Recruiting Solutions 9.2

Overview
This guide demonstrates how to navigate through Manager Self-Service and Recruiting Solutions for hiring of Student 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
- Student Employment: http://www.cwu.edu/student-employment/
- Recruitment Administrator: http://www.cwu.edu/hr/recruitment-and-hiring

Table of Contents
Fill a Vacant or New Position ........................................................................................................................................................................................... 2
  Request a New Position .......................................................................................................................................................................................... 3
  Request a Position Change ................................................................................................................................................................................... 4
Post a Job ............................................................................................................................................................................................................... 5
  Add Posting Information .................................................................................................................................................................................. 7
Managing Applicants .................................................................................................................................................................................................. 11
  Reject Applicants/Schedule Interviews ...................................................................................................................................................... 12
Prepare a Job Offer ........................................................................................................................................................................................................ 15
  Job Offer Approvals ................................................................................................................................................................................................ 17
  Background Check/Hire Letter ......................................................................................................................................................................... 18
Fill a Vacant or New Position

1. Review the How to Request a Student Employee via the link to the right. This will accomplish the following:
   a. Confirm a position/job code exists
   b. Steps to request a job code and create a position description

2. If a new position number is required, sign in to MyCWU (www.cwu.edu)

3. Request a New Position by navigating to Main Menu > Human Resources > Manager Self Service > CW HR Transactions > Request New Position
   OR
   If there are changes to an existing position or updates needed to the position description, Request a Position Change by navigating to Main Menu > Human Resources > Manager Self Service > CW HR Transactions > Request Position Change

How to Request a Student Employee:
http://www.cwu.edu/student-employment/employer-forms
4. **Request a New Position** –
   Select Recruitment Req. Two options will be available:
   a. No Recruitment
   b. Recruitment Required

5. Complete required fields and select save.

6. Select the **Attachments** tab and attach the approved position description

7. Return to the **Form** tab and select Submit from top of page.

8. Approval will be confirmed via email

9. After you receive the approval email, start the step **Create Job Opening/Posting** (page 5)
1. **Request a Position Change** – Enter the position number, hit the Tab key and select a Recruitment Request. Three options will be available:
   a. No Recruitment Required
   b. Recruitment – No Changes
   c. Recruitment – Position Changes

2. If **Recruitment – Position Changes** is selected, click the **Detailed Position Description** link and update the necessary information

3. Update any additional fields as needed and select Submit

4. Approval will be confirmed via email

5. After you receive the approval email, start the step **Create Job Opening/Posting** (page 5)
Post a Job
Create a Job Opening/Posting

1. If the position change or new position has been approved, navigate to Recruiting Home – Main Menu > Human Resources > Recruiting > Recruiting Home

2. Select Create Job Opening from Quick Links

3. Select Job Family
   Use look up (magnified glass )

4. Enter Position Number
   Use look up (magnified glass )

5. Select Recruiting Location
   Use look up (magnified glass )

6. Continue
7. Enter number of **Target Openings** if you are filling more than one position from this job posting

8. Select **Status Reason** – New Authorization

9. Enter **Desired Start Date**

10. **Save as Draft**
Add Posting Information

1. Select **Job Posting** tab

2. **Add Job Posting**

3. Update **Posting Title** if needed

4. Under **Description Type**, select:
   - **Position Description** (this will insert the position description information for the job posting)
     - **Visibility**: Internal and External

   **NOTE**: The Internal Only option is used when recruiting CWU student employees that have a current job in the system. The job is posted internal and not available or seen to anyone outside CWU.

5. The position description field should be in the following order and include these headings:
   - Purpose
   - Educational Benefits
   - Essential Functions
   - Skills/Preferred Qualifications

6. **Add Posting Description**
7. **Description Type:**
   Pay & Work Schedule
   *Visibility:* Internal and External
   Template: Pay & Work Schedule

8. Enter hourly Pay, Schedule/Hours and Working Conditions

   **NOTE:** Select the correct working conditions from the examples at:
   [http://www.cw.edu/student-employment/employer-forms](http://www.cw.edu/student-employment/employer-forms)

9. Add Posting Description

10. **Description Type:**
    How to Apply
    *Visibility:* Internal and External
    Template: CWU How to Apply - Student

11. Modify/add any additional attachments required for the application

12. Enter contact information and department website
13. Under **Job Posting Destinations** select CWU Website – Post  
   a. Enter **Posting Type**: External Posting  
   b. Enter **Relative Open Date**: 0 – On Approval  
   c. Enter **Remove Date**: 30 days from posting date  

14. **Add Posting Destination**  

15. Select MyCWU – Post  
   a. Enter Posting Type: Internal Posting  
   b. Enter **Relative Open Date**: 0 – On Approval  
   c. Enter **Remove Date**: 30 days from posting date  

16. Select **OK**  

17. **Save as Draft**  

   **WARNING:** If you **Save as Draft** and close out the job opening, it will no longer be available. Please contact Recruitment Administrator.
18. Select **Hiring Team** tab

19. **Add Hiring Manager** - Add names of Hiring Managers  
   Use look up (magnified glass 🕵️)

**NOTE:** Primary can view from the Recruiting Home, Secondary can view from Browse Job Openings

20. **Add Interviewers**

21. Add names of anyone who needs to review applications/interview  
   Use look up (magnified glass 🕵️)

22. **Save and Submit**

23. **Approvals** tab is added

24. Job Posting is sent to Recruitment Administrator for review

25. An email notification is sent when the job posting has been approved/posted by the Recruitment Administrator

26. View the job posting at: [www.careers.cwu.edu](http://www.careers.cwu.edu)
Managing Applicants
Review Applications

1. Hiring Managers - navigate to Recruiting Home – Main Menu > Human Resources > Recruiting > Recruiting Home

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, select the icon Mark Reviewed for each applicant

5. 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

Note: Search Committee/Interviewers can review applications by navigating MyCWU: Main Menu > Human Resources > Recruiting > Browse Job Openings
Reject Applicants/Schedule Interviews

1. **Reviewed** tab offers additional icons - Interview 🟢 and Reject 🙅

2. Select the **Reject 🙅** icon to eliminate applicants from consideration

3. Select **Reason** (a reason is required)

4. Select **Reject and Correspond** – this allows the hiring manager to draft an email to the candidate or select from a list of **Letter** templates

5. **Preview** and **Send**

6. **WARNING:** If **Cancel** is selected, it will update the applicant status to reject but **WILL NOT** send an email
7. **TIP:** Correspond with applicants by selecting Other Actions > Applicant Actions > Send Correspondence

8. Select the **Interview** icon 📅 to add details for applicant interviews (Phone/Skype or Campus)
9. Add interview detail fields:
   Select Notify Applicant and Notify Interview Team to send a calendar invite for the interview

10. Add Interviewer – The interviewer name will default in if listed on the job opening Hiring Tab
    Use look up (magnified glass 🕵️‍♀️)

11. Type in Location of interview

12. Select Letter – Interview Letter from the drop-down list

13. Save as Draft

14. Now the select Generate Letter appears

15. 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)

16. Submit
Prepare a Job Offer

1. Before preparing a job offer, verify the student(s) is enrolled in at least 6 credits to be eligible for student employment by running CWHRD_SE_CHECK_CREDIT_B from Query Friendly Viewer: MyCWU > Main Menu > Campus Solutions > CWU Reporting Solutions > Query Friendly Viewer and click green arrow by HR- Student Information for Depts. (towards the bottom), click on HTML.

2. If the student is eligible for student employment, navigate to Recruiting Home – Main Menu > Human Resources > Recruiting > Recruiting Home

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

4. Select Interview tab

5. From the drop-down menu Other Actions (far right hand side)
   - Recruiting Actions
     - Prepare Job offer
6. Select the correct **Position Number**  
   Use look up (magnified glass)  

7. Enter **Start Date**  

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

8. Check **Notify Applicant** (optional)  
   Sends an email notification of an official job offer after approval from HR and completed background check. It will include a link to their online account. The applicant will login to see a job offer notification and attached welcome letter. The applicant can accept or reject the offer which then notifies HR/Recruitment Administrator of the response.  

9. Add **Offer Component(s)**  
   - Hourly Pay, Room & Board, etc.  

10. Add **Comments** (bottom of form):  
    - Student ID  
    - Est Hours worked per week  
    - Combo code/Speed Key  

11. **Submit for Approval** (top right)
## Job Offer Approvals

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

2. If this is a Work Study position or if the employee is eligible for Work Study, the job offer will be routed to Financial Aid, then route to Grants, and finally route to the Recruitment Administrator.

3. If this is a grant funded position, the job offer will be routed to Grants and then route to the Recruitment Administrator.

4. For all other student positions, the job offer will route directly to the Recruitment Administrator.

5. The Recruitment Administrator initiate a background check.
Background Check/Hire Letter

1. When an applicant verbally accepts the job offer, the Recruitment Administrator will initiate a background check.


3. When the background check is complete, the Recruitment Administrator will approve the job offer and an email notification will be sent to the Hiring Manager.

4. The hiring manager can accept the job offer by navigating to **Recruiting Home**.

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

6. Select **Offer** tab.

7. From the drop-down menu **Other Actions** (far right hand side)
   - **Recruiting Actions**
     - Accept Offer
     - Reject Offer

* 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.
8. The applicant will also be notified via email with the link to their online account. Applicant will receive an email with an attached welcome letter and information to complete the I-9 process. The applicant can accept or decline the offer if the Hiring Manager has not already done this for the applicant.

9. When the job offer status is “Accepted”, the job is uploaded during a nightly upload process.