FERRIS STATE UNIVERSITY

HIRING PROCESS GUIDE

Including Instructions for PeopleAdmin

Updated: November 3, 2015

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INTRODUCTION

To assist in understanding the specifics of each hiring process, a chronological checklist is provided. It is accompanied by detailed written instructions and a colored map illustrates the flow of each process.

If you have any questions, please call Human Resources at extension 2150.

IMPORTANT:
As an equal opportunity employer, Ferris State University is obligated by Federal regulations to post opportunities for employment. Specifically, 41 CFR 60-300.5(a)6 requires the University to publically post

> …all positions except executive and senior management, those positions that will be filled from within the contractor's organization, and positions lasting three days or less. This term includes full-time employment, temporary employment of more than three days' duration, and part-time employment.[1]

As an equal opportunity employer, Ferris

> …agrees to immediately list all employment openings…with the appropriate employment service delivery system where the opening occurs. Listing employment openings with the state workforce agency job bank or with the local employment service delivery system where the opening occurs will satisfy the requirement.[2]

[1] 41 CFR 60-300.5(a)6
[2] 41 C.F.R. 60-300.5(a)2.

GLOSSARY

Ad Copy	The text to be published in advertisements
Administrative	In PeopleAdmin administrative includes Administrative, Administrative Support, Hall Director, Nurse, Public Safety Officer and Supervisor positions.
AFSCME	American Federation of State, County, and Municipal Employees, AFL-CIO. The union comprised of skilled trades, grounds coordinators, dining services units, and custodial cleaning services.
Bargaining Unit	A group of employees who are represented by a labor union
Dean/Director/AVP	In PeopleAdmin this role reviews and approves changes then forwards to the VP
Equal Opportunity (EO)	In PeopleAdmin EO must review and approve the applicant pool before applicants are interviewed
Extensions	Extension of a Temporary position. May be extended for a total of three (3) years. At the end of the 3-year period, the assignment must end or the department may request a continuing position.
Faculty	In PeopleAdmin faculty includes all tenure-track and adjunct positions.
Full-Time Employee	An individual who is hired to work 40 hours or more per week
Hiring Unit	The department in which the vacancy exists
Hot Board	The internal mechanism used to post and fill AFSCME positions before external recruitment begins
PAF	The Personnel Action Form documents all employee transactions including hiring
Part-Time Employee	An individual who is hired to work a regular schedule of not more than 28 hours a week
PeopleAdmin	The automated system of the employment application process that allows administrators to approve a position, post a vacancy, and select a candidate for hire

Recruitment	Advertising and other efforts taken to produce the desired applicant tool
Search Committee	A group of employees responsible for selecting a candidate to fill a position
Staff	In PeopleAdmin staff includes the Clerical Technical Association and part-time positions.
Supervisor/Manager	In PeopleAdmin this optional role reviews and approves changes then forwards to the Dean/Director/AVP
Temporary Employees	An individual who is employed on a part-time or full-time basis whose assignment is for a specific, temporary, period of time.
VP	Vice President

CHRONOLOGICAL CHECKLIST FOR ALL POSITIONS

Posting a Position

☐ 1. **Hiring Unit** – Forms Search Committee

☐ 2. **Hiring Unit** – Reviews/updates position description

☐ 3. **Hiring Unit** – Creates position description request for approval

☐ 4. **Dean/Director** - Approves, denies, or changes, forwards to VP

☐ 5. **VP** - Approves, denies, or changes, forwards to Hiring Unit. Positions that are new and over $40,000 are forwarded to the President. Existing positions over $60,000 are forwarded to the President.

☐ 5a. **President** - Approves or denies. Approved positions that are new are forwarded to Position Control

☐ 5b. **Position Control** - (If needed) Assigns newly approved position a number and forwards to the Hiring Unit to complete recruitment details - New positions only.

☐ 6. **Hiring Unit** - Receives approval via email from PeopleAdmin

☐ 7. **Hiring Unit** – Completes recruitment details

☐ 8. **Human Resources** – Writes the ad copy

☐ 9. **Search Committee Chair** – Schedules a meeting with HR and EO for Search Committee Training

Note: For the position to be posted on Friday, HR MUST receive by Tuesday at 5:00 p.m.

Applicant Review

☐ 10. **Search Committee Chair**– Reviews Applicants and completes Applicant Log

☐ 11. **Search Committee Chair** – Sends posting to EO for review

☐ 12. **Search Committee Chair**– Emails completed Applicant Log to EO. **EO may take up to 5 business days to review.**

☐ 13. **Search Committee Chair** – Schedules interviews

☐ 14. **Search Committee** – Selects candidate for hire

☐ 15. **Hiring Unit** – begins Hiring Proposal and forwards to VP for approval

☐ 16. **Dean/Director/AVP/Search Committee Chair** – Upon VP approval, makes offer to candidate

☐ 17. **Hiring Unit/Search Committee Chair** – Finalizes posting

☐ 18. **Hiring Unit** – Completes PAF once offer is accepted

DETAILED INSTRUCTIONS FOR
ALL POSITIONS

Includes the following employee classes:

A1	Administrative/Support	J1	Adj Fac-PT Salary-no retire
A2	Admin/Support-FT Temporary	J2	Adj Fac-PT Salary-w/retire*
A3	Administrative - Coaches	J3	Adj Fac-PT Hourly-no retire
C1	Clerical Technical Association	J4	Adj Fac-PT Hourly-w/retire
F1	Faculty - FFA - 9-month	J5	Adj Fac-1 Sem FT-Slry-no retire
F2	Faculty - FFA - 12-month	J6	Adj Fac-1 Sem FT-Slry-w/retire
F3	Faculty-Full-Time Temp. 9-Mo	L1	Police Officers & Supervisors
F4	Faculty-Full-Time Temp. 12-Mo	N1	Nurses
F5	Faculty - FFA - Summer Asgmt.	P1	Part-Time-Salary-no Retirement
F6	Faculty - FFA-Lib/Couns 9-Mo.	P2	Part-Time-Salary-w/Retirement
F7	Faculty - FFA-Lib/Couns 12-Mo.	P3	Part-Time-Hourly-no Retirement
G1	AFSCME	P4	Part-Time-Hourly-w/Retirement

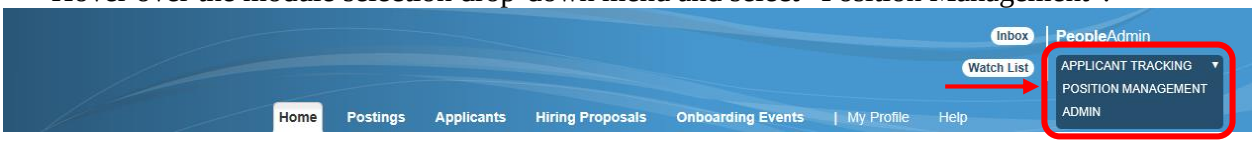
*Employees should not be hired as Adjunct Instructor 2. These Employees are grandfathered in based on the list located in the FNTFO Contract – Article 41.

Approving a Position

1. The **Hiring Unit** forms a Search Committee.
2. The **Hiring Unit** reviews and updates position description.
3. The **Hiring Unit** creates a Position Description Request using PeopleAdmin. This is then submitted for approval to the Dean/Director/Assistant/Associate Vice President (AVP).

To Find a Position Description in PeopleAdmin:

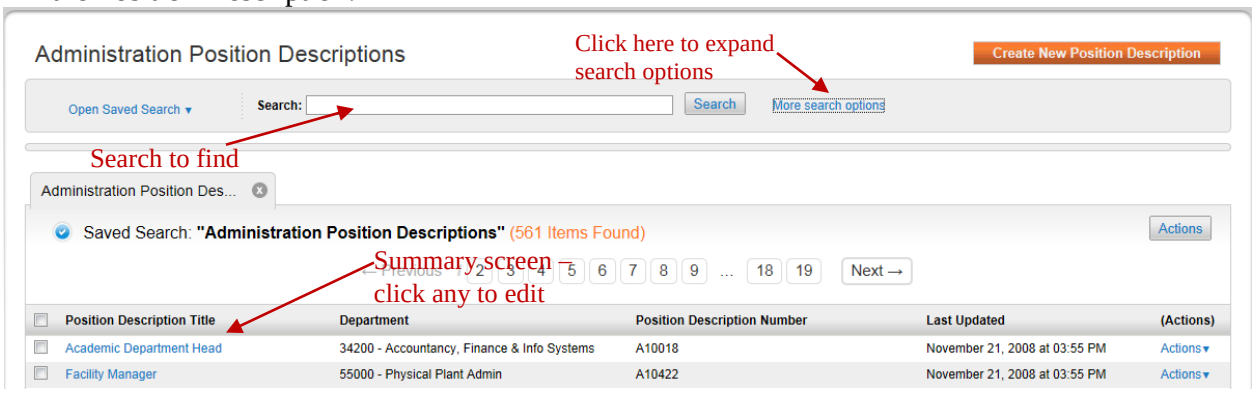
- Applicant Tracking (blue) is used to manage applicants and postings. Position Management (orange) is used to create and edit position descriptions.
- Hover over the module selection drop-down menu and select "Position Management".



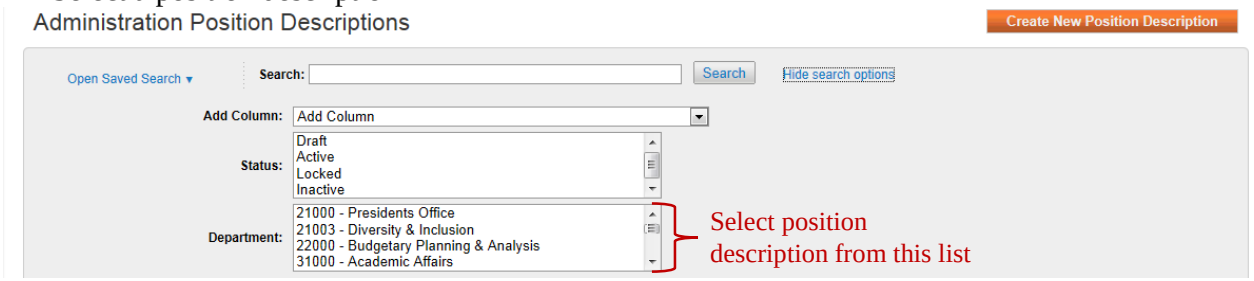
- Hover over the Position Descriptions tab.
  - Click appropriate position type to view position descriptions and create a new description or edit an existing one.
  - Click appropriate position request type to view requests that are in process or have been processed.
    - Staff: Part-time, Clerical (CTA), Police, and Nurse positions.
    - Administration: Administrative/Administrative Support (Just Cause and At Will)
    - AFSCME: Custodian, Skilled Trades, and Dining
    - Faculty: All Faculty

VIEW/EDIT EXISTING POSITION DESCRIPTIONS

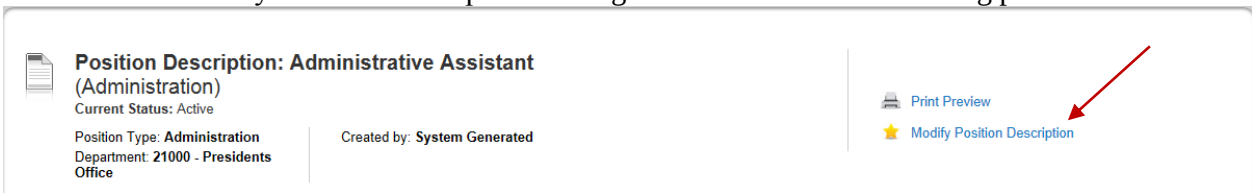
- Choose a position description to review/edit.
- From the summary screen, click any of the position description titles listed (or search to find) to edit the Position Description.



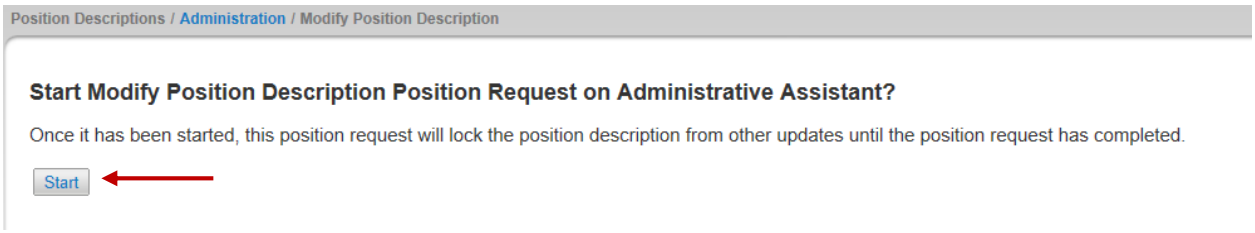
- Select a position description



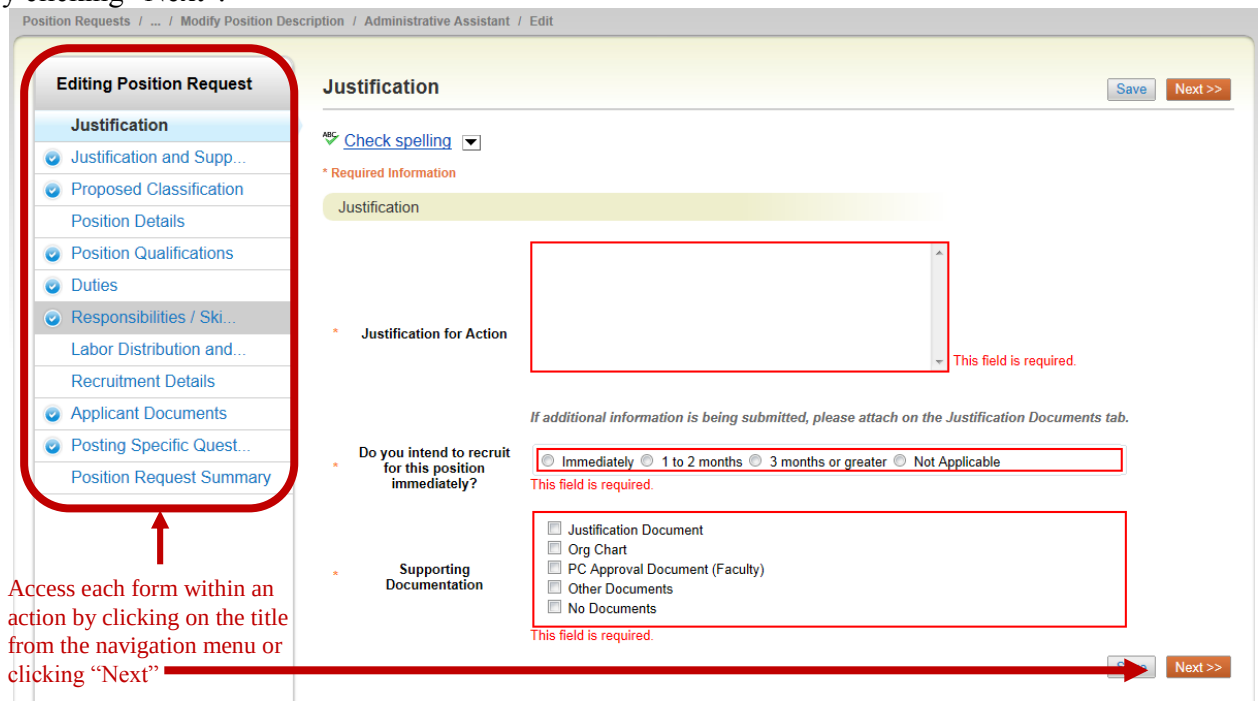
- Click on "Modify Position Description" to begin a new action on an existing position.



- After clicking "Modify Position Description," a screen will pop-up asking if this process would like to be started. Click "Start" to continue to the next screen.



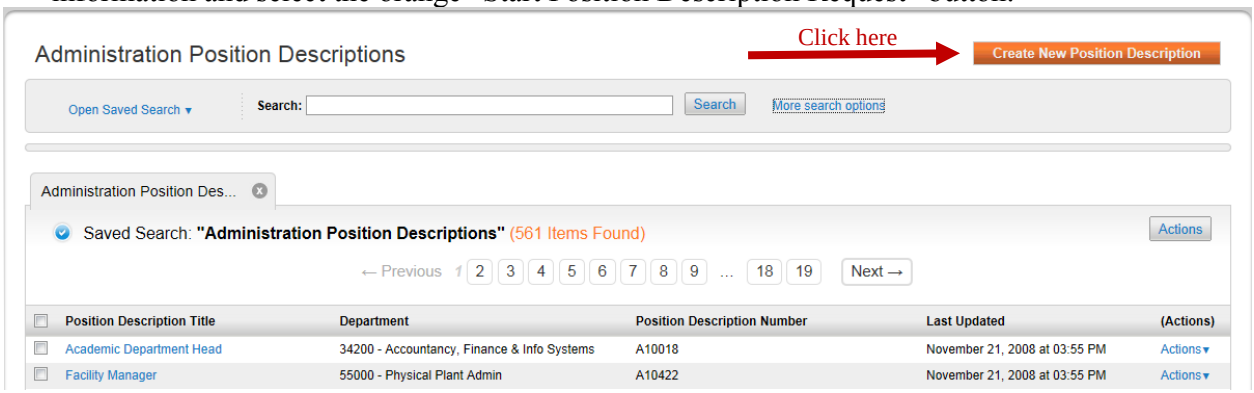
Enter all required information in each section. Each section can be accessed through the left navigation menu or by clicking “Next”.



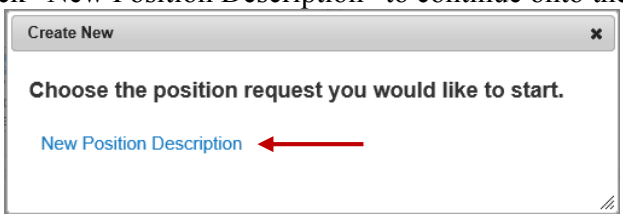
Review information. If changes are needed, contact HR.

CREATE A NEW POSITION DESCRIPTION

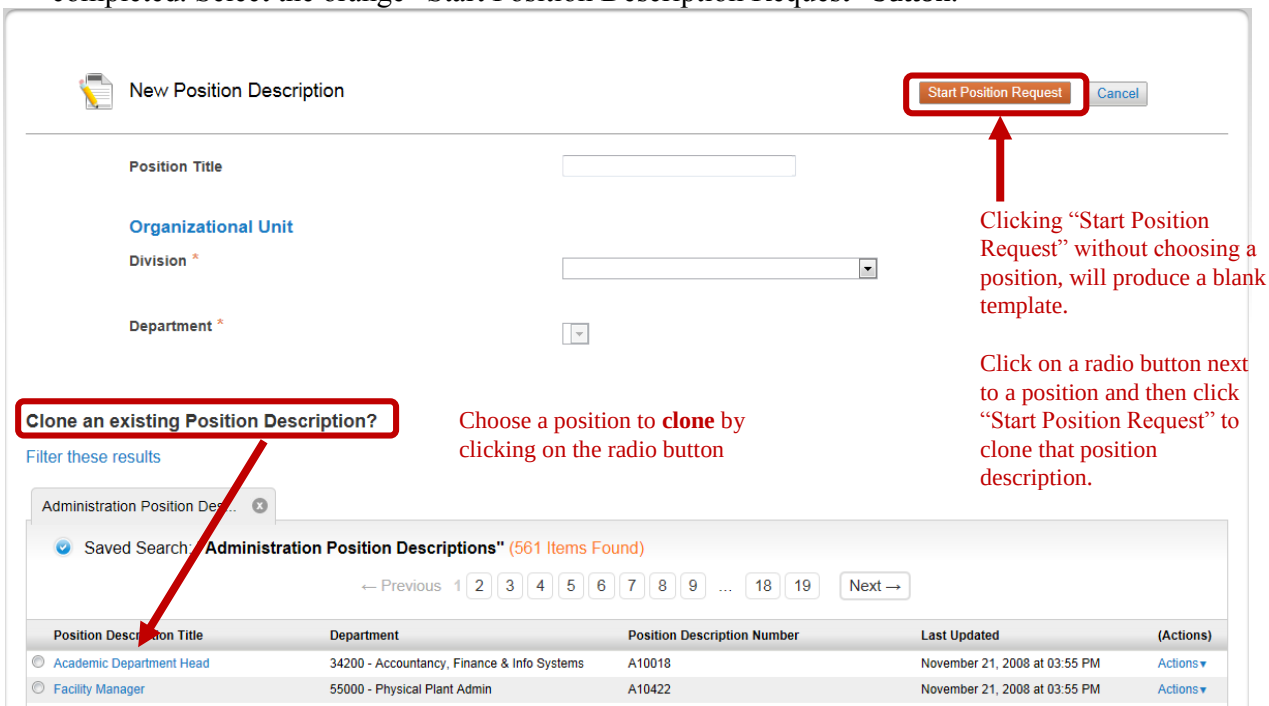
- Click the orange "Create New Position Description" and choose how the Position Descriptions will be prepopulated with information. Position description can be made from "scratch" with little to no information pre-filled or cloned from an existing position description.
- Enter the Position title and select the appropriate organizational unit. Fill in the required information and select the orange "Start Position Description Request" button.



- After clicking "Create New Position Description" a screen will pop-up asking to choose the position request to be started. Click "New Position Description" to continue onto the next screen.

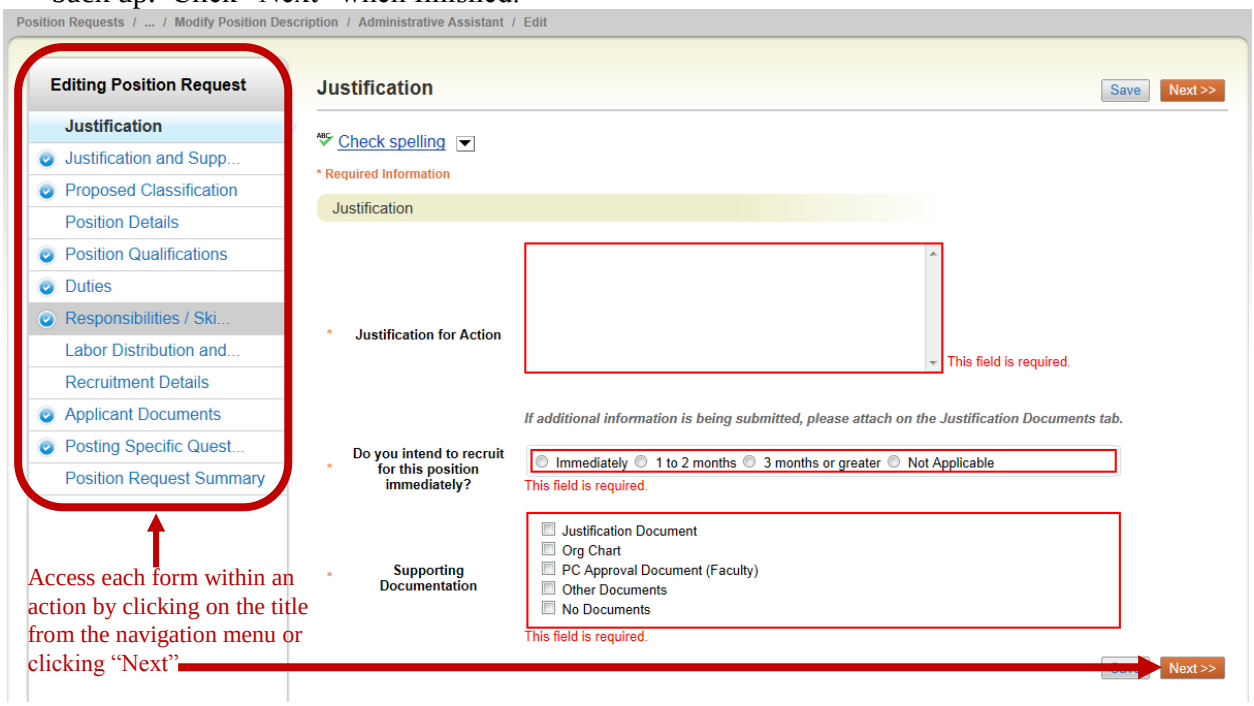


- **Clone a position description:** This pre-populates the position description with selected information from an existing position. Select a position to clone and ensure that the proper information is completed. Select the orange "Start Position Description Request" button.



Justification

- Enter reason for action request, recruitment timing and if additional documents will be attached for back up. Click "Next" when finished.



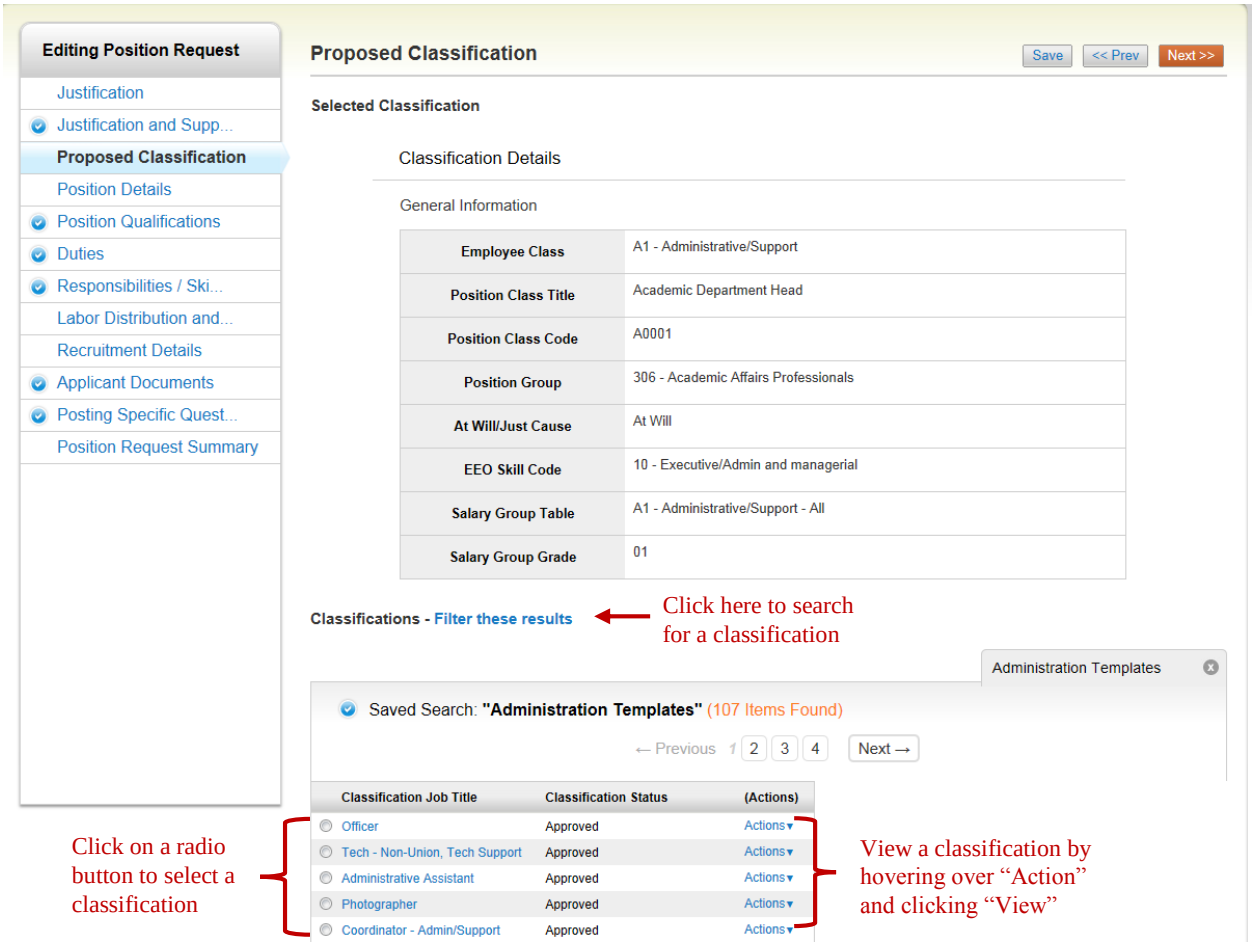
Justification and Supporting Documents

- Attach supporting documents for position. Examples of supporting documents may include communication regarding the posting of or changing of this position.
- Click "Next" when finished.

Proposed Classification

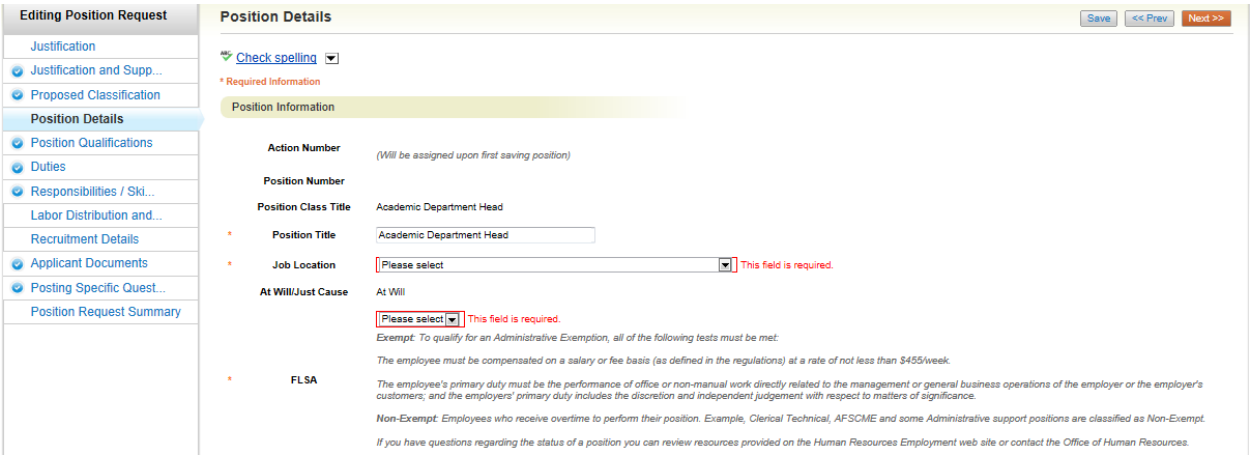
- Select the classification which best represents the position. To search for a classification, click "filter these results" and a search box will appear. Please contact Human Resources with any questions regarding classification.
- View the classification by hovering over the blue actions link and click on view.

- To select a classification, click the radio button next to the position classification title. Click "Next" when finished.



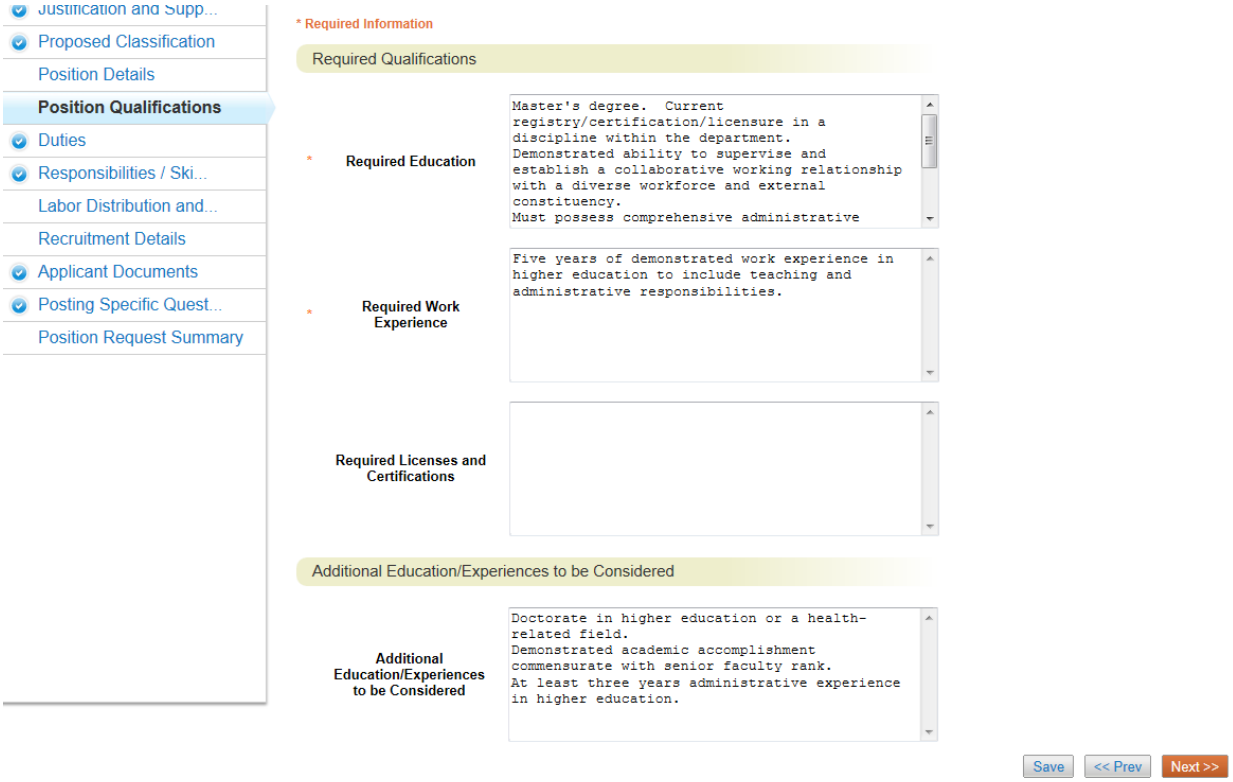
Position Details

- Enter the information pertaining to the position location, summary of position, assignment type, proposed salary and contact information. Click "Next" when finished.



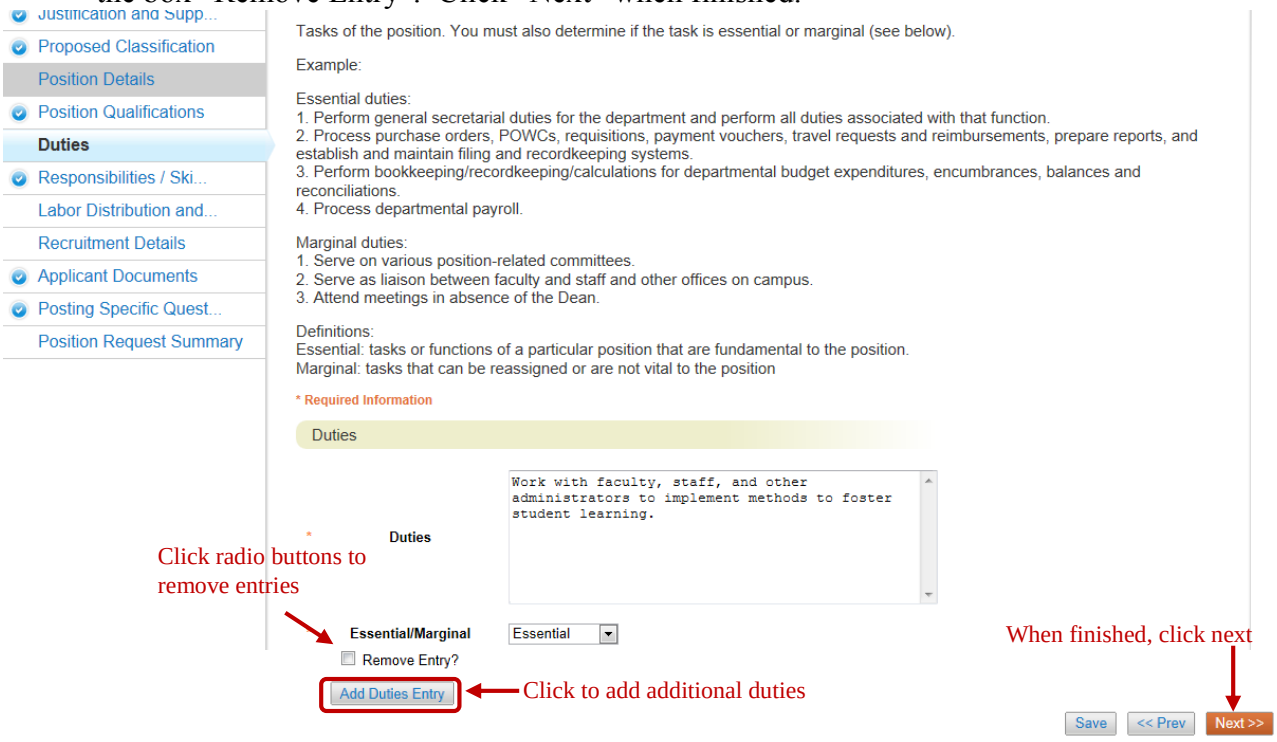
Position Qualifications

- Indicate the position qualifications required and additional education/experience to be considered. Click "Next" when finished.



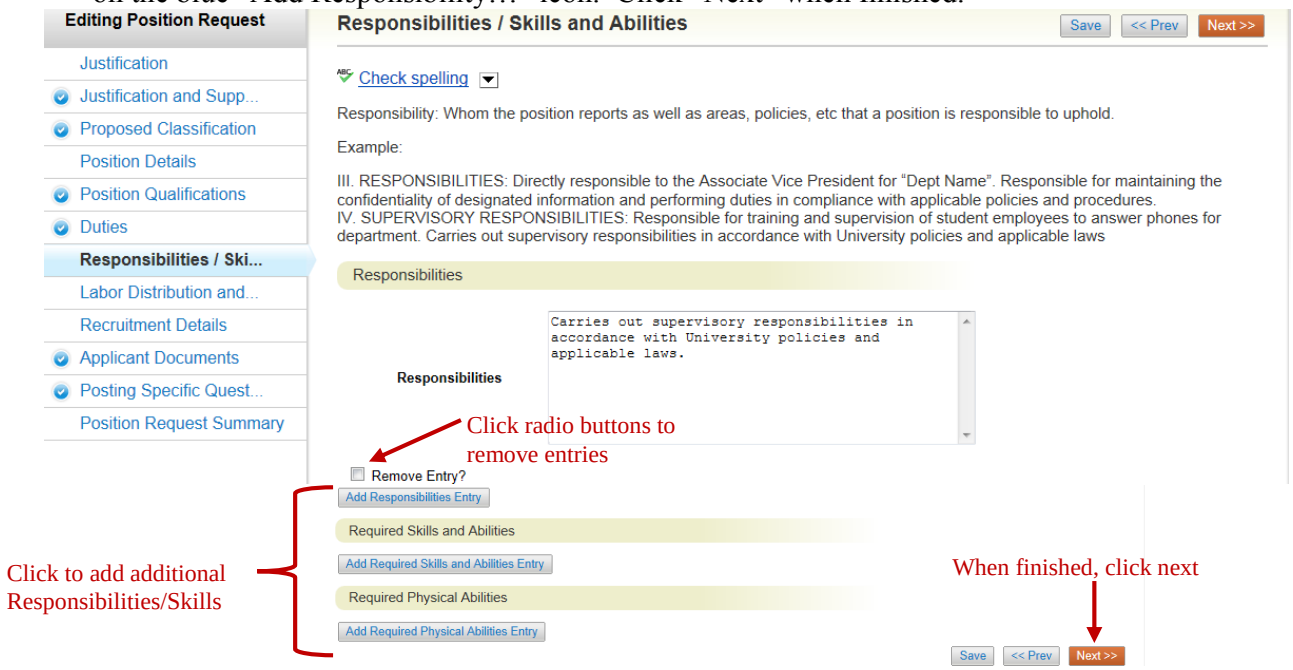
Duties

- Enter all the duties included within the position. Include Essential and Marginal duties. To add a new duty, click on the blue "Add Duties Entry" button. To remove an entry, check the box "Remove Entry". Click "Next" when finished.



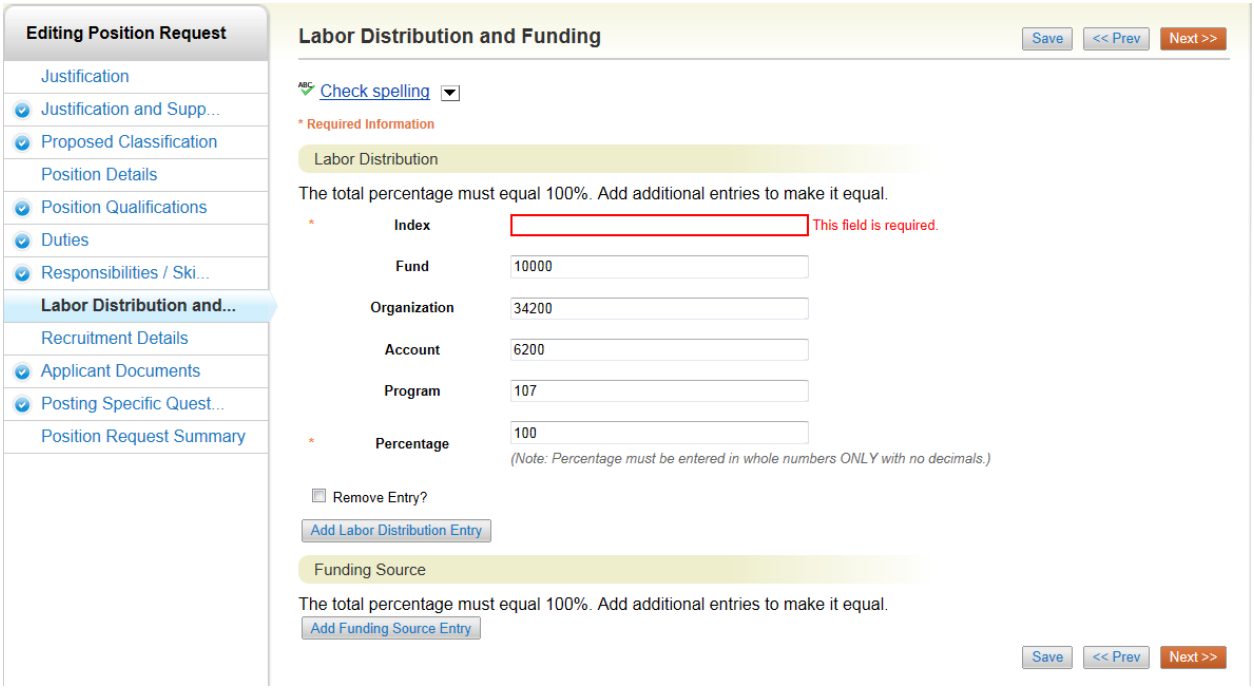
Responsibilities, Skills, and Abilities

- Enter the information pertaining to the responsibilities of the position. If there are additional skills and abilities required to perform the position, include this information. To add a skill/ability, click on the blue "Add Responsibility…" icon. Click "Next" when finished.



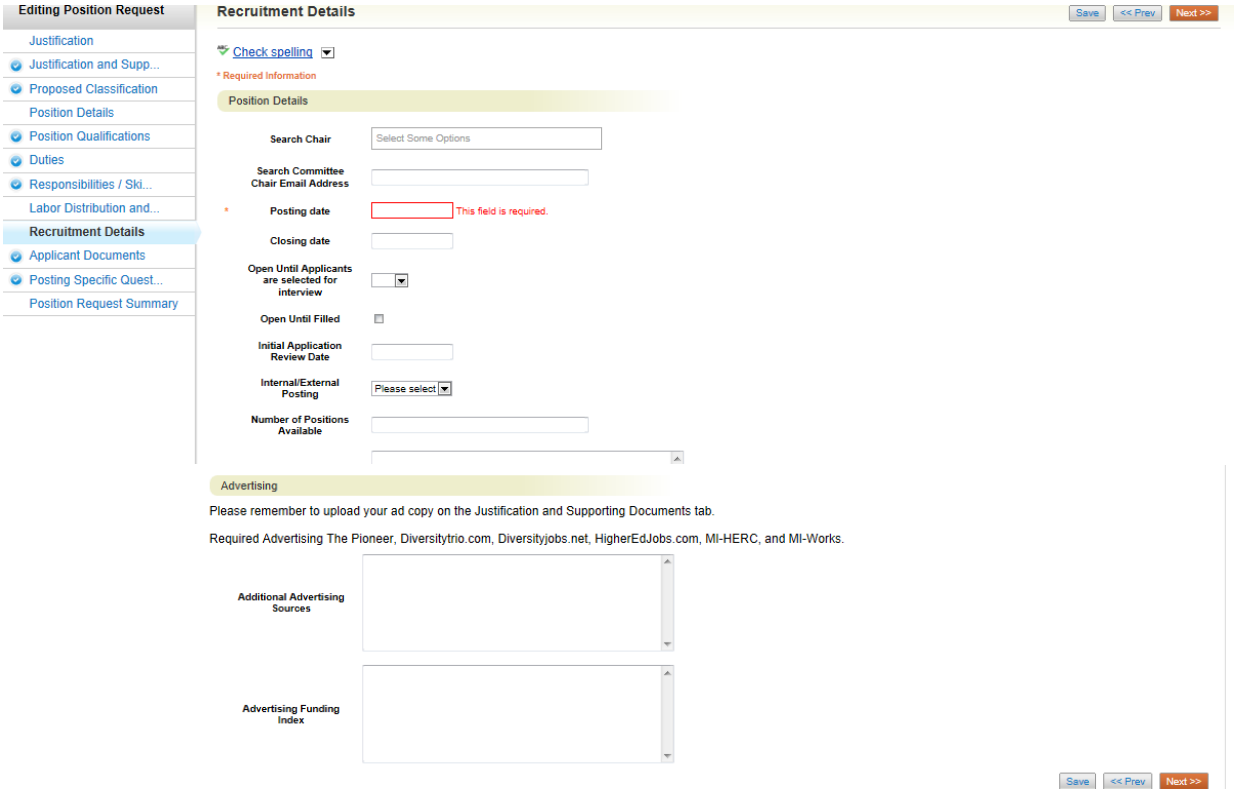
Labor Distribution and Funding Source

- Labor Distribution account code identifies the account the position will be charged to for payroll.
- Funding Source account code is needed when the position will be funded from another source.
- Click "Next" when finished.



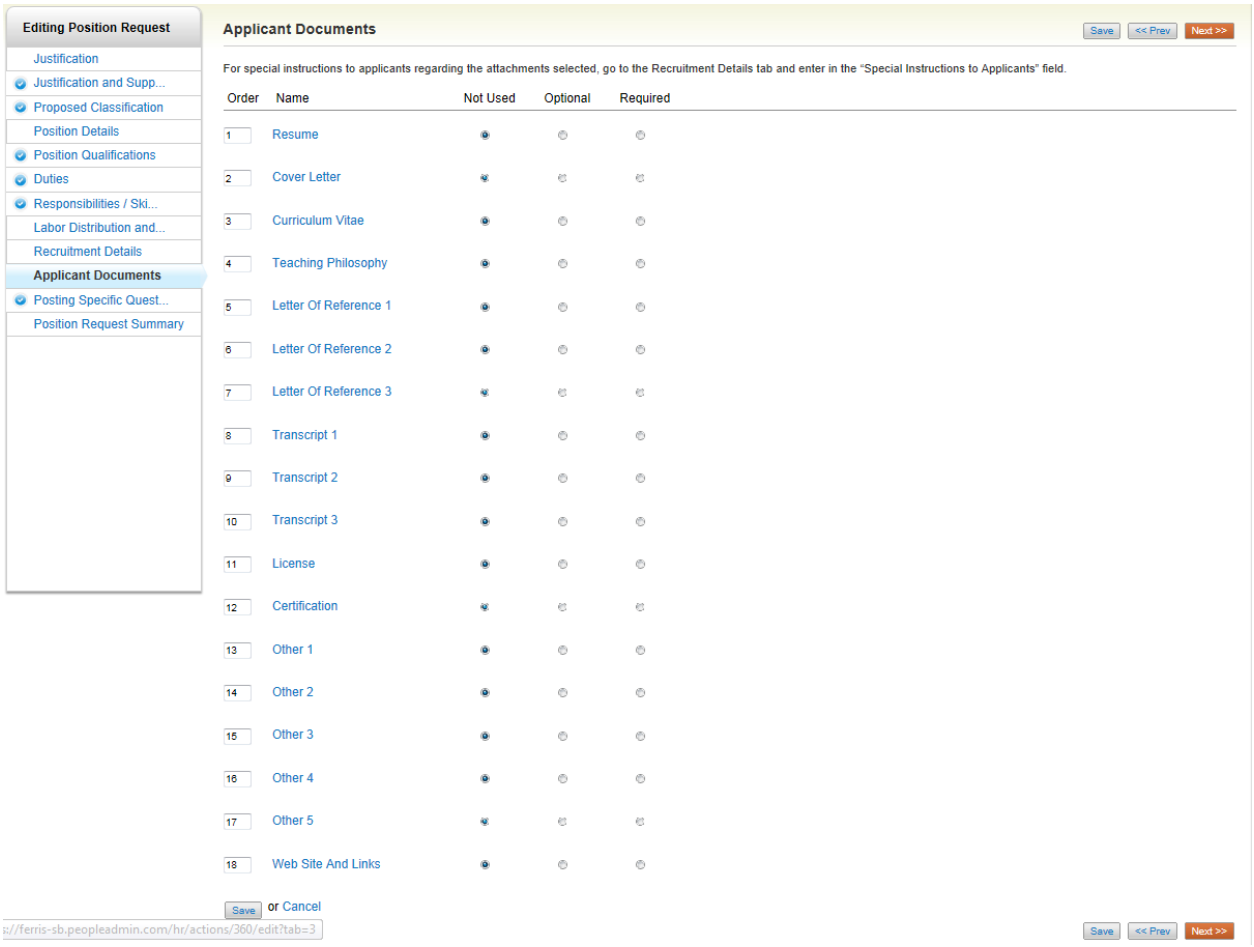
Recruitment Details

- Enter the information for recruiting the position, this includes, posting date, reference letter functionality, advertising sources, and special instructions to applicants. Click “Next” when finished.

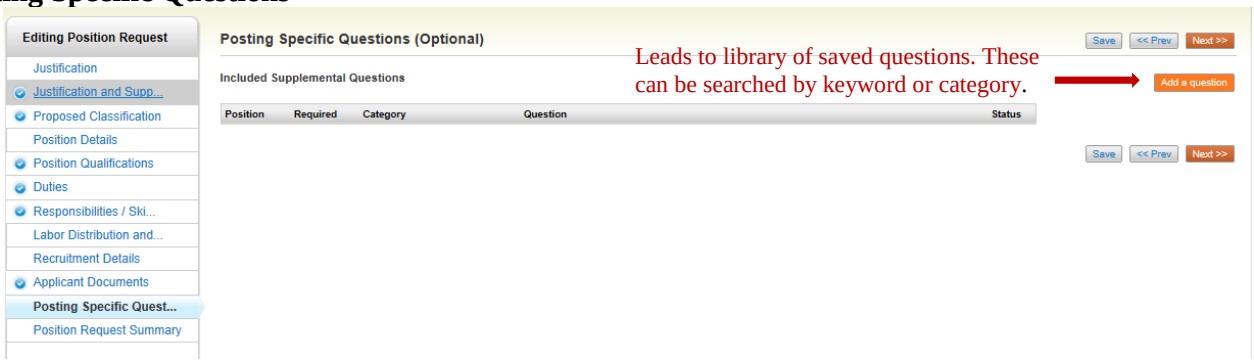


Applicant Documents

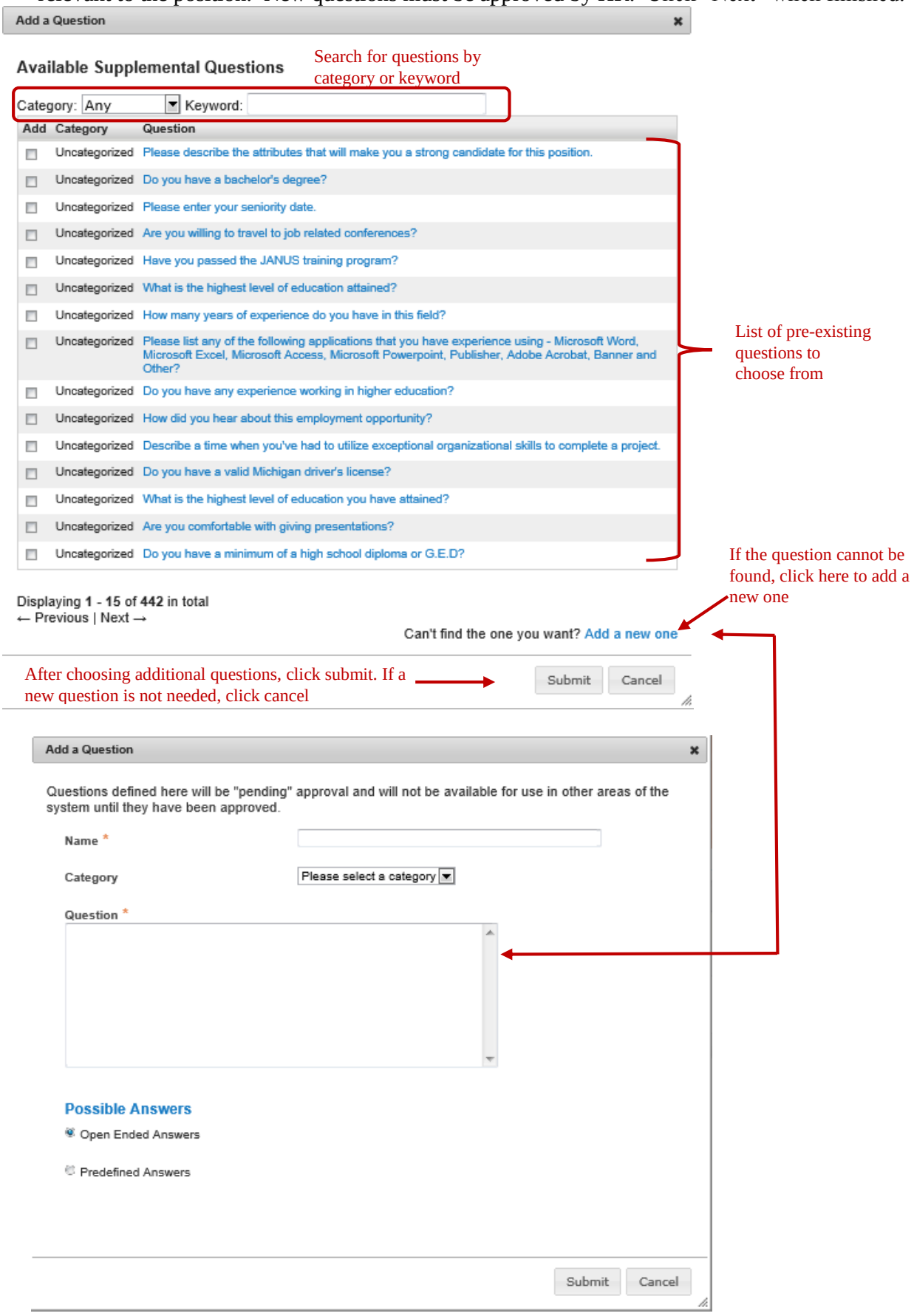
- Select the documents required/optional for the applicant to attach during the application process. To provide special instructions on any of the documents, enter the information on the "Recruitment Details" tab, in the "Special Instructions to Applicants" field.
- Click "Next" when finished.



Posting Specific Questions

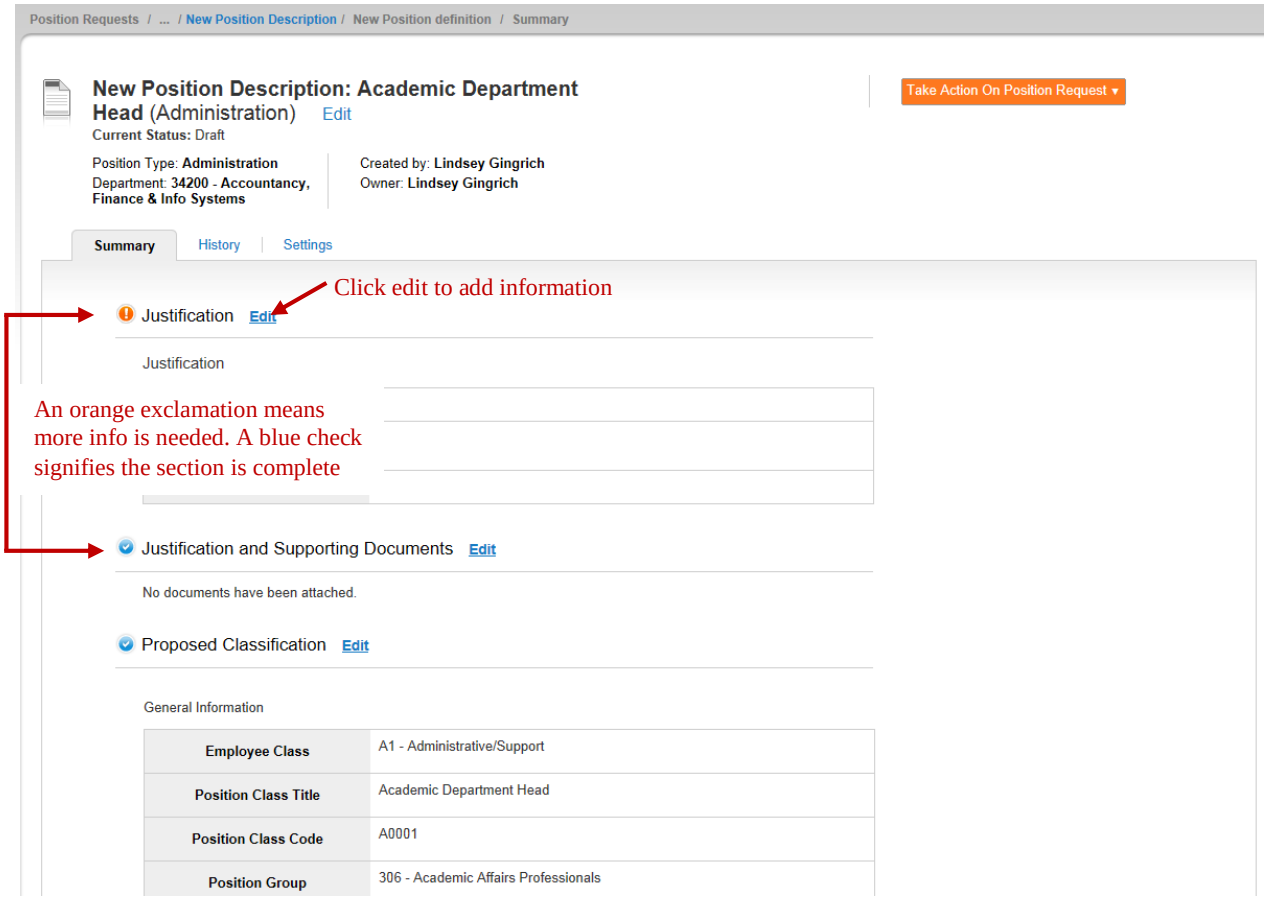


- Choose questions to be answered by each applicant to this position. The question(s) must be relevant to the position. New questions must be approved by HR. Click "Next" when finished.



Position Request Summary

- This is a summary view of the action. If any information is incomplete there will be an orange next to the section title. A blue means the information within that section is complete.
- This is the final page in the Position Description form. On this page, you can review all information provided and ensure that it is correct. Click on any of the "Edit" links to edit that particular section.



- **Once you move the Position Description forward in the workflow, it can no longer be edited.** In order to move the Position Description in the workflow: hover over the orange Take Action On Position Request button in the upper right hand corner of the screen. From this menu, select the next approver. Either save and not submit by clicking "Keep working on this Position Request" or send to the next approver within the action, based on your role.

4. The **Dean/Director/AVP** reviews the position description request to approve, approve with changes, or deny. If approved, it is forwarded to the Vice President (VP). If denied, it is returned with comments to the Hiring Unit contact person.

5. The **Vice President** reviews the position description request to approve, approve with changes, or deny. If the action is denied, it is returned to the Hiring Unit contact person with comments.
    a. VP approved position descriptions that are new with a salary more than $40,000 and existing position descriptions with a salary more than $60,000 must be forwarded to the President's office for approval. The VP discusses with the President prior to submission for approval.
        - If needed, the **President** reviews the action.
            - If the President denies any position, the President sends it back to the VP, Dean/Director, or Hiring Unit with comments.
            - If the President approves a new position the action is forwarded to Position Control to assign position number.

6. **The Hiring Unit** will receive an email from fsujobs@ferris.edu stating that the posting status has been updated. Follow the instructions in the email.

7. The **Hiring Unit** completes the recruitment details and reviews any changes that were made by the approvers.
    - The Hiring Unit may utilize additional tools, such as social media, networking, and professional conferences. Refer interested parties to the job posting.
    - The Hiring Unit lists any specialty recruiting efforts to be conducted, including any recruitment sources suggested by Human Resources or Equal Opportunity. Standard advertising includes: The Pioneer, Diversityjobs.net, higheredjobs.com, Latinos in Higher Ed, MI-HERC, MI Works, and Recruit Military. To utilize additional advertising sources, list them on the position details page.
    - Any application time period must be long enough to allow applicant responses and should serve the purpose of building a qualified applicant pool
8. **Human Resources** will write the ad copy using standard and required language. The **Hiring Unit** will have the opportunity to review, edit, and approve the ad copy.

Recruitment Plan

- Centralized Advertising Process
    - The purpose of the centralized advertising process is to reduce cost, produce more consistent and effective advertising, and attract large, diverse applicant pools. HR advertises in print and on the web, and posts all positions using the PeopleAdmin.
- Content of Advertisement
    - The Hiring Unit has the opportunity to edit ad copy. The following information must be included: position title, responsibilities, and required qualifications. Certain information may be deleted from the ad copy for cost reduction purposes as long as the context and intent of the ad remain the same. Standard ad information (i.e. Affirmative Action/Equal Opportunity & Diversity statement, FSU web address) will automatically be included in the ad copy. Human Resources will work with the Hiring Unit to determine the format of the advertising.
- Cost Allocation
    - The Hiring Unit is responsible for providing a FOAP to cover the cost of advertising. Before ads are placed, Human Resources gathers and calculates the ad cost information and notifies the Hiring Unit of the projected cost. Human Resources places the ads after receiving approval from the Hiring Unit.

9. The **Search Committee Chair** schedules a meeting with Equal Opportunity/Diversity & Inclusion to complete training, such as an explanation of EO requirements, laws, diversity initiatives, and hiring process.

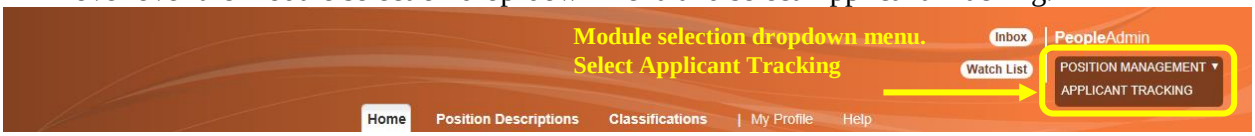
For the position to be posted on Friday, HR must receive the position request by Tuesday at 5:00 p.m.

APPLICANT REVIEW

All applicants must complete an application in PeopleAdmin. Members of the Search Committee may view and retrieve applicant information through the system. Information or materials outside of PeopleAdmin is prohibited.

Using guest user credentials you may review applicant information in PeopleAdmin. Guest User credentials can be obtained by the Search Committee chair.

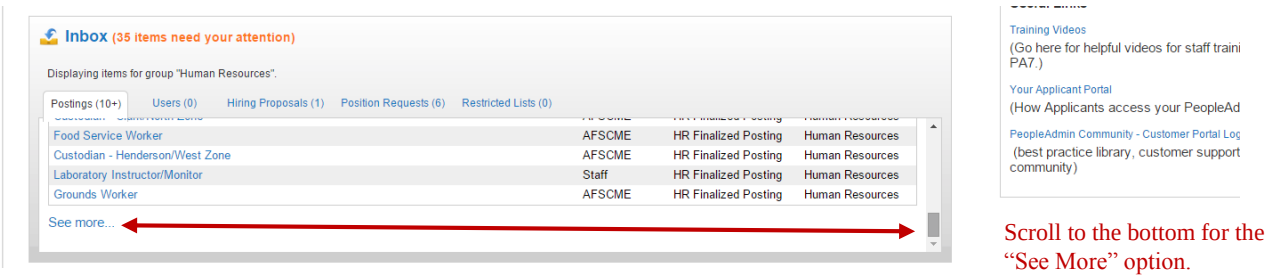
- Hover over the module selection drop-down menu and select Applicant Tracking.



- Hover over the Postings tab and click the appropriate position type.

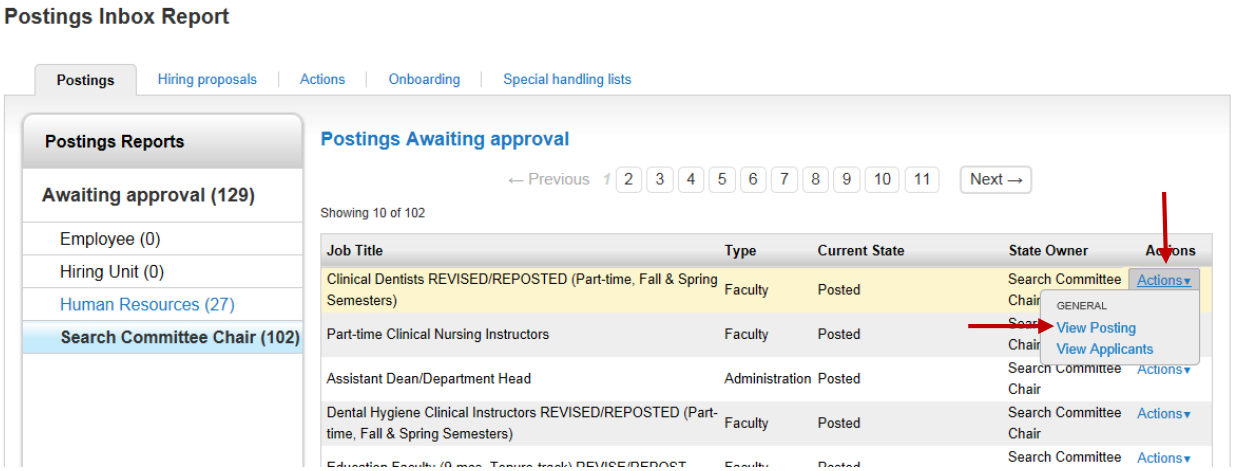
View Applicant Information

- Once logged in, from the home page, you will be able to access the postings assigned to you. See postings tab in the "Inbox". If you click on "See More" you will be redirected to the summary of all postings assigned to you (see below).

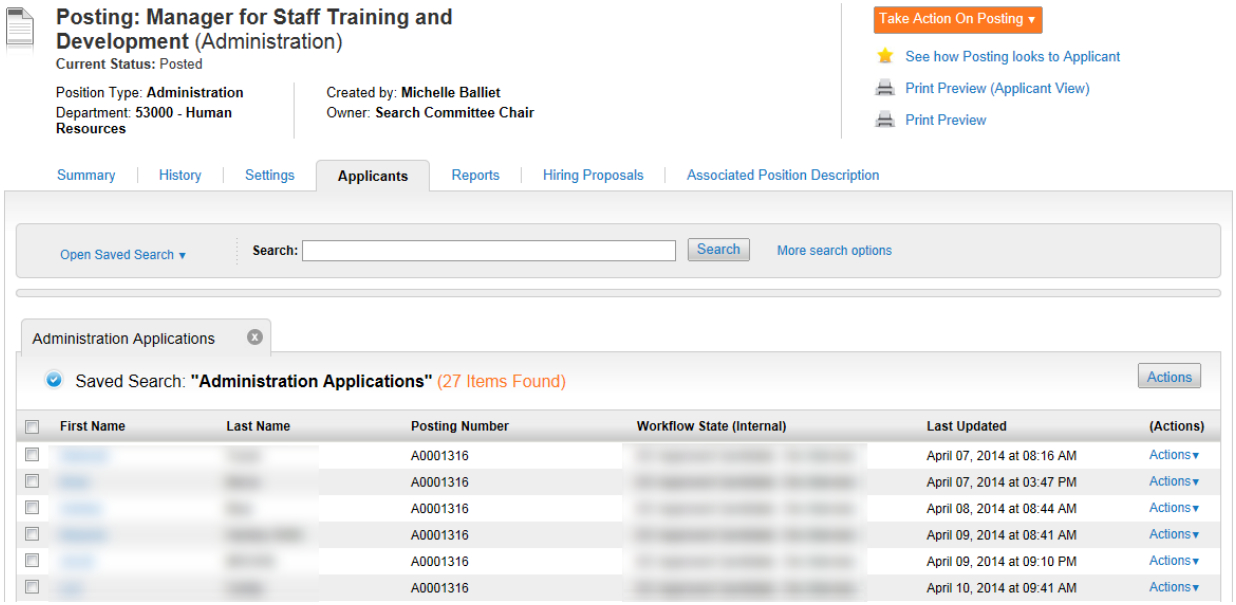


Scroll to the bottom for the "See More" option.

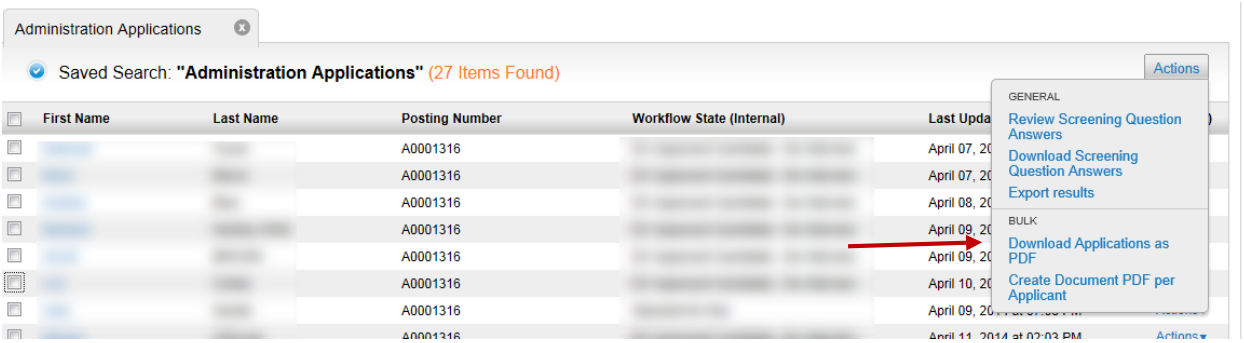
- Select a posting and either go directly to the posting summary or to the applicants.
- By selecting "View Posting" you will be redirected to the posting summary page.



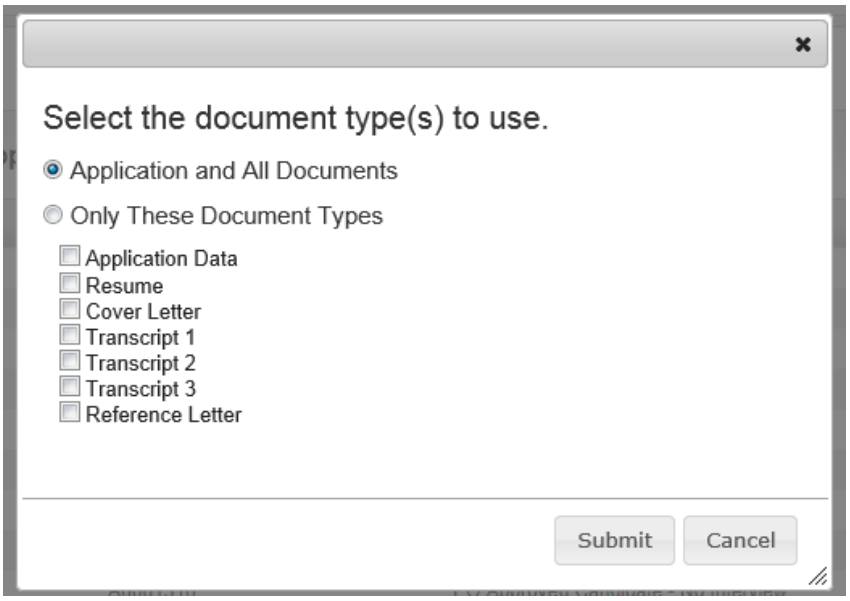
- Application data can be viewed individually by clicking on the applicant tab.



- To view one or multiple applicants and their documents, select the checkbox by the name of the applicants.
  - Click on the "Actions" icon above the applicant listing and select "Download Applications as PDF."



Select documents to be viewed and click submit.



The PDF will generate a file that will automatically open when complete. Do not close this window until the download is complete.

10. While reviewing applicant material, the **Search Committee Chair** will complete the "Applicant Log." The Applicant Log is a useful tool to aid in your discussion at the full committee meeting. It is similar to what Equal Opportunity (EO) will use when they review the applicants after you do. One aspect of the EO review is to ensure the committee was fair and consistent will all applicants. The Applicant log can be found here: Search Committee Applicant Log

On each applicant the committee will determine: 1) Did the applicant meet minimum qualifications, 2) If so, does the committee want to interview the applicant and 3) If the applicant did not meet minimum qualifications or is not selected for interview what is the non-selection reason or reasons. It may expedite your discussion if, prior to the meeting, each committee member has reviewed the applicants and made preliminary determinations.

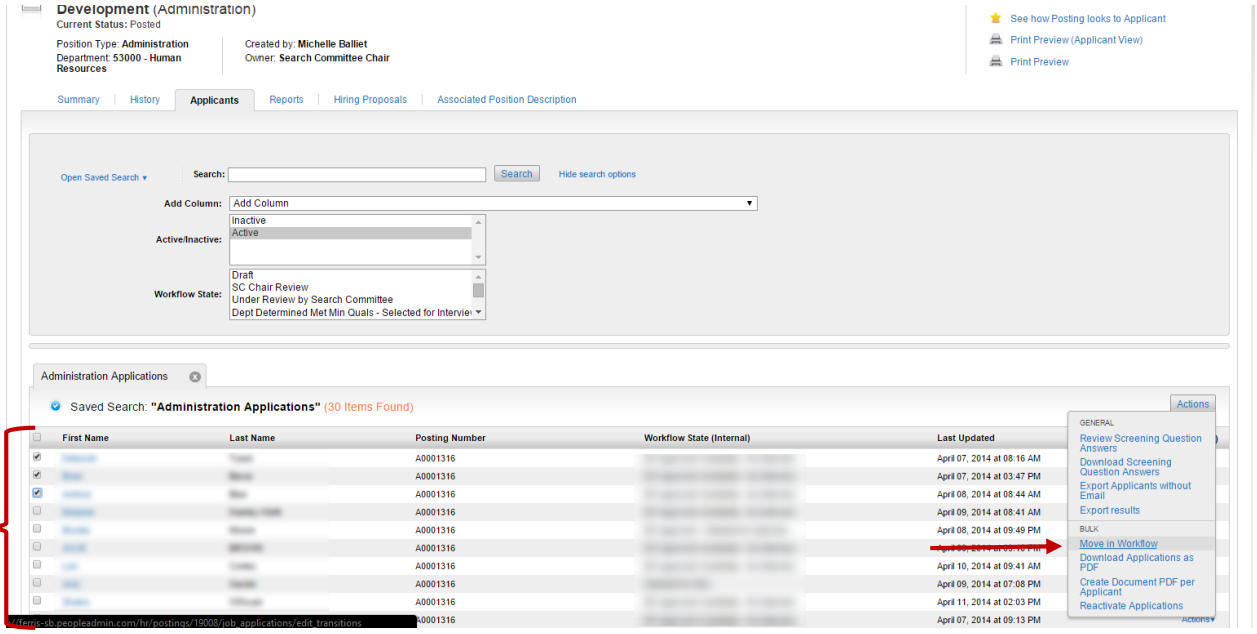
For helpful EO tips and reminders, please consult: EO Tips for Departments

Each member of the Search Committee should submit their log with notes to the Search Committee Chair. These notes will become part of the permanent Search Committee file.

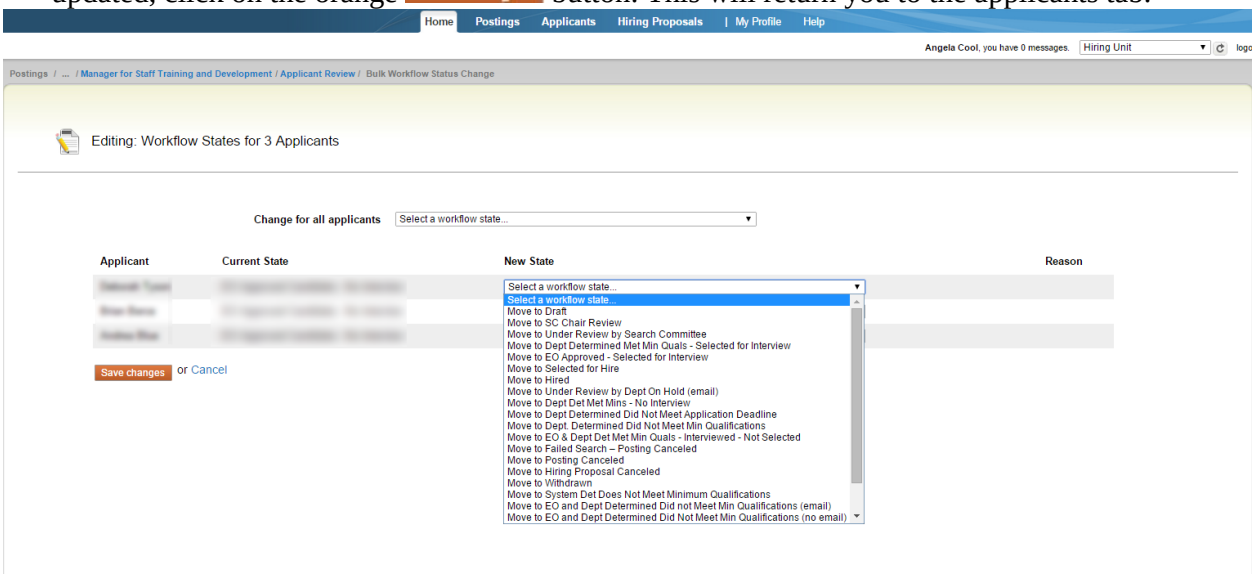
Applicants are deemed qualified if they meet ALL minimum qualifications of the posting.

MANAGING APPLICANTS

- To update applicant status, the **Search Committee Chair** will select applicants by clicking on the checkbox and click the "Move in Workflow" link.

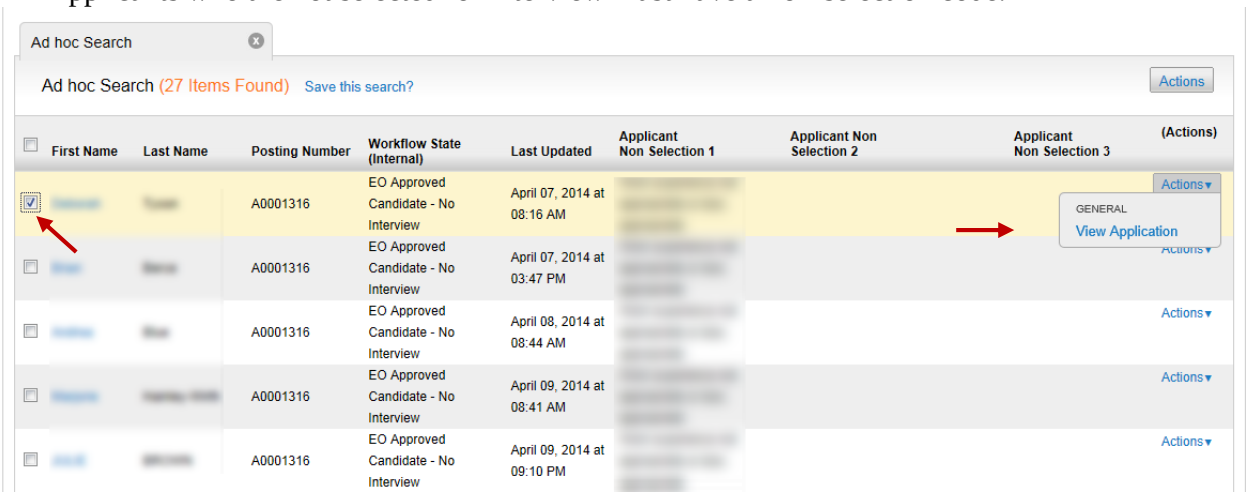


- Select the appropriate workflow state per applicant review. Once all applicant workflow states are updated, click on the orange Save changes button. This will return you to the applicants tab.

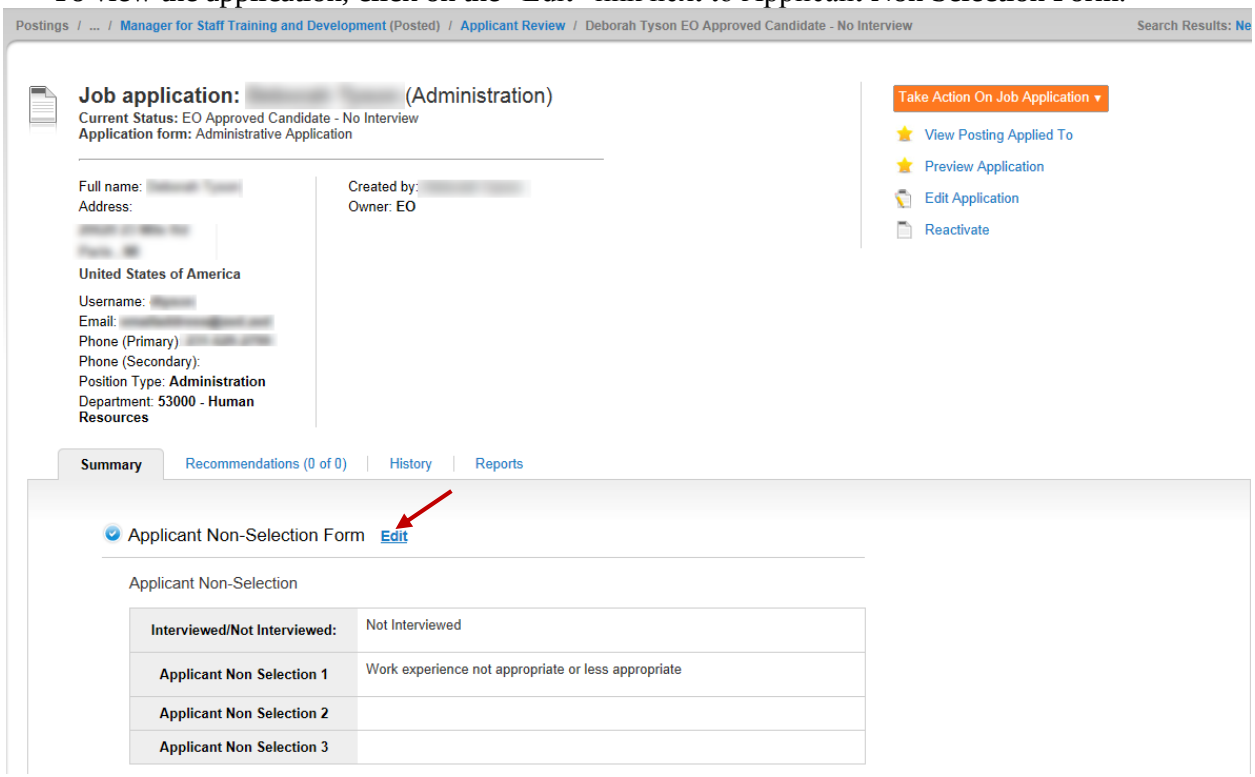


Applicant Non Selection Codes

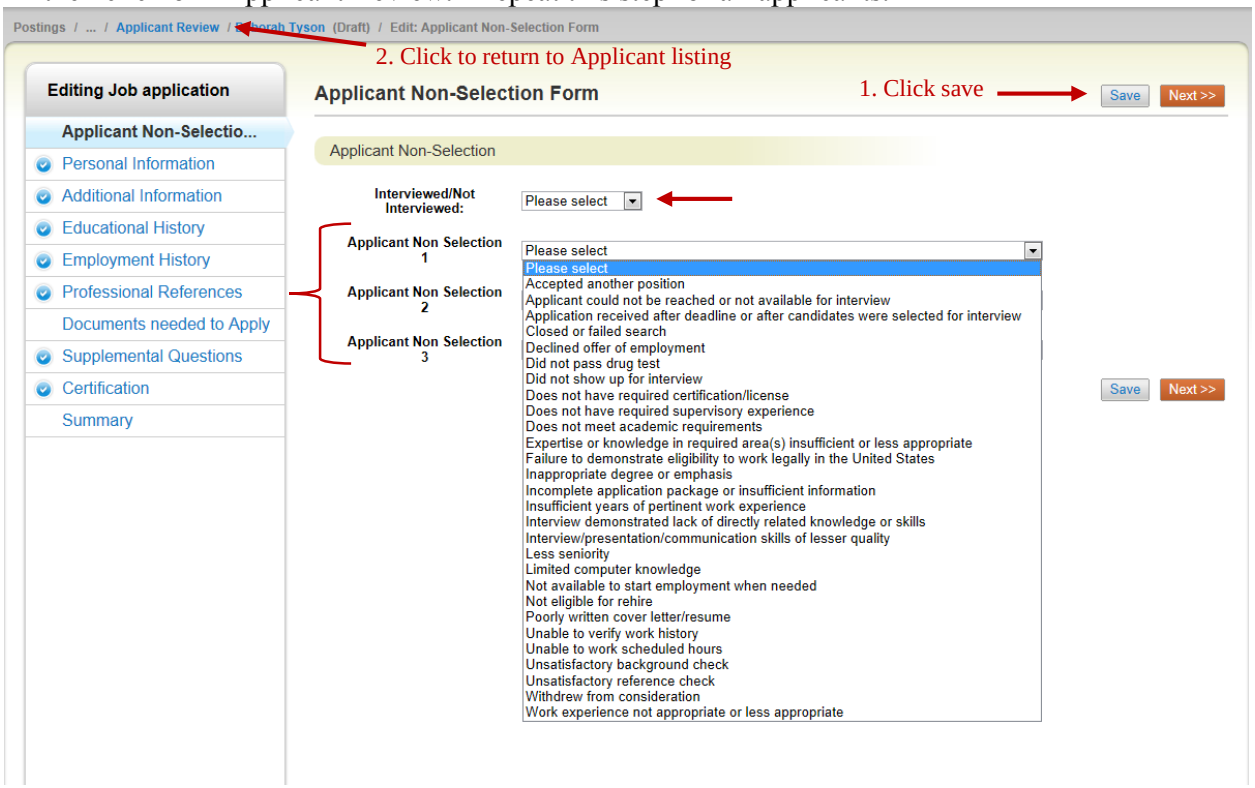
- The **Search Committee Chair** will choose "View application" for those not selected for interview. Applicants who are not selected for interview must have a non-selection code.



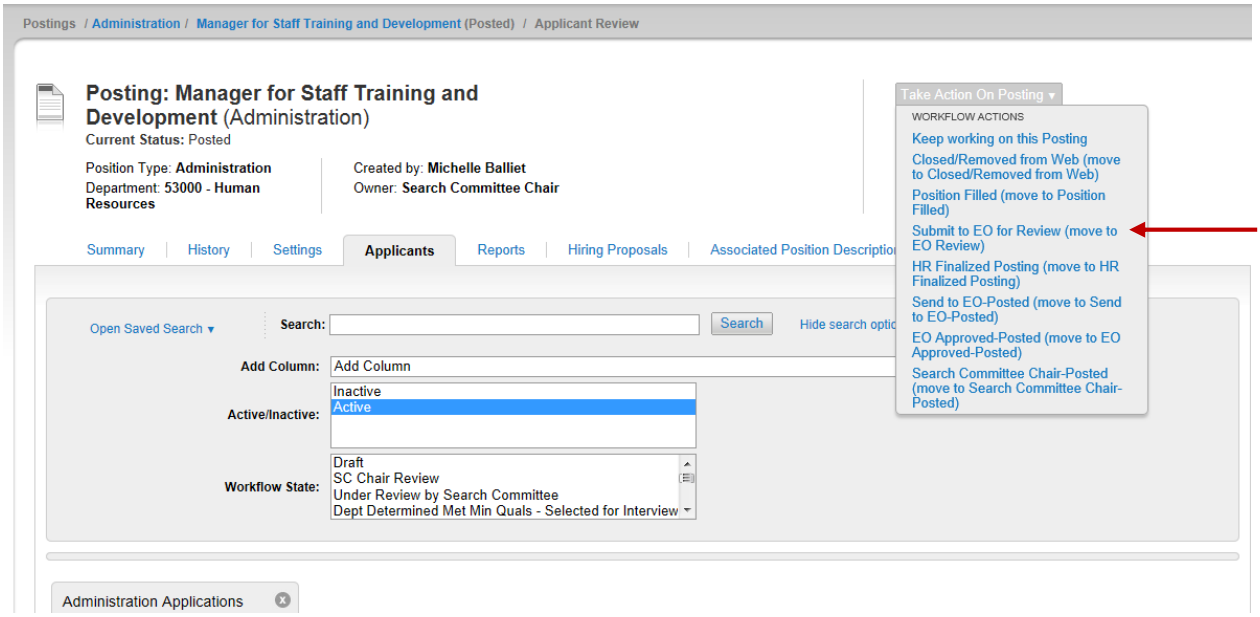
- To view the application, click on the "Edit" link next to Applicant Non Selection Form.



- Once you click "Edit" on the Applicant Non Selection Form Section, choose whether the candidate was interviewed/not interviewed. Use the drop down information to select the correct non selection codes. Be sure to select all that apply. Once the information is entered, click on "Save" first and then click on "Applicant Review." Repeat this step for all applicants.



11. The **Search Committee Chair** sends the posting to EO for review by clicking on the orange Take Action On Job Application ▾. Select "Submit to EO for Review".



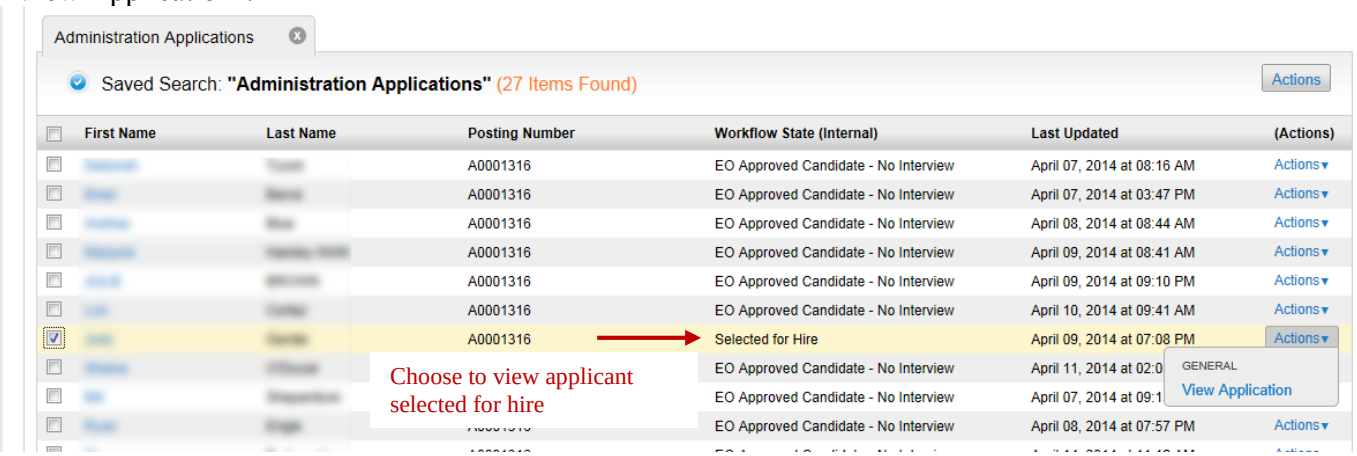
12. The **Search Committee Chair** emails the completed Applicant Log to EO for review. Make sure all Search Committee notes are included.
    - **EO review may take up to five business days.** EO will contact the Search Committee Chair if they have any questions. You will receive an email from fsujobs@ferris.edu stating that the posting status has been updated. Follow the instructions in the email.

13. The **Search Committee Chair** reviews EO approved candidates and schedules interviews (see Search Committee Guidelines for details). This normally consists of telephone and face-to-face interviews.

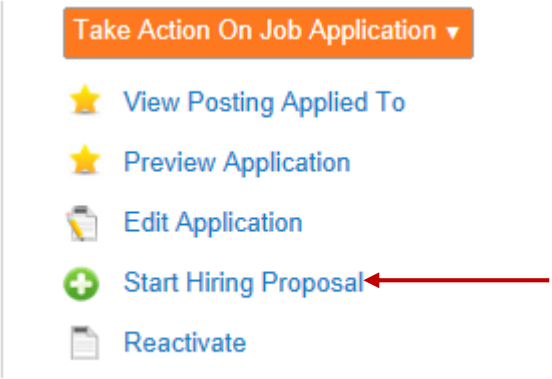
14. Upon completion of interviews, the **Search Committee** selects a candidate for hire.
    - Select an applicant for hire and move their status through the Move in Workflow link to the state of "Selected for Hire".
    - Update workflow status and non-selection codes for all other applicants. See Managing Applicants section for more details.
    - Notify the department to begin the Hiring Proposal process to obtain the appropriate approvals to make an offer.

To Begin the Hiring Proposal

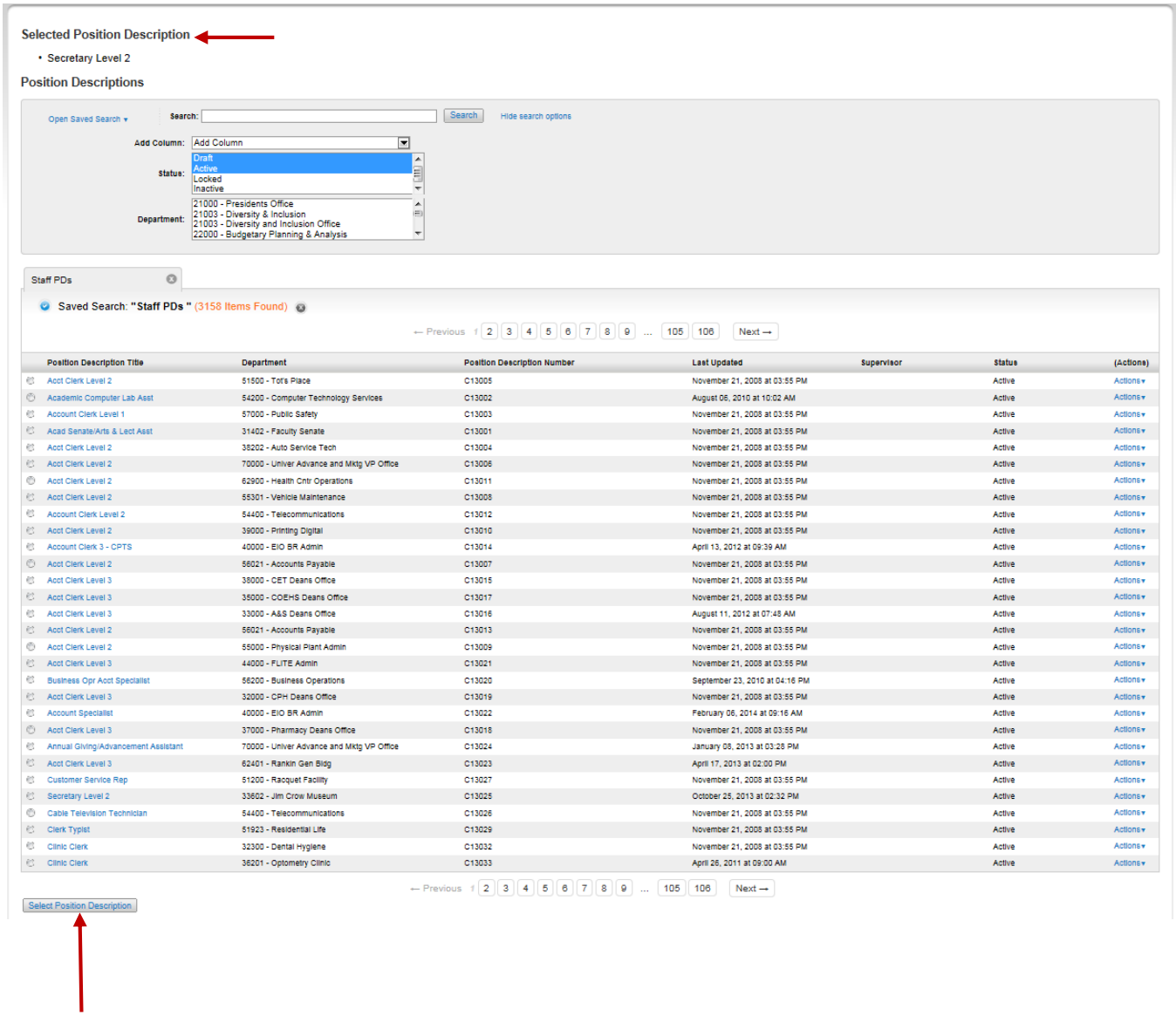
15. **The Hiring Unit** will access the posting and choose the applicant whose workflow state is "Selected for Hire". Click on the applicant name or click on the action icon next to the applicant name and select "View Application".



- The Hiring unit will be able to click "Start Hiring Proposal" to begin this action.

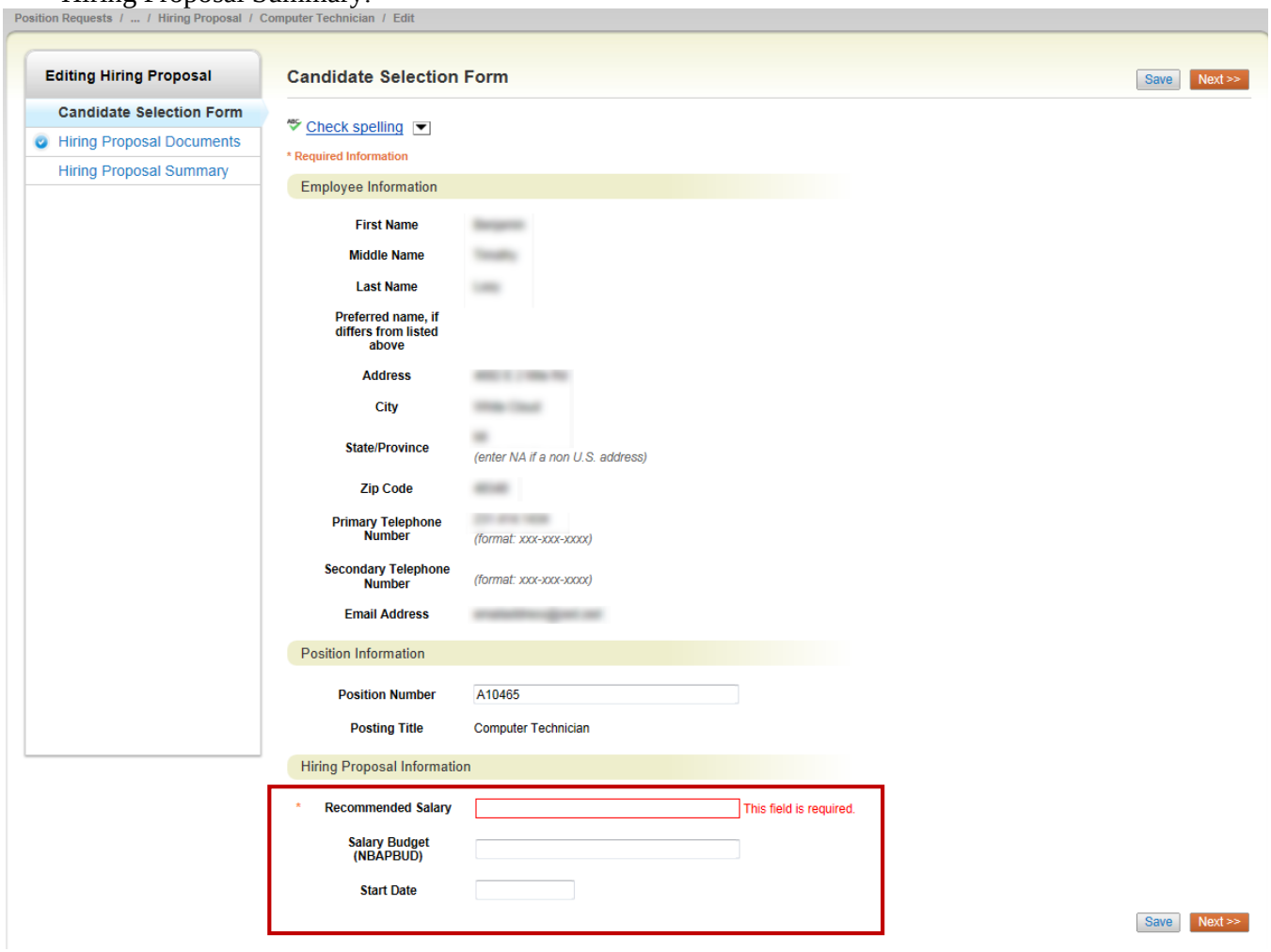


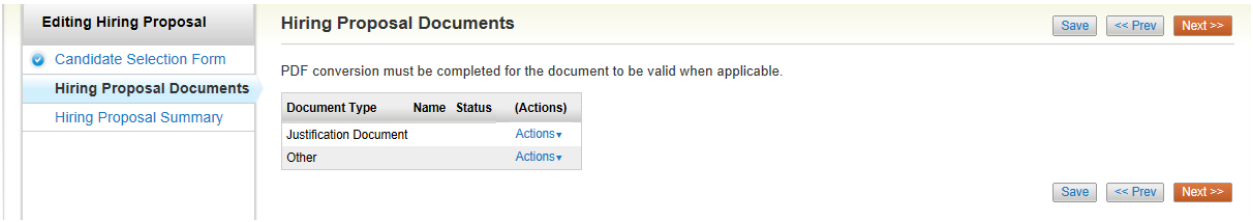
- If the selected position description is correct, scroll to the bottom of the page and click “Select Position Description”.
  - PeopleAdmin will select the current position description by default.



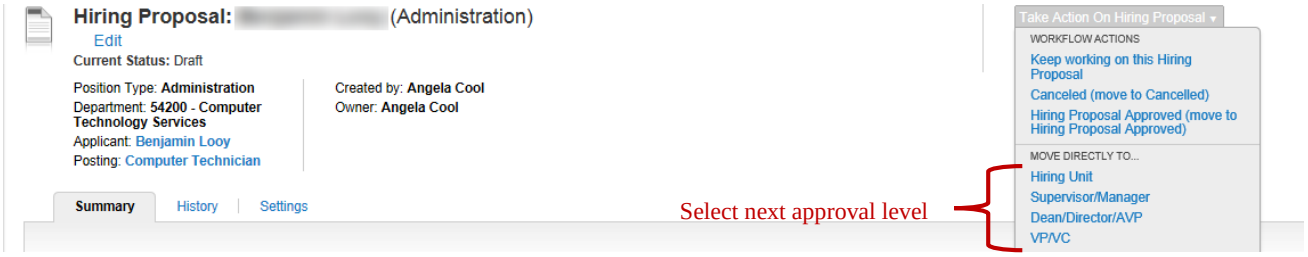
- Instructions for filling multiple vacancies from one posting (to fill one vacancy, skip to the next step).
  - A request to modify and fill multiple positions must be submitted and approved prior to beginning this process.
  - Type the additional position number in the search field at the top of the page. Click “Search.”
  - The position will appear in the position description section below.
  - Click the circle next to the correct position and then click “Select Position Description.”

- Most of the key information will populate. The Recommended Salary, Salary Budget, and Start Date are required. Click "Save." If additional documents need to be added, click "Next." If not, click "Hiring Proposal Summary."





- Once on the summary page, move the proposal to the next approval level by selecting the orange icon,

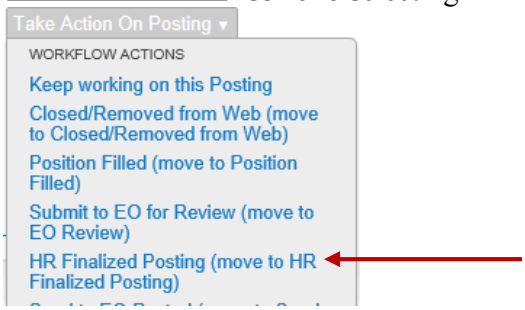


16. Once the **Vice President** approves, either the **Dean/Director/AVP** or the Search Committee chair offers the candidate the position. **The VP must approve <u>before</u> any offer is made to the candidate.**

Finalize

17. Once the hiring proposal has been approved, t**he Hiring Unit** will receive an email from fsujobs@ferris.edu stating that the posting status has been updated. Follow the instructions in the email.
    - Under the Hiring Proposal tab, click on orange Take Action On Hiring Proposal ▾ and move to "Offer Accepted."

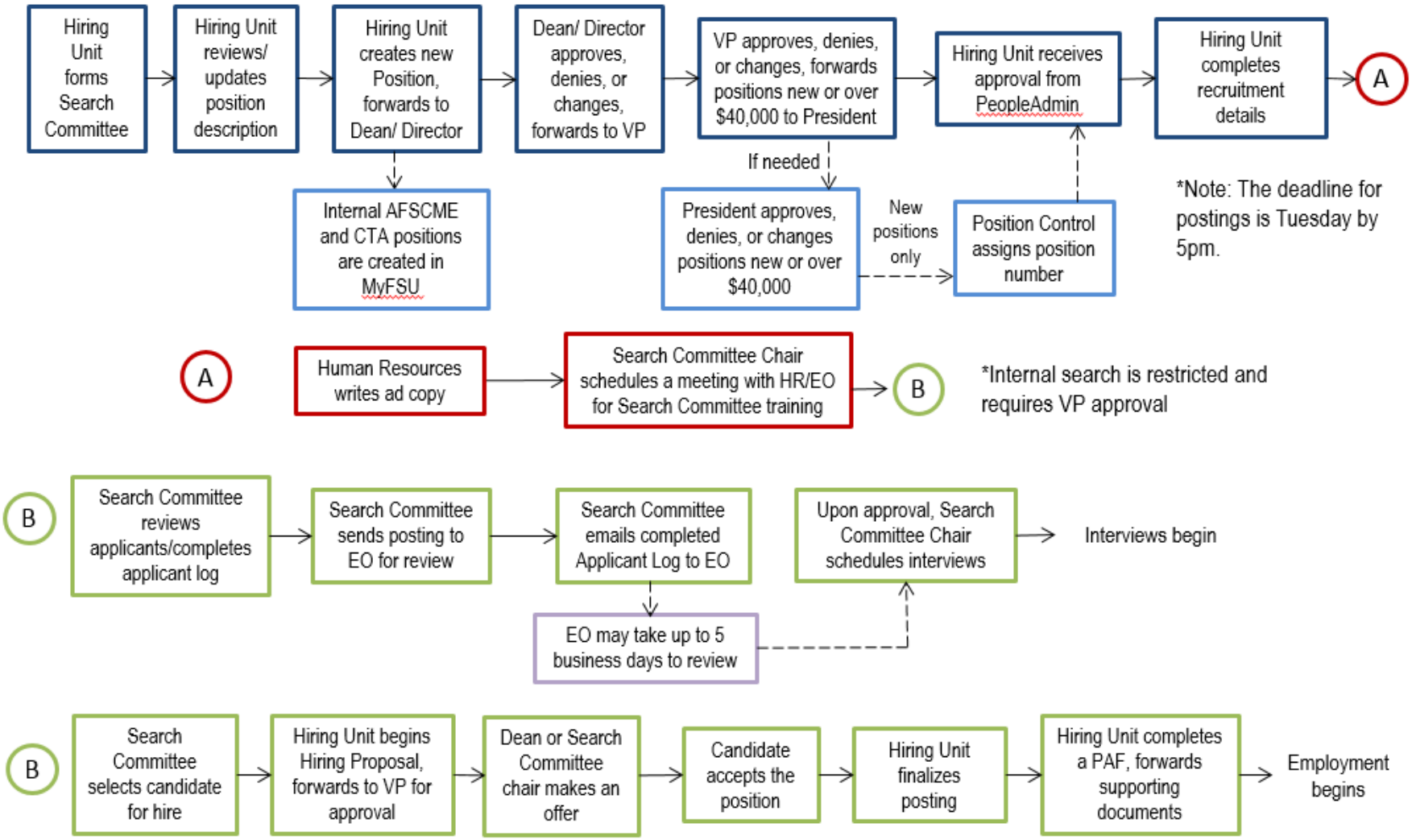
      PeopleAdmin will automatically email the applicant when HR finalizes the posting.
    - The **Search Committee Chair** or **Hiring Unit** can take action on the posting by clicking on the Take Action On Posting ▾ icon and selecting "HR Finalized Posting."



    - Failed or Canceled Searches: In the event a posting is determined to be a failed search or will be canceled, the **Search Committee Chair** will move all applicants to the appropriate workflow state and click on the Take Action On Posting ▾ icon and select "HR Finalized Posting."
18. Once the candidate accepts the position, the **Hiring Unit** completes a PAF and submits required supporting documents for appropriate signatures.

The deadline for PAF's to be processed for the next payroll period is the Monday prior to the beginning of the payroll week. Please refer to the figure below.

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 PAF due	10	11	12	13	14
15 Payroll	16 Week	17	18	19	20 Pay Day	21

The deadline for PAFs this pay period would be April 9, the Monday prior to the beginning of payroll week.

Hiring Process Map
All Positions