

PeopleAdmin Hiring Manager User's Guide

University of Kansas
Position Description
And Recruitment System

<https://jobs.ku.edu/hr>

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HELPFUL INFORMATION

HR/EO Website: <http://www.hreo.ku.edu>

Hiring Manager Website: <https://jobs.ku.edu/hr>

Applicant Website: <https://jobs.ku.edu>

HR/EO Phone Number: 785-864-3686

Key Information:

- **Recruitment Guidelines:** Search committees should receive and review these guidelines when starting a search. Copies of the guidelines can be downloaded at <http://www.hreo.ku.edu/files/documents/FacultyRecruitmentGuidelines.doc>
- **Health Insurance Waiver:** For information regarding the 60 Day Waiver Request for health insurance see: http://www.hreo.ku.edu/files/documents/60_day_waiver_FAQ.pdf
- **Work Eligibility:** For immigration issues in related to recruitment, see the Provost's memo dated April 12, 2006 at: <http://www.hreo.ku.edu/files/documents/Immigrecruit.pdf>
- **Moving Expenses:** For guidelines on moving expenses go to: http://www.comptroller.ku.edu/central_accounting_services/policies_and_procedures/departmental_policies/Moving_Expense_Policy.aspx
- **Background Checks:** Background checks are required on all newly hired or rehired (after a break in service of one year or longer) faculty and staff appointed to regular positions, current or newly hired faculty/staff appointed to "serve at the pleasure of" positions, salaried student employees, and temporary or limited-term appointments of 6 months or more. Student hourly and/or temporary positions that include working with non-KU student minors are required at a minimum to have a background check through the National Sexual Offender/Multi-State Sexual Offender Registry. For more information about these guidelines go to: <https://documents.ku.edu/policies/hreo/BackgroundCheck.htm>

HIRING MANAGER USER'S GUIDE

Position Description and Recruitment Process

For Faculty and Academic Staff

Create the Position Description

The Position Description identifies the duties and responsibilities assigned to a position, as well as the required and preferred qualifications necessary to perform those duties. The position description is used as a management tool for a number of administrative processes, including those regulated by university, state and federal guidelines.

Before beginning a search, an approved position description must be in the new system. Include the percentage of time the individual will be working. The one page "Overview of the Recruitment Process" included in this guide can be a helpful resource for both you and the search committee.

Step 1: The Hiring Manager creates the position description and routes it to the appropriate Administrative Reviewer (Dean's Office/hierarchy) or Special Reviewer (if position is grant funded) for approval.

- Obtain a vacant position number from your department budgeteer and use this to create a position description in the PeopleAdmin system using the Modify Existing Position Description action link. If your department does not have a vacant position number, use Create Position Description action link and type in NEW in the position number field. A position number will be assigned to your department by Human Resources/Equal Opportunity (HR/EO) when the position description is received in their office.
- Change the action status of the position description to route it to the Dean's Office/hierarchy by changing by changing the status to "**Administrative Reviewer.**" This will send an automatic email to your Dean's Office/hierarchy requesting they review your position description. (If you do not need to obtain Administrative Reviewer approval for your position descriptions, submit it directly to HR/EO by changing the action status to "Submit Action to HR/EO Review.")

Step 2: The Administrative Reviewer receives an email requesting approval of the position description.

- The Administrative Reviewer in your Dean's Office/hierarchy reviews the position description and selects the action status to move it to the next step. The Administrative Reviewer selects a status of either "Submit Action to HR/EO Review" or "Special Reviewer" if the position also has grant funding. If the Administrative Reviewer has questions or wants the Hiring Manager to make changes, he/she can return the position description to the Hiring Manager by choosing "Submit Action to Hiring Manager."

Create the Position Description (Continued)

Step 3: The Special Reviewer receives an email requesting approval of the position description. (Skip to the next step if the position has been routed by the Administrative Reviewer to HR/EO.)

- The Special Reviewer reviews the position description and chooses the appropriate action status to move the position description to the next step. If needed, he/she can also return the position description to the hiring manager. The last person in the hierarchy who reviews the position description chooses the action status of “Submit Action to HR/EO Review.”

Step 4: HR/EO Review begins upon receipt of an email of notification that your position description is waiting HR/EO approval.

- HR/EO reviews the required and preferred qualifications to ensure that they comply with Department of Labor guidelines. HR/EO can return the position description to the Hiring Manager if additional information is required.
- HR/EO approves the position description. The system sends an automatic email notifying the Hiring Manager, the Administrative Reviewer and the Special Reviewer that the position description is approved.

Create the Requisition

Follow these steps to proceed with the recruitment process for conducting a competitive search.

Step 1: The Hiring Manager creates a job requisition from the approved position description and routes it to the appropriate Administrative Reviewer (Dean’s Office/hierarchy) or Special Reviewer (if grant funded) for approval. (If you do not need to obtain Administrative/Special Reviewer approval for your requisitions, forward it directly to HR/EO Review.)

- The Job Post Date should be the date you create the requisition or the date you want the posting to appear on the official KU job website.
- Advertising for faculty and academic staff positions is typically at a national level. The Application Review Date should be at a minimum of 30 days from the date of the last published major advertisement.
- The Posting Removal Date is the date that the posting will no longer be available to applicants on the KU job website and should be several weeks after the application review date.
- The Working Title is a required field as it is a searchable field for applicants on the KU job website.
- Unit/Program/Discipline is a searchable field by applicants. This is useful when there are multiple disciplines or academic areas.

Create the Requisition (Continued)

- If the position is grant funded, the Hiring Manager will add the appropriate Special Reviewer to the list of responsible hiring managers.
- Make sure the contact information for applicants is complete, i.e. phone number with area code.
- Ensure that the application instructions are clear and concise.
- Select the documents which can be associated with the posting (e.g., Curriculum Vitae, Teaching Statement, Cover Letter). If you feel you will have faculty/academic staff candidates that may have large portfolios or attachments that have multiple graphics, encourage them to use URL addresses for these files.
- Complete the Advertising Information tab and list the date that the ad will appear. Include "EO/AA Employer" at the bottom of the advertising copy. (Include the full equal opportunity statement on any announcements to be posted or sent.) See the sample ad copy provided in this guide.
- Add any posting specific questions relating to your required qualifications to your requisition that will help with your screening of applicants.
- Activate the Guest User account for your search committee. Give them a copy of the PeopleAdmin Guest User's Guide and copy of the *Overview of Position Description and Recruitment Process For Faculty and Academic Staff* provided in this guide. Search committee Chairs should also obtain a copy of *Guidelines for Successful Recruiting*. http://www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_info
http://www.hreo.ku.edu/policies_procedures/category_details/29
- Change the requisition posting status to "Administrative Reviews." (If you do not need to obtain Administrative Reviewer approval for your position descriptions, submit it directly to HR/EO by changing the action status to "HR/EO Review.")
- Use the optional Hiring Manager Checklist forms included in this guide throughout the recruitment process.

Step 2: The Administrative/Special Reviewer receives an automatic email alerting them that the requisition is awaiting their approval. The Administrative/Special Reviewer reviews and approves the job requisition. They forward it to HR/EO by changing the posting status to "I am submitting to HR/EO with all necessary approvals."

Step 3: HR/EO reviews and approves the job requisition. The position opening is posted on KU's official job website. An automated email is sent notifying the Hiring Manager that the requisition is approved. If HR/EO has questions about the requisition, they can return the requisition to the Hiring Manager to obtain additional information.

Step 4: Upon approval of the requisition, the **Hiring Manager** places the advertisements.

Step 5: Applicants apply by completing the on-line application form and attaching documents specified on the requisition by the Hiring Manager. Their status will remain "Received by Department" unless they are screened by the system based on disqualifying questions.

Screen the Applicants

Step 1: After the application review date has passed, the search committee (and/or department) reviews the application materials and selects a group of applicants to be interviewed from the group of applicants meeting all required qualifications. The search committee provides information about the status of each applicant and rationale to the Hiring Manager. (Note – a screening instrument is available in the system. It can be printed and/or downloaded for use by the search committee. It is under the Reports link.)

Step 2: The Hiring Manager updates applicant statuses and submits the interview pool for approval.

The **Hiring Manager** updates all of the applicant statuses based on the information received from the search committee. The **Hiring Manager** updates the applicant statuses with the following.

- Recommend for Interview
- Recommend for Interview-Alternate (These applicants will need to be in ranking order with rationale to substantiate the rankings.)
- Meets Minimum Qualifications-Not Interviewed
- Dept Detd Did Not Meet Required Quals
- Incomplete Application

While updating applicant statuses, the **Hiring Manager** enters rationale distinguishing those being interviewed versus those who meet all of the required qualifications but are not being interviewed. The language should not be too vague or general.

The **Hiring Manager** changes the posting status to “Fac/Acad-Recommend for Interview.” An automated email is generated to the Administrative/Special Reviewer to obtain their approval of the interview pool. (If you do not need to obtain Administrative/Special Reviewer approval, you can forward it directly to HR/EO Review.)

The **Hiring Manager** places advertising copies from the publications in the department file.

Step 3: The Administrative/Special Reviewer (Dean’s Office/hierarchy) reviews the justification provided for each of the applicants and changes the requisition posting status to “Interviews Approved-Admin.” The system sends an email notification to HR/EO to check for work eligibility issues. (The Administrative/Special Reviewer can enter a note in the Notes/History section of the requisition if they want to comment on the applicants’ justifications.)

For Academic Staff/Libraries, HR/EO reviews the justification provided and work eligibility for the entire pool of applicants.

Step 4: HR/EO moves the applicants and the requisition posting status to “Approved for Interview.” The posting status change sends out an automatic email to the Hiring Manager that they can schedule and conduct interviews.

Interview and Select for Hire

Step 1: Interview approved applicants.

- After interviews have been conducted and references checked, the search committee (and/or department) selects interviewees to recommend for hire. The committee provides the information to the Hiring Manager for completion of the next step.

Step 2: Recommend applicant(s) for hire. If the department wants to hire an interviewed applicant, the **Hiring Manager** should proceed as follows.

- Change the applicant status for each candidate selected for interview and interview-alternate to one of the statuses listed below.
 - Recommend for Hire
 - Recommend for Hire-Alternate
 - Interviewed, But Not Hired
 - Declined Interview
 - Interviewed but Withdrew Application
- Include all of the information listed below in the required rationale text box.
 - Clearly distinguish the differences between the candidate(s) being offered the position versus the others interviewed for the opening. The language should not be too vague or general.
 - Include the ranking order for candidates who assigned the status of “Recommend for Hire-Alternate.”
 - The requested salary that you will be offering to the candidates recommended for hire and candidates recommended for hire alternate.
- Applications received after selection for interviews should be reviewed by the search committee chair or designate. If the position is open until filled, the search committee chair or designate continues to review applications as they are received. Please change their applicant statuses to provide the following information.
 - Applicants who do not meet all of the required qualifications.
 - Applicants who meet required qualifications but will not be interviewed at this time.
 - Applicants who submitted incomplete applications.
- Change the posting status to “**Fac/Acad-Candidate Selected for Hire.**” An automated email notification is sent to your Administrative/Special Reviewer so they can review and approve the candidates selected for hire, the rationale and the salary.

Interview and Select for Hire (Continued)

Step 3: Administrative/Special Reviewer (Dean's Office/hierarchy)

- Reviews the rationale and salary for selection of the recommended candidate(s) and alternate(s).
- Reviews the rationale for interviewed candidates not hired.
- Ensures all applications received after selection for interviews are addressed.
- Changes the posting status to **"Hire Approved-Admin."** The system sends an email notification to HR/EO that the hierarchy has approved the salary for the faculty/academic applicant(s) at a status of "Recommend for Hire" and/or "Recommend for Hire-alternate."

Step 4: HR/EO

- Provides support to Dean's Office/hierarchy upon request.
- Checks work eligibility of recommended candidate.
- Checks that proposed salary is within requisition salary range.
- Changes the applicant status to "Candidate Approved for Hire" and "Candidate Approved for Hire-Alternate."
- Changes the posting status to "Complete Hiring Proposal," which generates an email message with approval to offer the position. It instructs the Hiring Manager to complete the hiring proposal when the offer has been accepted.

Hire of Approved Candidate

Step 1: Offer the position to the candidate(s).

Step 2: If the applicant declines the offer, the **Hiring Manager** changes the applicant status to "Declined Offer."

Step 3: If the candidate(s) accepts, the **Hiring Manager** completes the Hiring Proposal link and the funding builder tab within it. The Hiring Manager changes the action status on the hiring proposal link to "Administrative or Special Review."

Step 4: The Administrative/Special Reviewer will receive an automatic email requesting that they approve the information provided on the Hiring Proposal link.

- Reviews the salary and funding included on the Hiring Proposal link.
- Approves the Hiring Proposal by clicking the status of "Submit Hiring Proposal to Provost Office."

Hire of Approved Candidate (Continued)

Step 5: The Provost Office receives an automatic email to view the salary and information provided by the Hiring Manager and/or Administrative/Special Reviewer. The Provost Office approves the Hiring Proposal and prepares the offer letter.

If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department. HR/EO also initiates the background check, if needed, at this time.

Step 6: HR/EO receives a copy of the signed offer letter, the original is provided to the Payroll Office for keying purposes. HR/EO changes the status of the applicant to "Hired" and the posting status to "Filled." The applicant sees the status of "Hired."

Step 7: The search committee or department sends letters to the candidates who were interviewed, but not selected for hire. Letters should also be sent to applicants who meet required qualifications, but were not interviewed and to those who do not meet the required qualifications. A data file containing names, addresses, email address and current status can be obtained from HR/EO for these letters.

**Hiring Manager's OVERVIEW of the
Position Description and Recruitment Process
For Faculty and Academic Staff**

<p>BEGIN THE SEARCH</p>	<ul style="list-style-type: none"> ✓ Form search committee; ✓ Determine job related criteria and documents that applicants need to submit for the position; ✓ Prepare and submit position description to hierarchy for approval using the PeopleAdmin online system (https://jobs.ku.edu/hr); ✓ Upon receipt of the system email approval, use the position description within PeopleAdmin to complete and route a Job Requisition and advertising copy to hierarchy for approval. <p>Following HR/EO approval, the Hiring Manager receives the system email notification. The vacancy is posted to the University's job website, https://jobs.ku.edu.</p>
<p>SCREEN AND RECOMMEND FOR INTERVIEWS</p>	<ul style="list-style-type: none"> ✓ Upon approval of the previous step, place ads and distribute announcements; ✓ Prepare screening instruments to be used by the search committee to record factual information regarding each applicant; ✓ Search committee screens applications based upon required and preferred qualifications; ✓ Search committee meets and selects applicants to recommend for interviews after the application review date has passed; ✓ Using PeopleAdmin, change the status of each applicant; ✓ Change the posting status to "Fac/Acad-Recommend For Interview"; ✓ Place in departmental paper file actual ad copies or tear sheets from the publications and the search committee's completed screening instruments. <p>The Dean's Office/hierarchy reviews the rationale and notifies HR/EO when the interview pool has been approved by changing the posting status to "Interviews Approved-Admin." HR/EO checks work eligibility of the interviewees and notifies the department that they can schedule and conduct interviews by changing the posting status to "Approved for interview."</p>
<p>INTERVIEW AND RECOMMEND FOR HIRE</p>	<ul style="list-style-type: none"> ✓ Schedule interviews; ✓ Prepare interview questions; ✓ Conduct interviews in a consistent manner; ✓ Check references; ✓ Using PeopleAdmin, change the status of each applicant recommended for interviews as well as any applications not yet dispensed; ✓ Change the applicant status to "Recommend for Hire" and provide rationale and salary range for candidate; ✓ Change the posting status to "Fac/Acad-Candidate Selected for Hire." <p>The Dean's Office/hierarchy reviews the rationale and salary. They notify HR/EO when approved by changing the posting status to "Hire Approved-Admin." HR/EO reviews work eligibility and salary range. HR/EO changes applicant to "Candidate Approved for Hire" and posting status to "Complete Hiring Proposal" to generate system notification email.</p>
<p>HIRE OF APPROVED CANDIDATE</p>	<ul style="list-style-type: none"> ✓ Offer position to candidate; ✓ Complete the Hiring Proposal and funding builder tab; ✓ Change the Hiring Proposal action status to "Administrative Review"; ✓ If the applicant declines, change the applicant status to "Declined Offer"; ✓ Send letters to applicants who were not selected for interview, do not meet required qualifications and to candidates who were interviewed but not hired; ✓ Retain all paper search documentation for 5 years. <p>Following receipt of the approved Hiring Proposal from Administrative Review, an offer letter is generated by the Provost Office and the background check is initiated by HR/EO. If any work eligibility questions, HR/EO will notify International Programs.</p>

PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

HIRING MANAGER CHECKLIST
Position Description and Recruitment Process
for Faculty and Academic Staff

*(This convenient form is optional.
It can be completed and placed in the file.)*

SEARCH COMMITTEE

- _____ Have you provided the search committee with a copy of the "Overview of the Position Description and Recruitment Process" found in your Hiring Manager's User's Guide?
- _____ Have you provided the search committee with the Guest User's Guide, user name and password?

POSITION DESCRIPTION

- _____ Have you routed the position description to your Administrative/Special Reviewer (Dean's Office/hierarchy) by changing the position description status to "Administrative Reviewer?" (This posting status prompts the PeopleAdmin system to send an automated email message to your Administrative and/or Special Reviewer.)

REQUISITION

- _____ Have you created a requisition from the approved position description and routed it to your Administrative/Special Reviewer by changing the requisition posting status to "Administrative Reviews?" (This posting status prompts the PeopleAdmin system to send an automated email message to your Administrative and/or Special Reviewer.)

ADVERTISING

- _____ Has HR/EO approved and posted the requisition? If so, have you placed the approved advertisements?
- _____ Have you placed copies of the actual advertisements from the publications in the departmental paper file?

Date posted to KU's job site by HR/EO: _____

Advertising Dates: _____

HIRING MANAGER CHECKLIST

Position Description and Recruitment Process
For Faculty and Academic Staff (Continued)

SCREEN AND RECOMMEND FOR INTERVIEWS

- _____ Have all of the applicants been screened to ensure that they meet all of the required qualifications? (An applicant that does not meet these qualifications cannot be interviewed or hired for the position.)
- _____ Is there appropriate rationale distinguishing those being interviewed versus those who meet all of the required qualifications but are not being interviewed? Is the language too vague or general?
- _____ Have you updated all of the applicant statuses?
- _____ Have you changed the posting status to “**Fac/Acad-Recommend For Interview?**” This will route it to your Administrative/Special Reviewer.

INTERVIEW AND RECOMMEND FOR HIRE

- _____ Have you updated the interviewed applicants' statuses?
- _____ Does the rationale clearly distinguish the differences between the candidate being offered the position versus the others interviewed for the opening? Is the language too vague or general?
- _____ Are there salary equity issues? For example, if the alternate is a woman and her credentials are similar to the man being offered the position? If so, the salary should be somewhat similar. Is the salary to be offered included in the rationale?
- _____ Have you updated the applicant statuses for the candidates selected as alternates, but were not interviewed?
- _____ Have you updated the recommended applicant status to “**Recommended for Hire**” or “**Recommended for Hire-Alternate?**”
- _____ Have you updated the applicant status for the candidates selected as alternates, but were not interviewed?
- _____ Have you changed the posting status to “**Fac/Acad-Candidate Selected For Hire?**” This will route it to your Administrative/Special Reviewer.

HIRING MANAGER CHECKLIST

Position Description and Recruitment Process
For Faculty and Academic Staff (Continued)

COMPLETE THE HIRING PROPOSAL LINK

- _____ Have you completed all of the required fields, including the builder funding panel on the hiring proposal link?
- _____ Have you changed the action status on the Hiring Proposal link to “Administrative Review?” (This will generate an automatic email to the Administrative Reviewer to approve and forward on to the Provost Office for creation of the offer letter.)

CONCLUSION

- _____ Have you sent letters to the candidates who were interviewed, but not selected for hire?
- _____ Have you sent letters to the applicants who were not selected for interview as well as those who do not meet the required qualifications?
- _____ If the applicant declined the offer, have you changed the applicant status to “Declined Offer?” Have you notified your Administrative/Special Reviewer and HR/EO Recruitment Coordinator?
- _____ Have you gathered completed screening instruments from the search committee and placed them in the departmental file along with copies of all correspondence with applicants and search committee communications?

HIRING MANAGER USER'S GUIDE

Recruitment Exception Process

For Faculty and Academic Staff

The University of Kansas has established a recruitment process which promotes equal opportunity for all applicants, with the intent of attracting a diverse and qualified candidate pool for the hiring departments to consider. The University's goal is to maintain the integrity of the recruiting and hiring process to ensure legally defensible hiring decisions. In limited circumstances, an exception to the recruitment process may be justified. The recruitment exception is used to submit a request and compelling justification.

If a hiring department has identified a candidate through one of the following means, a request for a **“Recruitment Exception”** may be submitted. There are two types of recruitment exceptions: 1) a Personnel Action Change Request and 2) a Search Waiver Request.

A candidate should not begin employment with the University prior to completing the on-line application and prior to receiving and accepting a formal offer of employment from the Department of Human Resources and Equal Opportunity (staff positions) or the Provost's Office (Faculty and Academic Staff).

Review the Recruitment Exception Guidelines

Please click on the Recruitment Exception Guidelines link and review them before starting this action. The guidelines describe the two types of recruitment exceptions and will help you determine if this is the action you should request.

Create the Position Description

The Position Description identifies the complete duties and responsibilities assigned to a position, as well as the required and preferred qualifications necessary to perform those duties. The position description is used as a management tool for a number of administrative processes, including those regulated by university, state and federal guidelines.

Step 1: The Hiring Manager creates a position description by selecting the Start Action link of Recruitment Exception Request.

- Obtain the position number you want to use to create a position description in PeopleAdmin system using the Recruitment Exception Request for Existing Position action link. If your department does not have a position number available for this request, use the Recruitment Exception for New Position action link and type in NEW in the position number field. A position number will be assigned to your department by Human Resources/Equal Opportunity (HR/EO) when the position description is received in their office.

Recruitment Exception Process for Faculty and Academic Staff Create the Position Description (Continued)

Step 2: The Hiring Manager will complete all of the position description tabs, including the new tabs entitled Recruitment Exception and Supplemental Documentation.

- The Hiring Manager completes the Recruitment Exception tab by providing the candidate's name, justification/rationale and the Recruitment Exception Request Reason following the **Recruitment Exception Guidelines**. The Supplemental Documentation tab will allow the Hiring Manager to include an organizational chart, the resume of the recommended applicant and a lengthier rationale if desired.

Step 3: When the Hiring Manager has completed all the necessary fields and tabs in the position description and recruitment exception request, they will change the action status to **"Administrative Reviewer."**

- This will send an automatic email to your Administrative Reviewer requesting they review your position description and recruitment exception request. (If you do not need to obtain Administrative Reviewer approval for your position descriptions, you can change the action status to submit it directly to HR/EO.)

Step 4: The Administrative Reviewer receives an email requesting approval of the position description and recruitment exception request.

- The Administrative Reviewer reviews the position description and recruitment exception request and selects the action status to move the position description and recruitment exception to the next step. Administrative Reviewer chooses either "Submit Action to HR/EO Review" or to "Special Reviewer" if the position also has grant funding.
- If the Administrative Reviewer has questions or wants the Hiring Manager to make changes, he/she can return the position description and recruitment exception to the Hiring Manager by choosing "Submit Action to Hiring Manager."
- The Administrative Reviewer can also approve the position description and **NOT** approve the recruitment exception request if they wish. If the recruitment exception is **NOT** approved by your hierarchy, the position description will move forward to Special Reviewer if needed or to HR/EO for final approval.

Step 5: The Special Reviewer receives an email requesting approval of the position description and recruitment exception request.

- The Special Reviewer will review the position description and recruitment exception request and selects the action status to move the position description and recruitment exception to the next step. Special Reviewer will choose "Submit Action to HR/EO Review."

Recruitment Exception Process for Faculty and Academic Staff Create the Position Description (Continued)

- If the Special Reviewer has questions or wants the Hiring Manager to make changes, he/she can return the position description and recruitment exception to the Hiring Manager by choosing “Submit Action to Hiring Manager.”
- The Special Reviewer can approve the position description and **NOT** approve the recruitment exception request if they wish. If the recruitment exception is **NOT** approved by the Special Reviewer, the position description will move forward to HR/EO for final approval.

Step 6: The HR/EO review begins upon receipt of an email notification that your position description and recruitment exception request is waiting for HR/EO approval.

- HR/EO will review your position description, determine the official job title and the FLSA designation and review the required and preferred qualifications to ensure measurability to comply with Department of Labor guidelines. HR/EO will also check that the recommended applicant meets all of the required qualifications, look at the justification for the recruitment exception request and make their determination.
- If HR/EO needs additional information from the Hiring Manager, they can choose the action status of “Submit Action to Hiring Manager” so additional information can be obtained to make the determination.
- If HR/EO does **NOT** approve the recruitment exception request, an automatic email will be generated to the Hiring Manager and the Administrative/Special Reviewer that a search will need to be conducted. The position description will be moved to approved so a requisition can be created to conduct the search.
- If HR/EO approves the position description and recruitment exception request an automatic email will be generated to the Hiring Manager and the Administrative/Special Reviewer that the HR/EO approval has been granted.

Hire of Recruitment Exception Candidate

Step 7: HR/EO creates Recruitment Exception requisition if the Recruitment Exception approval was granted.

- HR/EO will then create a requisition from the approved position description and recruitment exception request and internally post the vacancy. This will allow the recommended applicant to complete the required application form and apply for the recruitment exception requisition through the job website. An automatic email will be generated to the Hiring Manager when the requisition is posted internally so the applicant can be notified. The Hiring Manager will need to provide the applicant with the direct posting link to this recruitment exception requisition that is provided in the automatic email.

Recruitment Exception Process for Faculty and Academic Staff

Department of Human Resources & Equal Opportunity

1246 W. Campus Rd, Room 101 | Lawrence, KS 66045-7521 | (785) 864-3686 | employ@ku.edu | www.hreo.ku.edu | 11/2009
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Hire of Recruitment Exception Candidate (Continued)

- Once the recommended applicant applies to the internally posted recruitment exception request by following the direct posting link, HR/EO will move the requisition to “Complete Hiring Proposal.”

Step 8: The Hiring Manager will receive an automatic email notifying them that the recruitment exception requisition is ready for them to “Complete Hiring Proposal.”

- Hiring Manager completes the Hiring Proposal link and the funding builder tab within the Hiring Proposal link with the correct data for payroll to key complete funding scenarios. The Hiring Manager then changes the action status on the hiring proposal link to “Administrative or Special Reviewer.”

Step 9: Administrative/Special Reviewer (Dean’s Officer/hierarchy) receives an automatic email that the Hiring Proposal has been completed. The Administrative/Special Reviewer will need to review the hiring proposal and funding information provided, make any changes and then change the action status on the Hiring Proposal to “Provost Office Review.”

Step 10: The Provost Office and HR/EO receives an automatic email that the Hiring Proposal has been completed.

- The Provost Office will generate the offer letter for the department based on the information provided in the Hiring Proposal link. If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department. HR/EO also initiates the background check, if needed, at this time.

Step 11: Once HR/EO receives a copy of the signed offer letter from the Provost Office, HR/EO will change the status of the applicant to “Hired.” The applicant sees the status of “Hired.”

Step 12: HR/EO will mark the requisition as “Filled” to close it and move it to your View Historical Job Postings.

**Hiring Manager's OVERVIEW of the
Recruitment Exception Process
For Faculty and Academic Staff**

<p>BEGIN THE EXCEPTION PROCESS POSITION DESCRIPTION</p>	<ul style="list-style-type: none"> ✓ Review the Recruitment Exception Guidelines; ✓ Determine job related criteria; ✓ Collect rationale for recruitment exception from Dean/Chair/Director/Principal Investigator and resume of candidate; ✓ Prepare and submit position description using the PeopleAdmin online system (https://jobs.ku.edu/hr); ✓ Upon system email approval of recruitment exception, notify candidate of internal posting link for them to apply to. <p>Following HR/EO approval, the Hiring Manager receives the system email notification "Approve Recruitment Exception." The vacancy is posted to the University's job website, but only internally at the posting link supplied in approval email.</p>
<p>APPLICANT APPLIES ONLINE</p>	<ul style="list-style-type: none"> ✓ Once the applicant applies to the internally posted vacancy, Hiring Manager will receive automatic email notification to complete the "Hiring Proposal"; ✓ HR/EO changes applicant status to "Candidate Approved for Hire"; <p>HR/EO checks work eligibility of the applicant.</p>
<p>HIRE</p>	<ul style="list-style-type: none"> ✓ Offer position to candidate; ✓ Complete the Hiring Proposal and funding builder tab; ✓ If the applicant declines, change the applicant status to "Declined Offer". <p>Following receipt of the approved Hiring Proposal, an offer letter is generated by the Provost Office and the background check is initiated by HR/EO. If any employment work eligibility issues, HR/EO will notify International Programs.</p>

PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

HIRING MANAGER CHECKLIST **Recruitment Exception Process** **For Faculty and Academic Staff**

*(This convenient form is optional.
It can be completed and placed in the file.)*

REVIEW THE RECRUITMENT EXCEPTION GUIDELINES

___ Have you reviewed the Recruitment Exception Guidelines?

COLLECT RATIONALE

___ Have you collected rationale for recruitment exception from Dean/Chair/Director/
Principal investigator?

___ Have you collected the resume of the candidate?

POSITION DESCRIPTION

___ Have you included the rationale and resume on the supplemental documentation tab?

___ Have you routed the position description to your Administrative/Special Reviewer by
changing the position description status to "Administrative Review?" (This posting status
prompts the PeopleAdmin system to send an automated email message to your
Administrative and/or Special Reviewer.)

APPLICANT APPLIES ONLINE

___ Have you supplied the internal posting link to the applicant so they can apply via the job
website?

COMPLETE HIRE

___ Have you completed all required fields on the hiring proposal, including the builder
funding panel on the link?

___ Have you routed the hiring proposal by changing the status to "Administrative Review or
Provost Office Review?"

Record Keeping

- Several Federal agencies require that the University keep records regarding hiring. Additionally, it is necessary to have the records available in the event that an employment decision is questioned. After the search is completed, inquiries regarding the search should be directed to the hiring authority or Department of Human Resources and Equal Opportunity (HR/EO).
- The hiring department is required to keep all documentation on each search for a minimum of five years, after which time the records may be destroyed.

Documents that should be kept in a *confidential* location include the following.

- Tear sheets of advertisements
- Any correspondence to applicants
- Completed screening instruments
- Interview questions and documented responses
- Reference questions and documented responses
- All intra-university correspondence regarding the search
- Candidate's signed acceptance of the offer letter
- Any other documentation associated with the search

Additional Resources

PeopleAdmin Navigation Guide

PeopleAdmin Guest User's Guide

http://www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_info

Guidelines for Successful Recruiting http://www.hreo.ku.edu/policies_procedures/category_details/29

SAMPLE AD COPY REQUIREMENTS

FACULTY OR ACADEMIC STAFF Ad Copy

Please indicate which publication(s) are used by completing the "advertising details" tab when creating a Requisition. At a minimum, the following information should be provided in any external advertising:

- Title
- Dept
- University of Kansas
- Required Qualifications-substantial ones (May eliminate for KC Star)
- Application Review Date
- For more information or to apply go on-line to <https://jobs.ku.edu> (reference the 8-digit position number OR provide unique link if ad is electronic media)
- EO/AA Employer

Sample Ad – Faculty Search

The University of Kansas is seeking an Assistant Professor in Elementary Education (tenure-track) to teach graduate and undergraduate courses in Elementary Mathematics Education and other related areas in elementary education. The position is available as early as August 18, XXXX. The Assistant Professor will also supervise internships and practicum; advise graduate and undergraduate students; work with related student organizations; conduct and publish independent research; direct graduate students' research; and participate in systemic change initiatives. An earned doctorate in Elementary Education is required. Evidence of superior teaching and an established record of or a strong potential for research and publication in refereed journals is preferred. Review of applications will begin XX-XX-XX and continue until the position is filled. Please apply online at <https://jobs.ku.edu>, search for position XXXXXXXX (or provide unique link if ad is electronic media). EO/AA Employer.

Sample Ad – Lecturer Search-Job Specific

Part-time teaching appointment, Department of Electrical Engineering and Computer Science, University of Kansas. Immediate need for a qualified lecturer to teach in advanced electronic circuits or in electrical energy conversion during Fall 2008. Responsibilities include teach one or more undergraduate courses in electrical engineering, computer engineering, or computer science. Required qualifications: Earned Master's degree in electrical engineering, or computer engineering or closely related scientific discipline. Salary is \$8,000 for each course. Apply online at <https://jobs.ku.edu>, search for position XXXXXXXX. Review of applicants will begin June 1, XXXX and will continue until position is filled. EO/AA Employer.

**Sample Acknowledgement Letter to Applicants
Redirecting to Apply Online
(For Faculty or Academic Staff Searches)**

Dear :

Thank you for applying for the position of _____ in the Department of _____ . The search committee has received your application materials; however, in order to be considered for our vacancy, please apply online at <https://jobs.ku.edu> and search for position # (8 digits) (OR YOU COULD INSERT UNIQUE LINK HERE IF SENDING THIS ACKNOWLEDGEMENT LETTER AS AN EMAIL).

Information about KU and Lawrence can be found at www.ku.edu. As required by the Clery Act, the annual security report about KU safety policies, crime statistics, and campus resources is available online at www.ku.edu/safety. For a paper copy of this report, please contact the Office of Vice Provost for Student Success, 133 Strong Hall, 785-864-4381.

To be considered further, please apply online and submit all required materials as outlined in the Instructions for Applying. Initial review of complete applications begins on _____. The search committee will notify you if you are a finalist or when the position has been filled.

Sincerely,

HIRING MANAGER USER'S GUIDE

Position Description and Recruitment Process

For Unclassified Professional and University Support Staff

Create the Position Description

The Position Description identifies the complete duties and responsibilities assigned to a position, as well as the required and preferred qualifications necessary to perform those duties. The position description is used as a management tool for a number of administrative processes, including those regulated by university, state and federal guidelines.

Before beginning a search, an approved position description must be in the new system. Include the percentage of time the individual will be working. The one page "Overview of the Recruitment Process" included in this guide can be a helpful resource for both you and the search committee.

Step 1: The Hiring Manager creates a position description and routes it to the appropriate Administrative Reviewer or Special Reviewer for approval.

- Obtain a vacant position number from your department budgeteer and use this to create a position description in the PeopleAdmin system using the Modify Existing Position Description action link. If your department does not have a vacant position number, use Create Position Description action link and type in NEW in the position number field. A position number will be assigned to your department by Human Resources/Equal Opportunity (HR/EO) when the position description is received in their office. HR/EO has set up in PeopleAdmin the ability to "copy" position descriptions that we have designated as "Benchmark Positions." These position descriptions are in our Benchmark Library under the department number of 9999999. Please refer to the "PeopleAdmin Navigation Guide-Entering Position Description Information" for complete instructions in selecting a "Benchmark" position to copy.
- Change the action status of the position description to route it to your Administrative Review by changing the status to "**Administrative Reviewer.**" This will send an automatic email to your Administrative Reviewer requesting they review your position description. (If you do not need to obtain Administrative Reviewer approval for your position descriptions, submit it directly to HR/EO by changing the action status to "Submit Action to HR/EO Review.")

Step 2: The Administrative Reviewer receives an email requesting approval of the position description.

- The Administrative Reviewer reviews the position description and selects the action status to move the position description to the next step. The Administrative Reviewer selects a status of either "Submit Action to HR/EO Review" or "Special Reviewer" if the position also has grant funding. If the Administrative Reviewer has questions or wants the Hiring Manager to make changes, he/she can return the position description to the Hiring Manager by choosing "Submit Action to Hiring Manager."

Create the Position Description (Continued)

Step 3: The Special Reviewer receives an email requesting approval of the position description. (Skip to the next step if the position has been routed by the Administrative Reviewer to HR/EO.)

- The Special Reviewer reviews the position description and chooses the appropriate action status to move the position description to the next step. If needed, he/she can also return the position description to the hiring manager. The last person in the hierarchy who reviews the position description chooses the action status of "Submit Action to HR/EO Review."

Step 4: HR/EO Review begins upon receipt of an email of notification that your position description is waiting HR/EO approval.

- HR/EO will review your position description, determine the official job title and the FLSA designation and review the required and preferred qualifications to ensure measurability to comply with Department of Labor guidelines. HR/EO also has the ability to return the position description to the Hiring Manager if additional information is required.
- HR/EO approves the position description. The system sends an automatic email notifying the Hiring Manager, the Administrative Reviewer and the Special Reviewer that the position description is approved.

Create the Requisition

Follow these steps to proceed with the recruitment process for conducting a competitive search.

Step 1: The Hiring Manager creates a requisition by selecting the Create Requisition From Position link in the PeopleAdmin system from the approved position description. The Hiring Manager should route the requisition to the appropriate Administrative/Special Reviewer for approval by choosing the appropriate posting status change. (If you do not need to obtain Administrative/Special Reviewer approval for your requisitions, you can forward it directly to HR/EO Review.)

- The Job Post Date should be the date you create the requisition or the date you want the posting to appear on the KU job website.
- The Application Review Date should be at least ten days after the last major advertisement is published. (However, if the advertising is at a national level, the application review date preferably should be at a minimum of 30 days from the date of the last published major advertisement.)
- For University Support Staff (USS) positions that are for KU internal applicants only, the application review date need only be seven days after the vacancy is posted on the KU job website.

Create the Requisition (Continued)

- The Posting Removal Date is the date that the posting will no longer be available to applicants on the KU job website and should be the same as the application review date or longer if you wish to accept applications after your application review has passed or until your vacancy is filled.
- The Working Title will now be a required field as this is a searchable field for applicants on the KU job website.
- We have added the field of Unit/Program/Discipline to help with our faculty searches that might involve multiple disciplines.
- If the position is grant funded, the Hiring Manager will add the appropriate Special Reviewer to the list of responsible hiring managers.
- Make sure the contact information for applicants is complete, i.e. phone number with area code.
- Ensure that the application instructions are clear and concise. Select the documents which can be associated with the posting (e.g., Resume, Cover Letter, List of References).
- Complete the Advertising Information tab, list the date the advertisement will appear and include “EO/AA Employer” on the advertising copy. (Include the full equal opportunity statement on any announcements to be posted or sent.) See the sample ad copy provided in this guide.
- Add any posting specific questions relating to your required qualifications to your requisition that will help with the screening of applicants.
- Activate the Guest User account for your search committee. Give them a copy of the PeopleAdmin Guest User’s Guide and copy of the *Overview of Position Description and Recruitment Process* provided in this guide. Search committee Chairs should also obtain a copy of *Guidelines for Successful Recruiting*.
http://www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_info
http://www.hreo.ku.edu/policies_procedures/category_details/29
- Change the requisition posting status to “Administrative Reviews.” (If you do not need to obtain Administrative Approval, change the posting status to “I am submitting to HR/EO with all necessary approvals.”)

Step 2: The Administrative/Special Reviewer receives an automatic email alerting them that your requisition is ready for their approval. After the final hierarchy review is completed, they will approve the requisition and forward the requisition to HR/EO by changing the posting status to “I am submitting to HR/EO with all necessary approvals.”

Step 3: HR/EO reviews and approves the job requisition. The system will automatically post the opening on KU’s official job website and send the Hiring Manager an email when the Job Post Date occurs. If HR/EO has any questions about the requisition, they can return the requisition to the Hiring Manager for the any additional information needed.

Step 4: The Hiring Manager places the advertisements.

Create the Requisition (Continued)

Step 5: Applicants apply by completing the on-line application form and attaching documents specified on the requisition by the department. Their status will remain “Received by Department” unless they are screened by the system based on disqualifying questions.

Screen the Applicants

Step 1: After the application review date has passed, the search committee (and/or department) reviews the application materials and selects a group of applicants to be interviewed from the group of applicants meeting all required qualifications. The search committee provides information about the status of each applicant and rationale to the Hiring Manager. (Note – a screening instrument is available in the system. It can be printed and/or downloaded for use by the search committee. It is under the Reports link.)

Step 2: The Hiring Manager updates all applicant statuses and submits the interview pool for approval to HR/EO.

The **Hiring Manager** updates all of the applicant statuses based on the information received from the search committee. The **Hiring Manager** updates the applicant statuses with the following.

- Recommend for Interview
- Recommend for Interview-Alternate (These applicants will need to be in ranking order with rationale to substantiate the rankings.)
- Meets Minimum Qualifications-Not Interviewed
- Dept Detd Did Not Meet Required Quals
- Incomplete Application

While updating applicant statuses, the **Hiring Manager** enters rationale distinguishing those being interviewed versus those who meet all of the required qualifications but are not being interviewed. The language should not be too vague or general.

The **Hiring Manager** changes the posting status to “Recommend for Interview.” An automated email is generated to HR/EO to obtain their approval for the interview pool. (Also, an automatic email is generated to your Administrative/Special Reviewer so they can review those candidates that you have selected to interview.)

Step 3: HR/EO reviews justification provided for entire pool of applicants and moves the applicants and the requisition posting status to “Approved for Interview.” The posting status change sends out an automatic email to the Hiring Manager that they can schedule and conduct interviews.

Interview and Select for Hire

Step 1: Interview approved applicants.

- Once interviews have been conducted and references checked, the search committee meets to select interviewees to recommend for hire. The committee will provide rationale for the interviewed candidates to the Hiring Manager.

Step 2: Recommend applicant(s) for hire. If the department wants to hire an interviewed applicant, the **Hiring Manager** should proceed as follows.

- Change the applicant status for each candidate selected for interview to one of the following statuses listed below. Enter the required rationale for each candidate interviewed and the requested salary that you will be offering to your recommend for hire candidate and recommend for hire-alternate(s). The rationale should clearly distinguish the differences between the candidate(s) being offered the position versus the others interviewed for the opening. The language should not be too vague or general.
 - Recommend for Hire
 - Recommend for Hire-Alternate
 - Interviewed, But Not Hired
 - Declined Interview
 - Interviewed but Withdrew Application
- Include all of the information listed below in the required rationale text box.
 - Clearly distinguish the differences between the candidate(s) being offered the position versus the others interviewed for the opening. The language should not be too vague or general.
 - Include the ranking order for candidates who assigned the status of "Recommend for Hire-Alternate."
 - The requested salary that you will be offering to the candidates recommended for hire and candidates recommended for hire alternate.
- Applications received after selection for interviews should be reviewed by Search Committee Chair or designate. If the position is open until filled, the Search Committee Chair or designate continues to review applications as they are received. Please change their applicant statuses to provide the following information.
 - Applicants who do not meet all of the required qualifications.
 - Applicants who meet required qualifications but will not be interviewed at this time.
 - Applicants who submitted incomplete applications.
- Change the posting status to "**Candidate Selected for Hire.**" An automated email notification is sent to HR/EO. (Also, an automatic email is generated to your Administrative/Special Reviewer so they can review the candidates selected for hire.)

Interview and Select for Hire (Continued)

Step 3: HR/EO

- Reviews the rationale provided for entire interview pool.
- Ensures that all applications received after selection for interviews are reviewed for appropriate status.
- Checks that proposed salary is within requisition salary range.
- Checks work eligibility of recommended candidate.
- Changes the applicant status to “Candidate Approved for Hire.”
- Changes the posting status to “Complete Hiring Proposal”, which will generate an email message of approval to the Hiring Manager.

Hire of Approved Candidate

Step 1: Offer the position to the candidate(s).

Step 2: If the applicant declines the offer, the **Hiring Manager** changes the applicant status to “Declined Offer.”

Step 3: If the candidate(s) accepts, the **Hiring Manager** completes the Hiring Proposal link and the funding builder tab within the Hiring Proposal link with the correct data for payroll to key complete funding scenarios. The Hiring Manager changes the action status on the hiring proposal link to “**Submit Hiring Proposal to HR/EO.**” (An automatic email is generated to HR/EO and the Administrative/Special Reviewer so they can review the information provided in the Hiring Proposal link.)

Step 4: HR/EO receives the Hiring Proposal information and generates the offer letter for the department. If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department. HR/EO also initiates the background check, if needed, at this time.

Step 5: Once HR/EO receives the signed offer letter, the original is provided to the Payroll Office for keying purposes. HR/EO will send copies of the offer letter to the Hiring Manager and Administrative/Special Reviewer for their files. HR/EO will change the status of the applicant to “Hired.” The applicant sees the status of “Hired.”

Step 6: HR/EO will mark the requisition as “Filled” to close it and move it to your View Historical Job Postings.

Step 7: The Hiring Manager should send letters to the candidates who were interviewed, but not selected for hire. Letters should also be sent to applicants who meet required qualifications, but were not interviewed and to those who do not meet the required qualifications. A data file containing names, addresses, email address and current status can be obtained from HR/EO for these letters.

Hiring Manager’s OVERVIEW of the Position Description and Recruitment Process

For Unclassified Professional and University Support Staff

<p>BEGIN THE SEARCH</p>	<ul style="list-style-type: none"> ✓ Form search committee; ✓ Determine job related criteria and documents that applicants need to submit for the position; ✓ Prepare and submit position description using the PeopleAdmin online system (https://jobs.ku.edu/hr); ✓ Upon system email approval of the position description, submit through PeopleAdmin the Job Requisition. <p>Following HR/EO approval, the Hiring Manager receives the system email notification “Job Posted.” The vacancy is posted to the University’s job website, https://jobs.ku.edu.</p>
<p>SCREEN AND RECOMMEND FOR INTERVIEWS</p>	<ul style="list-style-type: none"> ✓ Upon approval of the previous step, place ads and distribute announcements; ✓ Prepare screening instruments to be used to record factual information regarding each applicant; ✓ Search committee screens applications based upon required qualifications after application review date has passed; ✓ Using PeopleAdmin, change the status of each applicant; ✓ Change the posting status to “Recommend for Interviews”; ✓ Place in departmental paper file actual ad copies or tear sheets from the publications and completed screening instruments. <p>HR/EO checks work eligibility of the interviewees and rationale provided for entire applicant pool. Changes applicant and posting status to Approved for Interview and system email notifies the department that they can schedule and conduct interviews.</p>
<p>INTERVIEW AND RECOMMEND FOR HIRE</p>	<ul style="list-style-type: none"> ✓ Select applicants and schedule interviews; ✓ Prepare interview questions; ✓ Conduct interviews in a consistent manner; ✓ Check references; ✓ Using PeopleAdmin, change the status of each applicant interviewed as well as any applications not yet dispensed; ✓ Change the applicant status to “Recommend for Hire” and provide rationale and salary range for candidate; ✓ Change the posting status to “Candidate Selected for Hire.” <p>HR/EO reviews work eligibility, rationale provided and salary range. Changes applicant to Approved for Hire and posting status to Complete Hiring Proposal to generate system notification email.</p>
<p>HIRE OF APPROVED CANDIDATE</p>	<ul style="list-style-type: none"> ✓ Offer position to candidate; ✓ Complete the Hiring Proposal and funding builder tab; ✓ Change the Hiring Proposal action status to “Submit Hiring Proposal to HR/EO Review”; ✓ If the applicant declines, change the applicant status to “Declined Offer”; ✓ Send letters to applicants who were not selected for interview, do not meet required qualifications and to candidates who were interviewed but not hired; ✓ Retain all paper search documentation for 5 years. <p>Following receipt of the Hiring Proposal, an offer letter is generated and the background check is initiated by HR/EO. If any employment work eligibility issues, HR/EO will notify International Programs.</p>

PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

HIRING MANAGER CHECKLIST
Position Description and Recruitment Process
For Unclassified Professional and University Support Staff

*(This convenient form is optional.
It can be completed and placed in the file.)*

SEARCH COMMITTEE

- _____ Have you provided the search committee with a copy of the "Overview of the Position Description and Recruitment Process" found in your Hiring Manager's User's Guide?
- _____ Have you provided the search committee with the Guest User's Guide, user name and password?

POSITION DESCRIPTION

- _____ Have you routed the position description to your Administrative/Special Reviewer by changing the position description status to "Administrative Review?" (This posting status prompts the PeopleAdmin system to send an automated email message to your Administrative and/or Special Reviewer.)

REQUISITION

- _____ Have you created a requisition from the approved position description and routed it to your Administrative/Special Reviewer by changing the requisition posting status to "Administrative Reviews?" (This posting status prompts the PeopleAdmin system to send an automated email message to your Administrative and/or Special Reviewer.)

ADVERTISING

- _____ Has HR/EO approved and posted the requisition? If so, have you placed the approved advertisements?
- _____ Have you placed copies of the actual advertisements from the publications in the departmental paper file?

Date posted to KU's job website by HR/EO: _____

Advertising Dates: _____

HIRING MANAGER CHECKLIST

Position Description and Recruitment Process

For Unclassified Professional and University Support Staff (Continued)

SCREEN AND RECOMMEND FOR INTERVIEWS

- _____ Have all of the applicants been screened to ensure that they meet all of the required qualifications? (An applicant that does not meet these qualifications cannot be interviewed or hired for the position.)
- _____ Is there appropriate rationale distinguishing those being interviewed versus those who meet all of the required qualifications but are not being interviewed? Is the language too vague or general?
- _____ Have you updated all of the applicants' statuses?
- _____ Have you changed the posting status to "**Recommend for Interviews?**"
- _____ Have you placed copies of the advertising copy or tear sheets in the department file?

INTERVIEW AND RECOMMEND FOR HIRE

- _____ Have you updated the interviewed applicants' statuses?
- _____ Does the rationale clearly distinguish the differences between the candidate being offered the position versus the others interviewed for the opening? Is the language too vague or general?
- _____ Have you updated the applicant statuses for the candidates selected as alternates, but were not interviewed?
- _____ Are there issues with candidate associations and/or references?
- _____ Have you updated the applicant statuses of applications received after the committee interviewed?
- _____ Does each applicant recommended for hire meet all of the required qualifications?
- _____ Have you provided rationale and salary range when changing the applicant status of the candidate being considered for hire?

HIRING MANAGER CHECKLIST

Position Description and Recruitment Process

For Unclassified Professional and University Support Staff (Continued)

INTERVIEW AND RECOMMEND FOR HIRE (Continued)

- ___ Are there salary equity issues? For example, if the alternate is a woman and her credentials are similar to the man being offered the position? If so, the salary should be somewhat similar.

- ___ Have you changed the applicant status on each candidate interviewed, entered rationale in the text box which includes the date interviewed and how the candidate compared to the other applicants in the pool?

- ___ Have you updated the recommend applicant status to **“Recommended for Hire”** or **“Recommended for Hire-Alternate?”**

- ___ Have you changed the posting status to **“Candidate Selected for Hire?”**

The changed posting status routes the Candidate Selected for Hire to HR/EO. At the same time, your Administrative/Special Reviewer receives notification that a candidate has been selected for hire so they can review the information if they wish.

COMPLETE THE HIRING PROPOSAL LINK

- ___ Have you completed all of the required fields, including the builder funding panel on the hiring proposal link?

- ___ Have you changed the action status to **“I am submitting to HR/EO?”** (This will generate an automatic email to HR/EO produce the offer letter for your position.)

CONCLUSION

- ___ Have you sent letters to the candidates who were interviewed, but not selected for hire?

- ___ Have you sent letters to the applicants who were not selected for interview as well as those who do not meet the required qualifications?

- ___ If the applicant declined the offer, have you changed the applicant status to **“Declined Offer?”** Have you notified your Administrative/Special Reviewer and HR/EO Recruitment Coordinator?

- ___ Have you gathered completed screening instruments from the search committee and placed them in the departmental file along with copies of all correspondence with applicants and search committee communications?

HIRING MANAGER USER'S GUIDE

Recruitment Exception Process

For Unclassified Professional and University Support Staff

The University of Kansas has established a recruitment process which promotes equal opportunity for all applicants, with the intent of attracting a diverse and qualified candidate pool for the hiring departments to consider. The University's goal is to maintain the integrity of the recruiting and hiring process to ensure legally defensible hiring decisions. In limited circumstances, an exception to the recruitment process may be justified. The recruitment exception is used to submit a request and compelling justification.

If a hiring department has identified a candidate through one of the following means, a request for a **"Recruitment Exception"** may be submitted. There are two types of recruitment exceptions: 1) a Personnel Action Change Request and 2) a Search Waiver Request.

A candidate should not begin employment with the University prior to completing the on-line application and prior to receiving and accepting a formal offer of employment from the Department of Human Resources and Equal Opportunity (staff positions) or the Provost's Office (Faculty and Academic Staff).

Review the Recruitment Exception Guidelines

Please click on the Recruitment Exception Guidelines link and review them before starting this action. The guidelines describe the two types of recruitment exceptions and will help you determine if this is the action you should request.

Create the Position Description

The Position Description identifies the complete duties and responsibilities assigned to a position, as well as the required and preferred qualifications necessary to perform those duties. The position description is used as a management tool for a number of administrative processes, including those regulated by university, state and federal guidelines.

Step 1: The Hiring Manager creates a position description by selecting the Start Action link of Recruitment Exception Request.

- Obtain the position number that you want to use to create a position description in PeopleAdmin system using the Recruitment Exception Request for Existing Position action link. If your department does not have a position number available for this request, use the Recruitment Exception for New Position action link and type in NEW in the position number field. A position number will be assigned to your department by Human Resources/Equal Opportunity (HR/EO) when the position description is received in their office.

Step 2: The Hiring Manager will complete all of the position description tabs, including the new tabs entitled Recruitment Exception and Supplemental Documentation.

Recruitment Exception Process
for Unclassified Professional and University Support Staff
Create the Position Description (Continued)

- The Hiring Manager completes the Recruitment Exception tab by providing the candidate's name, justification/rationale and the Recruitment Exception Request Reason following the **Recruitment Exception Guidelines**. The Supplemental Documentation tab will allow the Hiring Manager to include an organizational chart, the resume of the recommended applicant and a lengthier rationale if desired.

Step 3: When the Hiring Manager has completed all the necessary fields and tabs in the position description and recruitment exception request, they will change the action status to **“Administrative Reviewer.”**

- This will send an automatic email to your Administrative Reviewer requesting they review your position description and recruitment exception request. (If you do not need to obtain Administrative Reviewer approval for your position descriptions, you can change the action status to submit it directly to HR/EO.)

Step 4: The Administrative Reviewer receives an email requesting approval of the position description and recruitment exception request.

- The Administrative Reviewer reviews the position description and recruitment exception request and selects the action status to move the position description and recruitment exception to the next step. Administrative Reviewer chooses either “Submit Action to HR/EO Review” or to “Special Reviewer” if the position also has grant funding.
- If the Administrative Reviewer has questions or wants the Hiring Manager to make changes, he/she can return the position description and recruitment exception to the Hiring Manager by choosing “Submit Action to Hiring Manager.”
- The Administrative Reviewer can also approve the position description and **NOT** approve the recruitment exception request if they wish. If the recruitment exception is **NOT** approved by your hierarchy, the position description will move forward to Special Reviewer if needed or to HR/EO for final approval.

Step 5: The Special Reviewer receives an email requesting approval of the position description and recruitment exception request.

- The Special Reviewer will review the position description and recruitment exception request and selects the action status to move the position description and recruitment exception to the next step. Special Reviewer will choose “Submit Action to HR/EO Review.”
- If the Special Reviewer has questions or wants the Hiring Manager to make changes, he/she can return the position description and recruitment exception to the Hiring Manager by choosing “Submit Action to Hiring Manager.”

Recruitment Exception Process

for Unclassified Professional and University Support Staff
Create the Position Description (Continued)

- The Special Reviewer can approve the position description and **NOT** approve the recruitment exception request if they wish. If the recruitment exception is **NOT** approved by the Special Reviewer, the position description will move forward to HR/EO for final approval.

Step 6: The HR/EO review begins upon receipt of an email notification that your position description and recruitment exception request is waiting for HR/EO approval.

- HR/EO will review your position description, determine the official job title and the FLSA designation and review the required and preferred qualifications to ensure measurability to comply with Department of Labor guidelines. HR/EO will also check that the recommended applicant meets all of the required qualifications, look at the justification for the recruitment exception request and make their determination.
- If HR/EO needs additional information from the Hiring Manager, they can choose the action status of "Submit Action to Hiring Manager" so additional information can be obtained to make the determination.
- If HR/EO does **NOT** approve the recruitment exception request, an automatic email will be generated to the Hiring Manager and the Administrative/Special Reviewer that a search will need to be conducted. The position description will be moved to approved so a requisition can be created to conduct the search.
- If HR/EO approves the position description and recruitment exception request an automatic email will be generated to the Hiring Manager and the Administrative/Special Reviewer that the HR/EO approval has been granted.

Hire of Recruitment Exception Candidate

Step 7: HR/EO creates Recruitment Exception requisition if the Recruitment Exception approval was granted.

- HR/EO will then create a requisition from the approved position description and recruitment exception request and internally post the vacancy. This will allow the recommended applicant to complete the required application form and apply for the recruitment exception requisition through the job website. An automatic email will be generated to the Hiring Manager when the requisition is posted internally so the applicant can be notified. The Hiring Manager will need to provide the applicant with the direct posting link to this recruitment exception requisition that is provided in the automatic email.
- Once the recommended applicant applies to the internally posted recruitment exception request by following the direct posting link, HR/EO will move the requisition to "Complete Hiring Proposal."

Recruitment Exception Process for Unclassified Professional and University Support Staff

Department of Human Resources & Equal Opportunity

1246 W. Campus Rd, Room 101 | Lawrence, KS 66045-7521 | (785) 864-3686 | employ@ku.edu | www.hreo.ku.edu | 11/2009
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Hire of Recruitment Exception Candidate (Continued)

Step 8: The Hiring Manager will receive an automatic email notifying them that the recruitment exception requisition is ready for them to “Complete Hiring Proposal.”

- Hiring Manager completes the Hiring Proposal link and the funding builder tab within the Hiring Proposal link with the correct data for payroll to key complete funding scenarios. The Hiring Manager then changes the action status on the hiring proposal link to “Submit Hiring Proposal to HR/EO.” (An automatic email is generated to the Administrative/Special Reviewer so they can review the information provided in the Hiring Proposal link.)

Step 9: HR/EO receives an automatic email that the Hiring Proposal has been completed.

- HR/EO will generate the offer letter for the department based on the information provided in the Hiring Proposal link. If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department. HR/EO also initiates the background check, if needed, at this time.

Step 10: Once HR/EO receives the signed offer letter, the original is provided to the Payroll Office for keying purposes. HR/EO will send copies of the offer letter to the Hiring Manager and Administrative/Special Reviewer for their files. HR/EO will change the status of the applicant to “Hired.” The applicant sees the status of “Hired.”

Step 11: HR/EO will mark the requisition as “Filled” to close it and move it to your View Historical Job Postings.

**Hiring Manager's OVERVIEW of the
Recruitment Exception Process
For Unclassified Professional and University Support Staff**

<p>BEGIN THE EXCEPTION PROCESS POSITION DESCRIPTION</p>	<ul style="list-style-type: none"> ✓ Review the Recruitment Exception Guidelines; ✓ Determine job related criteria; ✓ Collect rationale for recruitment exception from Dean/Chair/Director/Principal Investigator and resume of candidate; ✓ Prepare and submit position description using the PeopleAdmin online system (https://jobs.ku.edu/hr); ✓ Upon system email approval of recruitment exception, notify candidate of internal posting link for them to apply to. <p>Following HR/EO approval, the Hiring Manager receives the system email notification "Approve Recruitment Exception." The vacancy is posted to the University's job website, but only internally at the posting link supplied in approval email.</p>
<p>APPLICANT APPLIES ONLINE</p>	<ul style="list-style-type: none"> ✓ Once the applicant applies to the internally posted vacancy, Hiring Manager will receive automatic email notification to complete the "Hiring Proposal"; ✓ HR/EO changes applicant status to "Candidate Approved for Hire"; <p>HR/EO checks work eligibility of the applicant.</p>
<p>HIRE</p>	<ul style="list-style-type: none"> ✓ Offer position to candidate; ✓ Complete the Hiring Proposal and funding builder tab; ✓ If the applicant declines, change the applicant status to "Declined Offer". <p>Following receipt of the Hiring Proposal, an offer letter is generated and the background check is initiated by HR/EO. If any employment work eligibility issues, HR/EO will notify International Programs.</p>

PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

HIRING MANAGER CHECKLIST
Recruitment Exception Process
For Unclassified Professional and University Support Staff

*(This convenient form is optional.
It can be completed and placed in the file.)*

REVIEW THE RECRUITMENT EXCEPTION GUIDELINES

___ Have you reviewed the Recruitment Exception Guidelines?

COLLECT RATIONALE

___ Have you collected rationale for recruitment exception from Dean/Chair/Director/
Principal Investigator?

___ Have you collected the resume of the candidate?

POSITION DESCRIPTION

___ Have you included the rationale and resume on the supplemental documentation tab?

___ Have you routed the position description to your Administrative/Special Reviewer by
changing the position description status to "Administrative Review?" (This posting status
prompts the PeopleAdmin system to send an automated email message to your
Administrative and/or Special Reviewer.)

APPLICANT APPLIES ONLINE

___ Have you supplied the internal posting link to the applicant so they can apply via the job
website?

COMPLETE HIRE

___ Have you completed all required fields on the hiring proposal, including the builder
funding panel on the link?

___ Have you routed the hiring proposal by changing the status to "Submit Hiring Proposal to
HR/EO?"

Record Keeping

- Several Federal agencies require that the University keep records regarding hiring. Additionally, it is necessary to have the records available in the event that an employment decision is questioned. After the search is completed, inquiries regarding the search should be directed to the hiring authority or Department of Human Resources and Equal Opportunity (HR/EO).
- The hiring department is required to keep all documentation on each search for a minimum of five years, after which time the records may be destroyed.

Documents that should be kept in a *confidential* location include the following.

- Tear sheets of advertisements
- Any correspondence to applicants
- Completed screening instruments
- Interview questions and documented responses
- Reference questions and documented responses
- All intra-university correspondence regarding the search
- Candidate's signed acceptance of the offer letter
- Any other documentation associated with the search

Additional Resources

PeopleAdmin Navigation Guide

PeopleAdmin Guest User's Guide

http://www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_info

Guidelines for Successful Recruiting http://www.hreo.ku.edu/policies_procedures/category_details/29

SAMPLE AD COPY REQUIREMENTS

UNIVERSITY SUPPORT STAFF Ad Copy

If external advertising is desired, please indicate which newspaper(s) by using the "advertising details" tab when creating a Requisition. HR/EO can draft the ad for the hiring department or the department may provide specific wording in the space provided. At a minimum, the following information should be provided in any external advertising:

- Title
- University of Kansas
- Dept
- Required Qualifications(refer to Job Title Summaries for minimum required qualifications)
- Application Review Date
- For more information and to apply go to <https://jobs.ku.edu>
- Reference the 8-digit position number
- EO/AA Employer

UNCLASSIFIED PROFESSIONAL STAFF Ad Copy

At a minimum we need to include the following:

- Title
- Dept
- University of Kansas
- Required Qualifications-substantial ones (May eliminate for KC Star)
- Application Review Date
- For more information or to apply go on-line to <https://jobs.ku.edu>
- EO/AA Employer
- Reference the 8-digit position number
- EO/AA Employer

Sample ad copy:

Research Assistant, Chemistry, University of Kansas. Required: Bachelors in Chemistry or related field and 2 years lab experience. Application review date: June 30, 2009. For more information and to apply go to <https://jobs.ku.edu> and search for position 00000345. EO/AA Employer.

HIRING MANAGER USER'S GUIDE

Search Pool Process

For Lecturer and Staff Positions

Create the Pool Position Description

The Position Description and advertising copy should be written to reflect that you are inviting qualified individuals to submit applications, which will be reviewed and placed in a pool to be considered for part-time, full-time, limited term, regular or temporary positions depending on your pool. The one page "Overview of the Recruitment Process" included in this guide can be a helpful resource for both you and the search committee.

Step 1: The **Hiring Manager** creates a position description.

- Obtain a currently vacant position number from your department and create a position description in PeopleAdmin.
- The Position Overview should invite candidates to submit application materials which will be placed in a pool for consideration as needs for your pool position arise.
- Change the action status of the position description to route it to your Administrative Reviewer by changing status to "**Administrative Review**." This will send an automatic email to your Administrative Reviewer requesting they review your position description. (If you do not need to obtain Administrative Reviewer approval for your position descriptions, submit it directly to HR/EO by changing the action status to "Submit Action to HR/EO Review.")

Step 2: The **Administrative Reviewer** receives an email requesting approval of the position description.

- The Administrative Reviewer reviews the position description and selects the action status to move the position description to the next step. The Administrative Reviewer selects a status of either "Submit Action to HR/EO Review" or "Special Reviewer" if the position also has grant funding. If the Administrative Reviewer has questions or wants the Hiring Manager to make changes, he/she can return the position description to the Hiring Manager by choosing "Submit Action to Hiring Manager."

Step 3: The **Special Reviewer** receives an email requesting approval of the position description. (Skip to the next step if the position has been routed by the Administrative Reviewer to HR/EO.)

- The Special Reviewer reviews the position description and chooses the appropriate action status to move the position description to the next step. If needed, he/she can also return the position description to the hiring manager. The last person in the hierarchy who reviews the position description chooses the action status of "Submit Action to HR/EO Review."

Create the Pool Position Description (Continued)

Step 4: HR/EO Review begins upon receipt of an email of notification that your position description is waiting HR/EO approval.

- HR/EO will review your position description, determine the official job title and the FLSA designation and review the required and preferred qualifications to ensure measurability to comply with Department of Labor guidelines. HR/EO also has the ability to return the position description to the Hiring Manager if additional information is required.
- HR/EO approves the position description. The system sends an automatic email notifying the Hiring Manager, the Administrative Reviewer and the Special Reviewer that the position description is approved.

Create the Pool Requisition

Step 1: The **Hiring Manager** creates a job requisition from the approved position description and routes it to the appropriate Administrative/Special Reviewer for approval.

- Departments can create a requisition that will remain open for two years.
- The Posting Removal Date will be set for the end of the two year period.
- The review date will be “on-going.”
- Number of openings will be indicated as “several.”
- The start date will be “on-going.”
- Use one vacant position number for the pool requisition and assign a unique position number each time a hire occurs.
- If the position is grant funded, the Hiring Manager will add the appropriate Special Reviewer to the list of responsible hiring managers.
- Complete the Advertising Information tab, list the date the advertisement will appear and include “EO/AA Employer” on the advertising copy.
- Add any posting specific questions relating to the required qualifications of your pool requisition that will help with the screening of applicants.
- Activate the Guest User account for your search committee. Give them a copy of the PeopleAdmin Guest User’s Guide and copy of the *Overview of Search Pool Process* provided in this guide. Search committee Chairs should also obtain a copy of *Guidelines for Successful Recruiting*.
http://www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_info
http://www.hreo.ku.edu/policies_procedures/category_details/29
- Change the requisition posting status to “Administrative Reviews.” (If you do not need to obtain Administrative Approval, change the posting status to “I am submitting to HR/EO with all necessary approvals.”)

Create the Pool Requisition (Continued)

Step 2: The Administrative/Special Reviewer receives an automatic email alerting them that your requisition is ready for their approval. After the final hierarchy review is completed, they will approve the requisition and forward the requisition to HR/EO by changing the posting status to “I am submitting to HR/EO with all necessary approvals.”

Step 3: HR/EO reviews, approves the job requisition and posts the pool requisition for two (2) years. The system will automatically post the opening on KU’s official job website and send the Hiring Manager an email when the Job Post Date occurs. If HR/EO has any questions about the requisition, they can return the requisition to the Hiring Manager for the any additional information needed. (At this point requisition status changes can be done by HR/EO only.)

Step 4: The Hiring Manager places the advertisements in advertising venues that will yield a diverse group of applicants. Advertisements should be re-run at least once every two years to refresh the pool.

Step 5: Applicants apply by completing the on-line application form and attaching documents specified on the requisition by the department. Their status will remain “application submitted” unless they are screened by the system based on disqualifying questions.

Selection and Interview from the Pool

The Hiring Manager will be notified each time an applicant applies to a posted pool job.

Step 1: Evaluate the applicants to determine if they meet minimum qualifications. Upon receipt of the notification that an applicant has applied, the **Hiring Manager** should update the applicant’s status with one of the following.

- Pool – Meets Required Qualifications
- Dept Detd Did Not Meet Required Quals
- Incomplete Application

Step 2: Interview selected applicants.

- Applicants interviewed must meet all required qualifications.
- Once interviews have been conducted, the **Hiring Manager** should update the applicant’s status.

(*Note – throughout the process the Hiring Manager updates applicant statuses. For example, if an applicant declines an interview or is interviewed, but not hired.)

Recommend for Hire from the Pool

Department of Human Resources & Equal Opportunity

Step 1: Recommend Applicant for Hire. If the department wants to hire an interviewed pool applicant, the **Hiring Manager** should proceed as follows.

- Change the applicant status on each candidate to “**Pool - Recommended for Hire**” and enter rationale and salary information in the text box. Rationale should include the date interviewed and how the candidate compared to the other applicants in the pool. **For Pool Lecturer** positions, you will also need to include course information and semester credit hours of the course they will be teaching.
- The change of applicant status triggers a system generated email notification which is sent to the Administrative/Special Reviewer asking them to approve the hire.

Step 2: Administrative/Special Reviewer

- For Lecturer positions, reviews the recommended candidate’s application to ensure they meet the required qualifications.
- Reviews the rationale for selection of recommended candidate from the pool.
- Checks salary information provided and for Lecturer positions, checks course information and the semester credit hours of the course.
- Changes the applicant status to “Pool – Approved for Hire – Admin.”
- The change of the applicant status triggers an email notification to HR/EO.

Step 3: HR/EO

- Verifies applicant meets required qualifications.
- Checks rationale and salary information provided
- Changes the applicant status to “Pool - Approved for Hire – HR/EO.”
- The system generates an email message to the Hiring Manager with instructions to complete Hiring Proposal link after the verbal offer is made and accepted.

Hire of Pool Applicant

Step 1: Offer the position to the candidate(s).

Step 2: If the applicant declines the offer, the **Hiring Manager** changes the applicant status to “Declined Offer.”

Step 3: If the candidate(s) accepts, the Hiring Manager completes the appropriate Hiring Proposal link and the funding builder tab within the Hiring Proposal link with the correct data for payroll to key complete funding scenarios. The Hiring Manager changes the action status on the hiring proposal link for **Staff** pool positions to “Submit Hiring Proposal to HR/EO.” For **Lecturer** pool positions, the Hiring Manager will route the Hiring Proposal to Administrative Review.

Hire of Pool Applicant (Continued)

Step 4: For Staff pool positions, HR/EO receives the Hiring Proposal information and generates the offer letter for the department. If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department. HR/EO also initiates the background check, if needed, at this time.

Step 5: For Lecturer pool positions, the Administrative/Special Reviewer will receive an automatic email requesting that they approve the information provided on the Hiring Proposal link for any these positions.

- Reviews the salary and funding included on the Hiring Proposal link.
- Checks FTE required for the course the Lecturer will be teaching.
- Approves the Hiring Proposal by clicking the status of “Submit Hiring Proposal to Provost Office.”

Step 6: For Lecturer pool positions, the Provost’s Office receives an automatic email to view the salary and information provided by the Hiring Manager and/or Administrative/Special Reviewer and generates the offer letter for the department.

- Views salary and class information provided by Hiring Manager and/or Dean’s Office/hierarchy.
- Approves the Hiring Proposal.
- Generates the offer letter for the department/unit.
- HR/EO will initiate the background check process on contingent new hires, if needed, at this time.
- If the Hiring Manager has identified any possible employment work eligibility issues the candidate may have, HR/EO notifies International Programs to contact the department.

Step 7: Once **HR/EO** receives the signed offer letter or a copy of the signed offer letter, HR/EO will change the status of the applicant to “Hired – Pool.” The applicant sees the status of “Hired – Pool.”

Step 8: The **Hiring Manager** should send letters to the candidates who were interviewed, but not selected for hire. Letters should also be sent to applicants who do not meet the required qualifications.

Step 9: **The Pool** remains open and posted for additional applicants to apply.

Refresh the Pool

- The pool of applicants should be “refreshed” after six months and no later than one year from the date the pool is posted,
 - ✓ HR/EO will dispense of all applicants by changing their statuses.
 - ✓ Existing applicants will be notified by the system that they need to re-apply to the pool requisition if they are still interested in being considered.
- Two years from the date the pool is posted, the department will revise the position description as needed and if necessary submit a new requisition with updated information (e.g., search committee composition or advertising copy.) The department will re-advertise the pool at least every two years.

Record Keeping

- Several Federal agencies require that the University keep records regarding hiring. Additionally, it is necessary to have the records available in the event that an employment decision is questioned. After the search is completed, inquiries regarding the search should be directed to the hiring authority or Department of Human Resources and Equal Opportunity (HR/EO).
- The hiring department is required to keep all documentation on each search for a minimum of five years, after which time the records may be destroyed.

Documents that should be kept in a *confidential* location include the following.

- Tear sheets of advertisements
- Any correspondence to applicants
- Completed screening instruments
- Interview questions and documented responses
- Reference questions and documented responses
- All intra-university correspondence regarding the search
- Candidate’s signed acceptance of the offer letter
- Any other documentation associated with the search

Additional Resources

PeopleAdmin Navigation Guide

PeopleAdmin Guest User’s Guide

http://www.hreo.ku.edu/policies_procedures/recruitment/peopleadmin_info

Guidelines for Successful Recruiting http://www.hreo.ku.edu/policies_procedures/category_details/29

**OVERVIEW of the Search Pool Process
For Lecturer and Staff Positions**

<p>STEP 1 BEGIN THE SEARCH</p>	<ul style="list-style-type: none"> ✓ Form search committee; ✓ Determine job related criteria and documents that applicants need to submit for the position; ✓ Prepare and submit position description using the PeopleAdmin online system (https://jobs.ku.edu/hr); ✓ Upon approval of the position description, submit through PeopleAdmin. <ul style="list-style-type: none"> - Job Requisition - Advertising Copy <p>Following HR/EO approval, the Hiring Manager receives the system notification “Job Posted.” The vacancy is posted to the University’s Employment website, https://jobs.ku.edu.</p>
<p>STEP 2 SCREEN</p>	<ul style="list-style-type: none"> ✓ Upon approval of the previous step, place ads; ✓ Prepare screening instruments to be used to record factual information regarding each applicant; ✓ Screen applications based upon requirements in the position description; ✓ Using PeopleAdmin, change the status of each applicant; ✓ Place in departmental paper file actual ad copies from the publications and completed screening instruments.
<p>STEP 3 SELECTION AND INTERVIEW FROM THE POOL</p>	<ul style="list-style-type: none"> ✓ Select applicants and schedule interviews; ✓ Prepare interview questions; ✓ Conduct interviews in a consistent manner; ✓ Check references; ✓ Using PeopleAdmin, change the status of each applicant interviewed as well as any applications not yet dispensed; <p>Following hierarchy approval, HR/EO indicates Verbal Offer approved.</p>
<p>STEP 4 RECOMMEND FOR HIRE</p>	<ul style="list-style-type: none"> ✓ Change applicant to be offered the position, “Pool – Recommend for Hire;” ✓ Include rationale for hire and salary information; ✓ For Lecturer pool positions, include course information and semester credit hours of the course they will be teaching; <p>Changing the applicant status will send an automatic email notification to your Administrative/Special Reviewer. Upon their approval, they will change the applicant status to “Pool-Approved for Hire (Admin),” which will send an automatic email notification to HR/EO review.</p>

OVERVIEW of the Search Pool Process
For Lecturer and Staff Positions (Continued)

<p>STEP 4 HIRE</p>	<ul style="list-style-type: none">✓ Upon hierarchy and HR/EO approval of the previous step, the system generates an email message to the Hiring Manager;✓ Offer position to candidate;✓ If the applicant declines, change the applicant status to “Declined Offer”;✓ If candidate accepts, complete the Hiring Proposal link and route to HR/EO for staff positions and to Administrative Review for Lecturer positions;✓ Send letters to applicants who do not meet required qualifications and to candidates who were interviewed but not hired;✓ Retain all paper search documentation for 5 years. <p>Following receipt of the Hiring Proposal for staff positions, HR/EO will prepare the offer letters, initiate background check if required and notify International Programs of any employment work eligibility issues.</p> <p>Following approval from Administrative Reviewer for Lecturer positions, the Provost Office will prepare the offer letters, HR/EO will initiate background check if required and notify International Programs of any employment work eligibility issues.</p>
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PeopleAdmin Hiring Manager Site: <https://jobs.ku.edu/hr>

HIRING MANAGER CHECKLIST

Search Pool Process

For Lecturer and Staff Positions

(This convenient form is optional.

It can be completed and placed in the file.)

ESTABLISH THE POOL:

SEARCH COMMITTEE

_____ Have you provided the search committee with a copy of the "Overview of Search Pool Process" found in your Hiring Manager's User's Guide?

POSITION DESCRIPTION

_____ Have you routed the position description to your Administrative and/or Special Reviewer by changing the position description status to "Administrative Review or Special Reviewer? "

REQUISITION

_____ Have you created a requisition from the approved position description and routed it to your Administrative and/or Specialist Reviewer by changing the requisition posting status to the appropriate status? (This posting status prompts the PeopleAdmin system to send an automated email message to your Administrative and/or Special Reviewer.)

ADVERTISING

_____ Has HR/EO approved and posted the requisition? If so, have you placed the approved advertisements?

_____ Have you placed copies of the actual advertisements from the publications in the departmental paper file?

Date posted to KU's job website: _____

Advertising Dates: _____

HIRING MANAGER CHECKLIST

Search Pool Process

For Lecturer and Staff Positions

SELECTION AND INTERVIEW FROM THE POOL:

EVALUATE THE APPLICANTS

___ Have all of the applicants been screened to ensure that they meet all of the minimum qualifications?

___ Have you updated all of the applicants' statuses?

INTERVIEW SELECTED APPLICANTS

___ Do the applicants to be interviewed meet all of the required qualifications?

___ Have you updated the interviewed applicants' statuses?

___ Does the rationale clearly distinguish the differences between the candidate being offered the position versus the others interviewed for the opening? Is the language too vague or general?

___ Are there issues with candidate associations and/or references?

RECOMMEND APPLICANTS FOR HIRE

___ Have you provided the following information in the rationale box?

- ✓ Rationale for hire
- ✓ Salary
- ✓ For Lecturer positions - List of course(s) to be taught
- ✓ For Lecturer positions - Semester credit hours of course(s)

___ Are there salary equity issues? For similar credentials, selected candidates should be offered similar salary regardless of race, gender and/or nationality.

___ Have you changed the applicant status on each candidate to "Pool – Recommended for Hire", entered rationale in the text box which includes the date interviewed and how the candidate compared to the other applicants in the pool? Have you saved the requisition? **The changed applicant status routes Recommend for Hire candidate to your Administrative/Special Reviewer for consideration and approval.**

HIRING MANAGER CHECKLIST

Search Pool Process

For Lecturer and Staff Positions

HIRING FROM THE POOL:

SUBMIT THE HIRING PROPOSAL

- _____ Have you completed the Hiring Proposal link and routed it to HR/EO or for Lecturer positions to your Administrative Reviewer?
- _____ Have you included the complete funding information required on the Hiring Proposal?

CONCLUSION

- _____ Have you sent letters to the candidates who were interviewed, but not selected for hire?
- _____ Have you sent letters to the applicants who do not meet the required qualifications?
- _____ Did the applicant decline the offer? If so, have you changed the applicant status to "Declined Offer?"
- _____ Have you gathered completed screening instruments from the search committee and placed it along with any correspondence with applicants as well as the search committee in the departmental paper file?

HIRING MANAGER CHECKLIST

Search Pool Process
For Lecturer and Staff Positions

REFRESH THE POOL: (Two years after the pool is posted.)

POSITION DESCRIPTION

_____ Have you revised and routed the position description to your Administrative/Special Reviewer by changing the position description status to “Administrative or Special Review?”

REQUISITION

_____ If necessary, have you created a requisition from the approved position description updating any changes (e.g., search committee composition)? Have you routed it to your Administrative/Special Reviewer by changing the requisition posting status to “Administrative Reviews?” (This posting status prompts the PeopleAdmin system to send an automated email message to your Administrative/Special Reviewer)

ADVERTISING

_____ Have you re-advertised the pool?

Date Pool is Refreshed: _____

Date(s) Re-Advertised: _____

SAMPLE AD COPY

LECTURER POOLS

Long Advertising Copy:

Temporary, part-time teaching appointments, Department of Electrical Engineering and Computer Science, University of Kansas. Seeking to develop a pool of applicants for short-term lectureships. Immediate need for a qualified lecturer to teach in advanced electronic circuits or in electrical energy conversion during Fall 2008. Responsibilities include teach one or more undergraduate courses in electrical engineering, computer engineering, or computer science.

Required qualifications: Earned Master's degree in electrical engineering, or computer engineering or closely related scientific discipline. Salary is \$8,000 for each course. Apply online at <https://jobs.ku.edu>, search for position XXXXXXXX. Review of applicants will begin XX/XX/XXXX and will continue until positions are filled and as needed for subsequent lectureships. EO/AA Employer.

Short Advertising Copy:

LECTURER POSITIONS. Department of Electrical Engineering and Computer Science, University of Kansas. Seeking to develop a pool of applicants for short-term lectureships. Required: Master's degree in electrical engineering, or computer engineering or closely related scientific discipline. For more details and application instructions please go to <https://jobs.ku.edu> and search for position XXXXXXXX. EO/AA Employer.

STAFF POOLS

Long Advertising Copy

The Department of Medicinal Chemistry at the University of Kansas invites qualified candidates to submit applications for the position of full-time post doctoral researcher. These will be reviewed by individual faculty members and placed in a pool for consideration for one-year research positions in medicinal chemistry (with the possibility of renewal for one or more additional years). Faculty in the department carry out research in medicinal chemistry as broadly defined, including the fields of drug design, metabolism, enzymology, computer modeling, synthesis, and protein crystallography. Specific information about the research activities in the Department of Medicinal Chemistry can be obtained at our website, www.medchem.ku.edu. A Ph.D. and research training in medicinal chemistry, organic chemistry, natural products chemistry, biochemistry or a closely related field is required; preferred candidates will also have a record of research accomplishments as reflected in publications in peer-review journals and presentations at scientific meetings. Applicants should submit a curriculum vitae, a letter of interest, the names, addresses, emails, and telephone numbers of three references, and a statement of the specific area in which the applicant is qualified to conduct research. This material can be submitted online along with your application at <https://jobs.ku.edu> (search for position XXXXXXXX). Applications will be accepted on an ongoing basis. All positions are contingent upon funding. EO/AA Employer.

Short Advertising Copy:

The Department of Medicinal Chemistry at the University of Kansas invites qualified candidates to submit applications for the position of full-time post doctoral researcher. These will be reviewed by individual faculty members and placed in a pool for consideration for one-year research positions in medicinal chemistry (with the possibility of renewal for one or more additional years). Specific information about the research activities in the Department of Medicinal Chemistry can be obtained at our website, www.medchem.ku.edu. A Ph.D. and research training in medicinal chemistry, organic chemistry, natural products chemistry, biochemistry or a closely related field is required. For information and to apply go to <https://jobs.ku.edu> (search for position XXXXXXXX). Applications accepted on an ongoing basis. EO/AA

STUDENT HIRING MANAGER USER'S GUIDE

Login as Student Hiring Manager

Before starting requisition, be sure that you are logged in as a **Student Hiring Manager**. (The requisition screens are different for student hiring manager and regular hiring managers.) If this is the first time you have used the system, you will need to create a user account. You must attend a training session to be eligible for a user account.

Create Requisition

Step 1: Create a requisition for the student position. A requisition may be created from a position description, a previous requisition or from scratch.

- Fill in a Working Title for your student position.
- Select yourself or others in your department as the Responsible Hiring Manager for this requisition.
- The Job Post Date should be the date you create the requisition and will submit it to Student Employment Center for approval.
- The Application Review Date must be at least 3 days from the Job Post Date
- Place the job duties for your student position in the Position Overview area.
- Be sure to include complete application instructions for students applying for the job.
- Add any posting specific questions relating to your position to the requisition.
- Activate the Guest User account for others that will be screening/interviewing your applicants.
- Change the requisition posting status to "I am submitting to HR/EO with all necessary approvals." This sends your requisition to the Student Employment Center for approval.

Step 2: Student Employment Center receives an automatic email notification that the requisition has been submitted. After review, they approve and post the requisition to the KU job website.

The Hiring Manager will receive an automatic email notification that the job has been posted and the assigned requisition number.

Step 3: Interviewing

Applications are received online and applicants can be interviewed as soon as applications are received.

Step 4: Recommend for Hire-Student

The hiring manager decides which applicant(s) they want to hire. **A student may not be hired until after the application deadline has passed.** If you are hiring for a student pool job (more than 4 openings for similar positions), you may hire while the job is currently posted and the deadline date can be set for up to a semester in length.

- Change the status of the applicant(s) to "**Recommended for Hire-Student**" or "**Recommended for Hire – Student Pool**", depending on the type of requisition. The system generates an automatic email notification to Student Employment Center. The email message contains the information needed to complete background verifications.
- Student Employment Center will review the applicants and check the KBI Sexual Predator list. This should be a fairly quick process that involves checking names on a web site.
- Upon satisfactory review, Student Employment Center changes the applicant status to "Approved for Hire-Student". An automatic email is generated to the Hiring Manager telling you the student hire has been approved. If the applicant is not approved, you will also receive an email stating "Not Approved for Hire".

Step 5: Hire of student applicant.

- The job is offered to the student applicant. If the student accepts, go into the system and change the student status to "**Hired-Student**".
- All other applicants who were not hired should have their status changed to "**Not Hired-Student**". There is also an option "**Not Hired-Student, send email**" which will generate an automatic email telling them the position has been filled.

Step 6: Closing Requisition

- After all applicants have been dispensed, change the requisition status to "**Filled**". This will move the requisition from the View Active to the View Historical section of your Job Postings. Moving it to the View Historical Postings will allow you to create a requisition from the "Create From Previous" link. This allows you to copy over the information from the previous requisition and make changes to the new requisition before submitting it to the Student Employment Center.

STUDENT HIRING MANAGER

CHECKLIST

Create the Requisition

- _____ Have you created a requisition as a **Student Hiring Manager** for the student position? The system will allow you to add posting specific questions to your requisition for screening purposes. You can also activate a Guest User account for the search committee.
- _____ Have you given the search committee Guest User instructions for accessing the applications?
- _____ Have you changed the posting status to "I am submitting to HR/EO"? Student Employment will receive an automatic email to approve and post the vacancy. Vacancies must be posted for three (3) days.

Interview Applicants

- _____ Have you conducted interviews? Once your position has been posted, you can begin interviewing applicants. You cannot hire a student until the vacancy has closed. If you are hiring for a student pool job (more than 4 openings) you may hire while the job is currently posted and the deadline date can be set for the entire semester.

Hire Applicants

- _____ Have you selected an applicant to hire? Be sure to change the applicant status to "Recommended for Hire-Student" or "Recommend for Hire-Student Pool", which will send an automatic email to Student Employment to complete the modified background check.
- _____ Have you received an automatic email from Student Employment approving your student hire? Student Employment will change the applicant status to Approved for Hire which will generate an automatic email to the Hiring Manager.
- _____ Have you marked your applicant "Hired?" Once your applicant has accepted your position, mark that applicant "Hired" and everyone else "Not Hired-Student." You can also change all of the applicants not hired to "Not Hired-Student-Send email." This will generate an automatic email to each applicant informing them that your vacancy has been filled.

Closing Requisition

- _____ Have you marked your requisition "Filled?" Once you have changed all of the applicants to "Hired" or "Not Hired-Student," you need to move the requisition to "Filled." This will move your requisition to your View Historical Job Postings. Moving it to historical will allow you to create a requisition using "Create from Previous."