

Recruitment: To Create a Posting Checklist

Login: Administrative Site: www.uakjobs.com/hr

- Identify whether the position is **Regular** (Staff or Term- approved PD required), **Executive, Faculty, Student, Temps, 6070**. If the posting has been previously opened through People Admin select the “Use Previous Posting” link from the menu options list under “Create a Posting” section on the left hand side. Contact your recruitment consultant for advice regarding positions subject to background checks. HR strongly recommends that background checks be conducted on all recruitments.

- Complete the following fields:
 - **Justification:** Please provide information helpful to Hiring Managers, Budget, and Human Resources. If you are requesting an emergency hire or a direct appointment, please do so here, including the what, who, and why. If you need Budget to assign a PCN, please state “BUDGET PLEASE ASSIGN TERM-FUNDED PCN,” or “BUDGET PLEASE ASSIGN A REGULAR PCN.”
 - **Posting Details:** Please be sure to include TKL, department contact information and search committee member names.
 - **Web Posting Text:** If the position is internal or is a promotional opportunity, please indicate that in all caps in the Job Posting Summary section and the “Special Instructions to Applicants” section. Whatever you require applicants to attach with their application needs to be stated in the “Special Instructions to Applicants.”
 - **Advertising:** Please indicate the posting number, run dates, and where you would like to advertise. HR will post ads to the Fairbanks Daily News Miner and the departments are responsible for all other forms of advertising. All ads must be approved prior to being advertised.
 - **Labor Distribution:** If the labor distribution tab is incomplete Budget will return the recruitment to the department.
 - **Applicant Screening Questions:** Please enter your preliminary questions in this section. These should cover the minimum qualifications from the PD.
 - **Applicant Screening Points:** This section allows you to assign points to the questions and gives you the ability to disqualify an applicant for not meeting the minimum qualifications.
 - **Additional Screening Documents:** Attach preliminary, intermediate, interview, and reference screening criteria. You may request testing or attach other special instructions or memos here.

- HR requires that all hiring departments conduct preliminary screenings and strongly encourages intermediate screenings, in addition to interview and reference check questions. The absence of intermediate screenings advances all candidates to the interview stage. Preliminary and intermediate screening questions should come directly from the posting. All essential functions and qualifications for all benefit eligible positions should come directly from the Position Description. If you need assistance in producing quality questions which will help you find the best candidate, please call HR. All screening materials need to have EEO/HR approval prior to posting.

- Activate a Guest User account if there are committee members outside the university or if you have members from another department. This will enable those members to login and view the recruitment via People Admin.

- Assign approval levels – Please check with your dean/director on who has signature authority for People Admin recruitments. Submit for supervisor and/or departmental approvals.

- After all approvals, HR will then forward to Budget; after Budget approval, HR will then post to the web. If the position is a direct appointment or an emergency hire HR will send a quick link to the department contact. This quick link will then need to be given to the potential employee so they may apply for the position. After the applicant applies, complete the flow chart and submit with a copy of the memo of justification.

**Recruitment:
After Posting Close Date Checklist**

- You can view or print out all the applicants' documents (resume, cover letter, and references, etc.) if it is 1) after the close date, or 2) if the review date has passed.
- Begin preliminary screenings. The criteria for elimination in the preliminary and intermediate stages are taken directly from the posting. Preliminary screenings are required. All committee members must agree on which applicants will be advanced to the next stage before intermediate screenings begin. If you choose not to do the intermediate screenings, you must interview everyone. At each stage HR strongly recommends at least 3 committee members to review the documents and/or applicants.
- Write a short memo (please include in the memo the posting number, and the scoring sheet summary information), and attach the completed screenings, and send to HR, via fax, interoffice, etc. Please remember to only eliminate candidates at this stage who do not meet the minimum qualifications which were set forth in the posting. **All screenings materials are considered legal documents and must be in original form, legible, written in blue or black ink with no pencil or white out. Also, written comments for each question are required to justify the scoring.**
- In People Admin:
 1. Change the status to "interview pending" for the applicants you want to interview, and save changes.
 2. "View Posting Summary" and click on "request to interview candidates" button, and confirm.

There are 2 options available here:

 1. If the position is open until filled and you would like to interview all qualified applicants who have applied thus far, but would still like to keep the position open, select "Request to interview candidates, POSTED."
 2. If you are requesting to interview applicants and the position is already closed in the system, select "Request to interview candidates, CLOSED."
- Eliminate the candidates who are not being advanced to the next stage.
- UAF HR will review and approve if EEO compliance standards are met. HR will then send the memo and screenings back to the department and HR will approve "request to interview" via People Admin and approve the status of the applicants.
- After interviews are completed, compile interview screenings, scoring summary information, and write a short memo to HR requesting to hire candidate(s). Fill out the blue flow chart, attach the memo and interview screenings, and send to HR. Simultaneously, in People Admin, change the status of the candidates you wish to hire to "Propose Candidate and Offer," (send background check) or Propose Candidate and Offer (do not send background check) as well as updating the other applicant statuses. Contact HR to complete required background checks.
- After approval, HR will email the department to inform them that the flow report is ready for pick-up. After offering the position, please reply to the HR email to let HR know who accepted the position. HR will then change the status of the hired applicant and fill the position. If it is a pool position and you would like to keep the position open, please indicate that in your memo.

- Please contact UAF Human Resources immediately at (907) 474-7700 to schedule orientation for benefit eligible employees in the following Ecls: NR, NX, XR, XX, CR, EX, FN, F9, FR, A9, and AR. Employees have 30 days from their hire date to make their health care selections; if no selection is made, they are enrolled in the default plan.

- Please remember to write date of offer, date of acceptance, and date of hire on the blue flow chart and attach to job form, then forward to Budget for signature and Budget will then forward to HR.