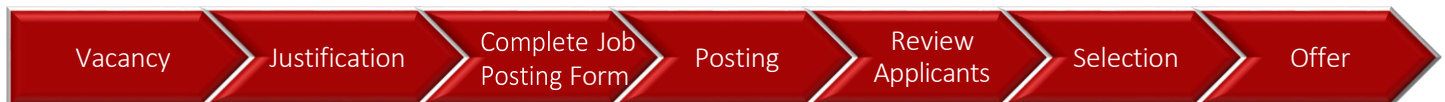


STAFF - Full Cycle Recruitment Process

Your HR Team is here to provide support throughout your hiring process. We work closely with you to understand your hiring needs so we can develop a strategy that helps you achieve your talent goals. We strive to improve the hiring manager experience by assisting you with your search, sourcing and screening top talent as well as by providing transparency throughout the hiring process and maintaining candidate relationships.



1 Vacancy

1. Collaborate with your [HR Partner](#) to determine best approach to the vacancy (replacement hire, internal vs. external, redistribute/reorganize/reclassify existing staff).
2. Prepare for Justification if applicable.

2 Justification - if applicable

1. Prepare and submit [Justification](#) documents to employment@umsl.edu.
2. Position reviewed/approved by the Justification Committee.
3. Receive notification of committee's decision.

3 Complete & Submit Job Posting Form

1. Unit completes and submits appropriate [Job Posting Form](#) to their Business Manager.
2. Business Manager reviews form and sends to Recruiting at employment@umsl.edu.
3. Recruiting reviews the form and sends to Shared Services.

4 Posting

1. Shared Services posts the job per instructions on the Job Posting form.
2. Unit will receive an email once job has been posted.
3. Positions post every hour at the top of the hour.
4. Positions post to external sites 48-72 hours. Units are also encouraged to [advertise the position](#).

5 Pool Certification - if applicable

1. Refer to the Pool Certification guide to determine if Pool Certification is required.
2. Unit emails employment@umsl.edu requesting certification.
3. Once pool has been certified, Recruiting sends the results to the Unit.

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Reviewing and Positioning Your Applicants – Identify Talent

Dispositioning, or properly updating the status of applicants, throughout the interview and selection process will create timely hiring metrics and improve the overall candidate experience.

1. **Go to:** Hrprd.umsl.edu→Recruiting Home Page→My Job Openings→select job
2. Recruiting will **route** all applicants who meet minimum qualifications.
Note: To print/view all application materials for an applicant, click the Print icon (this will bundle all of the applicant materials).
3. Based on your interest level, please disposition the applicants: **REVIEWED, INTERVIEW and REJECT**
Reviewed – all applicants in whom there is interest.
Interview – all applicants invited to an interview.
Reject – any applicants not moving forward in the process (use appropriate rejection reason).
Note: PeopleSoft guide and reviewing application guide.
4. Star rating system to communicate quality of the candidates may also be utilized:
3 stars – top scored applicants; 2 stars – average scored candidates; 1 star – lower scored candidates

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Interviewing & Selection

1. Unit organizes logistics for departmental interviews.
2. Unit invites top candidates for departmental interviews. (See suggested interview questions & interview evaluation guide.)
Hiring managers can upload or input interview summaries into eRecruit, if appropriate.
3. Unit conducts reference checks.

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Preparing/Presenting the Offer

1. Unit determines pay based on guidelines provided previously by HR Partner or Business Manager and discusses offer with Business Manager.
2. Unit extends the verbal offer to selected candidate and negotiates as needed.
3. Unit notifies Shared Services (Stripes) of the acceptance of the verbal offer by providing the following via email:
 - Job posting number (job opening ID)
 - Name of candidate
 - Rate of pay (note monthly or hourly)
 - Working title (if applicable)
 - FTE
 - Supervisor name and title as well as name/title/email of individual who will sign the offer letter
 - If applicable: moving expenses, and/or hiring incentive
 - If this is multi-headcount position, please provide which position number this candidate is assigned.
 - Anticipated start date
 - Note if this is an internal candidate (currently employed by the University of Missouri)

Note: start date should align with New Employee Orientation dates and allow for completion of the CBC.
4. At any point after the candidate has accepted the verbal offer, the Unit requests computer access etc.
5. Recruiting will create the offer letter based on the above information and send to Hiring Manager and the candidate for signatures. ***NOTE any changes to the offer letter after it has been submitted, needs to be communicated to employment@umsl.edu
6. Recruiting initiates the Criminal Background Check (CBC) and Education verification once the signed offer letter is received. As needed, Recruiting will initiate the Post Offer Employment Testing (POET).
7. If CBC results meet company standards, Shared Services will prepare the candidate for hire, create the EmplID, and hire eForm. The Unit may contact their Business Manager or Shared Services (Stripes) for the EmplID.
8. Candidate receives system generated onboarding email which includes SSO and pre-boarding forms (I-9, etc.). Recruiting will update the Unit with the SSO.
9. Shared Services provides welcome email to candidate which includes reference to the pre-boarding requirement and instructions on timesheet entry.
10. Candidate completes required on-line forms and attends New Employee Orientation, Shared Services completes the hiring process and updates job as filled/closed.
11. Unit communicates with interviewed candidates not selected and chooses a rejection reason in eRecruit.