



Hiring Supervisor's Steps in the Staff Hiring Process

The process so far....

- By this time you should have created and approved a requisition.
- The requisition is sent electronically for approvals.
- Once it reaches the status of “Human Resources,” a representative from the Employment Service Office will generate a posting.

Minimum Posting Periods

- **Clerical and Maintenance/Trades** - Postings are distributed to association leaders two days prior to the posting date and are posted a minimum of five (5) working days. Contract language must be followed for internal candidates who apply within the first five (5) days.
- **Administrative Professional and Police Officers/Dispatchers** - Positions are posted a minimum of ten (10) working days.

Selection Committee

As hiring supervisor you have the authority and responsibility of selecting the best qualified candidate. You may choose to develop a selection committee by inviting key stakeholders to participate in the selection process. The committee will be given access to the applications and resumes by entering the system with a Guest User ID. This ID should be established when the requisition is created. They must log in with this ID which is unique to the position. They should not use their personal login information. Guest users have the ability to review applications and resumes but not change the status of applicants. If there are changes to the guest user access after the position is posted, contact UHR to make the changes.

Editing Requisition

- Posting Details
- Funding Information
- Selection Criteria
- Position Specific Ques...
- Applicant Documents
- Guest User**
- Summary

Guest User Save << Prev Next >>

If updating the Guest User password, the password must be at least 6 characters in length.

Guest User Credentials

Guest users may view this requisition by using these credentials.

Username
gu46594

Password
2649cb Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)

Update Guest User Recipient List

The system automatically generates a Username and Password. The Password can be changed. Click on Update Password if changed.

Enter the email addresses of anyone who will be on the interview committee. Click on Update Guest User Recipient List. The list is then activated by HR.

Save << Prev Next >>

Managing Applications

The hiring supervisor is responsible for managing the applicants for the position. This includes updating each applicant status to the next appropriate status.

Oakland University Log In

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Go to Employee Portal

Home | Requisitions | My Profile | Help

Gail Ryckman, you have 0 messages. Hiring Supervisor | Logout

Welcome to your Online Recruitment System

Inbox (47 items need your attention)

Displaying items for group "Hiring Supervisor".

Requisitions (10+) | Actions (0)

Job Title	Type	Current State	Owner
See more...			

Watch List (1 items)

Requisitions (1) | Actions (0)

Job Title	Type	Current State	State Owner
Office Assistant II	Staff	Posted	Human Resources

Shortcuts

[My Reports](#)

My Links

Useful Links

[Your Applicant Portal](#)
(How Applicants access your PeopleAdmin system)

[Old TEAMS Employment Site](#)
(Only click on this link for positions posted prior to May 20th and for performance evaluations for 2013-2014)

[Test](#)

Click on Job Title

Be sure your user type is Hiring Supervisor

Managing Applications



Requisition: Office Assistant II (Staff)

Current Status: Posted

Position Type: Staff
Department: 2637 - University
Human Resources Dept

Created by: Gail Ryckman
Owner: Human Resources

- See how Requisition looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Summary [History](#) [Applicants](#) [Reports](#) [Associated Position Description](#)

Posting Details

Posting Details

Position Title	Office Assistant II
Position Number	990087
Salary Range/Pay Rate	38,152
Position Notes	This position is an Oakland University Professional Support Association-MEA/NEA position. The incumbent will be represented by the MEA/NEA. This position will remain open a minimum of five (5) working days. External applicants may be considered. Qualified bargaining unit members will receive interviews and initial consideration.
Employee Group/Grade	C-7
Job Category	Clerical-Technical
Position Class	CF5GG

This is a summary screen of the position. You can scroll down and see the entire requisition including selection criteria, posting questions and guest user ID. To see the list of applicants, click on the word Applicants.

List of Applicants for Office Assistant II Position

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Open Saved Search ▾ Search: Search More search options

Applicant with Score ✕

Saved Search: "Applicant with Score" (2 Items Found) ✕ Actions

<input type="checkbox"/>	Full Name	Posting Number	Application Date	Workflow State (Internal)	Supplemental question Score	(Actions)
<input type="checkbox"/>	Ryckman, Roxie	S00165	April 06, 2015 at 02:05 PM	Under Review by Department	0.0	Actions ▾
<input type="checkbox"/>	Applicant, Test	S00165	April 06, 2015 at 02:15 PM	Under Review by Department	100.0	Actions ▾

The supplemental question score will help you identify internal candidates. In this case Test Applicant responded affirmatively that he/she is a member of the OUPSA group as indicated by the 100.0 score.

To open the application materials, click on the applicant name

Applicants for clerical positions are pre-screened and will only be viewable by the Hiring Supervisor if they meet the minimum qualifications. All other applicants are not pre-screened.

View of Test Applicant's Application



Job application: Test Applicant (Staff)

Current Status: Under Review by Department
Application form: Regular Staff Application

Full name: Test Applicant

Address:

430 Wilson Hall

Rochester , MI

United States of America

Username: Test Applicant

Email: ryckman@oakland.edu

Phone (Primary): 123-456-7890

Phone (Secondary):

Position Type: Staff

Department: 2637 - University
Human Resources Dept

Created by: Test Applicant

Owner: Hiring Supervisor

Take Action On Job Application ▾

★ View Requisition Applied To

★ Preview Application

📄 Edit Application

📄 Reactivate

Summary

Recommendations (0 of 0)

History

👤 Personal Information [Edit](#)

Personal Information

First Name:	Test
Middle Name:	
Last Name:	Applicant
Address:	430 Wilson Hall

Scrolling down on the application page will show all sections of the application including education, experience, references, etc.

View of Test Applicant's Application

✔ Certification [Edit](#)

I represent that my answers to the questions and all other information furnished are a correct and complete disclosure of the subject matter. I authorize investigation of my past work history and of all information I have provided. I authorize former and current employers to release full employment information to Oakland University. I waive any claim for liability or damages resulting from any investigation that is conducted consistent with, or from the release of information permitted by, applicable law. If I am employed by the University, I understand that any incorrect, incomplete, or false statement or information furnished by me will subject me to discharge at any time.

I understand that if I ever want to bring a civil action against the University for failure to accommodate my disability under the Michigan Persons with Disabilities Civil Rights Act, as amended, I must provide written notification to the Office of Inclusion and Intercultural Initiatives of my need for accommodation within 182 days after the date I know or should have known that an accommodation was needed. However, this does not waive my rights under the Americans with Disabilities Act, as amended, which imposes no time limit and does not require accommodation requests to be in writing. I understand that any offer of employment will be made by University Human Resources, and that such offer shall supersede any conflicting or additional representations that may have been made to me. I further understand that I may be required to pass a University-approved physical examination before employment.

Thank you for completing this application form and for your interest in employment with Oakland University.

By electronically submitting this application, I agree to these conditions.

I certify that I have read and agree with these statements

Please enter your initials to verify your identity

Submitted on April 06, 2015 at 02:15 PM by Test Applicant

Required Documents

Document Type	Name	Conversion Status
✔ Cover Letter	Cover Letter 04-06-15 13:13:54 (10.3 KB)	PDF complete
✔ Resume	Resume 04-06-15 13:14:10 (10.6 KB)	PDF complete

Optional Documents

No optional documents added.

Recommendation Documents

No recommendations submitted.

PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

At the end of the application you may access the required documents. Click on the blue links to open them in PDF format.

Changing the Applicant's Status

Requisitions / ... / Office Assistant II (Posted) / Applicant Review / Test Applicant Under Review by Department Search Results: [Previous](#) | [Next](#)

Job application: Test Applicant (Staff)
Current Status: Under Review by Department
Application form: Regular Staff Application

Full name: Test Applicant Created by: Test Applicant
Address: Owner: Hiring Supervisor
430 Wilson Hall
Rochester, MI
United States of America
Username: Test Applicant
Email: ryckman@oakland.edu
Phone (Primary): 123-456-7890
Phone (Secondary):
Position Type: Staff
Department: 2637 - University Human Resources Dept

Take Action ✕

Selected for Interview (move to Selected for Interview)

[Submit](#) [Cancel](#)

Take Action On Job Application

WORKFLOW ACTIONS

- Keep working on this Job application
- Selected for Phone Interview (move to Selected for Phone Interview)
- Selected for Interview (move to Selected for Interview)**
- Not Interviewed, Not Hired (move to Not Interviewed, Not Hired)
- Selected for Police Testing (move to Selected for Police Testing)

MOVE DIRECTLY TO...

- Draft
- Under Review by HR
- Selected for Phone Interview
- Selected for Interview
- OI Review Interview Pool
- OI Interview Pool Approved
- Selected Candidate
- Offered Job, Recommend for Hire
- Not Interviewed, Not Hired
- Selected for Police Testing
- Interviewed, Not Hired
- Hired
- Position Canceled
- System Det'd Does Not Meet Minimum Qualifications
- Withdrawn

Summary | Recommendations (0 of 0) | History

Personal Information

Personal Information

First Name:	Test
Middle Name:	
Last Name:	Applicant
Address:	430 Wilson Hall

https://oaklandfaculty-sb.peopleadmin.com/hr/job_applications/60965#

Changing the Statuses of Multiple Applicants

Pt. 1

The screenshot shows a web interface for a requisition titled "Requisition: Office Assistant II (Staff)". The current status is "Posted". The page includes a search bar and a table of applicants. The table has columns for Full Name, Requisition Number, Application Date, Workflow State (Internal), and Supplemental question Score. Three applicants are listed: Ryckman, Roxie; Applicant, Test; and Ryckman, Ranger. The first and third rows have checkboxes checked. An "Actions" button is visible on the right side of the table, and a dropdown menu is open, showing options like "Review Screening Question Answers", "Download Screening Question Answers", "Export results", "Move in Workflow", "Download Applications as PDF", and "Create Document PDF per Applicant".

<input type="checkbox"/>	Full Name	Requisition Number	Application Date	Workflow State (Internal)	Supplemental question Score
<input checked="" type="checkbox"/>	Ryckman, Roxie	S00185	April 06, 2015 at 02:05 PM	Under Review by Department	0.0
<input type="checkbox"/>	Applicant, Test	S00185	April 06, 2015 at 02:15 PM	Under Review by Department	100.0
<input checked="" type="checkbox"/>	Ryckman, Ranger	S00185	April 08, 2015 at 09:16 AM	Under Review by Department	0.0

The system gives the ability to change the statuses of multiple applicants at one time. Select the applicants you want to change by checking the boxes to the left of the names. Then mouse over the gray Actions button and click on Move in Workflow.

Changing the Statuses of Multiple Applicants

Pt. 2

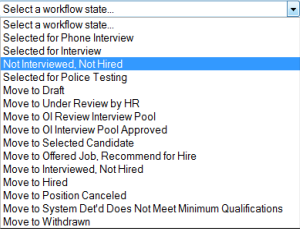
Editing: Workflow States for 2 Applicants

Change for all applicants

Applicant	Current State	Reason
Roxie Ryckman	Under Review by Department	
Ranger Ryckman	Under Review by Department	

or

- Select a workflow state...
- Select a workflow state...
- Selected for Phone Interview
- Selected for Interview
- Not Interviewed, Not Hired**
- Selected for Police Testing
- Move to Draft
- Move to Under Review by HR
- Move to Of Review Interview Pool
- Move to Of Interview Pool Approved
- Move to Selected Candidate
- Move to Offered Job, Recommend for Hire
- Move to Interviewed, Not Hired
- Move to Hired
- Move to Position Canceled
- Move to System Def'd Does Not Meet Minimum Qualifications
- Move to Withdraw



After clicking on Move in Workflow you will be given the task of selecting a workflow state. Select the appropriate state. If required, you will then be asked to select a reason. You may use the upper drop-down menus for all applicants or if the selections are different, do them individually.

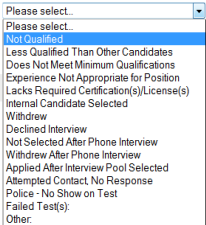
Editing: Workflow States for 2 Applicants

Change for all applicants

Applicant	Current State	New State
Roxie Ryckman	Under Review by Department	<input type="text" value="Not Interviewed, Not Hired"/>
Ranger Ryckman	Under Review by Department	<input type="text" value="Not Interviewed, Not Hired"/>

or

- Please select...
- Please select...
- Not Interviewed, Not Hired**
- Less Qualified Than Other Candidates
- Does Not Meet Minimum Qualifications
- Experience Not Appropriate for Position
- Lacks Required Certification(s)/License(s)
- Internal Candidate Selected
- Withdraw
- Declined Interview
- Not Selected After Phone Interview
- Withdraw After Phone Interview
- Applied After Interview Pool Selected
- Attempted Contact, No Response
- Police - No Show on Test
- Failed Test(s)
- Other:



Applicant Lists

The screenshot shows a web interface for managing applicant lists. At the top, there are navigation tabs: Summary, History, Applicants (selected), Reports, and Associated Position Description. Below the tabs is a search area with a search bar, a Search button, and a Hide search options link. There is also an Add Column dropdown menu and an Active/Inactive Status dropdown menu. The status dropdown is currently open, showing Active, Inactive, and Active options. Below the search area is a table of applicant results. The table has columns for Full Name, Posting Number, Application Date, Workflow State (Internal), Supplemental question Score, and (Actions). The table contains one row with the following data: Applicant, Test; S00165; April 06, 2016 at 02:15 PM; Under Review by Department; 100.0; Actions.

Full Name	Posting Number	Application Date	Workflow State (Internal)	Supplemental question Score	(Actions)
Applicant, Test	S00165	April 06, 2016 at 02:15 PM	Under Review by Department	100.0	Actions

Once you have changed an applicant's status to an inactive state, they will no longer appear on your applicant list page. You can see them again by clicking on search options and then Inactive status and then Search.

Interviewing Steps for Administrative Positions

- Identify your list of candidates to be interviewed.
- Be sure to change the statuses on all of your applicants leaving only those Selected for Interview
- Email Joi Cunningham (cunning3@oakland.edu) and UHR (ryckman@oakland.edu or zang@oakland.edu) with list of names and your intent to conduct phone interviews or face-to-face interviews.
- Your pool will be approved by Joi Cunningham.
- If you elect to conduct phone interviews first, you must later send another email identifying the candidates you are moving to the face-to-face interview stage.
- Before Interviewing:
 - Develop your interview process.
 - Refer to the Manager's Toolkit for an Interview Preparation Outline.
 - Always have a pre-set list of questions.
 - Refer to the Manager's Toolkit for Suggested Interview Types & Sample Questions.
 - Review list of topics to avoid.
 - Provide your interview committee with a copy of the questions and the criteria you are using to determine the best qualified candidate.

Interviewing Steps

for Clerical or Service Maintenance Positions

- Identify your list of candidates to be interviewed.
- Be sure to change the statuses on all of your applicants leaving only those Selected for Interview
- Email Joi Cunningham (cunning3@oakland.edu) and UHR (ryckman@oakland.edu or zang@oakland.edu) with list of names and your intent to conduct phone interviews or face-to-face interviews.
- Your pool will be approved by Joi Cunningham.
- If you elect to conduct phone interviews first, you must later send another email identifying the candidates you are moving to the face-to-face interview stage.
- UHR will schedule the skills assessments for clerical positions.
- UHR will schedule interviews for “internal” applicants. External applicant interviews will be scheduled by the department.
- Before Interviewing:
 - Develop your interview process.
 - Refer to the Manager’s Toolkit for an Interview Preparation Outline.
 - Always have a pre-set list of questions.
 - Refer to the Manager’s Toolkit for Suggested Interview Types & Sample Questions.
 - Review list of topics to avoid.
 - Provide your interview committee with a copy of the questions and the criteria you are using to determine the best qualified candidate.

Related Administrative Policies & Procedures

- Policy 704 - Internal Promotions & Transfers
- Policy 725 - Filling Vacancies of Non-Faculty Positions