Staff: Recruiting & Hiring Manual

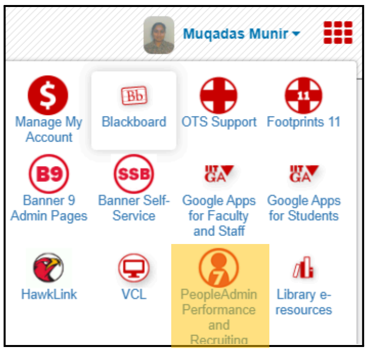
Note, please view this manual in "Print Layout" or "Viewing Mode" for the best experience.

Contents:

How to Access PeopleAdmin:

1. Please discuss your desire to post/fill a position with your HR Representative before initiating this process.

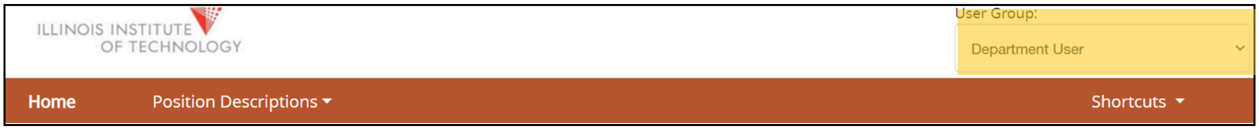
2. Log into MyIIT and open PeopleAdmin:



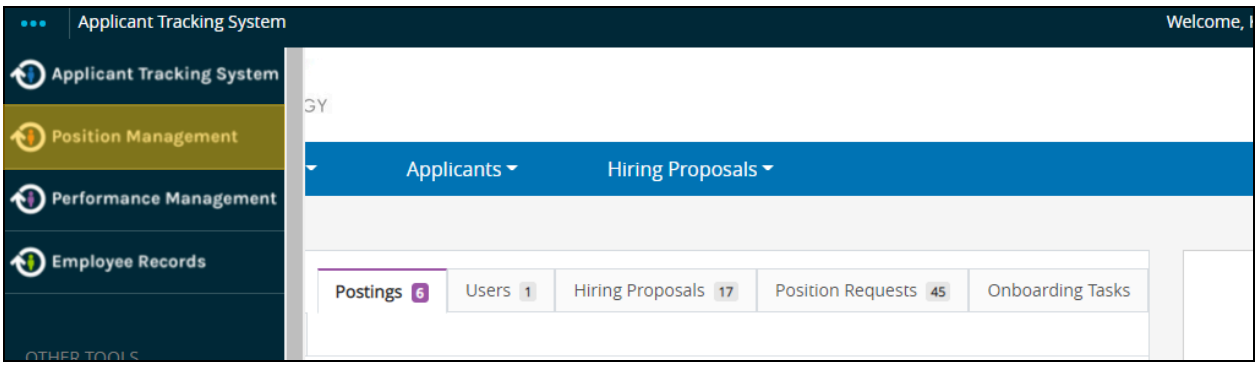
Creating a New Position Description:

1. Log into PeopleAdmin (If you are unsure how to do this, click here).

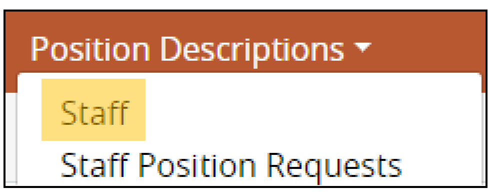
2. In the top right-hand corner, choose “Department User” from the User Group dropdown:



3. In the top left-hand corner, click on the three blue dots menu and select “Position Management”:



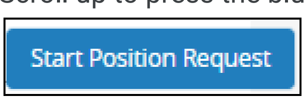
4. From the “Position Descriptions” dropdown choose “Staff”:



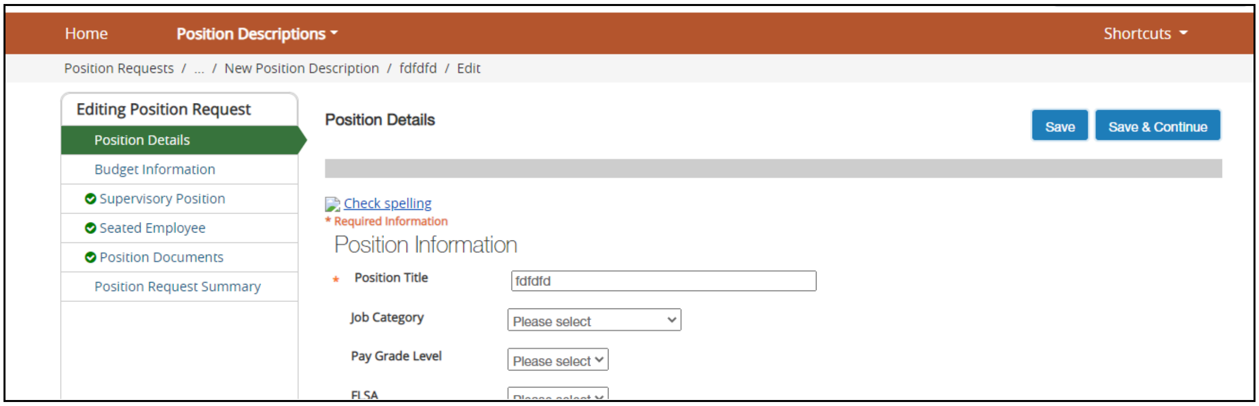
5. Click on the orange “Create New Position Description” button in the top right-hand corner:

6. Fill out (or update) the required information.

7. Scroll up to press the blue “Start Position Request”:



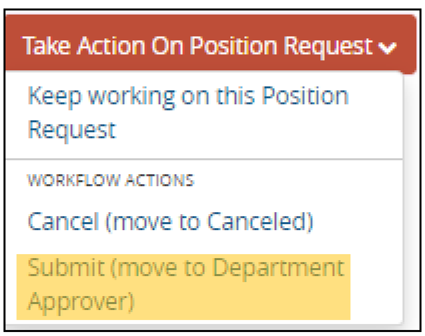
8. Fill out all fields under each category, which is on the left side bar:



Each category on the left side bar (in green) has multiple fields you need to complete, including:

- Position Details - Please reference our Abbreviation list when creating a title
- Budget information
- Supervisory Position
- Seated Employee
- Position Documents

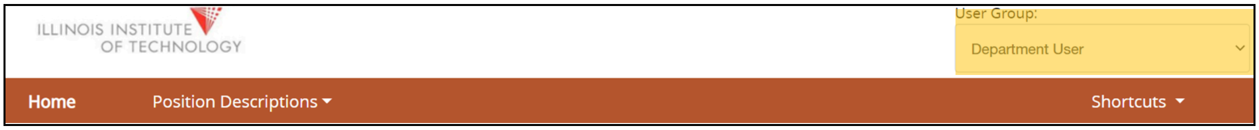
9. After all the required information has been filled out, review the "Position Request Summary" tab (i.e., the last category on the green menu). If everything is accurate, click the "Take Action" button in the top right corner and submit the description to the "Department Approver" for review:



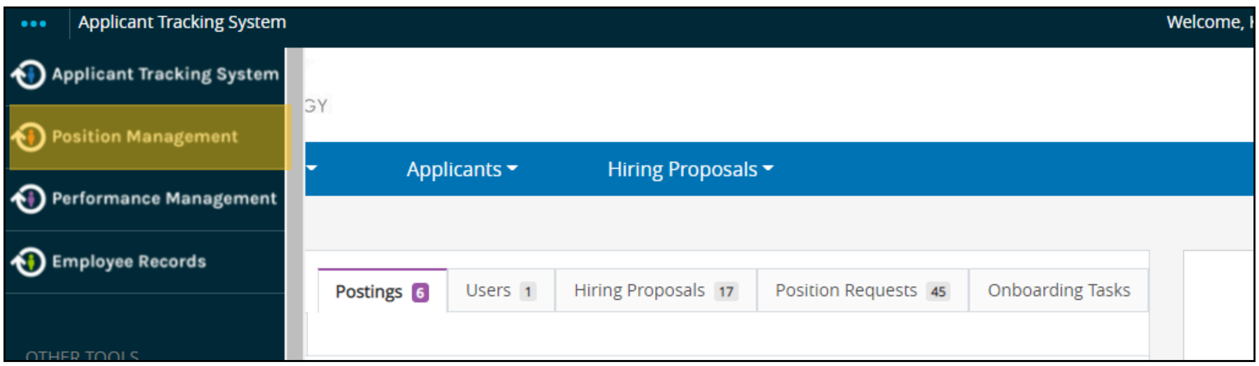
Updating an Existing Position Description:

1. Log into PeopleAdmin (If you are unsure how to do this, click here).

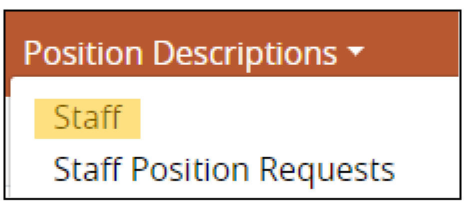
2. In the top right-hand corner, choose "Department User" from the User Group dropdown:



3. In the top left-hand corner, click on the three blue dots menu and select "Position Management":

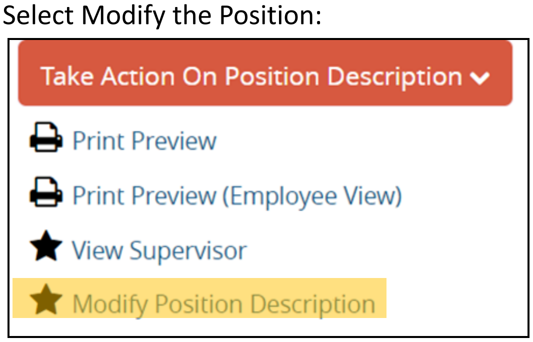


4. From the "Position Descriptions" dropdown choose "Staff":



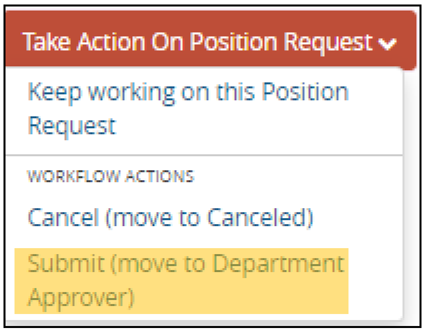
5. In the search bar, look up the position you would like to post by either the title or position control number if you know it.

6. Select Modify the Position:



7. Check the appropriate reason for the modification and move through the prompts. Add as much relevant information here as you can. If you have changes to fields you cannot edit (title, budget, FOAP, etc.), please notify HR via email right away. Please reference our Abbreviation list when considering a new title.

8. After all the required information has been filled out, review the “Position Request Summary” tab (i.e., the last category on the green menu). If everything is accurate, click the “Take Action” button in the top right corner and submit the description to the “Department Approver” for review:

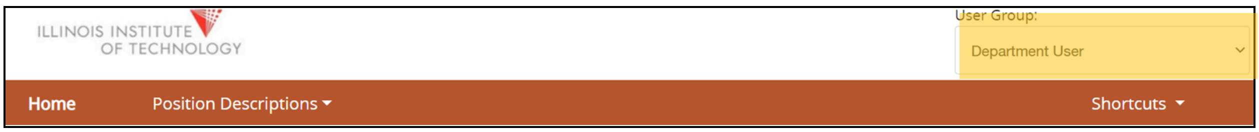


Cloning a Position Description (HR Only):

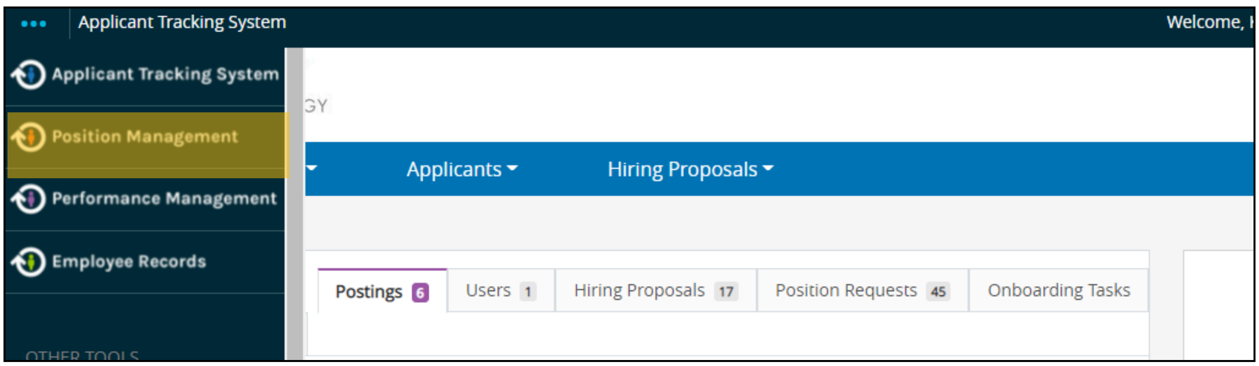
We clone positions **only** when there are multiple new hires with the same job description and title. Your HR Representative should be the only one to initiate this process. While the option is available to you to initiate, it is too problematic when not used correctly.

1. Log into PeopleAdmin (If you are unsure how to do this, click here).

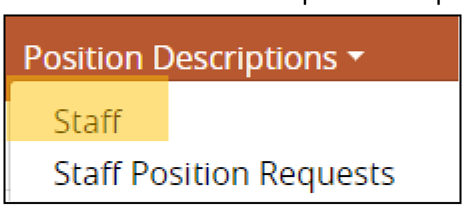
2. In the top right-hand corner, choose "Human Resources" from the User Group dropdown:



3. In the top left-hand corner, click on the three blue dots menu and select "Position Management":

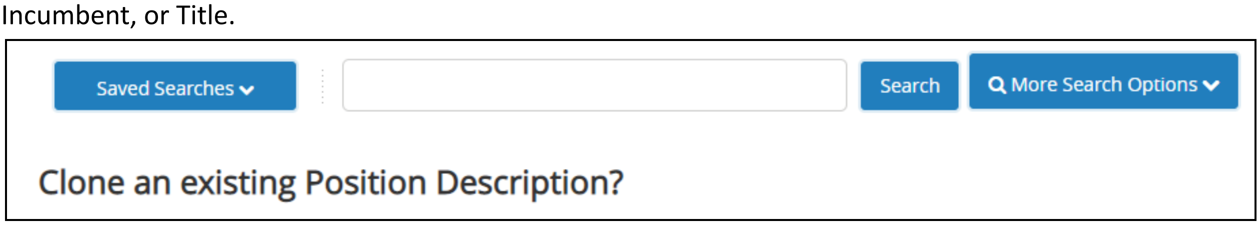


4. From the "Position Descriptions" dropdown choose "Staff":



5. Click on the orange "Create New Position Description" button in the top right-hand corner:

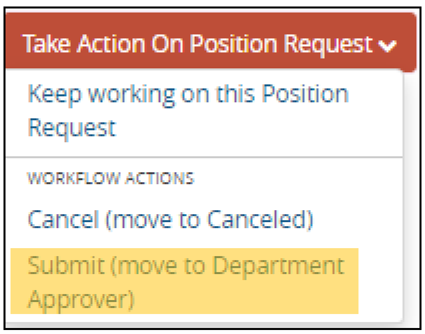
6. Search for the position you would like to duplicate using the PCN (Position Control Number), Incumbent, or Title.



7. Once you have selected the correct position, choose "Clone this Position Description":

8. Follow the prompts and fill in any necessary information.

9. After all the required information has been filled out, review the "Position Request Summary" tab (i.e., the last category on the green menu). If everything is accurate, click the "Take Action" button in the top right corner and submit the description to the "Department Approver" for review, or move directly to approved if you have already confirmed with them.

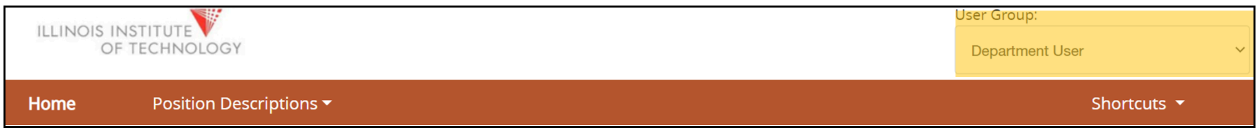


Posting a Position (Internal & External):

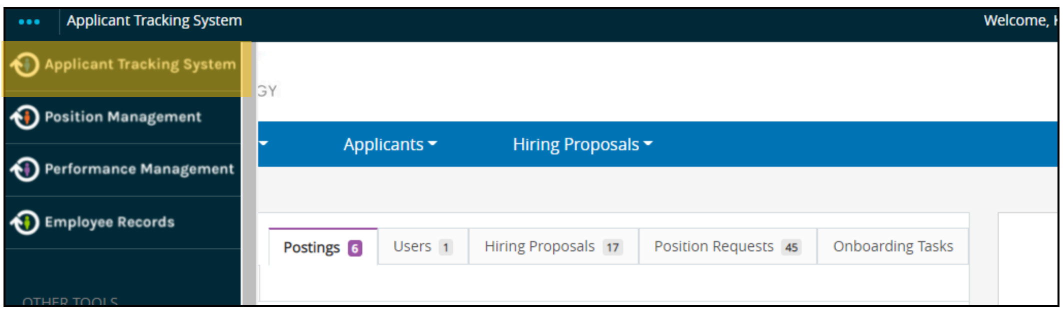
10. If a role is a new, or modified job description, and has already gone through the full approval queue above, then your HR Representative will assist you in moving this request directly to "posted" instead of routing for additional approvals.

11. Log into PeopleAdmin (If you are unsure how to do this, click here).

12. In the top right-hand corner, choose "Department User" from the User Group dropdown:

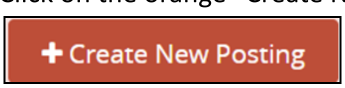


13. In the top left-hand corner, click on the three blue dots menu and select "Applicant Tracking System":



14. From the "Position Descriptions" dropdown choose "Staff" or "Faculty" depending on the role.

15. Click on the orange "Create New Posting" button in the top right-hand corner:



16. In the pop-up window select "Create from Position Description".

17. Find the position from the list below, or search for the position description using the PCN (Position Control Number, Incumbent, or Title). Use the "action" button to the right of the position and select "Create From" from the dropdown options. If you do not see this option, notify your HR Representative.

18. In the top right-hand corner select "Create Posting from this Position Description"

19. Complete all the required fields
    a. Make sure to select “Accept Online Applications”
    b. Select “External Applications” to post the role on our external careers site.
    c. Select “Internal Applications” to post the role on our internal careers site, for current employees only.

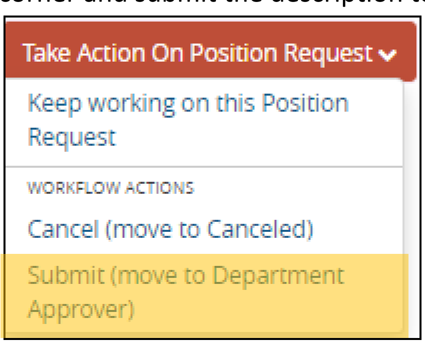
20. Follow the prompts and fill in any necessary information.

21. Under “Position Details” be sure to fill the Type of Role, Incumbent, and Incumbent Salary details in the appropriate fields. This is necessary for HR tracking purposes. If it is an addition to headcount, simply select “New Hire”. If the replacement is no longer budgeted for, add that detail and any other relevant information in the salary field.

22. Scroll all the way to the bottom of the page and ensure all required fields are submitted. Then click “Save and Continue”, and continue completing required fields until you reach the “Summary Page”.

23. Make note of any fields you cannot edit, that need to be updated by HR, and notify your HR Representative. For example, title, budgeted salary, etc. Additionally, notify your HR Representative if there are any documents you would like to collect other than the default Resume. For example: cover letters, portfolios, etc.

24. If everything is accurate on the Summary Page, click the “Take Action” button in the top right corner and submit the description to the “Department Approver” for review:



Next Steps: Department Approver:

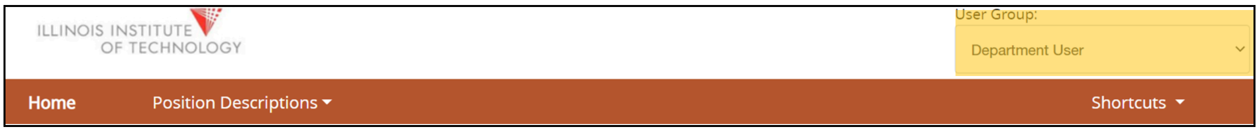
1. Once the Department Approver has reviewed the position description/job posting, they will also use this action button to submit the description/posting to the next level, or to reject and send back the request to the department user for further edits.
2. HR, GCA, and the Budget office will review the submitted information before posting the position. You can see the full checklist of steps that need to occur for approval here. As well as additional information on the posting and search process that may be helpful.
3. The Department User/Department Approver will receive a notification when the job description has been approved and can then work with the HR Representative to post it, or if it was a posting routed for approval, they will receive notification when it has been approved and posted.
4. In addition to our Illinois Tech Career Page, the position will be automatically posted to the following sites:
    a. Illinois Joblink
    b. HigherEd Jobs
    c. Indeed
    d. HERC
    e. If you would like it to be advertised on any additional sites, please feel free to do so but the candidates must submit their applications through our posting in order to be reviewed on the applicant page.

After the position has been posted:

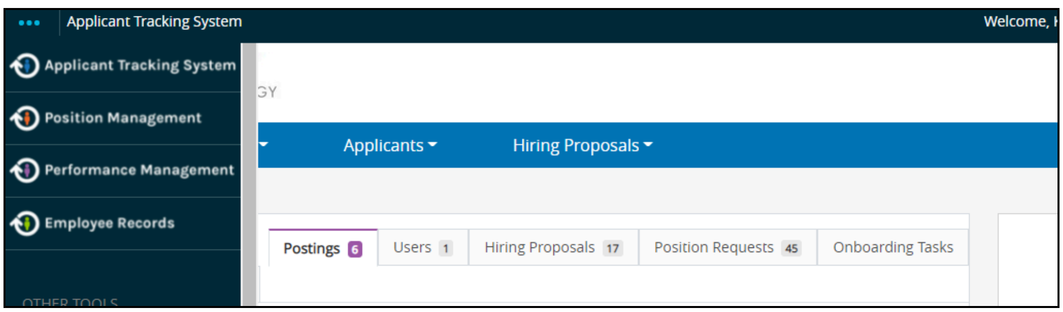
Once the position has been posted, you may go to the "Applicant Tracking System" to see the posting and any candidates who may have applied.

1. Log into PeopleAdmin (If you are unsure how to do this, click here).

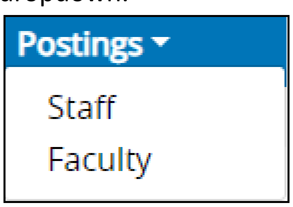
2. In the top right-hand corner, choose "Department User" from the User Group dropdown:



3. In the top left-hand corner, click on the three blue dots menu and select "Applicant Tracking System":



4. Click on "Postings" and choose "Staff" or "Faculty" depending on the type of position from the dropdown.

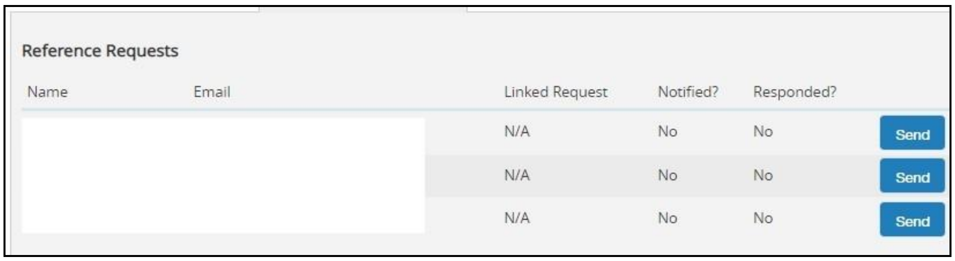


5. Click on the appropriate title from the search results. This will take you to the posting. You may view a list of the applicants by clicking on the "Applicants" tab.

6. Before you interview any candidate, make sure to connect with your HR Representative on conducting a comp check. More details on this process can be found in the "Interviews Do's and Don'ts" of this guide. This step should always be completed before moving on to the interview.

7. Use the "Take Action" button on a candidate to either "move to interview" and reach out to schedule interviews, or "move to not interviewed, not selected, email now", which will send an automated rejection email to any candidates we do not select.

8. For any candidates that you interviewed you should upload the interview notes into PeopleAdmin. You can do this by going into the candidate's application and clicking on "supporting documents" tab and you can upload a document there.
9. As you advance candidates, use the "Take Action" button to move them into the appropriate category. Example: Reference Checks, Interviewed - Not Selected, etc.
10. When you determine your finalist(s), notify the candidates that you would like to initiate the reference check, and confirm they have notified their references. Select on their Application from the "Applicants" page, and go to the "Recommendations" tab. Click "Send" to initiate the reference check for each of the listed parties.



11. Once the references come back as clear, proceed to the "[Hiring and Rejecting Candidates]" portion of this guide.

Interviews DO's and DON'Ts:

1. After you have reviewed the resumes and applications and have decided on the top 3-5 candidates that you want to interview, please send the names and resumes of the candidates, along with the Requisition/Posting Number to your HR Representative.

   The HR Representative will send emails to the candidates to check if they are interested in working at our compensation level. If you have candidates of varying experience levels, and want to offer different salary ranges to the various candidates, please clarify this with your HR Representative before they begin reaching out.

2. If candidates let us know we are not aligned on compensation expectations, they can choose to opt out at this point. It is also an opportunity for HR to catch candidates who are not eligible for employment, out state, or already an internal candidate. This saves time from unnecessary interviews.

3. Do not discuss compensation or anything else that could be considered discriminatory or illegal. Ex:
   a. Age, Race/Ethnicity, Religion, Sexual Orientation, Marital Status, Disabilities, Compensation History/Benefits, etc.
   b. Human Resources highly recommends a refresher on bias training prior to interviewing.

4. Consider the use of a Search Committee, especially in roles with leadership responsibilities, and direct reports. The linked plan will assist in how to set one up, and your HR Representative will create the committee in PeopleAdmin.

5. Make special note of any internal applicants to Human Resources. It's best practice that your HR Representative get in touch with the candidate to discuss logistics, reason for leaving their current position, and coordinating a transition well in advance of the offer process. As well as confirming they are past the probationary period.

6. If a candidate mentions they have applied to other internal roles, notify your HR Representative so that we can prevent overlapping interviews in different departments.

7. Give Feedback: when rejecting a candidate who has gone through the interview process, have specific feedback and a reason why they are being rejected. We do not want to "ghost" a candidate, who has given their time to interview with us. If you are unsure how best to do this, connect with your HR Representative. Always do this in person. Linked are some general tips we find helpful.

Hiring and Rejecting Candidates:

1. When you are ready to make an offer, notify your HR Representative that you are ready to make a verbal offer. Together, agree on a start date and salary for the offer. Your HR Representative will then reach out to the candidate to extend the offer. Generally, we will give 2-3 days for them to review the offer if they do not accept right away. Once a decision has been made, we will let you know.

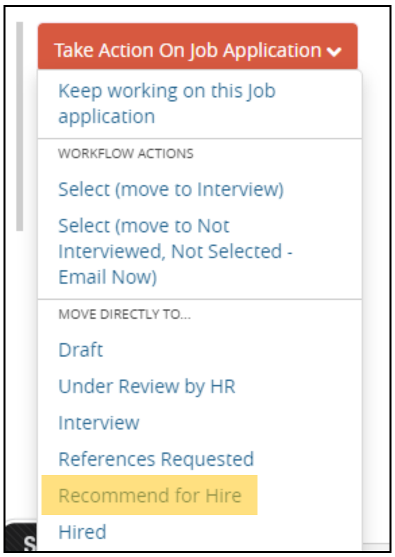
2. Your HR representative will also discuss options with you if the candidate negotiates the role at this time.

3. If you invited a candidate to interview as a finalist, please do not just send the automated rejection letter from the system. Instead, please call the candidate to inform them that they have not been selected, and why. This helps candidates feel better about the process, and maintain good relationships. If you are unsure how to approach these conversations, or have reservations about this step with particular candidates, please notify your HR Representative and discuss options. Review our Interviews Do’s and Don’ts for more information on providing feedback. Once HR Initiates next steps below, candidates will receive notifications of not being selected.

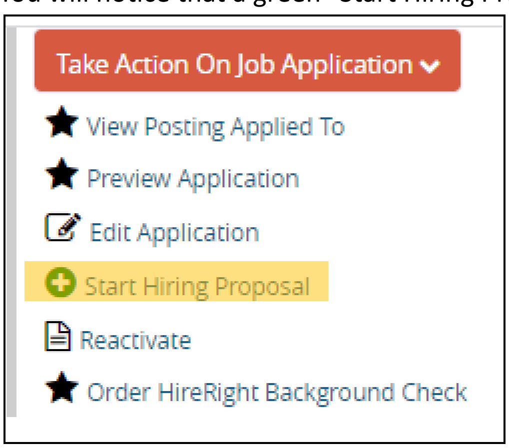
Next Steps: Human Resources:

1. HR will inform you if the candidate has accepted/declined the job offer.

2. After a candidate has accepted the verbal offer, the HR Rep will go into the candidate's application in PeopleAdmin, click on the Take Action button and choose "Recommend for Hire"
    a. *Note: if this option is not available, make sure you have advanced the candidate to the "interview" stage or beyond. If they are still in the "review" stage, you will not be able to select this option.*



3. You will notice that a green "Start Hiring Proposal" button has now appeared.



4. Click on "Start Hiring Proposal" and fill out the required information such as "starting salary," "negotiable maximum salary" and "start Date." **Leave the following four fields blank:** SSN, Citizenship code, Date of Birth, and Gender.

5. When choosing the start date, follow the payroll calendar and choose a date that is at the start of a pay period, and at least two weeks away to allow time for the background check to clear.

6. Click on the "Take Action" button and submit the Hiring Proposal. The HR Representative will then initiate an offer letter and hiring process.
    a. Once the position has been closed, candidates who were not selected will receive an automated message generated from People Admin.

7. HR will also let you know the background check has completed. Please do not ask for updates on the background check. HR will only give an update once it is cleared or if will not clear in time for the start date and the hire needs to be delayed.

8. Lastly, HR will enter the job into Banner, create an A# and email address, and send those to the supervisor within 48 hours to their start date. Earlier login information will only be created in very rare, and extenuating circumstances.

9. New hires will also receive links to the new hire portal with additional information, an invite to the next new hire orientation following their start date, and links to complete their new hire paperwork. More information is available to supervisors and new hires/prospective candidates in our New Hire Portal.

Common Errors & Issues/FAQ:

- Will changes I make in Banner be made in PeopleAdmin, and vice versa?
    - Currently, it does not. HR does a manual system refresh of PeopleAdmin before performance reviews, but please contact your HR Representative if you need something manually updated.
- When an employee changes roles or separates from the University, please update the position description and vacate the position if they are no longer in it.
- If a supervisor changes roles or separates from the University, all direct reports will need their supervisor field updated in Banner as well in PeopleAdmin.
- When attempting to select a job description to create a posting, you may not have an option under actions called “Create From”. This is usually because a posting was already created or drafted using this description. In that situation the draft will need to be deleted or edited. Your HR Representative will assist you if you cannot locate it.
- Why don’t I have a dropdown for “User Group”?
    - If you are a new manager, you may need this special setting applied to you. Please notify HR and they will set it up for you.
- When will my applicant get their login information?
    - Login information will only be shared within 48 hours of their start date, excluding weekends and holidays.
- Why is there no resume attached to my applicant’s profile?
    - There is an ongoing issue with PeopleAdmin, where Resumes/CVs are defaulting to “not required”. Please notify your HR Rep and we will edit it right away.
- Why don’t my applications have Cover Letters?
    - HR has made the decision that Resumes/CVs are the only documents requested by default. If you require any additional documentation, such as cover letters, please notify your HR Representative so they can update the posting.
- Why can’t I move a candidate to “Recommended for Hire”?
    - It is usually because they are still in the “Under Review” status. Make sure to advance candidates to their appropriate status using the “Take Action” button as you advance them through the process.

- When I search for a role or candidate in PeopleAdmin, I cannot see the results. I have checkboxes and “action” buttons, but no details.
    - Occasionally, your global search settings may get reset. if that happens click on the “more search options” dropdown next to the search field. Then select the fields you want to see in “add column” (ex: Position Control Number, Title, Supervisor, etc.) Run the search again, and the relevant information should now be visible.
- What if my candidate’s background check is still not clear prior to their start date?
    - Connect with your HR Representative ASAP to discuss options.
- How often will my HR Representative follow-up on the status of pending background checks?
    - We will reach out only in the following instances: The check is cleared and they can start. The check is not cleared and we need to discuss alternative options/delayed start dates. There is a discrepancy we must review. Please do not ask for updates, we are unable to speed up the process as it is reliant on responses from government agencies.
- Can I call references instead of sending the automated email in the system?
    - Yes, but please ask the same questions as the form, and upload the completed answers in your applicants “supporting documents”.
- What is this error message? “You do not have permission to…”
    - Oftentimes users are delegated responsibilities in PeopleAdmin, but may not have the appropriate credentials in the system. When this happens, let your HR Representative know and we can grant you access or temporarily advance it to the next step. In rare circumstances, a manager will need to assign a new department user in the system.
- How do I change the title, salary, FOAP of a job description I am modifying before submitting it for approval?
    - Unfortunately, you cannot, please notify your HR Representative right away, and they will make the change for you before submitting it for approval.