

PeopleAdmin News and Updates - July, 2008

Please contact HR/EO at employ@ku.edu or 864-3686 if you have 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.

NEWS

Deans have been delegated the responsibility to monitor for equal opportunity principles in the recruitment process for faculty, including lecturers. Starting this summer, Deans' offices will also be responsible for meeting those requirements for the on-line lecturer process. HR/EO will provide information and assistance to the Deans' offices and department hiring managers to make a smooth transition of lecturer search pools and job specific lecturer searches to the on-line process.

As with hires of tenure-track faculty, the Provost's office will not need to approve candidates until the Approval for Written Offer stage. The goal is to speed up the process for all involved and ensure consistency in the review of faculty credentials. The paper Approval for Written Offer form should continue to be submitted to Vice Provost Mary Lee Hummert's Office for approval and generation of offer letters.

For questions regarding the job specific lecturer hire process, please feel free to contact your HR/EO Recruitment Coordinator. If you have questions about the search pool process, contact Terri Osborn.

TIPS and TRICKS

- To track the status of a requisition click on **Notes/History** tab. A complete history, including the name of the user who modified it and the most current status can be found here.
- To help applicants find a posting, copy and paste the **quick link** into any electronic notice (listserv or website). The recipient of your electronic notice can go directly to your posting simply by clicking on the pasted link! The quick link is listed on the job requisition in the Application Process section. Remember to add <https://> in front of the pasted link so that it will work.

We encourage departments to continue using the shorter URL (<https://jobs.ku.edu>) in print ads due to the number of characters in the quick link. To help applicants locate a specific job, reference the 8-digit position number. For example, "to apply, go to <https://jobs.ku.edu>, search for position 00000001."

- Reports based on your active job posting are available to you. A list of automated reports can be found in the Position Number column. Click on the link labeled "Get Reports List". Report choices are Applicant List, Position Announcement, Position Description and HM Hiring Proposal Report. In addition, HR/EO staff can provide

you with lists of applicants and their mailing addresses and/or where the applicants learned about the vacancy.

Additional data can be extracted by HR/EO staff for your active, pending and historical job postings. Please contact Gwen Jansen for more information.

- Unfortunately, some times a search fails to produce a hire. When this happens, you should assign final statuses to the applicants and notify your recruitment coordinator who will change the final posting status to **Closed-Search Failed**.
- If you discover that you want to extend an offer to someone who is currently on the state payroll (either KU or any other Kansas state agency) where any of the following conditions are different or if they are all ready employed up to the maximum FTE allowed, please send an email to Pam Burkhead pburkhead@ku.edu and Karen Banning kbanning@ku.edu before making an offer.
 - employee category (e.g. Faculty, Unclassified Professional Staff)
 - pay group (e.g. LFC, STN)
 - FLSA status (exempt/salaried, non-exempt/hourly)
 - position status (regular, temporary)

Karen and Pam will try to find ways to make the appointments co-exist within federal, state and university regulations. But in case this is not possible, the conflicts should be resolved before an offer is made to avoid having to rescind it.

Please provide in your email to Karen and Pam the details of the appointment you wish to make, including job title, employee category, paid hourly or salaried, and anticipated end date (if known.) If the candidate is employed at another state agency, provide the agency name and any other information that you might have.

- To help expedite the approval process, use the key word search to find existing approved system questions for applicants before creating a new one.
- If you are a Hiring Manager who received PeopleAdmin training when the system went live back in 2004, we encourage you to re-attend a PeopleAdmin training course for a refresher. There have been several modifications and changes made since that time.
- Select more than one hiring manager (when available) when creating a requisition. If you are out, the other hiring manager can serve as your back-up.

Q & A

- Q.** Can we view multiple documents and/or multiple applications in ONE window at the same time without having to click on each separately?
- A.** Yes. When you are viewing your active applicants, there is a column on the far right that is labeled All/None and contains little boxes. You can click the words themselves and the system will check all the applicants on the page for you - or you may click only the box for the applicants that you want to view. If you then scroll down you will see two buttons - View Multiple Applications or View Multiple Documents. If you click on either of these buttons, a separate window will open up with all the applications or all the documents for the applicant(s) that you chose. This way, you can view all of Jane Smiths documents in one window or you can view multiple applicant documents in one window without having to click and then

close each one. Unfortunately, however, at this time the system does limit viewing to multiple documents OR multiple applications. It is not possible to view the applications AND the documents in one window. We have asked PeopleAdmin to consider this enhancement for future system updates.

- Q.** Why are we required to retain recruitment records? What documentation should we keep and for how long?
- A.** Several federal agencies require that the university keep records regarding hiring. Additionally, it is necessary to have records available in the event that an employment decision is questioned. The hiring department is required to keep all documentation on each search for 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 and from applicants
- Completed screening instruments
- Interview questions and documented responses
- Reference questions and documented responses
- All intra-university correspondence regarding the search
- Copies of Approval for Written Offers
- Candidate's signed acceptance of the offer letter
- Any other documentation associated with the search

STUDENT EMPLOYMENT

The **Student Employment Job Fair** will be held on **Wed. August 20** from 9:00 am to 4:00 pm in the Kansas Union 4th floor lobby. If you would like to participate, please register by July 31, 2008

To reserve a table at this year's job fair, go to the link:

<http://ku-csm.symplicity.com/events/SEF2008>

When the link opens, you will see "New Employer Sign Up" on the left hand side of the screen. Select the button below that is labeled "Proceed to Registration form". You will need to complete the registration form and submit it to reserve your table. On-campus employers are not charged a fee for a table for the job fair, but you will receive an invoice as part of the registration process which will show a zero amount. If you have any questions about the registration form, contact Ann Hartley at 864-7674 or ahartley@ku.edu.

Student Employment FAQs:

1. Can I extend my job deadline?

Yes, call 864-4725 or email stuempl@ku.edu. We need the requisition tracking number and the new deadline date.

2. Can I close my job early or shorten a deadline?

No - Once a job has been approved and posted, it must remain open until the job close deadline passes. You may interview students but must not offer the job until the deadline date has passed. (Note - if you are working with a job pool position, you can hire throughout the time the job is posted.)

TIP: Use a shorter deadline date to start with because we can always extend it, but can't shorten it for you.

3. Can I add/change/update information in my job posting?

Once a job has been submitted, you will not be able to make changes to it, but student employment can. We can make changes to your job posting and will need the requisition tracking number and the information you need changed.

4. Can I change my posting specific questions after my job is posted?

No, once the questions are posted, we will not be able to change them. This is because some candidates have already answered them and we can't have other candidates in the same applicant pool answering different questions.

5. My student hasn't been approved for hire yet. Why?

Usually this is because the Student Employment Coordinator is not at work yet. This is a part time position and they only work for part of the day. Sometimes the e-mail notification has not been received by student employment. (It is unusual, but can happen.) If you have not heard back from student employment and it has been 24 hours, call us and ask about it.