

OHIO Staff and Faculty Hiring Process

Contents

- Hiring Process Overview 2
- Creating a Requisition/Posting in PeopleAdmin 4
- Posting Content Guidelines..... 7
- Pre-Interview Process 12
- Troubleshooting PeopleAdmin 14
- Extending an Offer 16

Hiring Process Overview

Job Descriptions – Classified & Administrative positions

Complete a new [Position Description form](#) and submit by attaching the completed form to the posting requisition when:

- it is a new position,
- the job description is more than 3 years old
- the primary duties and responsibilities have changed more than 30%

Posting

All positions regardless of type should be posted on ohiouniversityjobs.com. As a federal contractor, Ohio University seeks to hire a diverse workforce. Being an equal opportunity employer means posting positions to attract diverse pools of qualified candidates and then ensuring hiring practices that encourage recruitment of women, minority applicants, Veterans, and persons with disabilities. We must document all employment actions in order to demonstrate that we have open and competitive hiring processes for ALL positions 1) that are longer than three days in duration; 2) that are not executive level positions; 3) OR that cannot be filled by internal competitive process (promotion).

- This means that any position that does not meet one of these exceptions must be posted for a period of days, depending on the anticipated recruitment area.
- For positions that we believe can be filled from an internal search, a transparent, competitive process of internal posting must be completed. We will work with departments to determine when an internal posting process, as opposed to a public posting process, can be used.

The hiring manager must create an electronic requisition at: www.ohiouniversityjobs.com/hr. Training videos are also available from this site; additional training may also be requested by contacting UHR at 593- 1636.

After the requisition is created and submitted, appropriate approvals will follow an electronic process depending on the position type.

Waiver Request

If requesting a waiver of the posting requirement, please include the following information on the posting requisition:

- Who is identified as a candidate?
- How was the candidate identified as a candidate?
- Were any other candidates considered?
- What are the extenuating circumstances that prohibit an open and competitive search process?
- Attach the resume of the candidate in the “Posting Documents” section of the requisition.

Recruitment & Advertising

All searches for regular full-time administrative and faculty appointments must be national, show innovation, exhibit creativity, and reflect an aggressive effort to recruit qualified persons from underrepresented groups as a part of the process employed.

National-scope advertisements require a minimum posting period of 15 days. UHR will post all

vacancies to the University website as well as OhioMeansJobs.com, DiversityJobs.Com, HERC, Twitter, LinkedIn, WorkforceWestVirginia and HigherEdJobs.com. UHR will place all advertisements for classified positions.

Although the hiring department is responsible for all recruitment activities including ad placement for administrative, faculty and student employment opportunities, your HR Liaison may make tailored recommendations.

Recruitment for classified positions must follow the articles set in the appropriate Collective Bargaining Agreement.

Depending on the position, a local or regional level search may also be more appropriate for part-time or term faculty or administrative positions. A minimum posting and recruitment period of 7 days is required for a local search.

Screening & Interviewing Process

Departments are responsible for conducting screening processes to determine qualified and finalist candidates. Screening and selection methods must be documented on the requisition. Screening methods should include a well-documented objective evaluation of candidate credentials against the required job qualifications.

Prior to inviting finalist candidates to the final screening stage (normally the on-campus interview), departments must get approval of their final pool. Complete the “Pre-Interview Candidate Selection Form” within the requisition, update applicant statuses to either “Selected for Interview” or “Not Interviewed, Not Hired” and submit the requisition for approval.

Selection & Offer Process

Following pool approval, departments should conduct final screening interviews with all approved finalists. This may include on-campus interviews or any other final screening steps to be conducted by the department. References of any potential offeree should be thoroughly checked. When the final decision is made, an offer of employment may be extended.

Faculty appointments

In consultation with the Planning Unit authority, hiring manager may extend verbal and official offers of employment. Offer letters should include the date the new faculty member is scheduled for University Orientation.

Staff - Administrative and classified – appointments

Hiring manager may extend verbal offers of employment. Salary offers for both internal and external candidates must comply with compensation guidelines issued by UHR. Guidelines are documented on the Compensation websites: <https://www.ohio.edu/hr/compensation-pay/new-hire-compensation> and <https://www.ohio.edu/hr/compensation-pay/changes-existing-compensation>. UHR will coordinate official written offer in consultation with hiring manager.

As part of the negotiation process, being familiar with the University’s benefit package (information available online at <https://www.ohio.edu/hr/benefits>) and relocation policy (information available online at <https://www.ohio.edu/policy/41-111> and <https://www.ohio.edu/hr/benefits/relocation>) can be extremely beneficial.

Complete the Hire

In the online system, update the remaining applicant statuses to either “Interviewed, Not Hired” or “Recommended for Hire.” Complete the Hiring Form(s) for those candidates to whom offers have been extended and submit the Hiring Form(s) to Human Resources.

Unsuccessful candidates will receive an auto-generated regret email notification from the system. Departments are encouraged to send more personal notices to their candidates as well.

NOTE: I-9 forms MUST be completed within 72 hours of employment start date. If the employee is not scheduled for orientation until a later date, please ensure the employee comes to UHR within the first two days of employment to complete the I-9 in order to be in compliance with this important Federal Regulation <http://www.uscis.gov/files/form/i-9.pdf>.

Orientation and onboarding – Welcoming new employees Becoming part of OHIO

The first few weeks of the new employee’s experience will shape their lasting impression of Ohio University. Please be sure to make the new employee feel welcome in their new environment. Checking in with them regularly, assigning a mentor, providing departmental handbooks, are all good ways to help ease their transition. Additional information about both orientation and onboarding is available online via <https://www.ohio.edu/hr/hire-manage/onboarding-steps-and-process>.

Creating a Requisition/Posting in PeopleAdmin

1. From Home screen, choose from the "Shortcuts" menu the type of positing to be created (i.e. staff, faculty, and student).
2. Click “Create new posting.”
3. Next, choose the preferred method to create the posting:
 - Create From Position Type: create from scratch based on position type (staff, faculty, etc.)
 - Create From Position Title: create from an existing template for a title (used for classified postings)
 - Create From Posting: create from a previous or current posting
 - Locate appropriate title and hover over the "Actions" link, choose "Create From"
4. Edit or enter Job title.
5. Select department from the drop-down list.
6. You must select at least one (1) Interest Card category before being able to post the job, both for internal and external postings. You may select several categories if applicable.
7. Letters of reference may be collected directly from reference providers. To utilize this feature, check the box "accept references."
 - NOTE: Do not check this box if candidates should only upload a list of reference contacts.
8. Check the box, "Accept Online Applications."
 - NOTE: If you are utilizing a search firm, contact UHR employment for further direction.
9. Select the type of application candidates should complete:
 - Comprehensive: detailed application which prompts applicants to key-in a chronological record of their employment and education. Can be time-consuming for applicants, but thorough. Not recommended if requiring a resume/CV to be uploaded. The reference letter feature can be utilized with this application type.
 - Comprehensive – NO REFERENCE LETTERS: detailed application which prompts

applicants to key-in a chronological record of their employment and education. Can be time-consuming for applicants, but thorough. Not recommended if requiring a resume/CV to be uploaded. The reference letter feature can NOT be utilized with this application type.

- Quick: primarily captures contact and demographic data. Recommended if requiring an attached resume/CV and utilizing the reference letter feature.
- Quick Application - NO REFERENCE LETTERS: identical to the Quick application except it will not require applicants to key-in reference information for the utilization of the reference letter feature. Recommended if requiring an attached resume/CV but NOT utilizing the reference letter feature.

10. When all fields are completed, click "Create New Posting."

PeopleAdmin fields for standard postings:

Posting Details

- Complete all relevant fields in this section; fields marked with an asterisk are required
- If filling multiple vacancies of the same job, include all relevant position numbers in the Position Number field
- Utilize the "Special Instructions to Applicants" field to provide specific instructions or information to applicants.
- "Posting Number" will populate when the position has been successfully posted.
- If a posting is near the posting end date and an extension is needed, the hiring manager should contact the H.R. Service Center or their H.R. Liaison.

Recruitment Plan

Must follow the Guidelines for Recruitment & Selection at OHIO and be completed to show all active recruitment efforts

- Note: the Diversity Initiative includes, "All searches for regular full-time presidential appointments must be national, show innovation, exhibit creativity, and reflect an aggressive effort to recruit qualified persons from underrepresented groups as a part of the process employed."

Posting Documents

Additional documentation may be uploaded here including the position description (in Word format) and a resume if requesting a waiver of posting.

Budget Information

Note: If filling multiple positions of the same job, include the total FTE being requested

Applicant Documents

Documents that applicants must or may attach to their application

- Click "Required" for those documents that are required by the applicant
- Click "optional" if the document is not required
- The "References" document type is for applicants to provide a listing of references only. This does NOT activate the online Reference Letter feature. It is recommended that if utilizing the Reference Letter feature, the References document type NOT be required as it causes confusion from applicants.

- If "Other" document type is required, make sure to specify what type of document is required in the "Special Instructions to Applicants" field in the "Posting Details."

Reference Letters

Feature that collects letters of reference directly from the reference provider electronically, which may be viewed as a part of the application materials.

- Applicants will be prompted for contact information of reference letter providers (volume determined by you by setting minimum and maximum number).
- The reference provider receives an invitation via email to provide a recommendation and a unique link to upload their document.
- Reference letters may be collected for all applicants or only for those of selected by the hiring manager.
- Applicants do not have access to the uploaded reference letters.

Posting Specific Questions

Applicant questions can be utilized to assist in the applicant pre-screening process based on minimum and preferred qualifications. Carefully crafted questions and responses can be effectively utilized:

- for informational purposes only,
- to rank or score applicants or,
- To screen-out applicants who do not meet the minimum criteria (example: PhD required).
- For assistance with this feature, please contact University Human Resources Service Center (uhr@ohio.edu).

Guest User

Creates a unique account that can be utilized by Search Committee members to access applicant and posting information. Enter the search committee email addresses and click on "Update Guest User Recipient list". Guest users cannot modify or change anything associated with the requisition.

- From the requisition Summary, an orange highlighted "Take Action on Posting" button appears in the upper right hand corner. There are four action options:
- Keep working on this posting – this leaves the posting in Draft status and only the creator can access
- Send to Departmental Review – this keeps the requisition at Hiring Manager level, but allows other designated departmental users access to the requisition
- Planning Unit – this moves the requisition to the planning unit's reviewer/approver
- Regional Campus Dean – this is for regional campuses only to allow the Dean to review before submitting to the RHE approver

Pool Postings

Pool postings be utilized to fill positions that are ongoing throughout the year, have frequent turnover and have no changes in duties. These postings may remain open for up to 12 months. Active applications may be pulled from this posting anytime through the year.

Pool postings for positions serving an academic year should include language such as "We are accepting resumes for potential openings in (department) for the academic year 20XX-20XX. The need for these positions is undetermined at this time and is dependent on operational need including enrollment and staffing. If a need arises, the department will select candidates from this posting."

Creating a Pool Posting

The process for creating a faculty or staff pool posting will follow the exact process as outlined above with the exception that the title of the requisition must note that it is a pool posting. For example, “Substitute Master Teacher (Pool)” or “Bus Driver (Pool)”

This posting will now be referred to as the “source” posting.

After all fields are completed select the orange “Take Action on Posting” and select “move to departmental review.” Once the posting is in departmental review, contact your HR Liaison via email so that they may review the pool posting and move it to “posted-public.” In alignment with past practice, departmental, planning unit, and Provost approvals are not needed for source pool postings – only for target postings (outlined below).

Creating a standard posting to link the applicants from the “source” posting

When you are ready to fill a pool vacancy, you will need to create a second, standard posting to which applicants from the pool posting can be linked. The new requisition will be referred to as the “target” posting.

To create your new target posting:

1. Click Postings
2. Click Faculty or Staff (depending on the position type)
3. Click “create new posting”
4. Click “create from posting”
5. Select the source pool posting to which candidate applied
6. Modify fields as appropriate (such as noting specific vacancy details and any additional qualifications)
7. Forward for approvals.

Once the target posting has been submitted to University Human Resources, your HR Liaison will copy all of the applicants from the source pool posting to the new target posting and will return the target posting to your queue for candidate evaluation.

Posting Content Guidelines

Titles

- Administrative titles are approved by Compensation
- Do not include acronyms that only OHIO uses such as Group I/II/III/IV, CFAO, IC2, etc.)

Faculty titles

Keep them as standardized as possible and consistent with faculty handbook– may include the discipline name and tenure provisions as appropriate. Examples:

- a. Tenure Track (full or part-time)
 - Assistant Professor
 - Associate Professor
 - Professor
- b. Instructional Faculty (non-tenure track, full or part-time)
 - Assistant Professor of Instruction
 - Associate Professor of Instruction
 - Professor of Instruction

- c. Clinical Faculty (non-tenure track: full or part-time; HCOM and CHSP only)
 - Assistant Clinical Professor
 - Associate Clinical Professor
 - Clinical Professor
- d. Fixed-term Contract Faculty (non-tenure track, full or part-time, temporary)
 - Visiting Professor (full-time, temporary)
 - Instructor (part-time, temporary)

Reference Letter Feature

Can be utilized to electronically solicit reference letters directly from the reference provider with no interference from the applicant – can be received for all applicants or only candidates chosen by the Hiring Manager – settings can be altered to accommodate preferences.

- Generally only utilized for faculty positions or academic administrators who also hold tenure; if a tenure-track position, utilizing the feature is recommended in order to keep all application materials in one place and accessible to all committee members.

Common Reference Letter feature issues/examples:

Reference Letter feature: Is marked as “Yes,” but it appears from other posting language that only a list of references is desired rather than utilize the electronic reference letter feature to collect reference letters directly from the reference provider. Reference Letter feature should be marked as NO if you only want a list of references (requested in Applicant Documents instead).

Reference Letter feature (sample explanation for hiring managers):

- Issue: Reference letters are requested in the “Special Instructions” to be mailed or emailed manually.
- Response: The Reference Letter feature in the system is a great feature that allows the reference providers to directly upload letters to the application materials. The applicants are prompted to enter contact information for the references, then the reference provider is sent an email with a unique link to directly upload a letter. When they do, you see the letter as a part of the applicant materials. This allows for all materials to be housed in one location accessible to all committee members.
- Reference Letter Feature (sample feature promo): Wanted to make sure you were aware of this system feature in the event you may want to use it for this faculty position. The system can collect reference letters directly from the applicants’ reference providers. This works via an email with a unique link that is sent directly to the reference provider. It has been a well-received feature for many tenure-track searches. You can designate receiving letters for all applicants or only those chosen in the selection phase. This allows for all materials to be housed in one location accessible to all committee members.
- Please let me know if you have questions and/or would like to utilize this feature.

Applicant Interest Cards

- Allows applicants to “subscribe” to an automated email digest that notifies them about jobs posted in their interest categories
- You must select at least one (1) Interest Card category in the “Settings” section of the requisition before being able to post the job, both for internal and external postings. You may select several categories if applicable.

Application Type:

- 4 Types - Needs to compliment the Reference Letter Feature option chosen.
- Generally recommend using the “Quick” application types if requiring a resume/CV

- Comprehensive application types require the applicant to key-in their education and employment histories.

Special Instructions:

- Include a statement such as, “Please complete the online application and attach required documents.”
- If “required documents” include the “Other” document type, make sure to include a note here about what is expected to be uploaded for that document type.
- Include a statement such as, “Applicants will be prompted to key-in contact information for at least X# reference letter providers who will (or may) receive an auto-generated email invitation to upload a recommendation utilizing a provided unique link.”
- Consider adding a statement about the possibility of the reference request email hitting SPAM mailboxes such as, “Reference providers will receive an automatic email request with a unique link from the following address: uhr@ohio.edu. To avoid potential delays from this email being quarantined in a SPAM folder, please consider asking your reference providers to add this address to their address book.”
- Advise HM against using the Reference document type – applicants tend to get confused when asked to both key-in references and also attach a list of references. If a HM wants both, make sure to point it out in the Special Instructions field.

Posting Exception (waiver of posting) requested?

- If Yes, these will be reviewed by UHR; if it is a position within VPFA, Office for Equal Opportunity and Accessibility should review to limit conflicts of interest possibility.
- Can be full waiver (candidate identified) or a partial waiver (post locally, university-wide or internally only).
- Should be a clear justification as to why a waiver is necessary or desired.

Position Vacancy Type

- New position? Existing position changed? Existing positions no changes?
- It is important that this is an accurate reflection between current position definition and future state definition. This field drives how the Position Management side of Oracle gets updated. Submitted information should be checked against current position management state in Oracle to ensure accuracy. Changes to existing position may include any of the following:
 - Change to FTE
 - Change to the Organization to which the position reports to Change to the Planning Unit to which the position reports o Change in job category – faculty/admin/classified
 - Change in Faculty Type (Group I, II, IV, Clinical)
 - Pay Grade Change
 - Classification change or title change
 - # of months worked change

Advertised Salary

- This field is published on the applicant site and therefore should not be left blank.
- This field can also be used to highlight our benefits package. For ideas, please reference the examples below:
 - **Example 1:** Minimum of \$40K, commensurate with experience and credentials. Salary is accompanied by our generous university benefits such as tuition for self and

dependents, a comprehensive insurance package (including but not limited to prescription, vision, dental, and life insurance), an excellent retirement plan including company contributions, parental leave, adoption reimbursement, and more. OHIO is also proud to offer wellness programs, on-site wellness facilities, and a generous employee assistance program. Additional information is available at <https://www.ohio.edu/hr/benefits/>.

- **Example 2:** Salary is commensurate with qualifications. The position is a nine-month non-tenure track appointment. The successful candidate will enjoy our university benefits package including tuition for self and family, a comprehensive insurance package (including but not limited to prescription, vision, dental, and life insurance), paid holidays and sick time, and an excellent retirement plan.

Pay Grade

For staff positions only - should be confirmed by either current position information in Oracle or if a new job description, new PG should be confirmed from Compensation and documented in the History of the requisition.

Position Number

(not needed for adjunct faculty positions) - must be accurate as this is the information that populates the new employee's assignment.

Job Description

Review to ensure that it reads well to an outside person – this is the field that applicants will read to learn about the position. Do not include acronyms common to OHIO or the higher education industry. Information to consider including:

- Main purpose of the position
- Departmental information
- Key responsibilities of the position
- Unique characteristics such as required travel, off-site locations, etc.

Qualifications

- For staff positions, language should be consistent with the Position Description on file – significant changes should be submitted for review to Compensation
- Always consider adding equivalency language when possible in order to get the broadest possible pool of candidates. For example, if a Master's (or Bachelor's) degree is listed as a minimum, suggest something like, "Master's degree (or Bachelor's) in XYZ or a related field or an equivalent combination of education and experience required." Without this equivalency language, a person who is just shy of obtaining the specified degree, but has the perfect experience level, cannot be considered for the position.
- For Faculty/Instructor positions: If specific degree required, be sure to specify if candidates who will obtain that degree by start date of the appointment will be considered. If so, suggest language such as "PhD in XYZ or related field must be obtained by start date of the appointment."
- Any time a range of experience is listed (1-3 yrs experience in higher education), change to what

the minimum actually is – a minimum of 1 year experience in higher education. Stating a range could be misinterpreted to mean that we are looking for someone with only the amount of experience in that range, which could have age discrimination implications.

- It is common for academic areas to have an unspoken rule about not hiring recent graduates of their own programs into faculty positions. To be more transparent about this and to give HM's more leverage in screening, you can suggest the following language:

The _____ College of _____ values diverse academic styles and philosophies and strives to further diversify their faculty to enhance the student experience. Preference will be given to candidates offering a diverse set of experience and educational backgrounds while also aligning with the department's and college's academic goals.

Posting Open/End Dates

- All FT Reg presidential appointments are to be national in scope, which requires a minimum 15 day posting period
- Approvals for local searches may be made for 7 days (partial waiver of posting)
- Internal staff postings should be 3-5 days depending on the scope and size of org
- Generally, classified positions are posted internally/university-wide for a minimum of 3 days

Posting Documents

- If a full waiver of posting requested, the individual's resume should be attached
- A place for Org chart (not required)
- A place to attach any other document that we want to associate with a particular posting
- Position Description document should be attached here for staff positions if a new or changed position to expedite Compensation evaluation.

Recruitment Plan

- Important to be specific about all recruitment efforts – not just advertising – list all efforts which might include:
- Contacting colleagues or former colleagues to solicit recommendations of potential applicants
- Contacting peer institutions
- Contacting institutions with high graduation rates in a specific field – specify if institution yields high graduation rates of women or minorities
- Contacting past promising applicants – specify if targeting women or minorities
- Social media outlets targeted
- Recruitment efforts should be broad and exhibit creativity
- Include the language used in any advertisements in the Proposed Print Ad Copy – doesn't have to match posting word-for-word, but should be consistent. Ads should be concise but contain at least the most basic information about the position.
- Group I Faculty ads should include at a minimum, the title, the basic duties and minimum qualifications

Budget Information

All fields should be completed; should be approved/verified by the unit's budget manager.

Applicant Documents

Select from list either optional or required document types. If you select "Other" type as a required

field, be sure to state in the Special Instructions what is expected to be attached for this document type. You can select the “Other” doc type as optional if you want to simply provide an outlet for applicants to attach something not specifically requested.

Reference Letters

If the reference letter feature was selected in Settings, this section should be completed to specify the number of references requested – a minimum and maximum can be specified. You can also provide a statement to the reference provider at this location – could be just a “thank you” or a specific list of the type of information you’d like to obtain about the candidate.

Posting Specific Questions

- Depending on the position and the minimum qualifications associated with the position, specific screening questions can be a tool to aid in screening candidates.
- Remember that applicants must fully meet the posted minimum qualifications so if there are absolute must-have minimum qualifications, adding a disqualifying screening question is a tool that can help make the screening process easier.
- Make sure that the questions are tied to minimum or preferred qualifications or KSA’s. If a question is added that doesn’t follow the posting language, it may be a skill/qualification that should be added to the language or could be a need to revise the question.
- Questions don’t necessarily have to disqualify based on responses, but can simply be a tool helpful in screening.
- Point values can be assigned to progressively better response choices (i.e. 5 points for Less than 1 year of experience, 10 points for At least 1 year, but less than 3 years’ experience, etc.)
- Open-ended questions can also be asked to get responses from all candidates on targeted questions.

Pre-Interview Process

After the recruitment phase is complete, but before the final screening stage (normally the on-site interview), approval of the finalist pool must be granted. Complete the Pre-Interview Candidate Selection Form and update the status of all applicants. Additional information from the Office of Equity and Civil Rights Compliance is located on page 13.

PeopleAdmin

Step 1: Complete the Pre-Interview Candidate Selection Form

Should be completed when the posting requisition is at the status of Closed

- Open the requisition
- From the requisition summary, the first section of the requisition should be “Pre-Interview Candidate Selection Form”
- Choose the Edit link beside the section header to open that section and to complete the form
- When finished, choose Save, then return to the Summary

Step 2: Update the Status of Each Applicant

- From the requisition Summary, go to the Applicants section
- You may change a single applicant by clicking on the applicant’s name, and then choosing “Take

Action on Job Application.”

- You may also bulk transition a group of applicants:
- Select the applicants you wish to update by clicking in the box to the left of the applicants' names.
- Hover over the grayed “Actions” button above the “(Actions)” column, and choose “Move in Workflow”
- If changing the status of multiple applicants, select from “Change for all applicants” drop- down options and choose one state for all. If needed, you can then select unique statuses for each person. Some statuses require that a reason be chosen. If prompted, choose one reason code for all applicants, and then you should change each person individually to accurately describe the reason for each person’s transition.
- NOTE: All applicants should be transitioned to either “Select for FINAL Interview/Selection Step” or “Not interviewed, not hired” or “Pre-Interviewed, Not Hired” prior to submitting for approval.
- When finished, choose “Save changes.”

Step 3: Submit interview pool for approval

When steps 1 and 2 are complete and the requisition is at the status of “Closed,” the requisition can be submitted to the Planning Unit (who will review and submit to the Office for Institutional Equity) or to Human Resources as needed.

- Open the requisition and Hover over the orange “Take Action on Posting” link
- Select either, “Submit Interview Pool to Planning Unit” (Faculty/Admin position types) or “Submit Interview Pool to HR” (Classified positions).
- Note: If there are departmental protocols that require other approvals, those approvals can be noted manually on the “History” section of the requisition.
- When the interview pool has been approved, the Hiring Manager should receive an email stating that the requisition is at the status of Interview Pool Accepted. Interviews may be scheduled and conducted.

Information from the Office of Equity and Civil Rights Compliance regarding Administrative & Faculty Hires

The Equity and Civil Rights Compliance Office role is to be sure we have hiring practices that are fair, consistent and not discriminatory. ECRC does this by assessing and monitoring our internal processes as they relate to the diversity initiative to foster an inclusive environment and Equal Employment and Educational Opportunity Policy 40.001 (<http://www.ohio.edu/policy/40-001.html>), as well as our external compliance requirements from the OFCCP (Office for Federal Contract Compliance Programs). These are some hints about how ECRC monitors departmental hiring practices.

The following items may be reviewed by ECRC to ensure compliance:

Interview pool applications and overall pool make-up

- to verify applicants meet the minimum requirements as written in the posting

Recruitment Plan

- Detail specific efforts to attract women and minorities.
- Departments need to be creative and intentional in approach – This is more likely to attract a strong, diverse pool.

Review process for non-discrimination

- Be clear about explaining the process and decision-making in the Pre-Interview Candidate Selection Form.
- Articulate why an individual is “no longer considered” at any stage in the screening process (initial screening for minimum qualifications, phone interview (if part of process), on campus interviews and final selection).
- The OFCCP stresses that these notations should be made in the context of the position qualifications and “contemporaneous” to decision-making.

Search committee make-up

- If interview pool has minimal racial or gender diversity, HR may contact the department about the search committee make-up if diversity is not apparent (gender and/or race)

Designated reasons for why candidates are “not interviewed/not hired”

- The OFCCP asks us to make a clear indication of why candidates are no longer considered in a search, at each stage of the process. The first critical threshold is to show whether a person meets the minimum qualifications or not. It is important that those who do not actually meet the minimum qualifications are coded that way.
- When departments select a designation like “less depth of experience” for all applicants not interviewed, the requisition may be sent back. ECRC asks search committees to verify that all applicants meet the minimum qualifications.

Information from UHR for all Hires

When the Pre-Interview Pool is submitted to HR for approval, the following items are reviewed to verify:

- Applicants meet the minimum requirements as written in Posting; and
- No candidate has active disciplinary measures on file.

Review process for non-discrimination

- Be clear about explaining the process and decision-making in the Pre-Interview Candidate Selection Form.
- Articulate why an individual is “no longer considered” at any stage in the screening process (initial screening for minimum qualifications, phone interview (if part of process), on campus interviews and final selection).
- The OFCCP stresses that these notations should be made in the context of the position qualifications and “contemporaneous” to decision-making.

Troubleshooting PeopleAdmin

Trouble logging in?

- PeopleAdmin is not connected to other OU systems. The OU usernames and passwords do not automatically establish an account in the system.
- If you need to establish a Hiring Manager account, please contact your H.R. Liaison.
- Make sure you are using the correct link: www.ohiouniversityjobs.com/hr If the “/hr” is not included, you will be on the applicant site rather than on the hiring manager site.

Email Notices

Hiring managers and other departmental users with access to the position will only receive email notifications when the posting moves to a status that is owned by Hiring Manager. To quickly check the status of a posting of interest, add the position to the "watch list" which includes the current workflow state from the Home page.

Can't find a posting you should have access to?

- From the main menu, choose, "Postings" and the type of position you are looking for.
- From the "Open Saved Search" drop-down menu, choose, "All Postings." A list of all postings you have access to should appear.
- To move a particular search to your Home page "Watch List," hover over the "Actions" link in the listing and choose, "Watch."
- Some system users need more than one user type depending on the roles they hold (i.e. Hiring Manager, Student Hiring Manager, Planning Unit, etc.). Check the login status in the upper right corner of the screen beside name. To change user types, select the appropriate type from the drop-down menu and select the refresh icon next to it. If logged in as a Student Hiring Manager, you will only have access to the student postings you created or were assigned to.
 - NOTE: Staff requisitions prior to 06/28/11 may be found under the requisition type of "Faculty".
- There are two modes within PeopleAdmin: "Hire" and "Positions". You may access these by clicking on the 3 dots on the left side of the "Welcome" bar. Requisitions are created in the "Hire" mode which is easily identified by a consistent blue header. If you aren't seeing the option to create or view postings, you might accidentally be in the "Positions" mode, which is easily identified by a consistent orange header.

Guest Users

GU's cannot modify or change any documents or fields associated with the requisition. They can view the posting information and the applicant data for the position they have been given access.

Can't locate a particular applicant?

- From the Applicant tab within the posting, you can view either or both active and inactive applicants.
- Select "More Search Options" to view search options for Active/Inactive status and Workflow States
- Highlight the status and/or workflow state you'd like to see and choose "Search"
- You can add columns to the list by choosing options from the "Add Column" drop-down list.
- You can delete columns or move their location and hovering over column headers.
- Choose the arrow buttons to move a column or sort by that column. Choose the "x" to remove the column from view.
- When an applicant's workflow status has been changed to an inactive status (i.e. "Not Interviewed, Not Hired"), the hiring manager can no longer make any additional changes to that applicant's status. If a change is necessary, contact UHR.

Technical difficulties

Please contact PeopleAdmin by calling 866-389-1245 for SelectSuite Customers or by using the PeopleAdmin chat feature on their website.

Extending an Offer

As long as the potential offeree was included in the final interview pool approved by UHR, a verbal offer of employment may be extended without further approval.

Compensation for Staff

Salary offers for both internal and external candidates must comply with compensation guidelines issued by UHR. Guidelines are documented on the Compensation websites:

<https://www.ohio.edu/hr/compensation-pay/new-hire-compensation> and
<https://www.ohio.edu/hr/compensation-pay/changes-existing-compensation>.

Finalize posting

- All non-hired applicants must be moved to an inactive status (“Interviewed - Not Hired”, Pre-interviewed – Not Hired or “Not Interviewed - Not Hired”)
- Move requisition to the status of “Offeree Selected”

Complete Hiring Form for Offeree

- Move applicant to the status of “Recommended for Hire”
- Open requisition, go to “Applicant” tab
- Put check next to potential offeree(s)
- Select the grayed “Actions” button above “(Actions)” column, and choose “Move in Workflow”
- Choose the “Recommended for Hire” status and save

Start Hiring Proposal

- Click on hired applicant's name to open the application
- In the upper right hand side of the application are some action items, choose the green button, “Start Hiring Proposal”
- Complete all of the appropriate fields on the hiring form

Submit Hiring Proposal for approval

- Save Hiring form, then choose “Take Action on Hiring Proposal” orange button and select submit to Planning Unit or H.R. depending on the unit.

Offer letters

- Faculty hires – written offer by department or planning unit
- Administrative and Classified hires – written offer extended by University Human Resources