

Recruiting Solutions 9.2

Overview

This guide demonstrates how to navigate through Manager Self-Service and Recruiting Solutions for hiring of Civil Service/Exempt 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

- **Human Resources 963-1202**
- **Recruitment Administrators:** <http://www.cwu.edu/hr/hiring>

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Approvals – Fill a Vacant or New Position

1. Contact your HR Partner to develop/modify a Position Description
2. After the position description is finalized with the HR Partner, 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) OR
 - b. If no position number exists, **Request a New Position** in Manager Self-Service (page 4)

The screenshot shows the MyCWU login interface. At the top, there is a navigation bar with links for 'Give to CWU', 'Text Only', 'MyCWU', and 'A-Z', along with a search box. Below this is a dark header with the 'MyCWU' logo and a 'Sign In' button circled in red. The main content area features a 'Single Sign On Service' box with the following text: 'The application MyCWU on host my.cwu.edu requires you to use your CWU network credentials. After a successful application.' Below the text are two input fields: 'Username:' with the value 'TIME' and 'Password:' with masked characters. A red box highlights both input fields. At the bottom of the box is a red 'Login' button, also circled in red.

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. **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. Next step: Contact a **Recruitment Administrator** to initiate the job posting:
<http://www.cwu.edu/hr/hiring/civil-service-admin>

Request Position Change

Find an Existing Value Add a New Value

Transaction Number: 3553

Add

Request Position Change

Transaction Nbr: 3553 Approval Status: Pending

*Position Number: 00400031 Secretary Senior Gwendolyn Bruce

*Recruitment? **▼** Detailed Position Description

| | | |
|---|-----------------------------|----------------------|
| Employee Type | *New Effective Date: | <input type="text"/> |
| <input type="radio"/> Administrative Exempt | Job Code: | 100T00 |
| <input checked="" type="radio"/> Classified Staff | Full/Part Time: | Full-Time |
| <input type="radio"/> Faculty FYR | Location Code: | 028 |
| <input type="radio"/> Faculty T/TT | Reports To Position Number: | 00200966 |
| <input type="radio"/> Temp/Hrly | Union Code: | BU4 |
| <input type="radio"/> Student | | |
| <input type="radio"/> Supplemental Retiree | | |

Request a New Position

1. Navigate to Main Menu > Human Resources > Manager Self Service > CW HR Transactions > New Position Request
2. Select Add (Add a New Value)
3. **Request New Position** – Select a Recruitment Request
4. Update additional fields as needed (include cyclic information in Notes) and select Submit
5. Approval will be confirmed via email
6. Next step: Contact a **Recruitment Administrator** to initiate the job posting:

<http://www.cwu.edu/hr/hiring/civil-service-admin>

Position Request

Transaction Number 1299

Add

Request New Position

Request New Position

Transaction: 1299 Approval Status: Pending

*Recruitment Required?

*Position Effective Date BI

*Employee Type

*Job Code: Q

*Location Code: Q

*Reports To Position Number: Q

*Department: Q

Union Code: Q

*FTE:

[Personalize](#) | [Find](#) | | | First ← 1 of 1 → Last

| | *GL Combination Code | *Percent of Distribution | Project | Fund Code | Program Code |
|---|--|--------------------------|---------|-----------|--------------|
| 1 | <input type="text" value=""/> <small>Q</small> | 100.000 | | | |

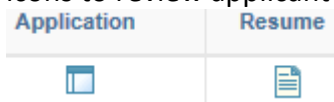
Notes:

Managing Applicants Review 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

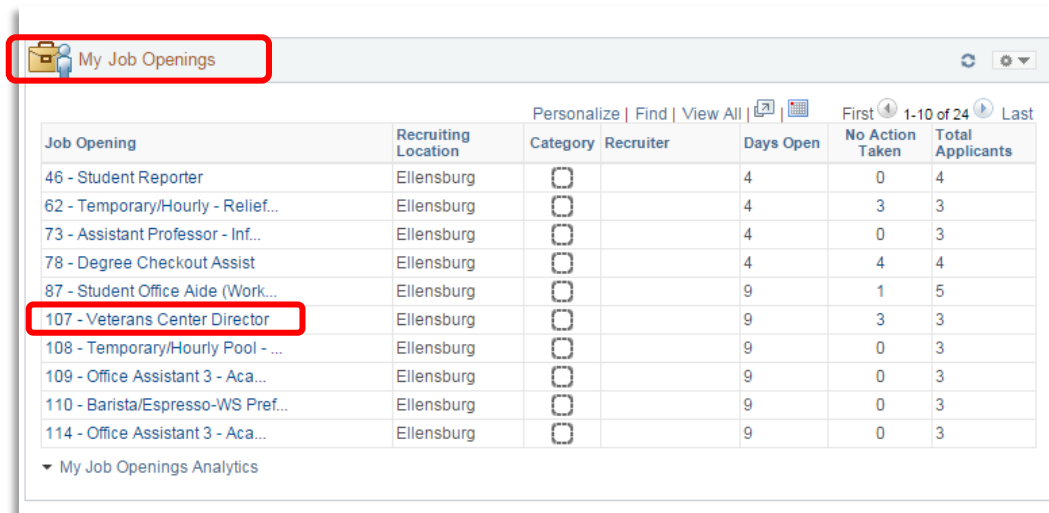


4. After completing the screening process (preliminary/secondary tool), select the icon **Mark Reviewed** for each applicant (done by search secretary)

- 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

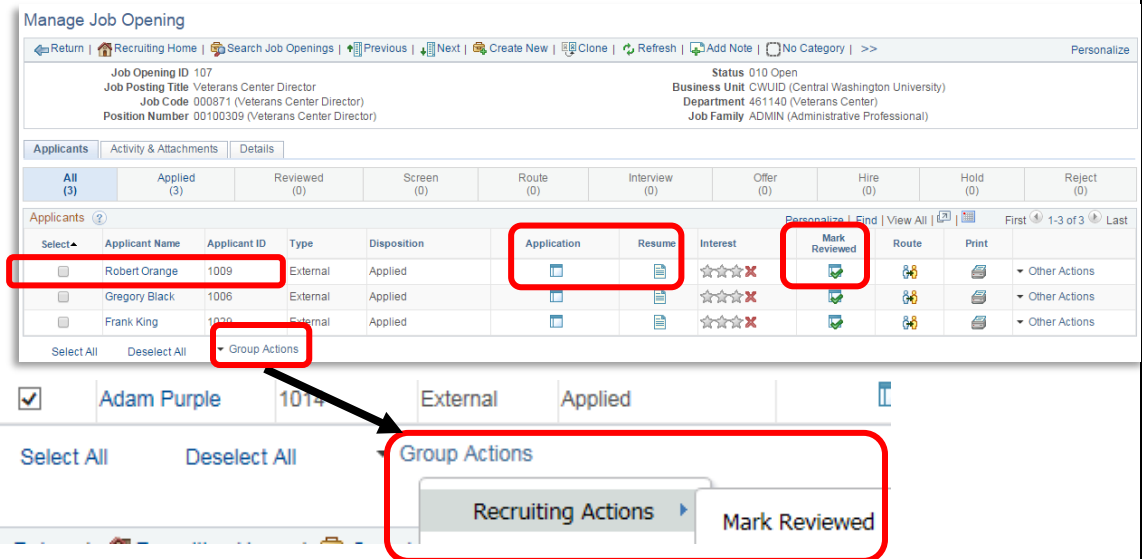
Review applications by navigating MyCWU:

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 row for '107 - Veterans Center Director' is highlighted with a red box.



| 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 |




The screenshot shows the 'Manage Job Opening' page for Job Opening ID 107. It includes a table of applicants with columns for Applicant Name, Applicant ID, Type, Disposition, Application, Resume, Interest, Mark Reviewed, Route, and Print. The 'Mark Reviewed' column contains green checkmark icons. A red box highlights the 'Group Actions' dropdown menu, which is expanded to show 'Recruiting Actions' and 'Mark Reviewed'.

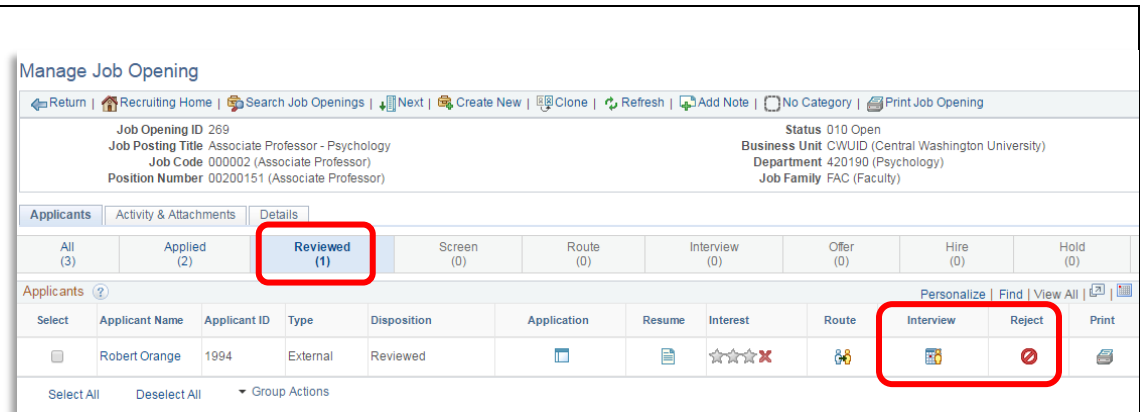
| Select | Applicant Name | Applicant ID | Type | Disposition | Application | Resume | Interest | Mark Reviewed | Route | Print | Other Actions |
|--------------------------|----------------|--------------|----------|-------------|-------------|--------|----------|---------------|-------|-------|---------------|
| <input type="checkbox"/> | Robert Orange | 1009 | External | Applied | | | ☆☆☆☆X | | | | Other Actions |
| <input type="checkbox"/> | Gregory Black | 1006 | External | Applied | | | ☆☆☆☆X | | | | Other Actions |
| <input type="checkbox"/> | Frank King | 1000 | External | Applied | | | ☆☆☆☆X | | | | Other Actions |

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).




Manage Job Opening








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

Job Opening ID 269 Status 010 Open
 Job Posting Title Associate Professor - Psychology Business Unit CWUID (Central Washington University)
 Job Code 000002 (Associate Professor) Department 420190 (Psychology)
 Position Number 00200151 (Associate Professor) Job Family FAC (Faculty)

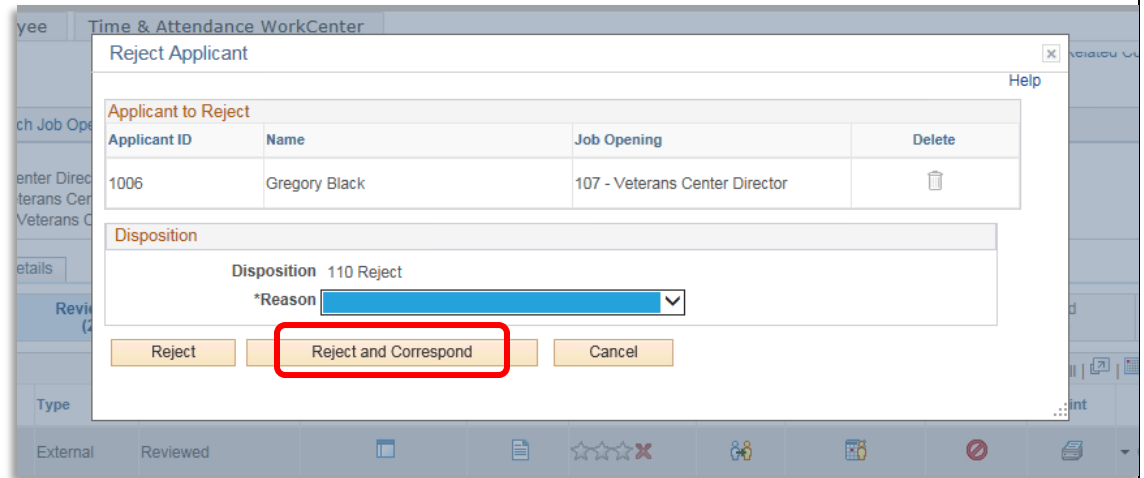
Applicants Activity & Attachments Details

All (3) Applied (2) **Reviewed (1)** Screen (0) Route (0) Interview (0) Offer (0) Hire (0) Hold (0)

Applicants ? Personalize Find View All 

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


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

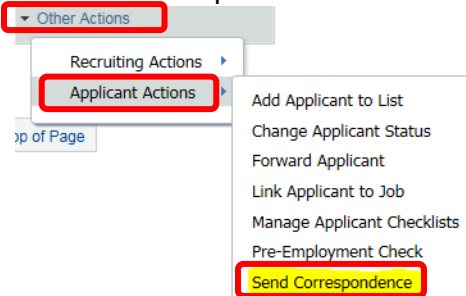
Disposition 110 Reject



*Reason ▼

Reject **Reject and Correspond** Cancel

External Reviewed       

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

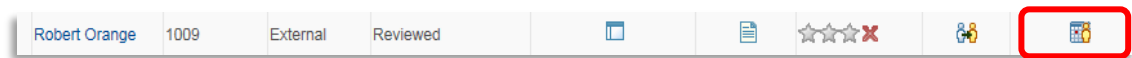
*Message

Attachments

No attachments have been added to this Correspondence

Add Attachment

Preview Send Cancel



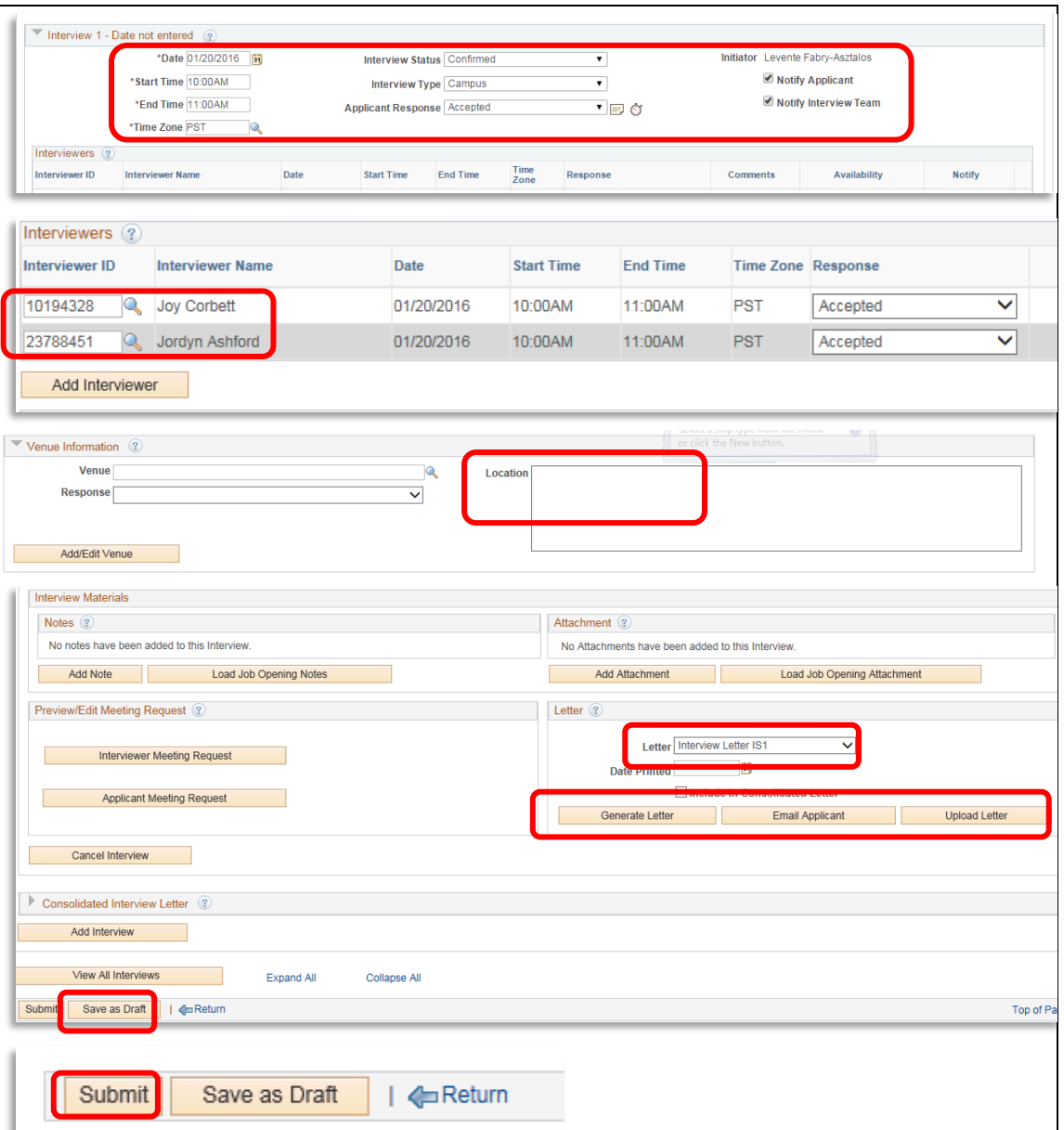
8. **Save as Draft**

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
- *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 the 'Interviewers' table:

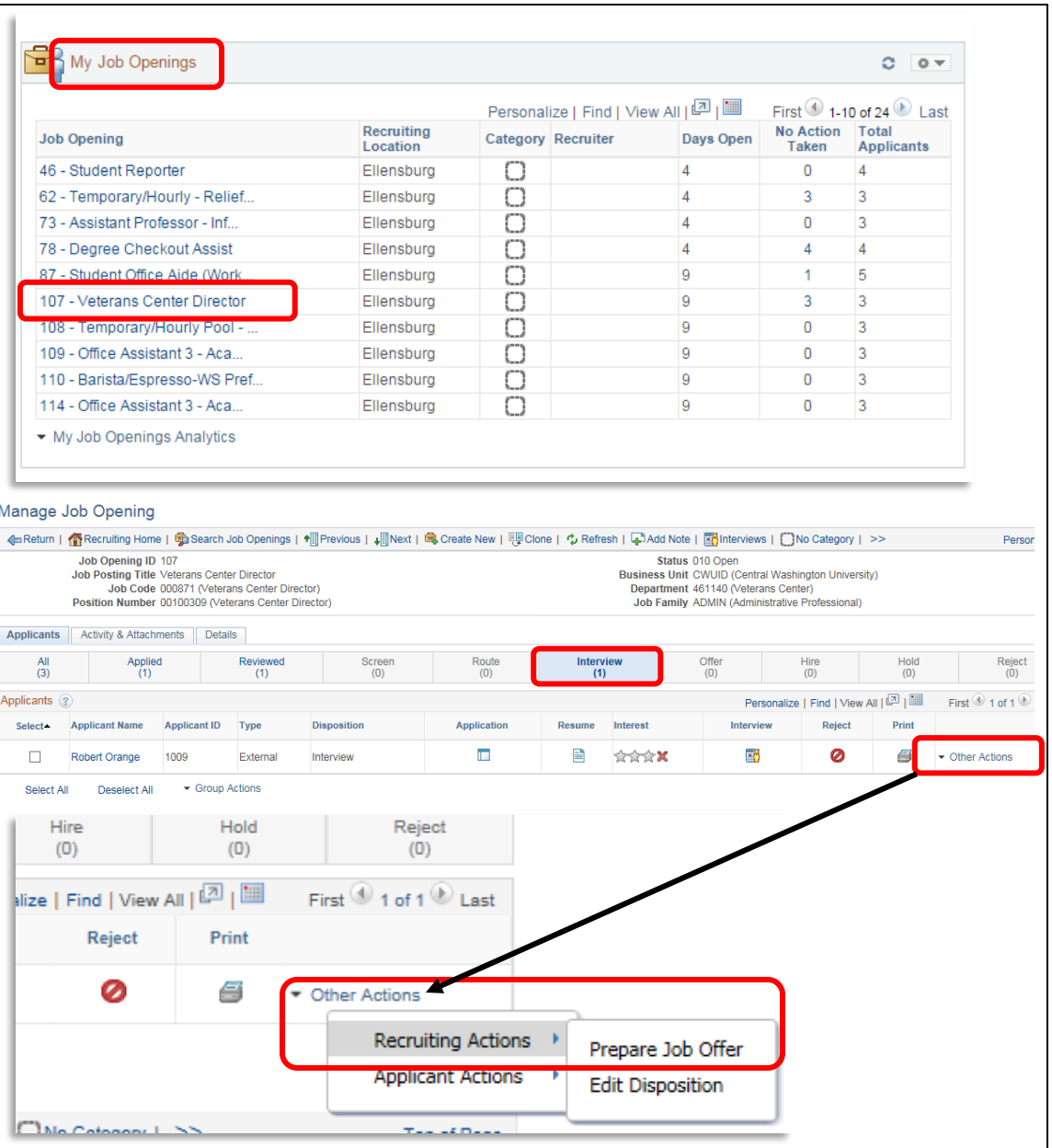
| Interviewer ID | Interviewer Name | Date | Start Time | End Time | Time Zone | Response |
|----------------|------------------|------------|------------|----------|-----------|----------|
| 10194328 | Joy Corbett | 01/20/2016 | 10:00AM | 11:00AM | PST | Accepted |
| 23788451 | Jordyn Ashford | 01/20/2016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

The 'Venue Information' section includes a 'Location' field highlighted with a red box. The 'Interview Materials' section shows 'Notes' and 'Attachment' options. The 'Letter' section has a dropdown menu set to 'Interview Letter IS1' and buttons for 'Generate Letter', 'Email Applicant', and 'Upload Letter', all highlighted with red boxes. At the bottom, the 'Save as Draft' and 'Submit' buttons are also highlighted with red boxes.

Prepare a Job Offer


NOTE: Before an offer is extended to the finalist, the Hiring Manager needs to call the Recruitment Administrator to discuss salary, details of the job offer and provide approval to make a verbal offer of employment, contingent upon a successful background check

1. 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 **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 the 'My Job Openings' interface. A table lists various job openings, with '107 - Veterans Center Director' highlighted. Below the table, the 'Manage Job Opening' section shows details for job opening ID 107, including the job title 'Veterans Center Director' and the applicant 'Robert Orange'. The 'Interview' tab is selected, showing a list of applicants with a red box around the 'Interview (1)' count. The 'Other Actions' dropdown menu is open, showing 'Recruiting Actions' and 'Prepare Job Offer' options.

| 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 |

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

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

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 Appointing Authority and completed background check. It will include a link to their online account. Applicant will login to see a job offer notification and attached appointment letter. 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, etc.


9. Add **Comments**(bottom of form):
- Cyclic Schedule and Balance, new employee ambassador (as needed)


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



Prepare Job Offer

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




Posting Title Veterans Center Director
Job Opening Status 010 Open
Job Title Veterans Center Director
Applicant Name Robert Orange

Offer Details 


Job Opening 107 Veterans Center Director
Position Number 00100309 





Job Code 000871 Veterans Center Director
Hiring Manager 10194328  Joy Corbett
Recruiter 22060359  Stephen Sarchet

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 |  |

Find | View All First 1 of 1 Last

Job Offer Approvals

1. After the **Submit for Approval** is selected, the **Approvals** tab will appear
 - a. Appointing Authority approval is required for Civil Service/Exempt positions
 - b. The AA Approval will route the Job Offer to the Recruitment Administrator



The screenshot shows the 'Prepare Job Offer' page with the following details:

- Posting Title: Veterans Center Director
- Job Opening Status: 010 Open
- Job Title: Veterans Center Director
- Applicant Name: Robert Orange

The 'Offer Details' section has two tabs: 'Offer Details' and 'Approvals'. The 'Approvals' tab is highlighted with a red box.

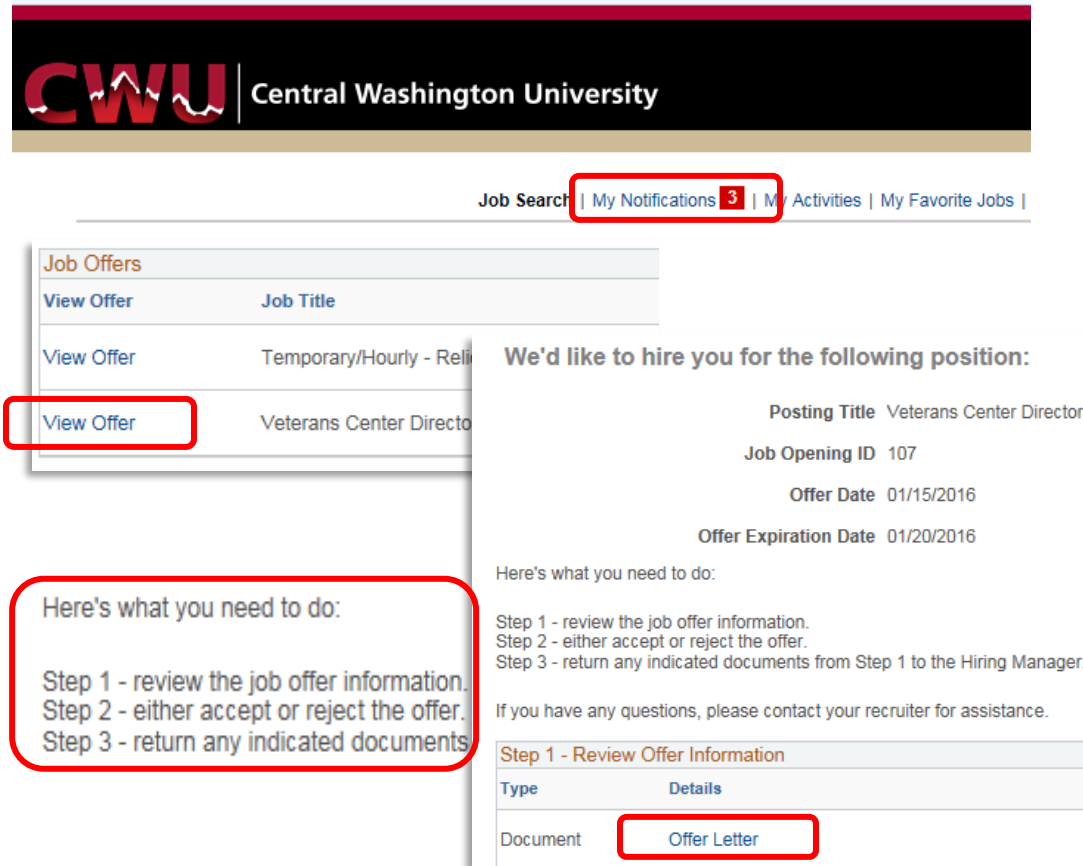
Under the 'Approvals' tab, the status is 'Supervisor/Recruiter Grp Aprv' and 'Job Offer: Pending'. A routing diagram shows the flow from 'Pending' (Keith Champagne, Appointing Authority Approval) to 'Not Routed' (Multiple Approvers, Recruitment Administrator).

Background Check/Hire Letter

1. When an applicant verbally accepts the job offer, the Recruitment Administrator will initiate a sexual misconduct disclosure and background check
2. HR will draft an Appointment Letter and email it to the Appointing Authority for signature
3. When the sexual misconduct disclosure and background check are complete, the Recruitment Administrator will approve the job offer and 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 appointment letter. 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:



Job Search | My Notifications **3** | My Activities | My Favorite Jobs |

| Job Offers | |
|------------|--------------------------|
| View Offer | Job Title |
| View Offer | Temporary/Hourly - Reli |
| View Offer | Veterans Center Director |

We'd like to hire you for the following position:

Posting Title: Veterans Center Director
 Job Opening ID: 107
 Offer Date: 01/15/2016
 Offer Expiration Date: 01/20/2016

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.

If you have any questions, please contact your recruiter for assistance.

| Step 1 - Review Offer Information | |
|-----------------------------------|--------------|
| Type | Details |
| Document | Offer Letter |