

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

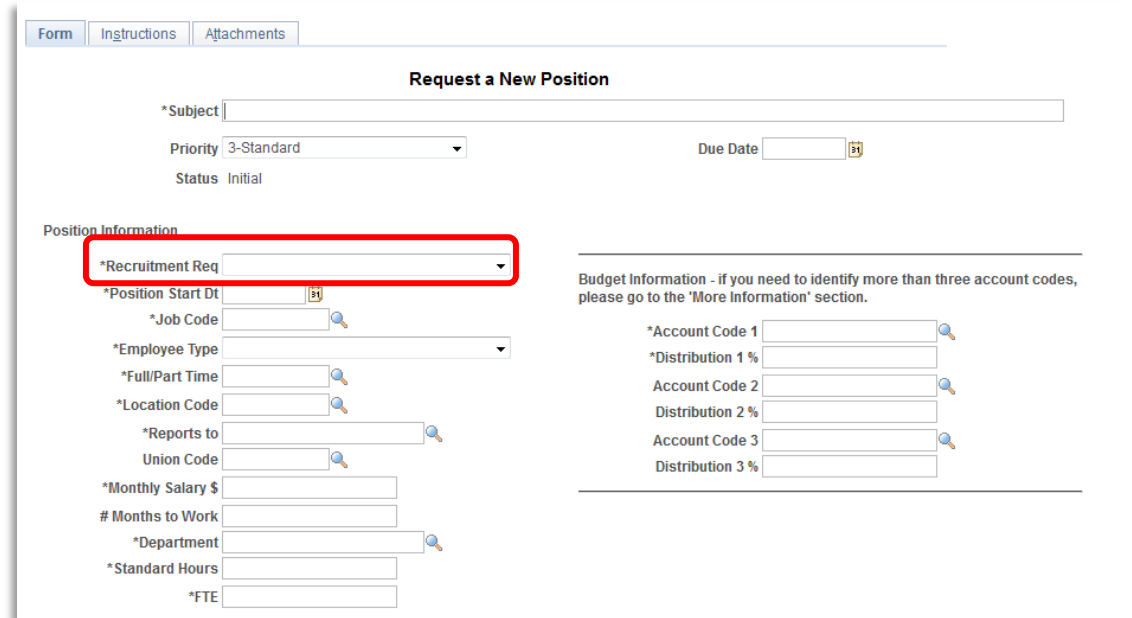
1. Navigate to Main Menu > Human Resources > Manager Self Service > CW HR Transactions > Request New Position
2. **Add a New Value**
3. **Request a New Position –**
Select Recruitment Req. Select one:
 - a. No Recruitment
 - b. Recruitment Required
4. Complete required fields and select save.
5. Return 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>

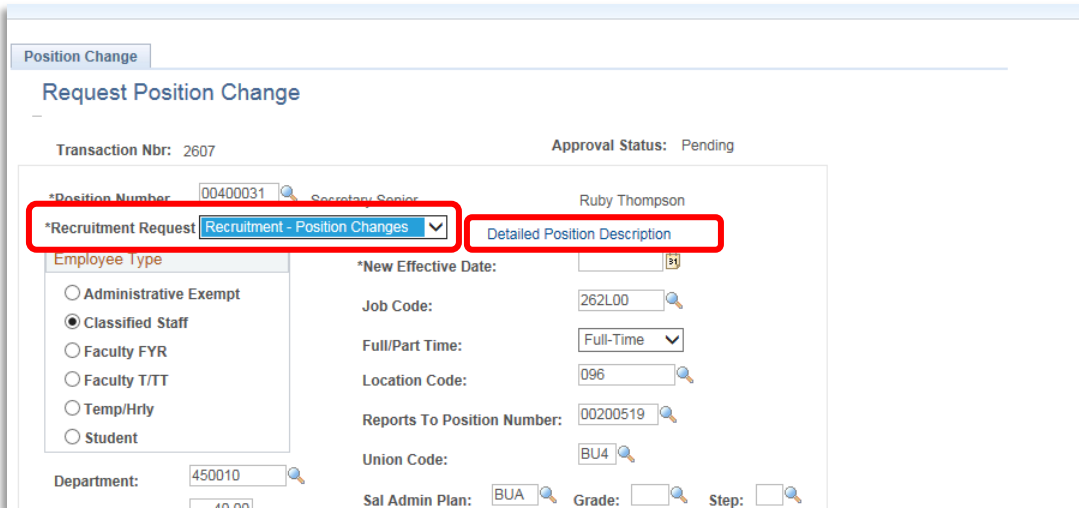


The screenshot shows the 'Request a New Position' form with the following fields and sections:

- Form** | **Instructions** | **Attachments**
- Request a New Position**
- *Subject: [Text Field]
- Priority: 3-Standard (Dropdown)
- Due Date: [Calendar Icon]
- Status: Initial
- Position Information**
- *Recruitment Req: [Dropdown Menu - Highlighted with a red box]
- *Position Start Dt: [Calendar Icon]
- *Job Code: [Text Field]
- *Employee Type: [Dropdown Menu]
- *Full/Part Time: [Text Field]
- *Location Code: [Text Field]
- *Reports to: [Text Field]
- Union Code: [Text Field]
- *Monthly Salary \$: [Text Field]
- # Months to Work: [Text Field]
- *Department: [Text Field]
- *Standard Hours: [Text Field]
- *FTE: [Text Field]
- Budget Information - if you need to identify more than three account codes, please go to the 'More Information' section.**
- *Account Code 1: [Text Field]
- *Distribution 1 %: [Text Field]
- Account Code 2: [Text Field]
- Distribution 2 %: [Text Field]
- Account Code 3: [Text Field]
- Distribution 3 %: [Text Field]

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.



Position Change

Request Position Change

Transaction Nbr: 2607 Approval Status: Pending

*Position Number: 00400031 Secretary Senior Ruby Thompson

*Recruitment Request: **Recruitment - Position Changes** Detailed Position Description

Employee Type

Administrative Exempt

Classified Staff

Faculty FYR

Faculty T/TT

Temp/Hrly

Student

*New Effective Date: []

Job Code: 262L00

Full/Part Time: Full-Time

Location Code: 096

Reports To Position Number: 00200519

Union Code: BU4

Department: 450010 Sal Admin Plan: BUA Grade: [] Step: []

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**

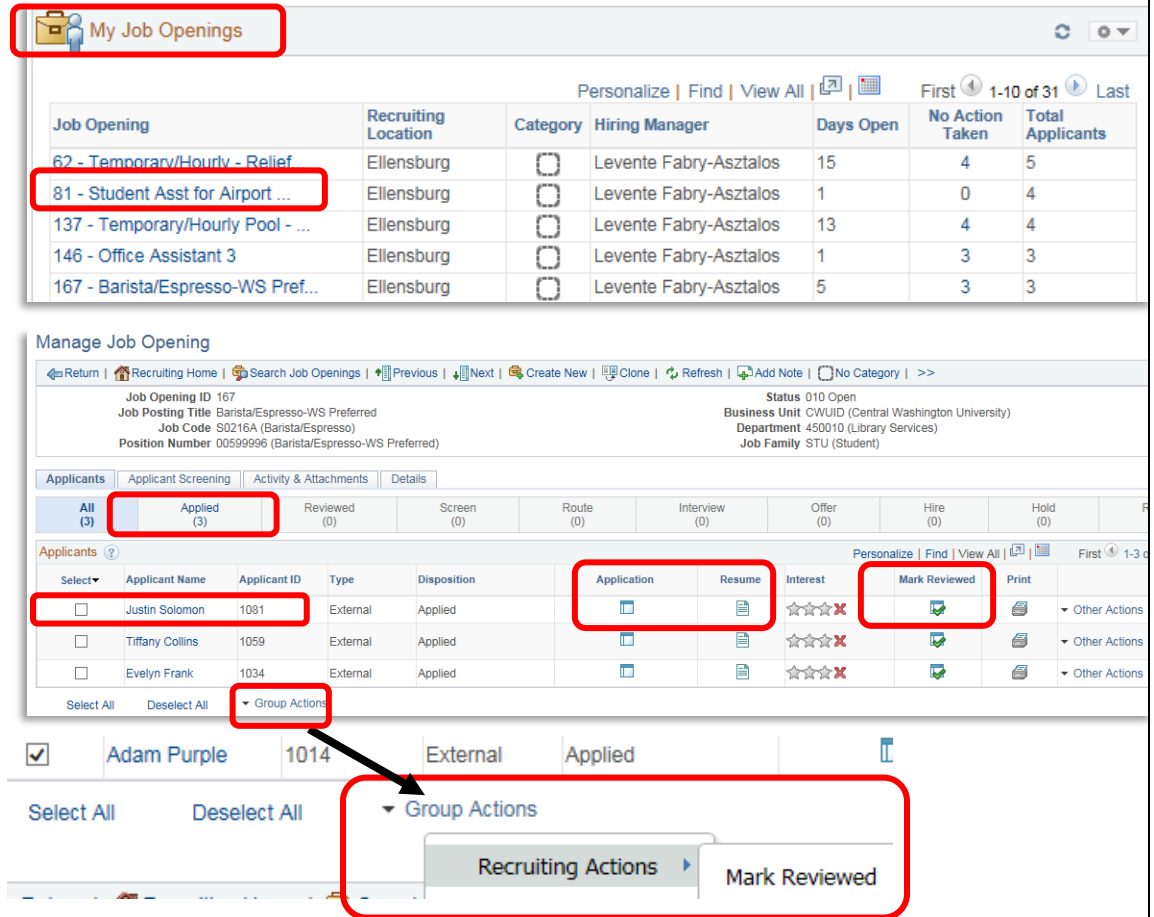
2. From **My Job Openings** select job title to review applicant names

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



The screenshot shows the 'My Job Openings' section of the CWU HR system. A table lists job openings with columns for Job Opening, Recruiting Location, Category, Hiring Manager, Days Open, No Action Taken, and Total Applicants. The job '81 - Student Asst for Airport ...' is highlighted. Below this, the 'Manage Job Opening' page for job ID 167 is shown, with tabs for Applicants, Applicant Screening, Activity & Attachments, and Details. The 'Applicants' tab is active, showing a list of applicants with columns for Select, Applicant Name, Applicant ID, Type, Disposition, Application, Resume, Interest, Mark Reviewed, and Print. The 'Applied' filter is selected, and three applicants are listed: Justin Solomon, Tiffany Collins, and Evelyn Frank. The 'Mark Reviewed' icon is highlighted for each applicant. A 'Group Actions' dropdown menu is shown, with 'Recruiting Actions' selected, and 'Mark Reviewed' is highlighted in the submenu.

Job Opening	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Total Applicants
62 - Temporary/Hourly - Relief	Ellensburg		Levente Fabry-Asztalos	15	4	5
81 - Student Asst for Airport ...	Ellensburg		Levente Fabry-Asztalos	1	0	4
137 - Temporary/Hourly Pool - ...	Ellensburg		Levente Fabry-Asztalos	13	4	4
146 - Office Assistant 3	Ellensburg		Levente Fabry-Asztalos	1	3	3
167 - Barista/Esspresso-WS Pref...	Ellensburg		Levente Fabry-Asztalos	5	3	3

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Print	Other Actions
<input type="checkbox"/>	Justin Solomon	1081	External	Applied			☆☆☆☆			Other Actions
<input type="checkbox"/>	Tiffany Collins	1059	External	Applied			☆☆☆☆			Other Actions
<input type="checkbox"/>	Evelyn Frank	1034	External	Applied			☆☆☆☆			Other Actions

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**
OR
 - 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

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Pers](#)

Job Opening ID 167 Status 010 Open
 Job Posting Title Barista/Esspresso-WS Preferred Business Unit CWUID (Central Washington University)
 Job Code S0216A (Barista/Esspresso) Department 450010 (Library Services)
 Position Number 00599996 (Barista/Esspresso-WS Preferred) Job Family STU (Student)

Applicants Applicant Screening Interview Screen Route Offer Hire Hold Reject

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

Applicants Personalize Find View All First 1 of 1

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Justin Solomon	1081	External	Reviewed							

Select All Deselect All Group Actions

Time & Attendance WorkCenter

Reject Applicant

Applicant to Reject

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

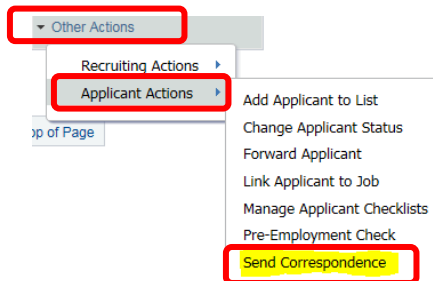
Disposition 110 Reject


*Reason

Reject **Reject and Correspond** Cancel

External Reviewed

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)

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

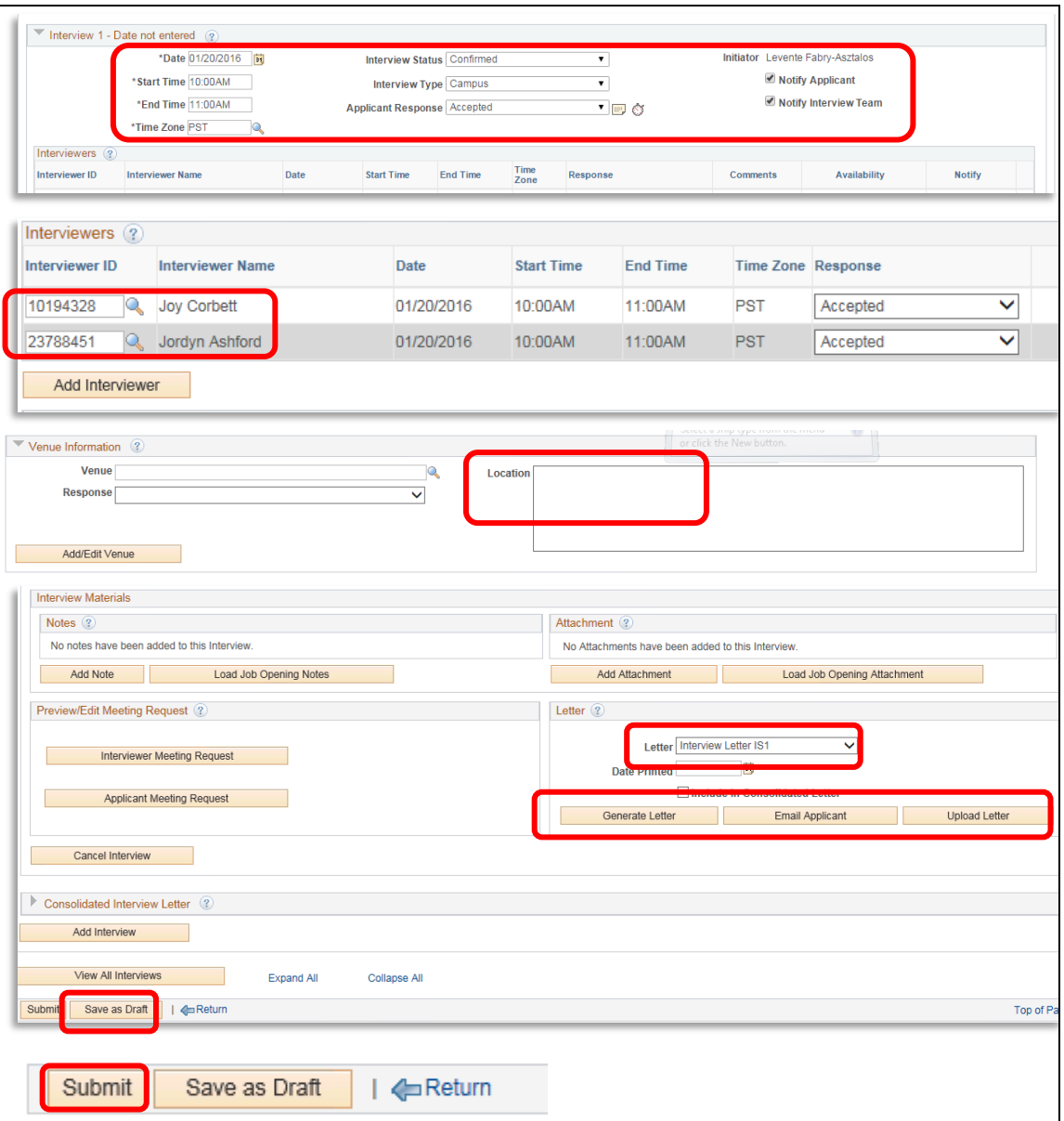
No attachments have been added to this Correspondence

Add Attachment

Preview Send Cancel

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Personalize
<input type="checkbox"/>	Justin Solomon	1081	External	Reviewed			☆☆☆☆X	Interview

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**



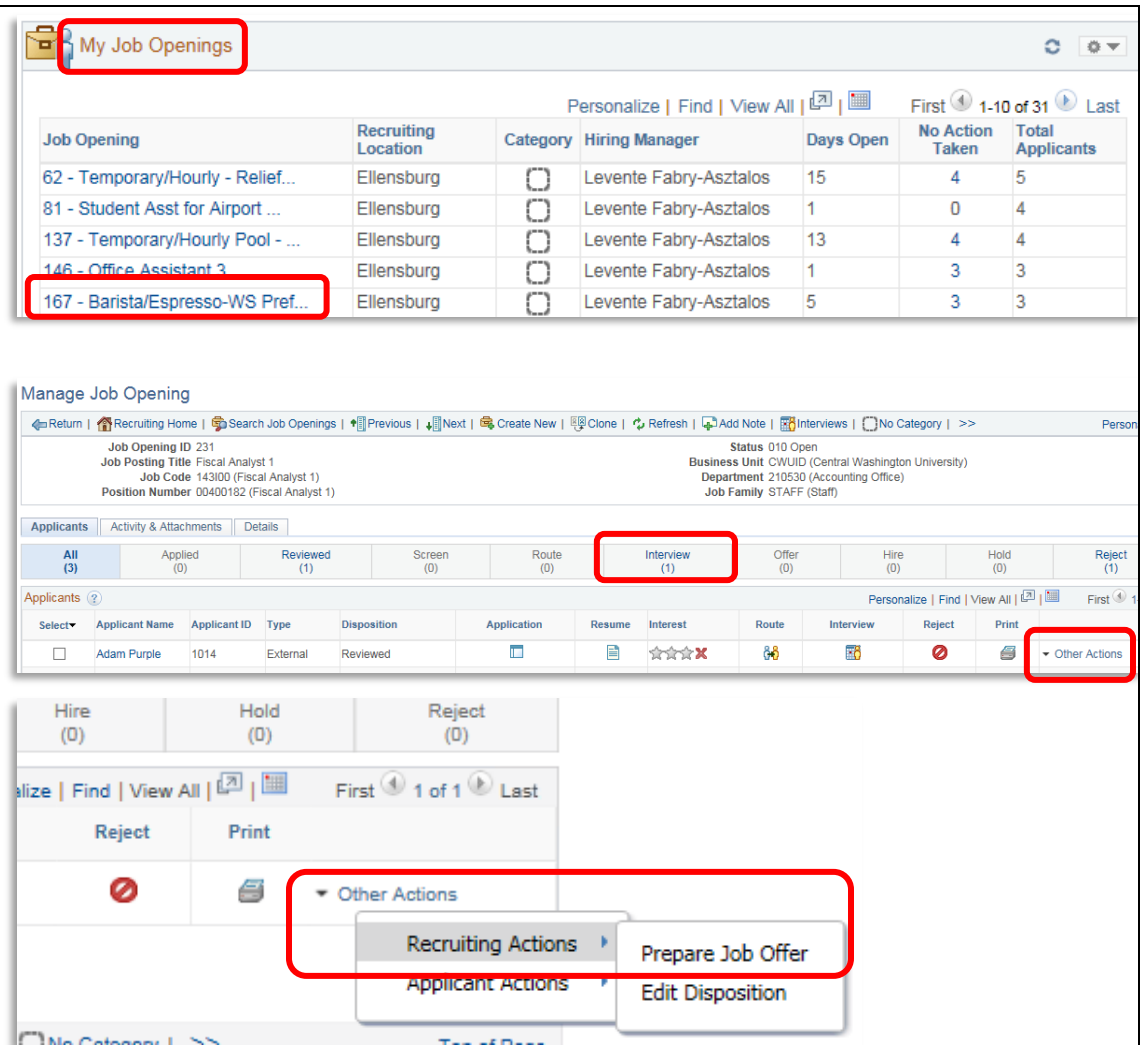
The screenshot shows the interview management interface with several sections highlighted by red boxes:

- Interview 1 - Date not entered:** A red box highlights the date field (01/20/2016), start time (10:00AM), end time (11:00AM), time zone (PST), interview status (Confirmed), interview type (Campus), applicant response (Accepted), and notification checkboxes (Notify Applicant and Notify Interview Team).
- Interviewers:** A table lists interviewers. A red box highlights the entry for Joy Corbett (ID: 10194328) and Jordyn Ashford (ID: 23788451).
- Venue Information:** A red box highlights the empty Location field.
- Letter:** A red box highlights the dropdown menu showing "Interview Letter IS1".
- Buttons:** A red box highlights the "Generate Letter" button, and another red box highlights the "Save as Draft" button at the bottom of the page.

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

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**



My Job Openings

Job Opening	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Total Applicants
62 - Temporary/Hourly - Relief...	Ellensburg	<input type="checkbox"/>	Levente Fabry-Asztalos	15	4	5
81 - Student Asst for Airport ...	Ellensburg	<input type="checkbox"/>	Levente Fabry-Asztalos	1	0	4
137 - Temporary/Hourly Pool - ...	Ellensburg	<input type="checkbox"/>	Levente Fabry-Asztalos	13	4	4
146 - Office Assistant 3	Ellensburg	<input type="checkbox"/>	Levente Fabry-Asztalos	1	3	3
167 - Barista/Espresso-WS Pref...	Ellensburg	<input type="checkbox"/>	Levente Fabry-Asztalos	5	3	3

Manage Job Opening

Job Opening ID 231
 Job Posting Title Fiscal Analyst 1
 Job Code 143100 (Fiscal Analyst 1)
 Position Number 00400182 (Fiscal Analyst 1)

Status 010 Open
 Business Unit CWUID (Central Washington University)
 Department 210530 (Accounting Office)
 Job Family STAFF (Staff)

Applicants | Activity & Attachments | Details

All (3)	Applied (0)	Reviewed (1)	Screen (0)	Route (0)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (1)
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Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Adam Purple	1014	External	Reviewed			☆☆☆☆X					Other Actions

Other Actions

- Recruiting Actions
 - Prepare Job Offer
- Applicant Actions
 - Edit Disposition

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 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.

Prepare Job Offer

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






Posting Title Barista/Esspresso-WS Preferred
 Job Opening Status 010 Open
 Job Title Barista/Esspresso
 Applicant Name Justin Solomon

Offer Details 

Job Opening 172 Barista/Esspresso-WS Preferred
Position Number 00599996 
 Job Code S0216A Barista/Esspresso
 Hiring Manager 10511905  Levente Fabry-Asztalos
 Recruiter 10194328  Joy Corbett
 Status 006 Pending Approval
 Reason
 Created By Joy Corbett

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 

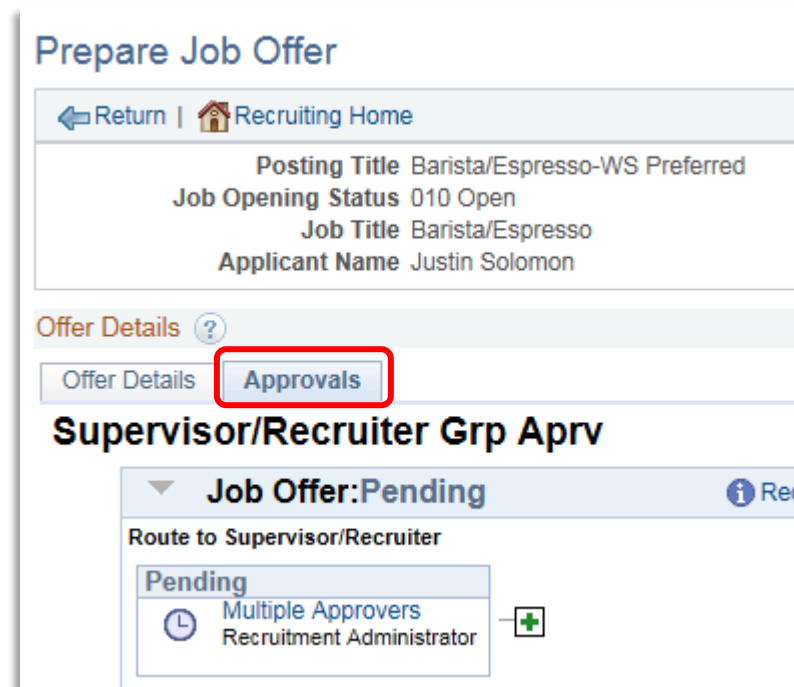
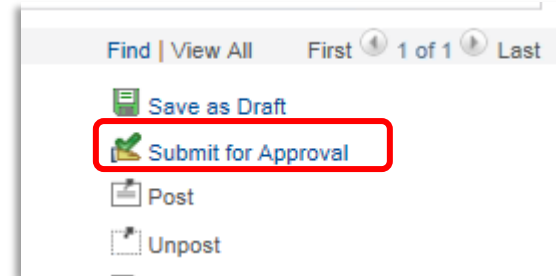
*Component	*Offer Amount	Payment Mode	Currency	Frequency	
Hourly Pay 	10.00 	Cash	USD 	Hourly 	

Add Offer Component

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>
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
6. Select **Offer** tab
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:

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Interviews | No Category | >> Personalize

Job Opening ID 258 Status 010 Open
 Job Posting Title Barista/Esspresso-WS Preferred Business Unit CWU/ID (Central Washington University)
 Job Code 90216A (Barista/Esspresso) Department 450010 (Library Services)
 Position Number 00599966 (Barista/Esspresso-WS Preferred) Job Family STU (Student)

Applicants Applicant Screening Activity & Attachments Details

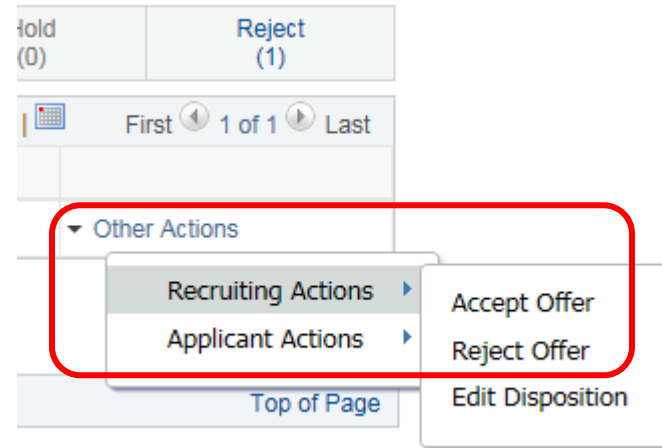
All (3)	Applied (0)	Reviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (1)	Hire (0)	Hold (0)	Reject (1)
Personalize Find View All First 1 of 1 Last									
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Reject	Print
<input type="checkbox"/>	John Blue	1012	External	Offer			☆☆☆✖	✖	
Select All Deselect All Group Actions									
Other Actions									
								Recruiting Actions	Accept Offer
								Applicant Actions	Reject Offer
								Edit Disposition	

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Interviews | No Category | >> Top of Page

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:



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 Directo

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.

	<p>Here's what you need to do:</p> <ul style="list-style-type: none">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. <p style="text-align: right;"><input type="text"/></p>
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