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/
- Student Employment Recruitment Administrator: http://www.cwu.edu/hr/student-employment/hiring-procedures

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Request a New Position

1. Navigate to Main Menu > Human Resources > Manager Self Service > CW HR Transactions > Request New Position

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

6. Approval will be confirmed via email

7. After you receive the approval email, work with TAT to get your position posted.

How to Request a Student Employee:
http://www.cwu.edu/hr/student-employment/hiring-procedures

How to Create a Position Description:
http://www.cwu.edu/hr/student-employment/hiring-procedures
Request a Position Change

1. Navigate: Main Menu > Human Resources > Manager Self Service > CW HR Transactions > Request Position Change

2. 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

3. Update any additional fields as needed and select Submit

4. Approval will be confirmed via email

5. After you receive the approval email, work with TAT if you need the position posted.
Managing Applicants
Review Applications

1. Hiring Managers - navigate to MyCWU > Manager Tab > Hiring > Browse Job Openings

NOTE: Primary Hiring Manager can view from the Recruiting Home, Secondary can view from 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, 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
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** (a reason is required)
   b. **Reject**
   c. **Reject and Correspond** – this will allow the hiring manager to draft an email to the candidate or select from a list of **Letter** templates
   d. **Preview** and **Send**

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

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

6. **Add Interviewer** – Interviewers will default in if listed on the job opening Hiring Tab
   Use look up (magnified glass)

7. Type in **Location** of interview

8. Select **Letter** – Interview Letter from the drop-down list

9. **Save as Draft**

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

11. 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)

12. 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 the Review or Interview tab to select your finalist

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**

   **REMEMBER:** Allow enough lead time for approvals, to process a background check, and complete the 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/Student Employment Recruitment Administrator of the response.

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

10. Add **Comments** (bottom of form):
    - Student ID
    - **If WorkStudy** – The Office of Financial Aid/WorkStudy office will be notified if the applicant is eligible and will attach the appropriate funding.
11. Submit for Approval (top right)

Job Offer Approvals

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

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

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

2. The Student Employment Recruitment Administrator will initiate a background check
Background Check/Hire Letter

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

2. **Optional:** Draft a hire letter for the new hire. Offer letter template: [http://www.cwu.edu/hr/student-employment/hiring-procedures](http://www.cwu.edu/hr/student-employment/hiring-procedures)

3. When the background check is complete, the Student Employment Recruitment Administrator will approve the job offer and send an email notification to the Hiring Mgr.

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.


7. From the drop-down menu Other Actions (far right-hand side)

* 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 Hiring Manager:
Recruiting Actions
- Accept Offer
- Reject Offer

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.

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.