

## **NON STUDENT TEMPORARY JOB OPENING CHECKLIST AND CHEAT SHEET**

### **EPC & Unit Checklist**

- 1) Does the Posting Title accurately reflect the job responsibilities?
- 2) Is this a Limited or Unlimited Posting? Limited is used for one or more available positions on the same job opening and closes when the last opening is filled. Unlimited is used when the number of available positions is unknown at the time of posting. The job opening must be manually closed by the hiring department when hiring activity has ceased.
- 3) Has the appropriate posting contact been identified? This is the person in your unit responsible for the overall hiring process for this job. This person also receives a daily digest report of new hires who have not completed the self-service onboarding steps.
- 4) Do additional Career Interests need to be added?
- 5) Ensure Minimum and Maximum Years of Work Experience fields are left blank.
- 6) If Screening Questions were added, are they appropriate for the job posting content and tied directly to the required qualifications? (Refer to the Screening Guidelines document on My Linc for further information [http://maislinc.umich.edu/mais/pdf/HR\\_EMP\\_HRScreening.pdf](http://maislinc.umich.edu/mais/pdf/HR_EMP_HRScreening.pdf) If your department required job opening approvals, do you know who the approvers should be and in what order they need to be sequenced?)
- 7) Have all other people needing access to the job opening been added to the Hiring Team?
- 8) Has the language in the posting been reviewed for ADA compliance? Review guidelines here <http://hr.umich.edu/oie/Avoiding-Discrimination.pdf>
- 9) Proofread, use the spell checker and correct any typos. If the job opening creator copied and pasted any content from a Word document he/she should Save & Submit the job opening, exit and come back into the job opening to double check for any formatting errors caused by the copy and paste (i.e.; question marks instead of quotation marks or bullets)
- 10) If the job is being posted, do the posting destinations reflect the recommended two- three day posting period?

<u>FIELD</u>	<u>REQUIRED</u>	<u>DESCRIPTION / COMMENTS</u>
<b>Primary Job Opening Information</b>		
Job Opening Type	Yes	Populates automatically; no action needed
Business Unit	Yes	Populates automatically; no action needed
Job Family	Yes	Select the appropriate Temporary 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
<b>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.)</b>		
<b>Opening Information</b>		
Job Opening Type	Yes	Populates automatically; no action needed
Accept Non Posted Applications	No	Check the box if you know who you are hiring , and do not have a need to post the position
Created By	Yes	Populates automatically; no action needed
Created (Date)	Yes	Populates automatically; no action needed
Openings to Fill	Yes	Defaults to Limited; change if applicable. <b>Limited</b> is used to fill one or more positions with same job code and department. Job opening is automatically closed when all positions are filled. <b>Unlimited</b> is used to fill an unknown # of positions for same job code and department. Job opening stays open until manually closed by the department.
Target Openings	Yes	Defaults to 1; change if applicable
Available Openings	Yes	Populates automatically based on Target Openings.
Appointing Department	Yes	Enter Department ID 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; but can be modified. Note: If multiple locations is selected, a posting description ID will be automatically added to the posting information that allows the creator to enter specific location information for the job seeker
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 the date the displayed status was set; no action needed
Posting Contact	Yes	Enter the name of the person responsible for handling the job opening. Must have eRecruit role. <b>Note: The contact receives daily digest of new hires that have not completed self-service onboarding.</b>
Unit PCN	No	Enter 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	Defaults to "Temporary Job Opening" for all temporary job codes. Additional Career Interests may be added. Applicants use Career Interests to search for jobs at <a href="http://umjob.org">umjob.org</a>
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/Temporay	Yes	Defaults to Temporary; no action needed
Shift	Yes	Defaults to Days; use drop down box to change if applicable
Hours	Yes	Defaults to 0
Grade	Yes	Defaults based on job code; no action needed
Salary Range From	No	Type in minimum dollar amount as hourly rate 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 as hourly rate 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 + <u>Add Work Experience and Education</u> to indicate additional Education Level (s)
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)
<b>Screening Questions</b>		
Screening Questions - Question	No	*See <i>Screening Guidelines</i> document on My Linc prior to using system screening* <a href="http://maislinc.umich.edu/mais/pdf/HR_EMP_HRSscreening.pdf">http://maislinc.umich.edu/mais/pdf/HR_EMP_HRSscreening.pdf</a> . 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 <b>redirected to Job Opening Screening Criteria page</b> 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 <b>MUST</b> 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
<b>Click "OK" to save changes and return to Job Opening Page</b>		
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 with the highest value listed first
<b>Hiring Team/Approvers</b>		
Add Approvers	Yes	Approvers on the Non Student Temporary Job Opening are optional. Any approvers added should be specific to the hiring unit only.

Add Additional Hiring Team Members	No	Click link if applicable; type in Empl ID 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
<b>Job Posting Information</b>		
Add Job Postings	No	Click link to be <b>redirected to Posting Information page</b> in order to add posting content and dates. See highlighted fields below for further detail. <b>Note: do not click if job opening is a DO NOT POST</b>
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. The multiple locations description is automatically populated if multiple locations was selected on the job opening. ADA Compliant Posting Guidelines can be reviewed here <a href="http://hr.umich.edu/oie/Avoiding-Discrimination.pdf">http://hr.umich.edu/oie/Avoiding-Discrimination.pdf</a>
Visible	Yes	Refers to where the posting will be viewable. 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 website
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 2-3 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:

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|---------------------------------|---|
| 1. How to Apply                 | 10. Underfill Statement                                 |
| 2. Job Summary                  | 11. Additional Information                              |
| 3. Responsibilities             | 12. Union Affiliation                                   |
| 4. Required Qualifications      | 13. Background Check                                    |
| 5. Desired Qualifications       | 14. Contact Information                                 |
| 6. Nursing Specific Information | 15. Mission Statement                                   |
| 7. License & Certification      | 16. Application Deadline                                |
| 8. Work Schedule                | 17. E-Verify  |
| 9. Work Locations               | 18. U-M EEO/AA Statement (pre-populates in all posting) |