruitment Administrator will initiate a sexual misconduct disclosure and background check
2. The Deans Office will draft the faculty contract letter and send it to the recruitment administrator to be attached to the job offer
3. When the sexual misconduct disclosure and background check are complete, the Recruitment Administrator will approve the job offer with an attached contract. An email notification will be sent to the Hiring Manager/Search Chair
4. The applicant will be notified via email with the link to their online account. Applicant will sign in to see a job offer notification and attached contract. The applicant can accept or decline the offer. Offer accepted sends notification to HR/Recruitment Administrator
5. Recruitment Administrator will prepare the hire and job is entered by the Data Management Team

* Turnaround time varies (2 days up to 2 weeks) for background check results depending on when the applicant completes the online form, and how many places they have lived in the past 7 years.

Job Offer View for Applicant:



The screenshot shows the CWU Job Offer View for Applicant interface. At the top, there is a navigation bar with links for Job Search, My Notifications (with a red box around the number 3), My Activities, and My Favorite Jobs. Below this is a table of Job Offers with columns for View Offer and Job Title. The 'View Offer' link for the 'Veterans Center Director' position is highlighted with a red box. To the right of the table, there is a section titled 'We'd like to hire you for the following position:' which lists the Posting Title (Veterans Center Director), Job Opening ID (107), Offer Date (01/15/2016), and Offer Expiration Date (01/20/2016). Below this, there are instructions on what to do next, including reviewing the job offer information, accepting or rejecting the offer, and returning documents. At the bottom, there is a section for 'Step 1 - Review Offer Information' with a table for details.

| | |
|--|--|
| | <p>Here's what you need to do:</p> <p>Step 1 - review the job offer information. Step 2 - either accept or reject the offer. Step 3 - return any indicated documents from Step 1 to the Hiring Manager.</p> <p style="text-align: right;"><input data-bbox="1425 496 1625 540" type="text"/></p> |
|--|--|