JOB OPENING CHECKLIST & CHEAT SHEET
(for Regular Job Openings)

EPC & Unit Checklist

Check the following items when reviewing job openings for approval and posting:

1. ____ *(EPC ONLY)* Review the AFSCME Recall List for possible placement.

2. ____ If a Position Description Form/approval documentation is required, verify it is attached.

3. ____ Does the Posting Title accurately reflect the job responsibilities or duplicate any current, active Market Titles?

4. ____ Are the defaults of Openings to Fill: Limited, Target Openings: 1, and Available Openings: 1 correct for this posting?

5. ____ Is the Career/Job Family associated with the selected Job Code designated in the Career Interest field, at a minimum? If any additional Career Interests are designated, are they relevant to the Job Code?

6. ____ If this is an underfill position, is the Primary Job Code checkbox checked for the highest level and is the Posting Title typed correctly with the highest level reflected first? (example: Admin Assistant Intermediate/Associate)

7. ____ Ensure Minimum Years of Work Exp and Maximum Years of Work Exp fields are blank.

8. ____ *(Unit HR / HR Officer ONLY)* If Screening Questions were added, are they appropriate for the job posting content and tied directly to the Required Qualifications? Refer to *Screening Guidelines* document on eRecruit website for further information.

9. ____ Are the correct Approvers identified, with the EPC as the final and Primary Approver?

10. ____ Is this a Learned Professional Job Code Title, and, if so, does the Job Posting reflect Learned Profession language (i.e. is the Description Type of Required Qualifications selected with a Description ID of Learned Professional Position and the pre-populated text visible in the Description field)?

11. ____ Are the recommended minimum Description Types of Desired Qualifications, Required Qualifications and Responsibilities included in the posting content?

12. ____ Do the Description Types, IDs and Description content make sense for the selected Job Code?

13. ____ Proofread and correct any typos (use the spell check feature). If job opening creator copied any Description content from Word onto the Posting Information page he/she should Save & Submit the job opening, exit and come back into the job opening to double check for any formatting errors on the Posting Information page (example: question marks intended to be bullets or apostrophes). Approvers should also check the Posting Information page for these potential errors.

14. ____ In the Job Posting Destinations box, are dates selected to post the job opening for a minimum of 7 calendar days or as outlined in the appropriate bargaining agreement?

Unit Cheat Sheet: Use below field descriptions for reference during Job Opening creation and/or review:

Navigation: MENU > RECRUITING > CREATE NEW JOB OPENING

FIELD	REQUIRED?	DESCRIPTION / COMMENTS
Job Opening Type	Yes	Populates automatically; no action needed
Business Unit	Yes	Populates automatically; no action needed
Job Family	Yes	Select the appropriate Job Family
Job Code/Title	Yes	Type in or use finder icon to select appropriate Job Code/Title. Note: if you click the Finder icon, only Job Codes/Titles related to the selected Job Family appear
Posting Title	Yes	Populates automatically as Job Code/Title; may change if necessary
Click "Continue" (Note: on Job Opening page, click Save as Draft at any time to save changes during creation process and/or if it is necessary to exit the system and return to the job opening at a later time; search tip: job opening saves in "Draft" status.)		
Job Opening Type	Yes	Populates automatically; no action needed
Created By	Yes	Populates automatically; no action needed
Created	Yes	Populates automatically; no action needed
Openings to Fill	Yes	Defaults to Limited; change if applicable
Target Openings	Yes	Defaults to 1; change if applicable
Available Openings	Yes	Populates automatically based on Target Openings
Appointing Department	Yes	Type in or use finder icon to select appropriate Appointing Department. Note: if using finder icon, type search parameters into Department or Description fields before clicking "Look Up" to avoid long search times
Org Group	Yes	Populates automatically based on Appointing Department; no action needed
Work Location, City, State	Yes	Populates automatically based on Appointing Department; may change if necessary
Status Code	Yes	Populates automatically; no action needed. Note: Status of job opening updates automatically throughout the approval and hiring process
Status Date	Yes	Populates automatically; no action needed
HR Employment Coordinator	Yes	Select the EPC responsible for the job opening
Unit PCN	No	Type in the Position Control Number if part of your unit's process
New Position / Replacement	Yes	Defaults to New Position; click on radio button for Replacement if applicable. Note: if "Replacement" is selected, a new panel appears prompting you to indicate the Employee Being Replaced
Career Interest	Yes	At a minimum, type in or use finder icon to select Career/Job Family as a Career Interest. You may add as many Career Interests as desired by clicking ⊞ Add Career Interest; only select Interests related to the job. Applicants may search on Career Interests at umjobs.org
Job Code	Yes	Populates automatically; no action needed. Note: Primary Job Code is checked; if adding an underfill job code you may need to return prior to preparing a job offer to change the checkmark designation if filling at the lower job code level
Full/Part Time	Yes	Defaults to Full-Time; use drop down box to change to Part-Time if applicable
Regular/Temporary	Yes	Hard coded to Regular; no action needed
Appt Begin Date	No	Type or use calendar icon to select Appt Begin Date if desired/known; displays in posting
Appt End Date	No	Type in or use calendar icon to select Appt End Date if desired/known for term limited position; displays in posting
Shift	Yes	Defaults to Days; use drop down box to change if applicable
Hours	Yes	Defaults to 40.00; change if applicable
Paid Time Off	Yes	Defaults to No; click on radio button for Yes if applicable
Grade	Yes	Hard coded based on job code; no action needed
Salary Range From	No	Type in minimum dollar amount in salary range if desired; displays in posting. Note: recommended to use this field to target appropriate applicant pool
Salary Range To	No	Type in maximum dollar amount in salary range if desired; displays in posting
Highest Education Level	No	Use drop down box to select minimum applicant Education Level required; may use this field in system screening. If applicable, click ⊞ Add Work Experience and Education to indicate additional Education Level(s)

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Minimum Years of Work Exp	No	DO NOT USE; leave blank
Maximum Years of Work Exp	No	DO NOT USE; leave blank
Licenses & Certifications	No	Use finder icon to select desired License or Certification if applicable; may use this field in system screening. Click ⊞Add License & Certification to indicate additional License(s) or Certification(s)
Question (Screening Questions)	No	*See *Screening Guidelines* document on eRecruit website prior to using system screening*. Use finder icon to select from the library of individual screening questions if applicable. Click ⊞Add Screening Questions and use the finder icon to include additional individual questions. Another option is to click ⊞Load from Question Sets and checkmark one or more pre-determined question sets to be included
View Answers	No	Click link to view each full screening question as it will appear on the posting. Also able to view affiliated answers, pre-assigned point values for each answer and which answers are designated as "correct"
Final	No	Click link to be **redirected to Job Opening Screening Criteria page** in order to set up system screening if applicable. See highlighted fields below for further detail
Percent Needed to Pass	No	Defaults to 50%; may change to a higher % causing a smaller applicant pool to pass or lower % causing a larger applicant pool to pass
Use in Screening (column)	No	Checkmark boxes to indicate which topics/questions to include when system screening is run
Required (column)	No	Checkmark boxes for topics/questions the applicant MUST answer correctly in order to pass screening. Note: if any Required topics/questions are answered incorrectly, the applicant will fail screening. If designating a topic/question as Required, checkmark both the Required and Use in Screening boxes for that row
Points (column)	No	Type in desired point value for all rows designated with a Use in Screening checkmark. Note: point values for specific screening questions are pre-assigned and will appear as a hard coded 0 in this column
Edit Details	No	Click link, which appears next to each screening question, to change pre-assigned point values associated with each answer if applicable.
Click "OK" to save changes and return to Job Opening Page		
⊞Add Job Code and ⊟Delete Job Code	No	Use "Add" link to include an underfill job code; use "Delete" link if second code was added in error. Note: if adding a second job code, a blank Additional Job Specifications panel generates and relevant fields must be completed for the new job code. Click View All to see panels for both job codes. Ensure Posting Title reflects both job codes
⊞Add Approvers	Yes	Type a number in Seq# field to designate the order of the workflow approval email to each Approver. Type in EmplID or use finder icon to select Approver. Note: at a minimum the EPC is required as the final and Primary Approver. Placing a checkmark in the Primary field filters the finder icon results to only EPC level employees.
⊞Add Additional Hiring Team Members	No	Type in EmplID or use finder icon to select Hiring Team Members. Note: in order for Resume Viewers or Job Open/Updaters to access this job opening in the system, they must be designated as Approvers OR Additional Hiring Team Members. Only employees with an eRecruit security role will appear when using the finder icon
⊞Add Job Postings	No	Click link to be **redirected to Posting Information page** in order to add posting content and dates. See highlighted fields below for further detail. Note: do not click if job opening is a DO NOT POST
Posting Title	No	Pre-populates with previously designated Posting Title; may change if applicable

Add Posting Descriptions	No	Click link to add posting descriptions (e.g. Desired Qualifications, etc.). Notes: Add as many Posting Descriptions as are suitable for the job opening. The U-M EEO/AA statement is automatically populated in this section and appears on all postings. ADA Compliant Posting Guidelines can be reviewed here http://hr.umich.edu/oie/Avoiding-Discrimination.pdf
Visible	Yes	Defaults to Internal and External; in most cases this is not to be changed
Description Type	Yes	Use drop down box to select desired Description Type; appears as a header on the posting. Notes: It is recommended at a minimum to include Description Types of Desired Qualifications, Required Qualifications and Responsibilities in every posting. Regardless of the order Description Types are added and selected, they will appear on the posting in a pre-determined order. See (*) at the bottom of document for this order.
Description ID	No	Use drop down box to select appropriate Description ID. Notes: the options for Description ID vary depending on selection of Description Type; options include pre-populated text, free form, or both. Description IDs do not appear on the posting
Description	No	Type in free form text if applicable. Pre-populated text may be changed if necessary. Notes: Use spell check icon to verify no spelling errors exist. If using copy and paste from a Word document, avoid using bullets and apostrophes, as they format into question marks (?) which are only visible and may only be corrected by creator or Approvers after saving and submitting the job opening. Descriptions appear on the posting
Posting Type	Yes	Defaults to Internal and External in the two rows below; in most cases this is not to be changed. Designates that the posting will appear to both Internal and External applicants on websites
Relative Open Date	No (either this or Post Date is required)	Use this field OR Post Date field to indicate when the job opening should be posted on websites. Use drop down box; select Approve Dt. if job opening is to be posted upon EPC Approval. Reminder to complete this step for both rows if applicable
Post Date	No (either this or Relative Open Date is required)	Use this field OR Relative Open Date field to indicate when the job opening should be posted on websites. Type in or use calendar icon to post the job opening on a specific date. Reminder to complete this step for both rows if applicable. Note: may be necessary to use this field if job opening is a bargained-for position
Remove Date	No (either this or Posting Duration is required)	Use this field OR Posting Duration (Days) field to indicate when the posting is to be removed from websites. Type in or use calendar icon to remove the posting on a specific date. Reminder to complete this step for both rows if applicable. Note: may be necessary to use this field if job opening is a bargained for position
Posting Duration (Days)	No (either this or Remove Date is required)	Use this field OR Remove Date field to indicate when the posting is to be removed from websites. Type in the number of days (minimum of 7 calendar days) to post the job opening. Reminder to complete this step for both rows if applicable. Note: recommend using the Approve Dt. as Relative Open Date and Posting Duration (Days) field whenever appropriate, as the system uses the number of days entered and calculates the posting remove date, adjusting as needed depending on when the EPC approves the job opening
Click "Preview" at any time to view the posting as it will appear to Applicants. Click Return to Previous Page to return to the Posting Information page and once satisfied with posting content click "OK" to return to Job Opening page.		
Back on Job Opening page, click either "Save & Submit" to start approval workflow emails or "Save as Draft" (Note: approval workflow emails will not generate until Save & Submit is clicked)		

*Pre-determined order of Description Types as will appear in postings:

1. How to Apply
2. Job Summary
3. Responsibilities
4. Required Qualifications
5. Desired Qualifications
6. Nursing Specific Information
7. Licensure & Certification
8. Work Schedule
9. Underfill Statement
10. Additional Information
11. Union Affiliation
12. Background Screening
13. Contact Information
14. Mission Statement
15. Application Deadline
16. E-Verify
17. U-M EEO/AA Statement (pre-populates in all postings)

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