

## PeopleAdmin News and Updates - January, 2006

Please feel free to contact HR/EO at [employ@ku.edu](mailto:employ@ku.edu) or 864-7417 with any questions about the information provided below.

Access all PeopleAdmin News and Updates by logging onto your Hiring Manager account and clicking on the link located on the lower left of the screen.

**Applicant Statuses for Alternates.** We have added two applicant statuses for use by HR/EO and Department Reviewers.

- 1) *Approved for Interview-Alternate* which HR/EO will assign upon approval of the alternate(s) as designated by the Hiring Manager.
- 2) *Verbal Offer Approved-Alternate* which Department Reviewers will use when changing the applicant statuses upon approval of verbal offer proposals.

**Faculty Applicant Data Request.** The Provost recently announced a new process for receiving immigration status earlier in the faculty recruitment process and for collecting the demographic data from applicants that is required by the Office of Federal Contract Compliance in the United States Department of Labor.

- New Recruitment Plans for Faculty Searches. Upon approval of the Recruitment Plan, the Human Resources and Equal Opportunity Office will send a customized memo of approval to department recruitment coordinator or hiring manager, the contact name(s) listed on the Recruitment Plan form and the search committee chair. The memo will be sent by e-mail and will contain a statement which must be forwarded electronically to all applicants upon receipt of their application materials. Every position opening has a unique URL or “Quick Link” to the on-line form. The statement will contain instructions to the applicant for accessing and completing the required sections of the on-line form. To ensure accuracy when forwarding the unique URL and instructions, simply copy and paste the statement from the HR/EO approval memo into a new e-mail message and send it to the applicant. Retain a list of applicants who have been sent the information and the date that it was sent.
- Transition Period ONLY for Faculty Searches. HR/EO staff will send instructions to the applicants for those searches that are already under way. Upon receipt of the Pre-Interview Summary form HR/EO staff will contact applicants listed as interviewees and alternates. These applicants must complete the on-line form to be considered further and prior to approval for the interview.

**Faculty Job Postings.** Faculty job postings can be found on the job site. They are not configured to accept online applications. HR/EO staff will request that you send them a copy of the position announcement as an e-mail attachment **immediately** upon approval of the paper recruitment plan. They will then post the job upon receipt of the document.

**Hiring Proposal Tab.** We do not have a Verbal Offer step for University Support Staff positions at this time. Thus, it is important that you remember to obtain approvals outside the system. Before completing the Hiring Proposal tab for University Support Staff positions, ensure that your hierarchy has approved your salary offer. Upon approval, complete the hiring proposal and notate that you have received approval from the hierarchy for the salary that you list. Please use the *Special Offer Letter Instructions* area for this purpose. Your hierarchy can also make a note in this area to notify HR/EO that the approval has been granted.

**Initial Review Date.** The deadline period for external Unclassified Staff searches has been changed to at least ten **calendar** days (rather than *working* days) from the last appearance of any major advertising. This enables

the recruiting department to count the weekends and holidays when advertising their positions and determining when the initial review date will be.

**Unique Job Posting URLs Are Now Available.** You can now distribute a direct link to your job posting and list it in your advertising copy. The URL can be found on newly created requisitions. The field is labeled Quick Link. Simply copy and paste it to the advertising copy and type **https://** at the beginning of the link.

### **Reminders from Student Employment**

For student positions, be sure that the application deadline date and the job close date are the same, and check the year to make sure it is 2006, rather than 2005

You need to wait until the deadline has passed before hiring a student.

When you have hired a student, go in and change the student's status to "hired-student", and all the others to "not hired-student". You also have the option of "not hired-student, send email" which will send message letting the students know that the position has been filled. Finally, change the status of the requisition to "filled" by going to the bottom of the screen, selecting "view posting summary" and then selecting "filled".

If you post a student job as a pool, remember that you need to be hiring more than 4 students for a position to list it as a pool.

If you need to extend a deadline, or have any other questions, you can reach Student Employment at 864-4725 or email [stuempl@ku.edu](mailto:stuempl@ku.edu)