

Recruiting Solutions 9.2

Overview

This guide demonstrates how to navigate through Manager Self-Service and Recruiting Solutions for hiring of Temporary/Hourly 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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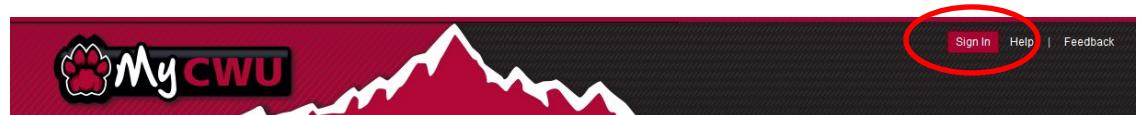
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Approvals - Fill a Vacant or New Position

1. Review the **Hiring Temporary/Hourly Employees** link to the right
 - Is this a grant funded position?
Contact Heather Harrell x1988
2. Hiring Manager - determine if a current position number exists:
 - a. Navigate to the Manager Dashboard to review the list of employees who report to you
 - b. If a current position number exists, **Request a Position Change** in Manager Self-Service to obtain approval to fill the vacancy (page 3)
3. If no position number exists:
 - a. Review the **Job Code Table** in the link above and select the best fit
 - b. **Request a New Position** in Manager Self-Service (page 4)
4. Sign in to MyCWU (www.cwu.edu) for Manager Self-Service action.


Click Here: **Hiring Temporary/Hourly Employees**

Click Here: **Job Codes** for temp hourly job codes

A "Single Sign On Service" login form. It contains the following text: "The application MyCWU on host my.cwu.edu requires you to use your CWU network credentials. After a successful application." Below this are two input fields: "Username:" with the text "TIME" and "Password:" with masked characters ".....". At the bottom is a red "Login" button. The Username field, Password field, and Login button are circled in red.

Request a Position Change

1. Navigate: Main Menu > Human Resources > Manager Self Service > CW HR Transactions > Request Position Change
2. Select Add (Add a New Value)
3. **Request a Position Change** – 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 select Submit
5. Approval will be confirmed via email
6. To access an existing Temporary/Hourly Pool and applicants OR to post a job - contact the **Recruitment Administrator**: <http://www.cwu.edu/hr/hiring/temp-hourly>

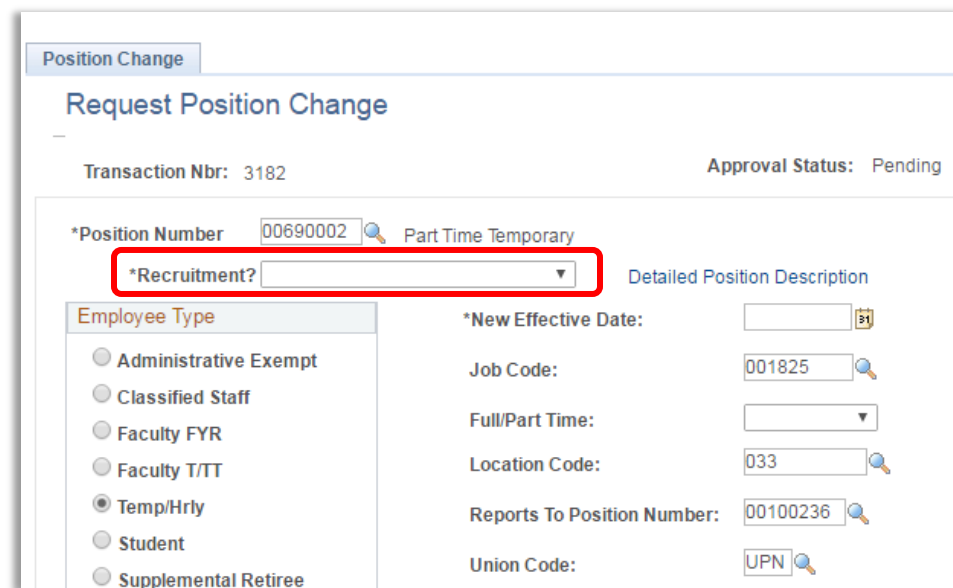


Request Position Change

Find an Existing Value Add a New Value

Transaction Number: 3553

Add



Request Position Change

Transaction Nbr: 3182 Approval Status: Pending

*Position Number: 00690002 Part Time Temporary

***Recruitment?** [Dropdown Menu] Detailed Position Description

Employee Type

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

*New Effective Date: [Date Picker]

Job Code: 001825

Full/Part Time: [Dropdown Menu]

Location Code: 033

Reports To Position Number: 00100236

Union Code: UPN

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. **Request a New Position –**
Select Recruitment Req. Select one:
 - a. No Recruitment
 - b. Recruitment Required
4. Complete required fields and select **Save**
5. Select **Submit**
6. An email will be sent confirming the approval of the new position
7. To access an existing Temporary/Hourly Pool and applicants - contact the **Recruitment Administrator**
8. If a new job posting is required, contact a **Recruitment Administrator:**
<http://www.cwu.edu/hr/hiring/temp-hourly>

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 - Reviewing Applications

1. Hiring Managers 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

- 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

My Job Openings

Job Opening	Recruiting Location	Category	Recruiter	Days Open	No Action Taken	Total Applicants
62 - Temporary/Hourly - Relief...	Ellensburg			25	5	5
81 - Student Asst for Airport ...	Ellensburg			11	0	4
137 - Temporary/Hourly Pool - ...	Ellensburg			23	0	4
146 - Office Assistant 3	Ellensburg			11	0	3
164 - Student Office Aide	Ellensburg			11	2	4
167 - Barista/Esspresso-WS Pref...	Ellensburg			15	2	3
168 - Degree Checkout Assist	Ellensburg			11	0	4
170 - Barista/Esspresso	Ellensburg			15	3	3
171 - Barista/Esspresso	Ellensburg			15	0	5
172 - Barista/Esspresso-WS Pref...	Ellensburg			15	0	5

Manage Job Opening

Job Opening ID 62
 Job Posting Title Temporary/Hourly - Relief Boiler Operator
 Job Code 001825 (Part Time Temporary)
 Position Number 00699999 (Relief Boiler Operator)

Status 010 Open
 Business Unit CWUID (Central Washington University)
 Department 504020 (Facilities Management)
 Job Family TEMP (Temporary/Hourly)

All (5)	Applied (5)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Print	Other Actions
<input type="checkbox"/>	John Blue	1012	External	Applied			☆☆☆☆X			Other Actions
<input type="checkbox"/>	Teri Snyder	1086	External	Applied			☆☆☆☆X			Other Actions
<input type="checkbox"/>	Carl Howard	1036	External	Applied			☆☆☆☆X			Other Actions
<input type="checkbox"/>	Adam Purple	1014	External	Applied			☆☆☆☆X			Other Actions
<input type="checkbox"/>	Daria Miner	1088	External	Applied			☆☆☆☆X			Other Actions

Select All Deselect All **Group Actions**

Group Actions
 Recruiting Actions > Mark Reviewed

Reject Applicants/Schedule Interviews

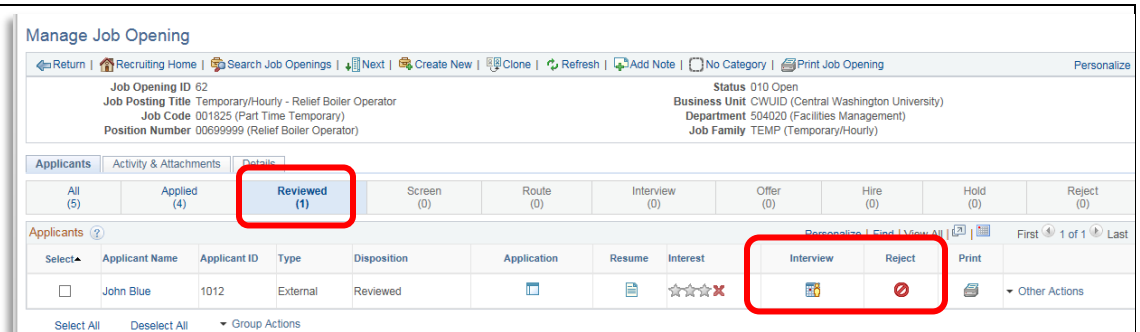
1. Select the **Reviewed** tab to Interview

 or Reject  applicants

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

- a. Select ***Reason**
- b. **Reject** – *No email will be sent OR*
- c. **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.
- d. **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).



Manage Job Opening

Return | Recruiting Home | Search Job Openings | Next | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening | Personalize

Job Opening ID 62 Status 010 Open
 Job Posting Title Temporary/Hourly - Relief Boiler Operator Business Unit CWUID (Central Washington University)
 Job Code 001825 (Part Time Temporary) Department 504020 (Facilities Management)
 Position Number 00699999 (Relief Boiler Operator) Job Family TEMP (Temporary/Hourly)

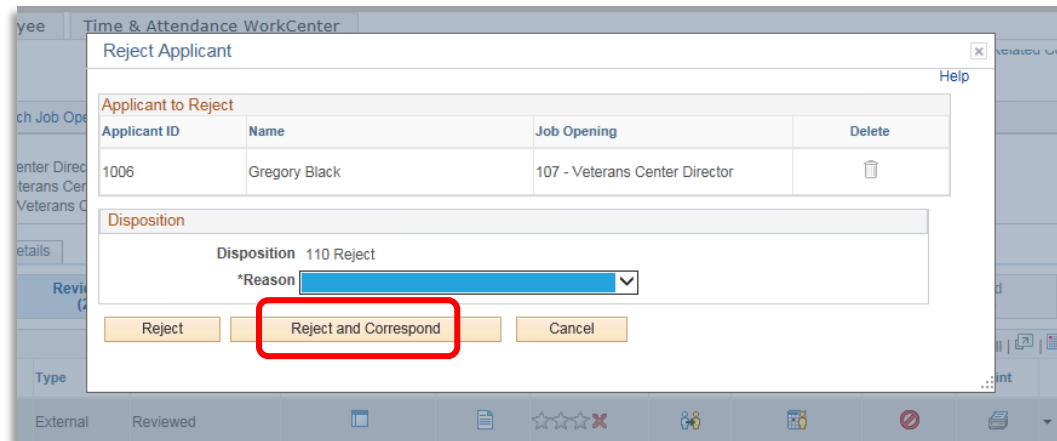
Applicants | Activity & Attachments | Details

All (5) Applied (4) **Reviewed (1)** Screen (0) Route (0) Interview (0) Offer (0) Hire (0) Hold (0) Reject (0)

Applicants ? Personalize | Find | View All | 1 of 1 | First | Last

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	John Blue	1012	External	Reviewed			☆☆☆☆X				Other Actions

Select All | Deselect All | Group Actions



Time & Attendance WorkCenter

Reject Applicant

Help

Applicant to Reject

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

Disposition

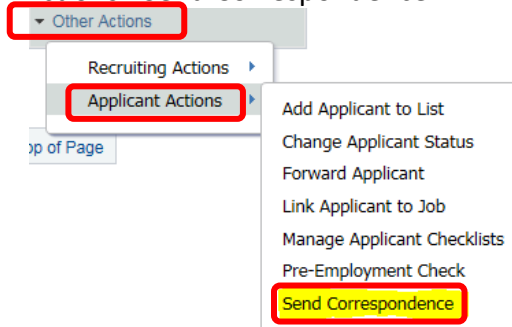
Disposition 110 Reject



*Reason

Reject | **Reject and Correspond** | Cancel

External | Reviewed | | | ☆☆☆X | | | | Other Actions

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 will default in if listed on the job opening Hiring Tab
Use look up (magnifying glass )
6. Type in **Location** of interview
7. Optional: 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	<input type="button" value="v"/>	<input type="button" value="v"/>	☆☆☆☆	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
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8. **Save as Draft**

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

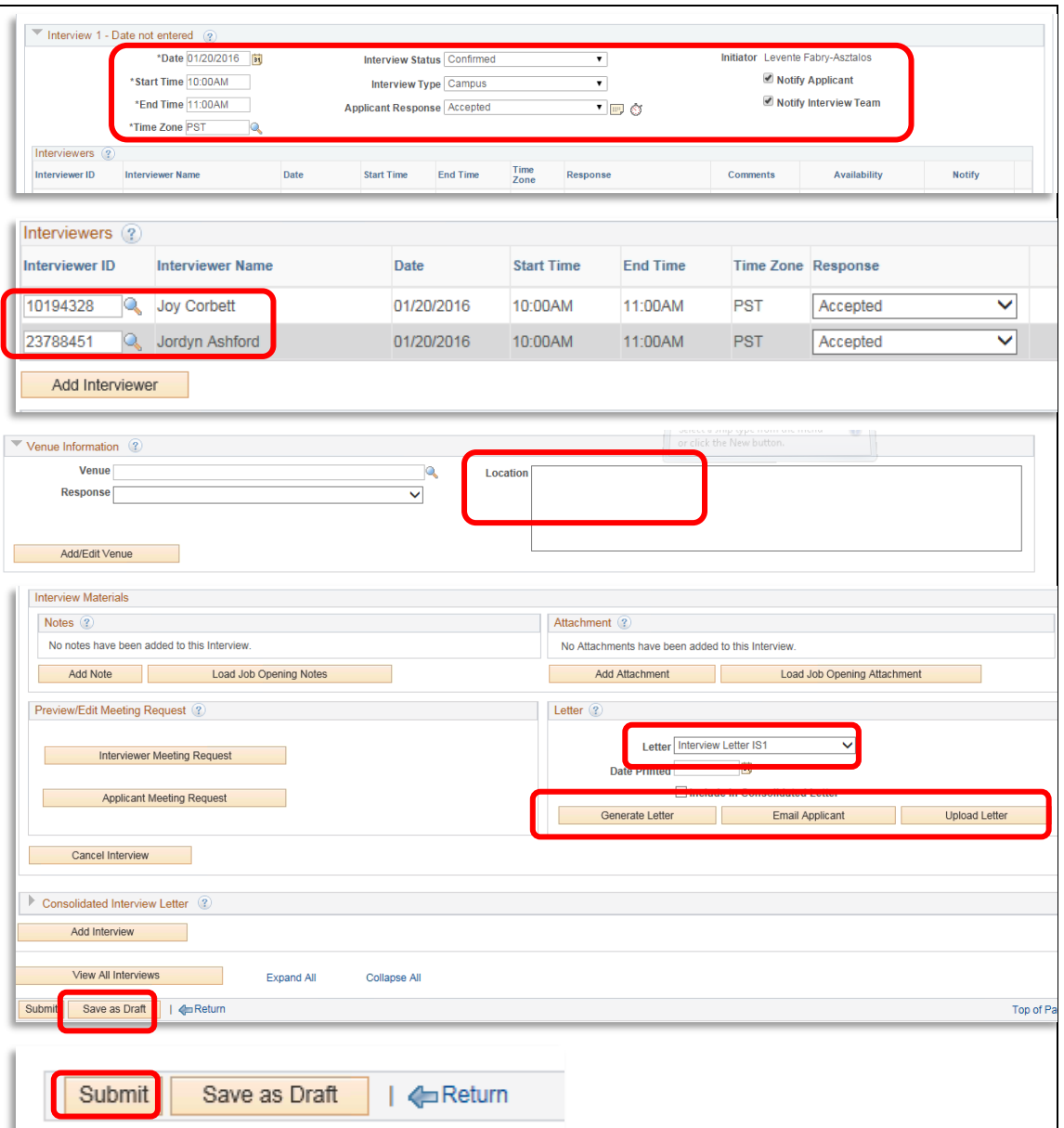
10. Optional Items:

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' configuration page. A red box highlights the top section containing:

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

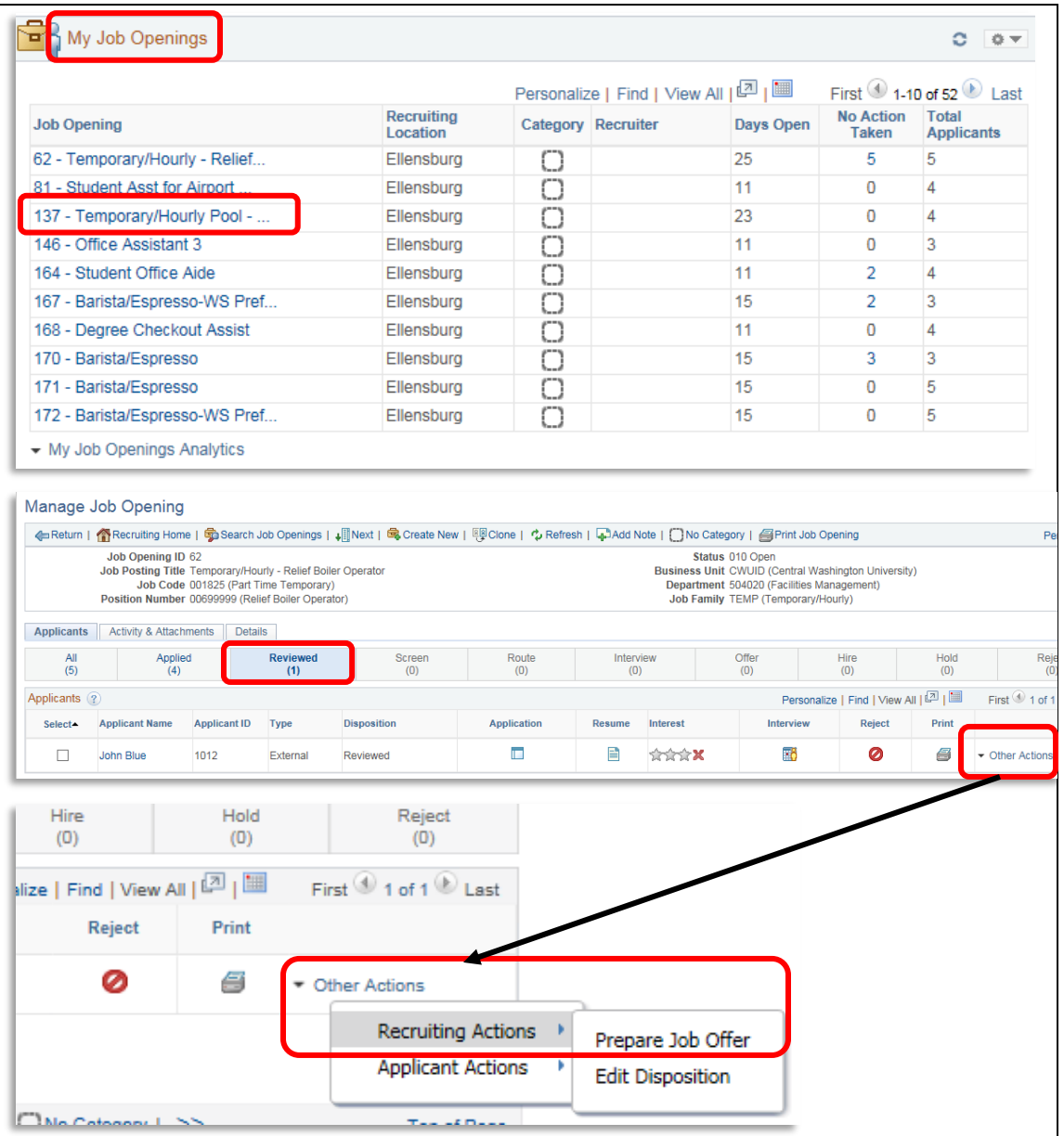
 Below this is an 'Interviewers' table with two entries:

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 'Interview Materials' section includes 'Notes' and 'Attachment' tabs. The 'Letter' section has a dropdown menu set to 'Interview Letter IS1' and a red box around the 'Generate Letter', 'Email Applicant', and 'Upload Letter' buttons. At the bottom, a red box highlights the 'Submit', 'Save as Draft', and 'Return' buttons.

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 the **Review** or **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 shows the 'My Job Openings' page with a table of job listings. The job '137 - Temporary/Hourly Pool - ...' is highlighted. Below, the 'Manage Job Opening' section shows details for Job Opening ID 62. The 'Applicants' tab is active, showing a table with one applicant, John Blue. The 'Reviewed (1)' status is highlighted. The 'Other Actions' dropdown menu is open, showing 'Recruiting Actions' with 'Prepare Job Offer' selected.

Job Opening	Recruiting Location	Category	Recruiter	Days Open	No Action Taken	Total Applicants
62 - Temporary/Hourly - Relief...	Ellensburg			25	5	5
81 - Student Asst for Airport ...	Ellensburg			11	0	4
137 - Temporary/Hourly Pool - ...	Ellensburg			23	0	4
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168 - Degree Checkout Assist	Ellensburg			11	0	4
170 - Barista/Esspresso	Ellensburg			15	3	3
171 - Barista/Esspresso	Ellensburg			15	0	5
172 - Barista/Esspresso-WS Pref...	Ellensburg			15	0	5

All (5)	Applied (4)	Reviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reje (0)		
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	John Blue	1012	External	Reviewed			☆☆☆☆				

Recruiting Actions	Applicant Actions
Prepare Job Offer	Edit Disposition

5. Select the correct **Position Number**
Use look up (magnifying glass)

6. Enter **Start Date**
(1st or 16th of each month)

REMINDER: Allow a minimum of 2 weeks lead time for approvals, to process the background check, and complete new hire process

7. 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.

8. Add **Job Offer Component(s)**
- Hourly pay

9. Add **Comments**(bottom of form):
- End date

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

Prepare Job Offer

[Return](#) | [Recruiting Home](#)
Posting Title Temporary/Hourly - Relief Boiler Operator
Job Opening Status 010 Open
Job Title Part Time Temporary
Applicant Name John Blue

Offer Details ?

Job Opening 62 Temporary/Hourly - Relief Boiler Operator
Position Number 00699999 Relief Boiler Operator
Job Code 001825 Part Time Temporary
Hiring Manager 10511905 Levente Fabry-Asztalos
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	
Hourly Pay	10.00	Cash	USD	Hourly	

Add Offer Component

Find | View All First 1 of 1 Last

Save as Draft

Submit for Approval

Post

Unpost

Job Offer Approvals

1. After the **Submit for Approval** is selected, the **Approvals** tab will appear
 - a. The job offer will route to the Recruitment Administrator unless grant funded. In that case, it will route to grants first *then* the Recruitment Administrator
2. The Recruitment Administrator will initiate a background check

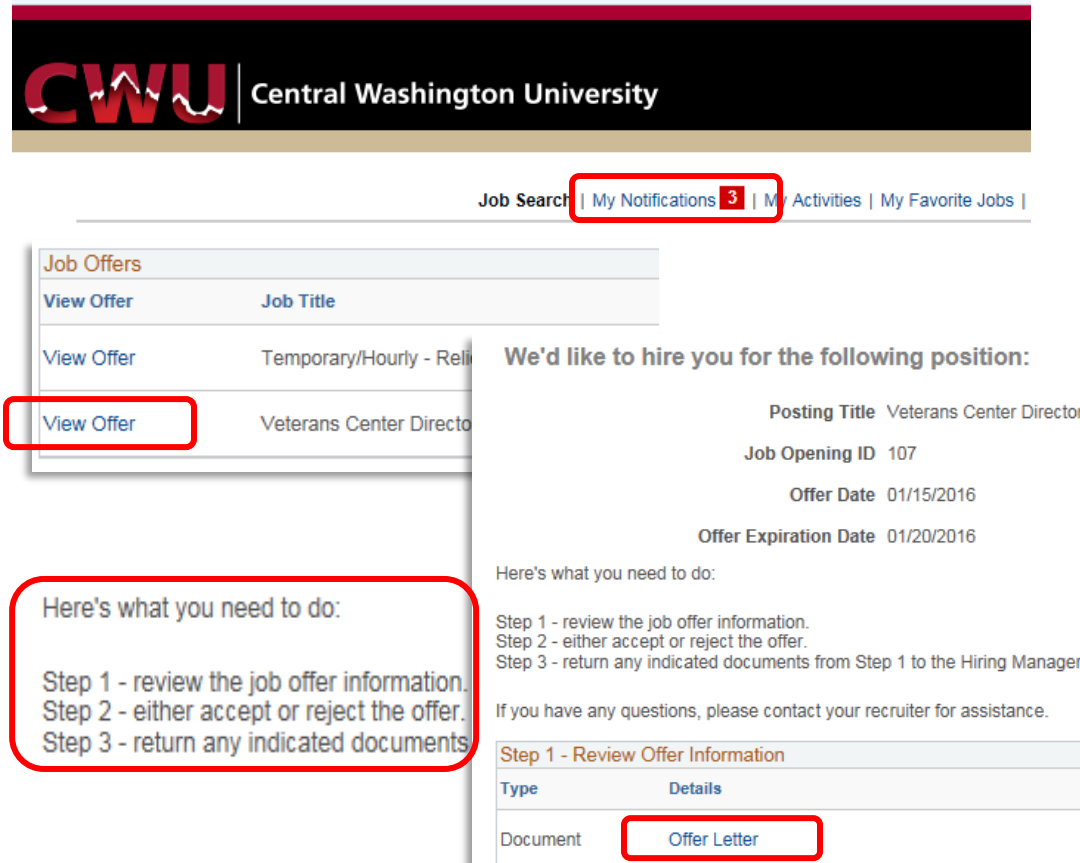
The screenshot displays the 'Prepare Job Offer' page. At the top, there are navigation links for 'Return' and 'Recruiting Home'. Below this, job details are listed: 'Posting Title: Temporary/Hourly Pool - Clerical', 'Job Opening Status: 010 Open', 'Job Title: Part Time Temporary', and 'Applicant Name: Robert Orange'. A section titled 'Offer Details' contains two tabs: 'Offer Details' and 'Approvals', with the latter highlighted by a red box. Underneath, the heading 'Supervisor/Recruiter Grp Aprv' is followed by a dropdown menu for 'Job Offer: Pending'. Below the dropdown, the text 'Route to Supervisor/Recruiter' is shown, followed by a 'Pending' status box. This box includes a clock icon, the text 'Multiple Approvers', and 'Recruitment Administrator' with a plus sign icon to its right.

Background Check/Hire Letter

1. After the applicant has verbally accepted contingent on a sexual misconduct disclosure and background check, the Hiring Manager needs to call the Recruitment Administrator to initiate the background check
2. When the sexual misconduct disclosure and background check are complete, the Recruitment Administrator will approve the job offer and send an email notification to the Hiring Manager
3. The applicant will be notified via email with the link to their online account. Applicant will sign in to see a job offer notification with a start date and rate of pay. The applicant can accept or decline the offer. Offer accepted sends notification to the Recruitment Administrator
4. Recruitment Administrator will prepare the hire and job is entered by the Data Management Team/Payroll
5. The Hiring Manager is required to complete a [Temporary Appointment Form \(TAF\) webform](#).

* 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 first row shows a job offer for Veterans Center Director, with a red box around the View Offer link. To the right of the table, there is a section titled "We'd like to hire you for the following position:" which includes details such as Posting Title (Veterans Center Director), Job Opening ID (107), Offer Date (01/15/2016), and Offer Expiration Date (01/20/2016). Below this, there is a section titled "Here's what you need to do:" which lists three steps: Step 1 - review the job offer information, Step 2 - either accept or reject the offer, and Step 3 - return any indicated documents from Step 1 to the Hiring Manager. At the bottom, there is a table with columns for Type and Details, and a row for Document with a red box around the Offer Letter link.

Click Here: [Temporary Appointment Form \(TAF\) webform](#)