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**

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)

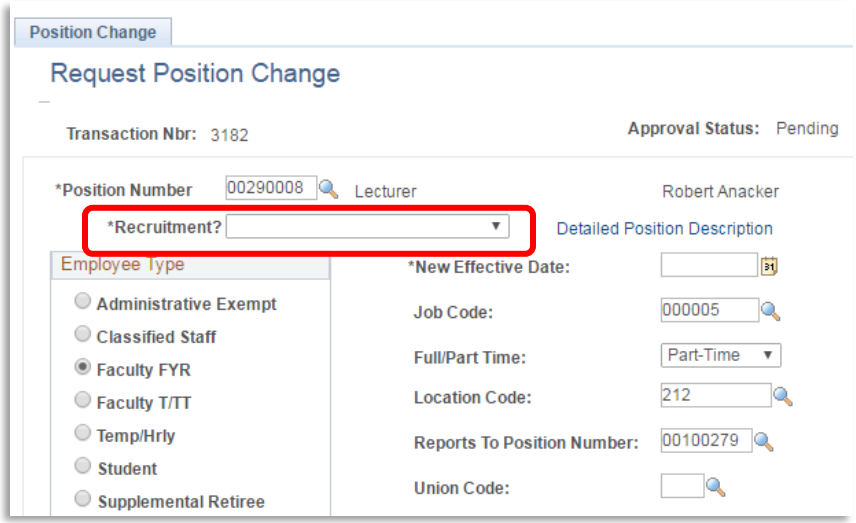
3. Enter the position number, hit the Tab key and select a Recruitment Request. Select one option:
   a. Current Employee/Extend Temp
   b. Vacancy/Rehire

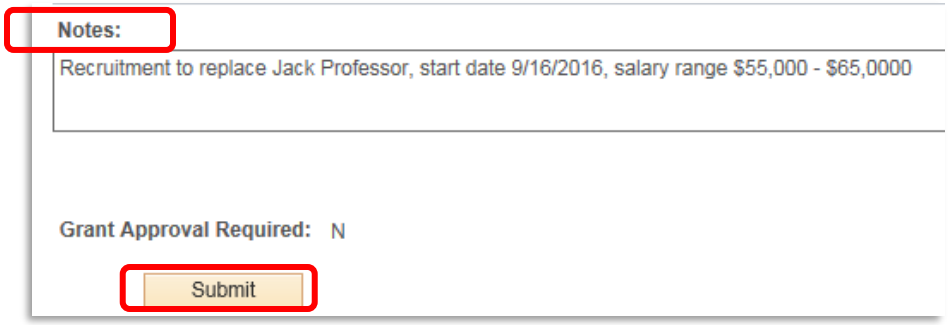
4. Update additional fields as needed and add the following information in the
   Notes field: Incumbent, start date, salary range (call the Dean's office to inquire about the correct salary) and select **Submit**

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 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

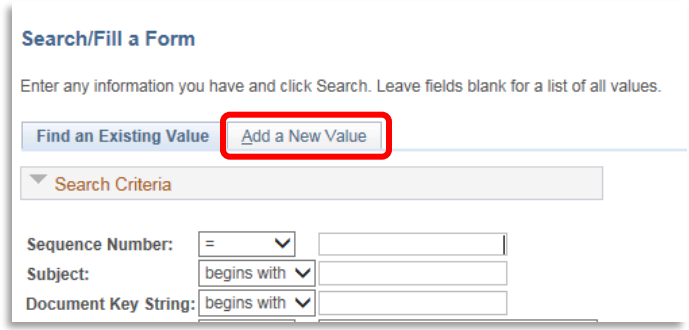
4. Complete required fields and select **Save**

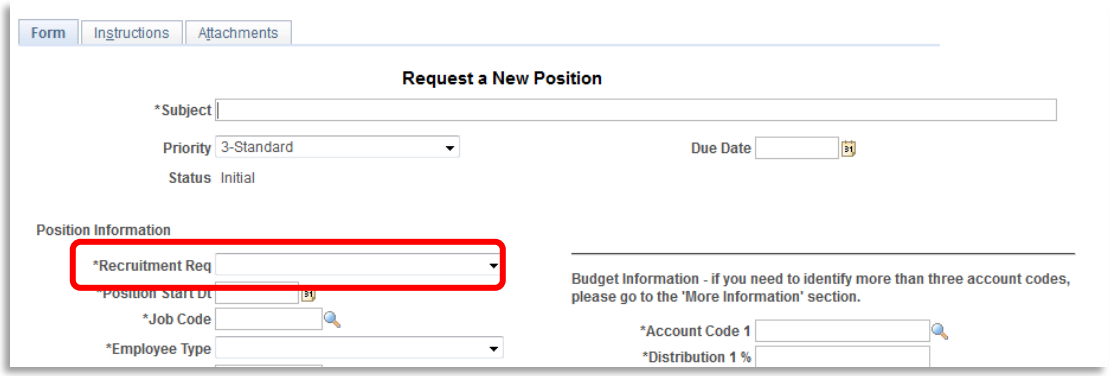
5. Select the **Attachments** tab to attach any documents required by a Dean or Provost

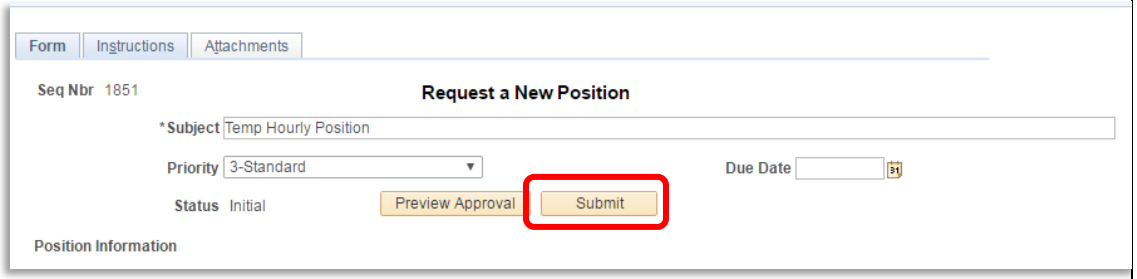
6. Return to the **Form** tab and select **Submit**

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







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

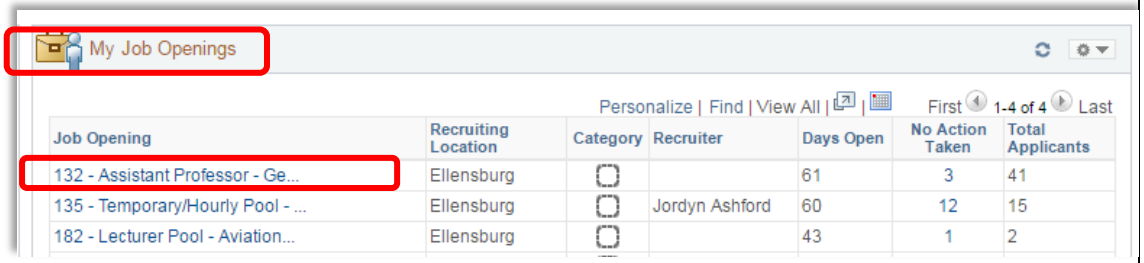
2. From **My Job Openings** select job title to review applicant names

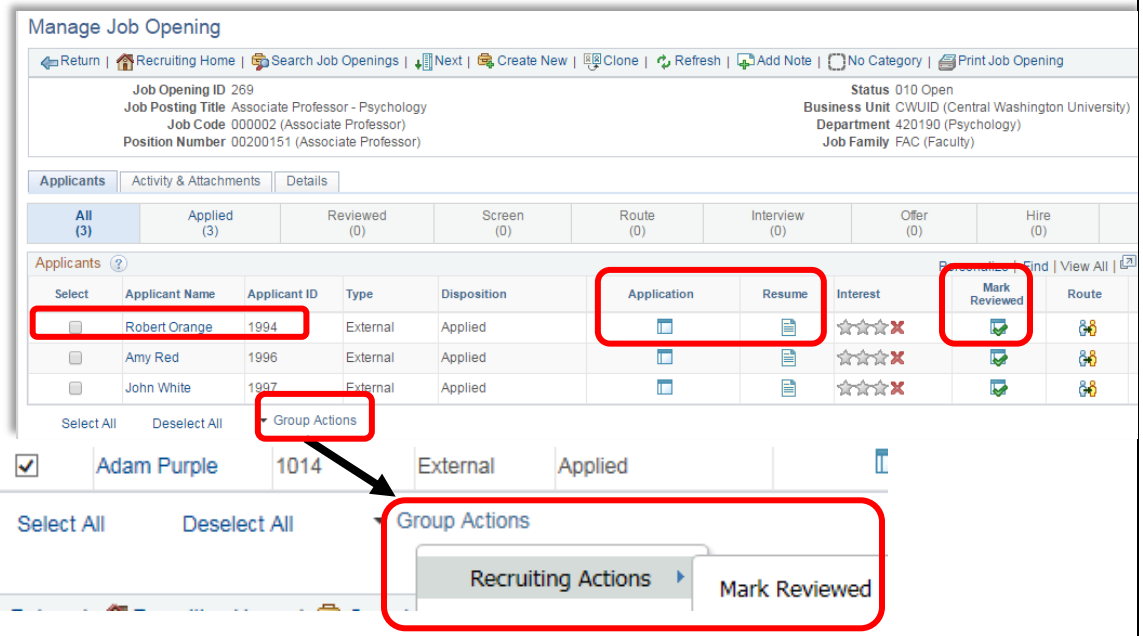
3. Select the **Application** and **Resume** icons to review applicant attachments

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





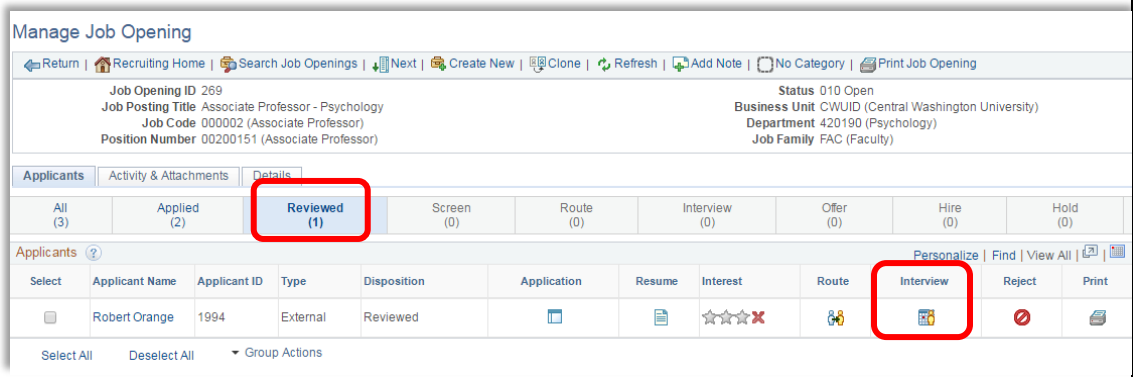
Reject Applicants/Schedule Interviews

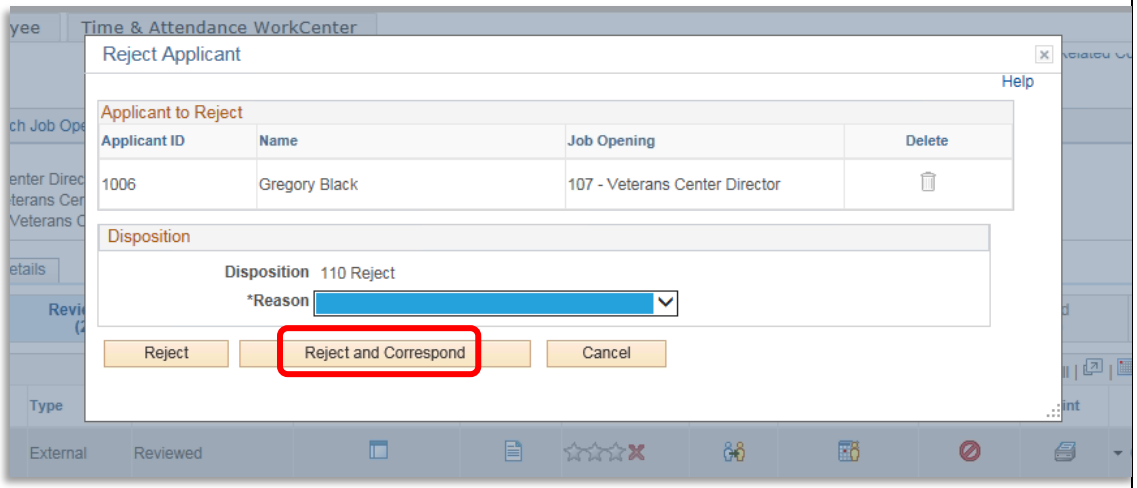
1. Select the **Reviewed** tab to Interview or Reject applicants

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

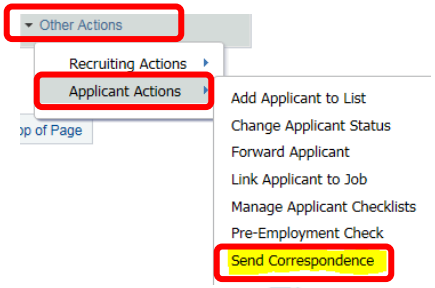
    b. Select ***Reason**
    c. **Reject –** *No email will be sent*
    d. **Reject and Correspond -** this will allow the hiring manager/search chair to draft an email to the candidate or select from a list of **Letter** templates. If you draft your own email, please have the recruitment administrator 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).





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



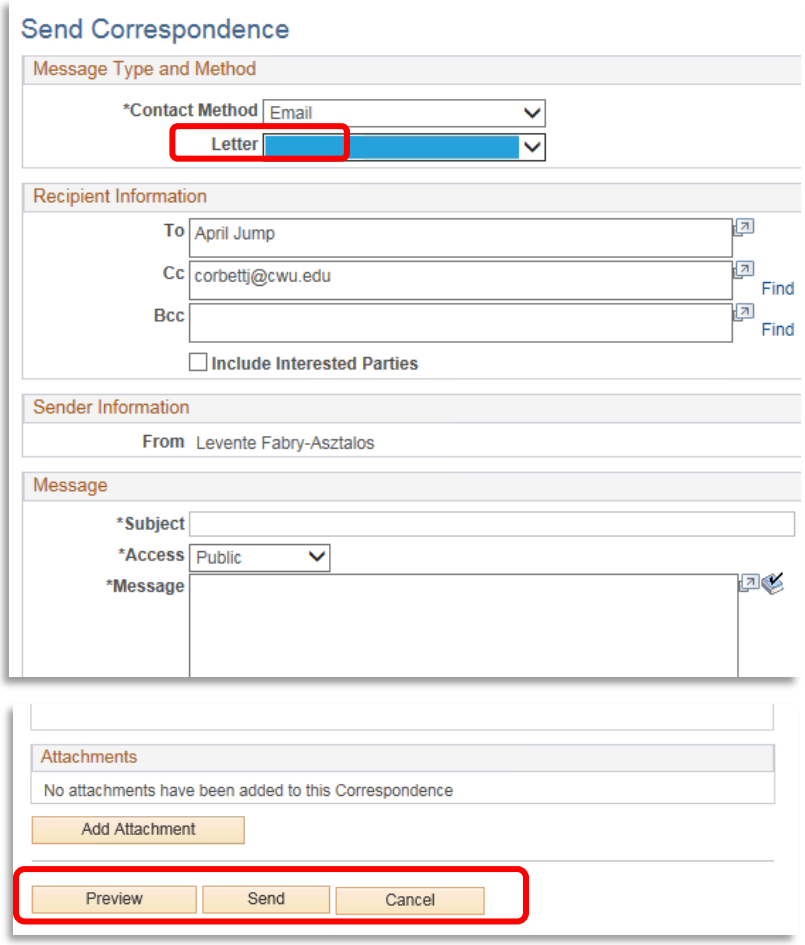
3. Select the **Interview** icon to add details for applicant interviews (Phone/Skype or Campus)

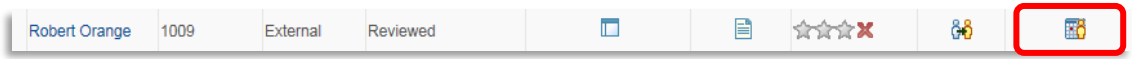
4. Add interview detail fields:
   Select Notify Applicant and Notify Interview Team to send a calendar invite for the interview

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



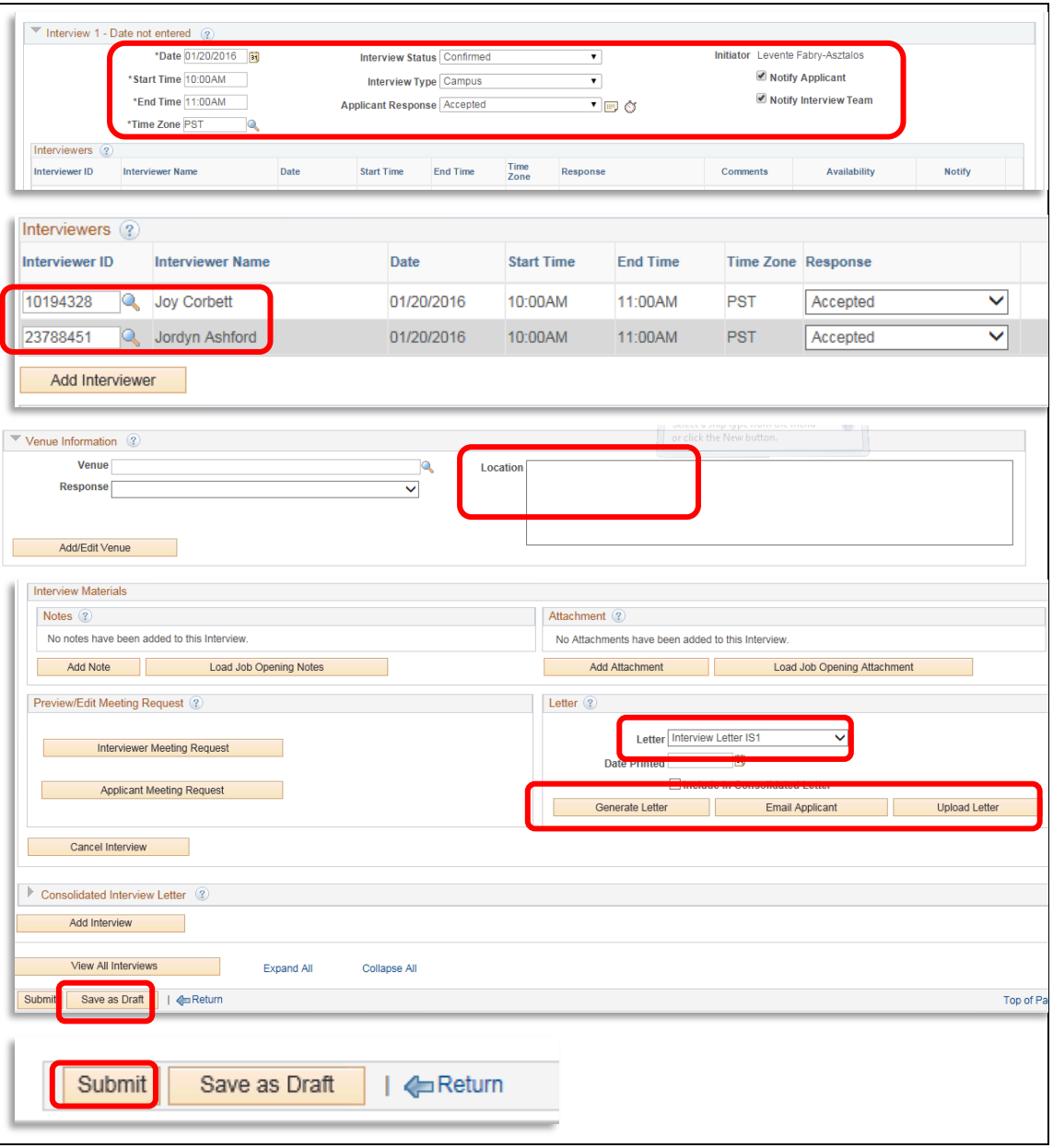


8. **Save as Draft**

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**



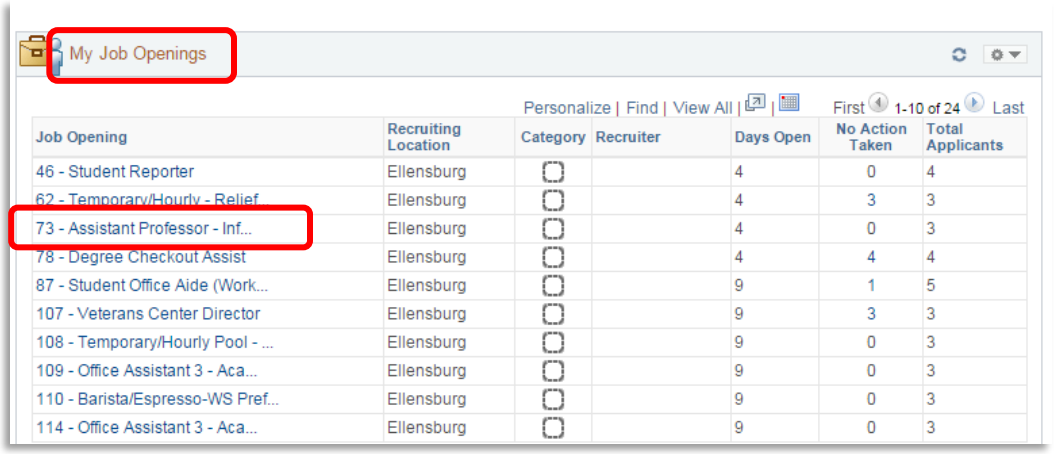
Prepare a Job Offer

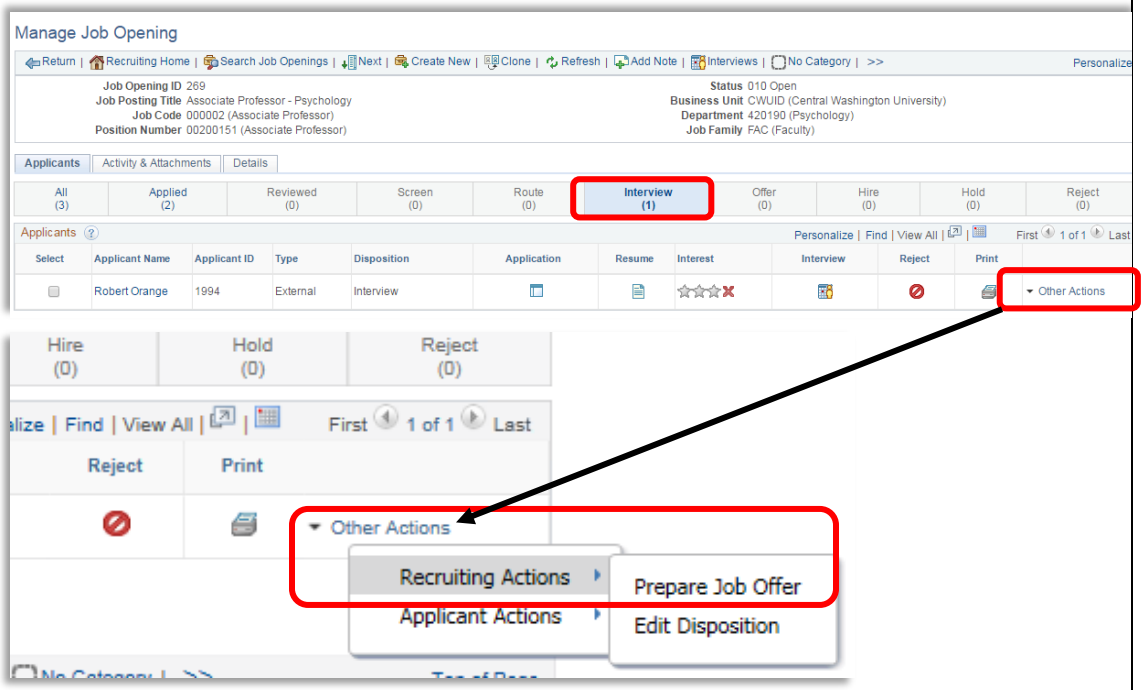
1. Navigate to **Browse Job Openings** – Main Menu > Human Resources > Recruiting > Recruiting > Browse Job Openings

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**





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

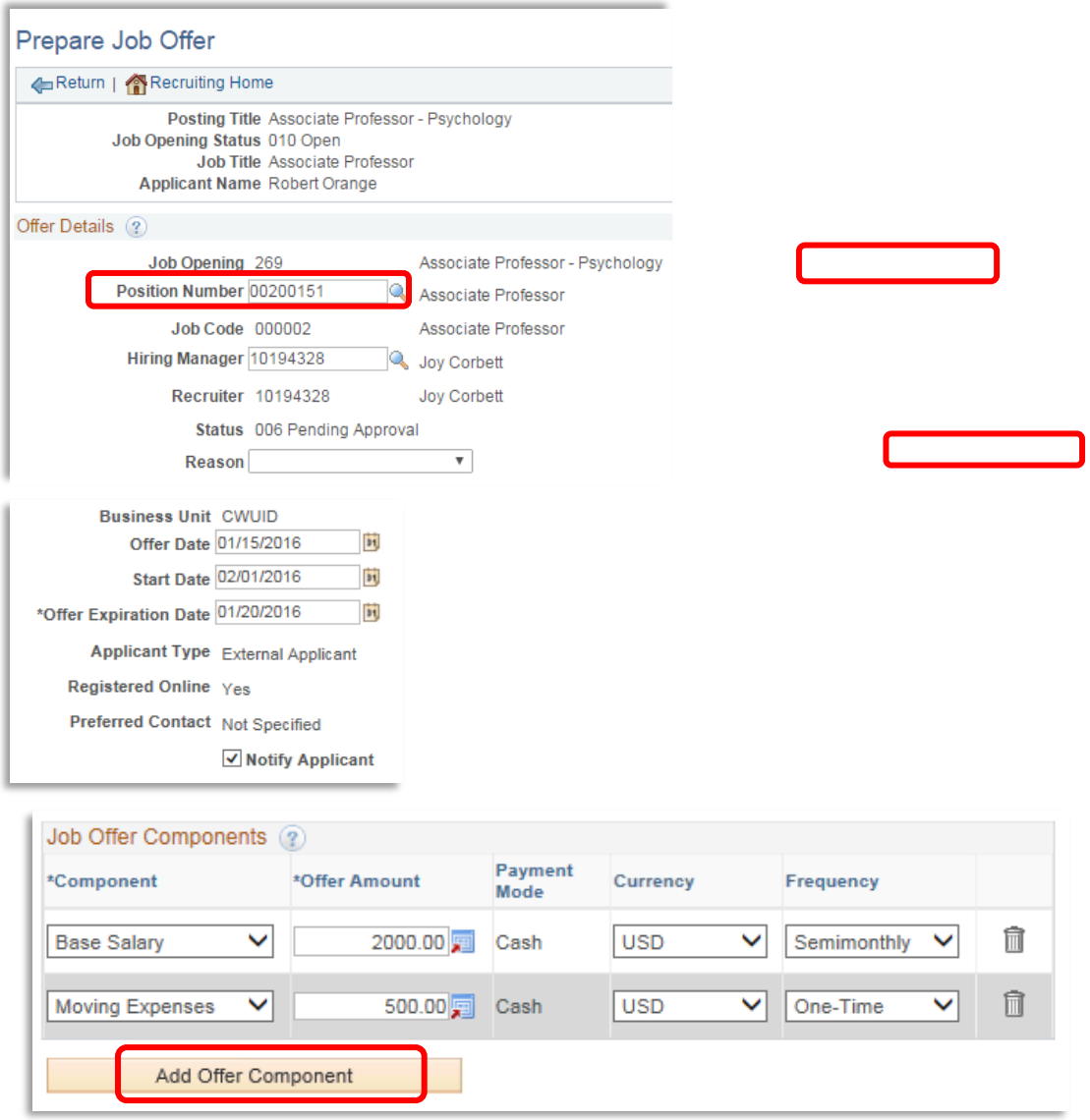
7. Check **Notify Applicant** (optional)
   Sends an email notification of an official job offer after approval from the Dean/Provost and completed background check. It will include a link to their online account. Applicant will login to see a job offer notification and attached contract (if available). 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)



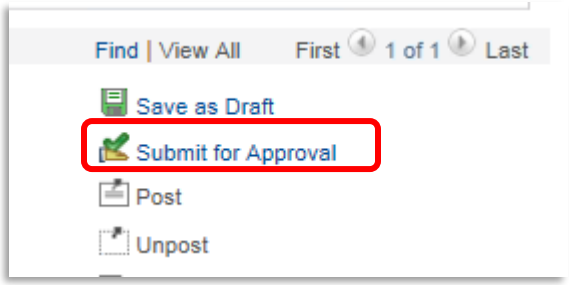
Job Offer Approvals

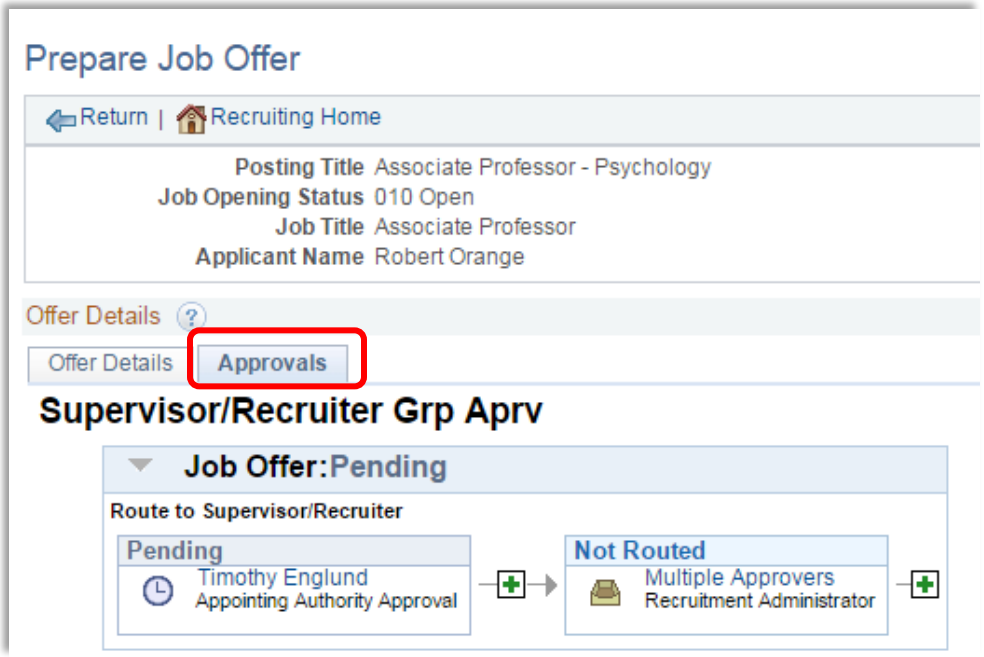
1. After the **Submit for Approval** is selected, the **Approvals** tab will appear

   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

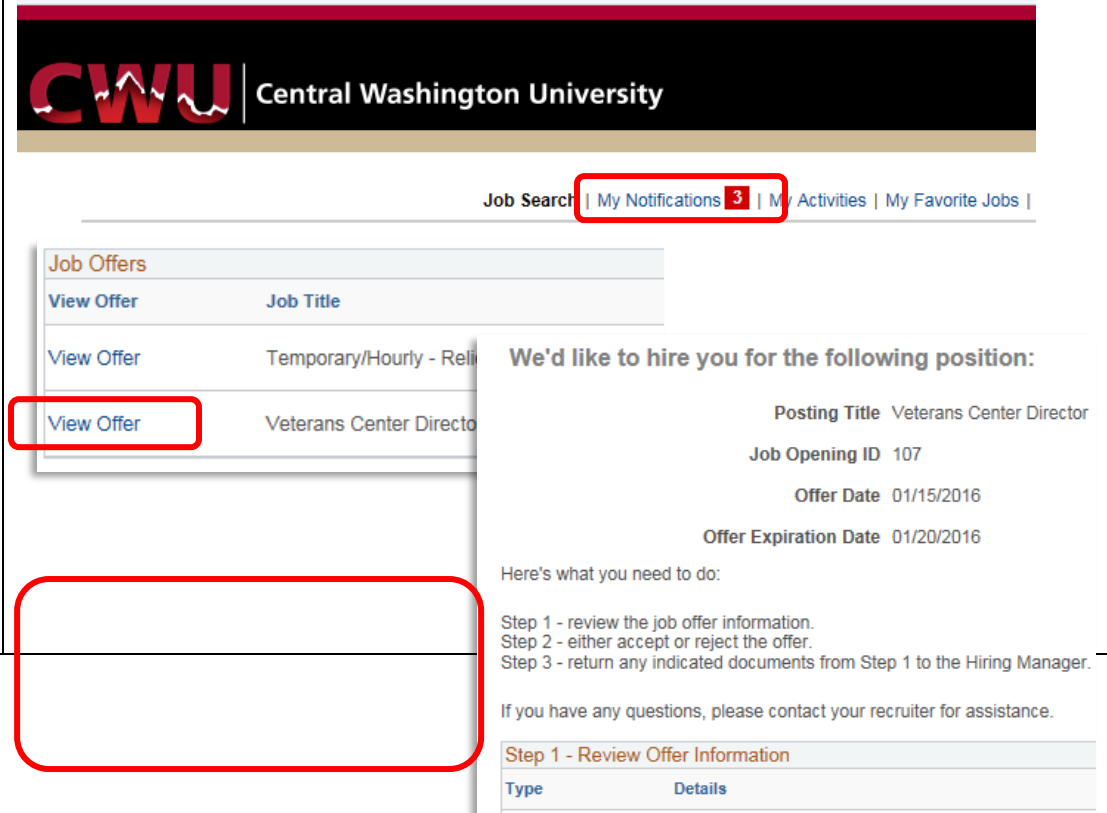
3. When the sexual misconduct disclosure and background check are complete, the Recruitment Administrator will approve the job offer with an attached contract. An email notification will be sent to the Hiring Manager/Search Chair

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:



	Here's what you need to do: 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.