PeopleSoft Recruiting Solutions

Student Job Posting

January 22, 2013

- Recruiting Solutions (Rec Sol) replaced Y-Careers for all on-campus job postings effective December 10, 2012
  - Y-Careers is now the resource for post-graduation and off-campus employment.
- All on-campus positions are now posted via Rec Sol (Student, Temp, Full Time, & Faculty)
  - Supporting forms are uploaded to the online application (no more papers!)

1. **Create a Job Opening**
   a) In PeopleSoft under your Main Menu → Recruiting → Create Job Openings
   b) Use the lookup (looking glass/lollipop) to select from the list of available Position Numbers. Select the position from the list.

   i. **Tip!** All Student Job Codes begin with B. Enter B on the Job Code field in the Pos # lookup window to limit your results to Student jobs only.

   ii. **Tip!** If you see an error message pertaining to your position, call Mary Nautu at HR.
c) Click Continue and the Job Opening page will display.

d) If you are looking to hire more than one applicant at this time for this opening, update the Target Openings field accordingly.
   
   i. The available openings will automatically match the target #. Your online post will automatically be closed once you hire enough employees to reach your target #.

   ![Job Opening Page Image]

   ii. Scroll half way down the page and add the Employees Being Replaced (if any).

   iii. If you will be replacing more than one current employee, insert additional rows with the Add Employees Being Replaced link.

   ![Employee Replacements Image]

   NOTE – This system is **not** used for terminations and adding a name here will not initiate any sort of termination. Terminations must still be submitted on the PA form.
The Recruiters will be prepopulated. Please do not change this list.

The Hiring Manager checked as Primary will receive all email notifications. Add yourself & update the Primary flag if necessary.

Interviewers: Anyone who needs to see applications and resumes online must be added here. If you don’t have your interview team yet, you can add them later.

e) **Adding Job Postings is the most important step on the Job Opening page:**
   i. Scroll to the bottom of the Job Details screen and click the Add Job Postings link. This will pull in the job description information for the online posting.

   ![Add Job Postings](image)

   **The job title will be visible under Postings once you complete this step.**

   A Posting Information window will open.

   Preview the post details then return and click OK.

   f) No changes are required on pages 2–Qualifications, 3–Addl. Specs, or on 4–Screening. We aren’t setup to use the Screening feature.

   g) Click Save & Submit to post your position.

   h) Allow some time for HR/SE to approve your post and it will become available online.
2. Candidate Application Process

- Student candidates can view your posting on PeopleSoft for HRMS Self Service. There is a link on the BYUH Home Page under Careers – Careers at BYU Hawaii – Current Openings.
  - The navigation path within PeopleSoft is: Self Service → Recruiting Activities → Careers or just use the quick link under Main Menu to Careers to view all current job openings.
  - Job seekers can then browse all available job openings.
    - The links above the header will help limit the results by Category if desired.
Clicking on the Job Title will open the job posting details.

*Tip! Be sure your position description lists any additional Required Documents you need to collect such as Resume, Cover Letter, certifications, etc that the applicant needs to upload and submit.

The candidate fills out the application, adds required documents as attachments, and submits their resume online. Current employees must attach a completed Work Clearance form.
3. **Browse Job Openings**

Find your open Jobs under Main Menu → Recruiting → Browse Job Openings

a. If you don’t see the job you just posted, it may still be pending HR/SE approval. Change the middle drop box to Pending and click the green Refresh arrows.

b. Once the position is approved by SE, it will automatically appear on the Open jobs list with a unique job posting ID# which you can reference to help you track your open positions on the list.
4. **Process Applicants**  
To open the Application, Resume, and any Attachments uploaded by the candidate, on the Job Opening page, click the icon of a document next to their name and it will open in a new window.

   a) You have the option to use the Interview Scheduling feature for students. Not all jobs require a search committee so this section is optional for student positions.

5. **Route Applicants & Manage Interviews**  
a) If you wish to grant online access to an interview team and did not enter them during the Create Job Posting steps, open Browse Job Openings – click the Job Opening Details link, scroll down and add them in the Interviewers box near the bottom of the page.

   Route Applicants to Interview Team
   b) On Browse Job Openings, select all applicants to share with the Interview team then select the Group Action of “Route Applicant” to grant online access to applications and resumes for the position to everyone on the Interviewers team.

   c) **If you are not going to use the interview feature, skip to step #6 Prepare Job Offer.**

Manage Interviews
   d) You may use the Manage Interviews action to notify involved parties about interviews. Check the box next to each applicant you wish to interview and use the Group Action drop menu to select “Manage Interviews.” Click Go.

   i. You may also do this individually with the Take Action box on the right.
Schedule Interviews

e) On the Interview Schedule page, select a standard Letter by selecting from the drop menu.

f) Enter the Interview Date, Start & End Times, the Interviewer ID, Interview Type, & descriptive Location for each candidate.
   
i. The Location you type will be included exactly as you entered it on the email notification. Do not include any punctuation on the Location description.

g) If you wish to have an automatic email with this information sent to the applicant you must check the boxes indicating that for each applicant. Otherwise, you will need to communicate that to those involved on your own.

h) Add additional Interviewers if applicable and they will also be included in the email notifications if you turn that option on.

An email will be sent notifying the candidate and each interviewer you added to this screen with the details of the scheduled interview.
i) When the search committee/hiring manager decides on a candidate, click the Interview link under Disposition column and change the Final Recommendation from Interview to Make Offer.

j) Change the disposition on all other candidates you’ve interviewed but not selected to Hold, Reject, or Withdrawn accordingly. You still need to notify the rejected applicants of their status via the Send Correspondence action under Browse Job Openings.

Once you select your candidate for hire, open the Browse Job Openings page and select “Prepare Job Offer” under the Take Action column.

k) *Tip! If you did not use the Interview or Routing features, you may jump straight from “Applied” to “Prepare Job Offer” disposition.
6. **Prepare Job Offer**

   a) The Prepare Job Offer page will be prepopulated with some Offer Details, however, you need fill in the Job Offer Components section to supply the proposed pay rate for SE to verify and approve.

      i. Change the Component to **Base Salary**, the hourly rate in the Offer Amount field, and verify the Frequency is set to **Hourly**.

      ii. Click Submit at the bottom of the page.

      iii. **HR/SE must approve the job offer before you continue to the next step.** Please do not make an offer to the applicant before it has passed this step.

   iv. A. Once HR/SE approves the offer the Status at the bottom of the page will change from Pending Approval to Approved.
7. **Extend Offer**
   a) Once the offer is approved, the Hiring Manager will receive an email with a link which must be used to access the page where they can see the disposition is at “Extend.”
   b) The Hiring Manager will then contact the applicant to make the offer.

    ![Disposition History](Image)

**Offer Acceptance**
   c) If the offer is accepted, scroll to the Offer Details section and set the Status to “Accept”.
   d) Changing the status to Accept will generate an automated email to the student with instructions to go to the Student Employment office to complete their requirements.

    ![Offer Details](Image)

   e) Setting the Status to Accept will automatically close the job posting so no new applications will be accepted. (This is different from Y-Careers – as long as you fill the # of openings you specified when you opened the job, you won’t need to go back and close the posting.)
   f) If the candidate changes their mind after they have accepted the offer, please contact Stu Emp to have them change the status to Withdrawn. If they have already been hired, you’ll need to process a termination form (Personnel Action) found in the HR Forms.
8. **Prepare for Hire**

   a) Go to *Browse Job Openings*

      i. Your position is no longer Open at this point so you’ll need to change the status drop menu option to *Closed* and refresh the list.

      ii. Continue to the final step by clicking on it under the Job Opening column.

   Browse Job Openings

   ![Job Openings Table](image)

   b) On the row of the applicant to hire, under *Take Action*, select *Prepare for Hire*.

   ![Manage Applicants](image)
c) When you select “Prepare for Hire” this will open the Hire page.
   i. Populate the Tentative Start Date (pending completion of all SE requirements)
   ii. Click the Verify Employee ID – there should always be an Employee ID displayed for students. Click the link to verify the name is correct and hit Return.
   iii. Very Important: Enter the hourly rate and complete department GL number in the Notes box.

iii. Save & Submit Request to HR

9. Send Correspondence
   a) HR/SE takes over from this point and will change the disposition to Hired.
   b) Managers will still be able to view their closed position details and see the status.
   c) Managers must contact those who are rejected (via phone or system generated email) and let them know their status personally.
      i. Mass Email option: on Browse Job Opening, open your closed positions and select all those who were not chosen to be hired then use the Group Action option to Send Correspondence to them.
      ii. Each rejected applicant will receive their own individual email with your message text. You can preview the message before it is sent.

10. The student is not cleared for hire until the student brings you the green hire slip from HR/SE.