UNIVERSITY OF LOUISVILLE.

Recruiting Solutions 9.0

Welcome to the Recruiting Solutions 9.0 User Manual

Table of Contents

Last updated 1/15/2021

CREATE NEW JOB OPENINGS

Path in PeopleSoft:

RECRUITING → CREATE NEW JOB OPENING

1. Enter **Job Family*** and then hit Tab on keyboard. The system uses the Job Family to display all job openings.
2. Enter your **Position Control Number (PCN)** or use the lookup to give you a list of positions with this Job Family.
3. Click **Continue** to move to the next page.

*To find the Job Family you must have the Job Code.
The Job Code can be found at the Path in Peoplesoft HR:

ORGANIZATIONAL DEVELOPMENT → POSITION MANAGEMENT → MAINTAIN POSITIONS/ BUDGETS → ADD/UPDATE POSITION INFO

Enter the Position Number click on search. The Job Code is located under Job Information section.

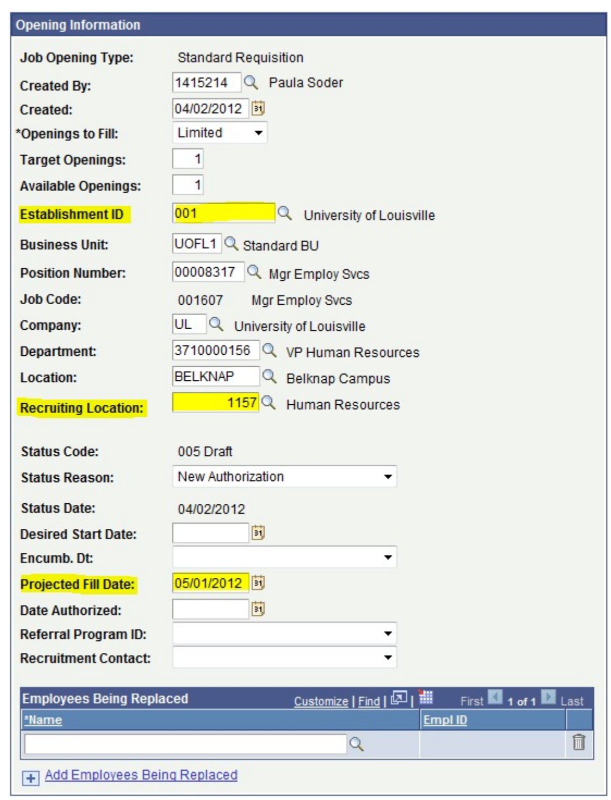
Once you have the Job Code go to the Path in Peoplesoft HR:

SET UP HRMS → FOUNDATION TABLES → JOB ATTRIBUTES → JOB CODE TABLE

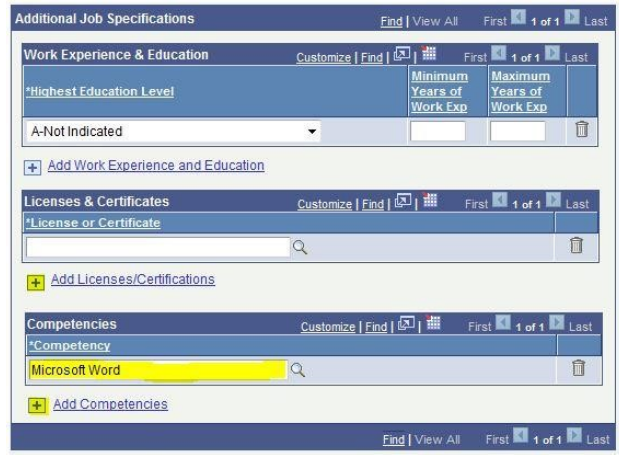
Enter the six-digit job code and search. The Job Family is located on the Job Code Profile tab.

4. **Three fields are required** on this page:
   - **Establishment ID** – Will automatically default to University of Louisville. Do not need to change.
   - **Recruiting Location** - select a location that helps identify your department to an applicant – use the lookup to find the department name. If you do not find the department listed contact your Employment Coordinator for assistance.
   - **Projected fill date** – enter the desired date to have a new employee hired.

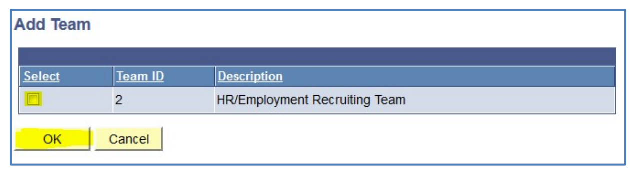
5. Continue to scroll down. **DO NOT enter the employee being replaced.**



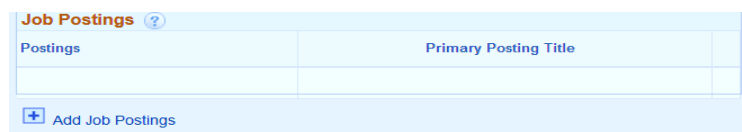
6. **Add Competencies (Optional) needed to perform the job**
    - Competencies can assist in your screening of applicants.
    - Continue to add additional competencies by clicking **Add Competencies.**



7. **Add Team to Recruiters** to select the appropriate team.
    - **Select HR/Employment Recruiting Team** for all positions.
    - Click the **OK** button. You will then get a list of HR Recruiters. Put a **check by your Employment/Comp showing them as PRIMARY.**



8. Click on Add Job Posting to enter the posting information.



Add Job Posting Information

Required posting description boxes when creating a staff job opening posting information are:

- Underutilization
- Search Committee (only if underutilized)
- Minimum Qualifications
- Position Description
- How to Apply – Staff Positions
- Equal Opportunity Employment
- Courier Journal Speedtype

Optional posting descriptions are:

- Preferred Qualifications
- External Advertisement (CJ, Career Builder, Chronicle of Higher Education)

Underutilization:

Visible Field	Office Only
Description Type	Underutilization
Description ID	Leave blank
Description	Text will auto populate. **Do not edit.**

Underutilization is based on the Job Family code associated with the job code and will populate automatically. Underutilization for staff positions is university wide.

If your position is underutilized for (i.e., females and/or minorities, other) then you will need to form a Search Committee. You may be asked to give additional details on reasons for selection or non-selection from candidates in the pool.

If the position is not underutilized, skip adding a Search Committee and move to the next step.

Search Committee (If position is underutilized)*:*

Click **Add Posting Descriptions**.

Visible Field	Office Only
Description Type	Search Committee
Description ID	Search Committee
Description	Text will auto populate with instructions. List the information requested at the bottom of the text box.

Minimum Qualifications:

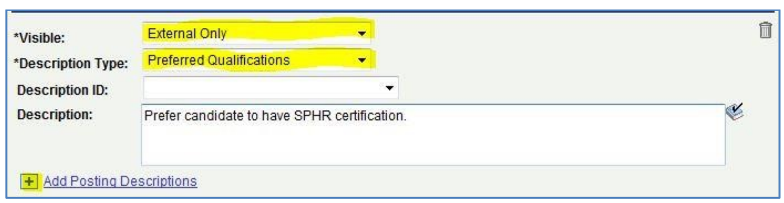
Click **Add Posting Descriptions**.

Visible Field	External Only
Description Type	Minimum Qualifications
Description ID	Leave blank
Description	Text will auto populate with minimum qualifications for the position. **Do not edit.**

Preferred Qualifications *(optional)*:

Click **Add Posting Descriptions**.

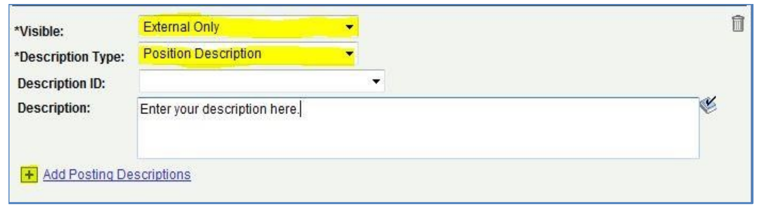
Visible Field	External Only
Description Type	Preferred Qualifications
Description ID	Leave blank
Description	Type the preferred qualifications in the text box. For any questions about this category, please contact your Employment Coordinator.



Position Description:

Click **Add Posting Descriptions**.

Visible Field	External Only
Description Type	Position Description
Description ID	Leave blank
Description	Type or paste your position description in the text box. This will be the description that will be posted as your advertisement.



How to Apply – Staff Positions:

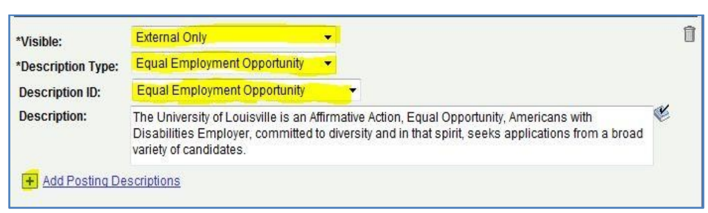
Click **Add Posting Descriptions**.

Visible Field	External Only
Description Type	How to Apply – Staff Positions
Description ID	How to Apply – Staff Positions
Description	Text will auto populate with application instructions. **Do not edit.**

Equal Employment Opportunity:

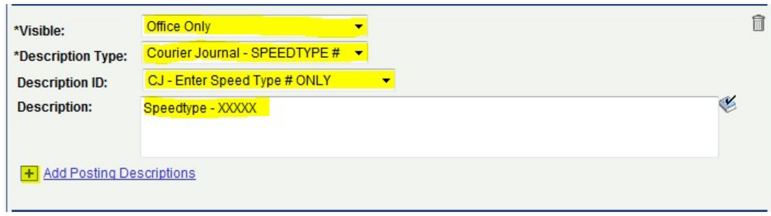
Click **Add Posting Descriptions**.

Visible Field	External Only
Description Type	Equal Employment Opportunity
Description ID	Equal Employment Opportunity
Description	Text will auto populate. **Do not edit.**



Courier Journal Advertisement

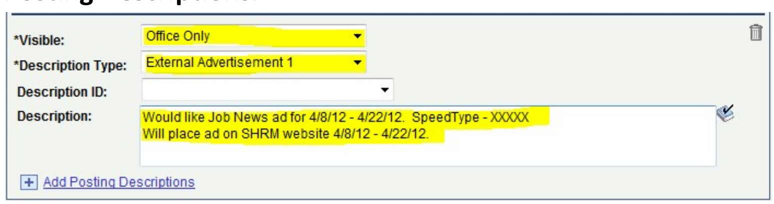
The university advertises all staff positions locally to support our EEO/AA planning objectives. You must add your speedtype for the $125 charge. Click **Add Posting Descriptions**.



Visible Field	Office Only
Description Type	Courier-Journal – Speedtype #
Description ID	CJ – Enter Speed Type # ONLY
Description	Type in the speedtype you wish to use for the $125 charge

External Advertisement 1 (Optional)

Use this option if an ad will be posted in a publication other than UofL Jobs website or an individual ad in the Courier Journal**.** Click **Add Posting Descriptions**.



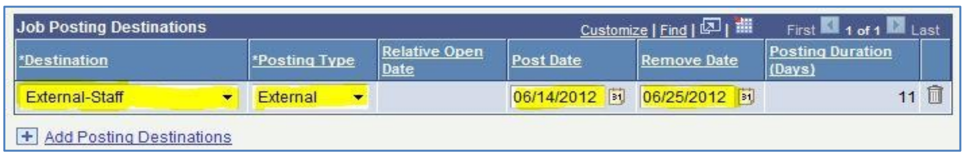
Visible Field	Office Only
Description Type	External Advertisement 1
Description ID	Leave blank
Description	If you will be placing it in other publications, please list them here as well. Show the ad that will include the Job ID# and link to the job on UofL Jobs website.

NOTE: You must always reference our website www.louisville.edu/jobs and the Job ID for your search in your outside publication ads. All applicants must apply online. They can complete their application, attach or paste in their resume, and complete the self-id form.

Job Posting Destination:

The **only** job position destination you will use is **External-Staff.**

Destination	External- Staff
Posting Type	External
Relative Open Date	Leave blank
Post Date	Add the date you wish the advertisement to start. This will be Thursday for the ad to post on Friday.
Remove Date	Add the date you wish the advertisement to be removed.



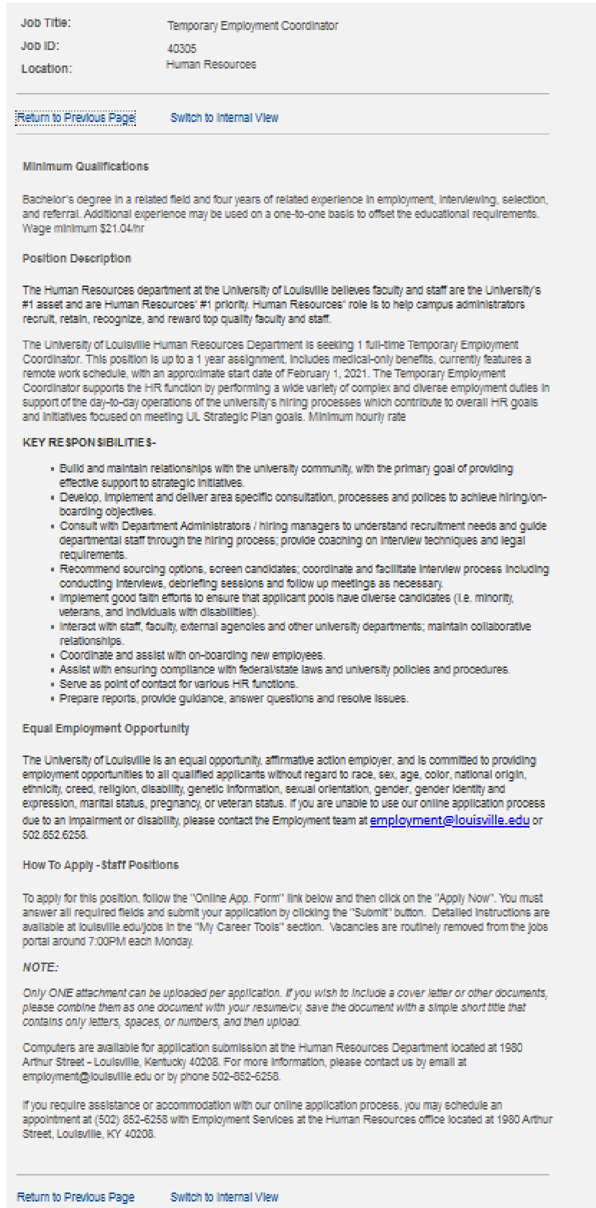
NOTE: The destination should be either External Only. All positions should be posted for 11 consecutive days, starting on Thursdays for staff position. Temporary and Part Time Lecturer positions may post for a minimum of 3 business days beginning on Friday through the following Tuesday.

Preview Job Opening

- Click **Preview** to review the posting.

- After reviewing the advertisement, you may need to make some corrections to certain areas of the Job Description. Click **Return to Previous Page** link. Make the necessary corrections and click the **OK** button. This will return you to the Job Opening page.

- Click **Save and Submit**. This will send a workflow to Employment Services for approval. Scroll back to the top of the page to see the Job Opening ID – **be sure to write it down**.



Job Title: Temporary Employment Coordinator
Job ID: 40305
Location: Human Resources

Return to Previous Page Switch to Internal View

Minimum Qualifications

Bachelor's degree in a related field and four years of related experience in employment, interviewing, selection, and referral. Additional experience may be used on a one-to-one basis to offset the educational requirements. Wage minimum $21.04/hr

Position Description

The Human Resources department at the University of Louisville believes faculty and staff are the University's #1 asset and are Human Resources' #1 priority. Human Resources' role is to help campus administrators recruit, retain, recognize, and reward top quality faculty and staff.

The University of Louisville Human Resources Department is seeking 1 full-time Temporary Employment Coordinator. This position is up to a 1 year assignment, includes medical-only benefits, currently features a remote work schedule, with an approximate start date of February 1, 2021. The Temporary Employment Coordinator supports the HR function by performing a wide variety of complex and diverse employment duties in support of the day-to-day operations of the university's hiring processes which contribute to overall HR goals and initiatives focused on meeting UL Strategic Plan goals. Minimum hourly rate

KEY RESPONSIBILITIES-

- Build and maintain relationships with the university community, with the primary goal of providing effective support to strategic initiatives.
- Develop, implement and deliver area specific consultation, processes and polices to achieve hiring/on-boarding objectives.
- Consult with Department Administrators / hiring managers to understand recruitment needs and guide departmental staff through the hiring process; provide coaching on interview techniques and legal requirements.
- Recommend sourcing options, screen candidates; coordinate and facilitate interview process including conducting interviews, debriefing sessions and follow up meetings as necessary.
- Implement good faith efforts to ensure that applicant pools have diverse candidates (i.e. minority, veterans, and individuals with disabilities).
- Interact with staff, faculty, external agencies and other university departments; maintain collaborative relationships.
- Coordinate and assist with on-boarding new employees.
- Assist with ensuring compliance with federal/state laws and university policies and procedures.
- Serve as point of contact for various HR functions.
- Prepare reports, provide guidance, answer questions and resolve issues.

Equal Employment Opportunity

The University of Louisville is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, sex, age, color, national origin, ethnicity, creed, religion, disability, genetic information, sexual orientation, gender, gender identity and expression, marital status, pregnancy, or veteran status. If you are unable to use our online application process due to an impairment or disability, please contact the Employment team at employment@louisville.edu or 502.852.6258.

How To Apply - Staff Positions

To apply for this position, follow the "Online App. Form" link below and then click on the "Apply Now". You must answer all required fields and submit your application by clicking the "Submit" button. Detailed instructions are available at louisville.edu/jobs in the "My Career Tools" section. Vacancies are routinely removed from the jobs portal around 7:00PM each Monday.

NOTE:

Only ONE attachment can be uploaded per application. If you wish to include a cover letter or other documents, please combine them as one document with your resume/cv, save the document with a simple short title that contains only letters, spaces, or numbers, and then upload.

Computers are available for application submission at the Human Resources Department located at 1980 Arthur Street - Louisville, Kentucky 40208. For more information, please contact us by email at employment@louisville.edu or by phone 502-852-6258.

If you require assistance or accommodation with our online application process, you may schedule an appointment at (502) 852-6258 with Employment Services at the Human Resources office located at 1980 Arthur Street, Louisville, KY 40208.

Return to Previous Page Switch to Internal View

NOTE: Please do not change the job posting once you have submitted it for review. If you would like to make changes prior to advertisement contact your Employment Coordinator. Your Employment Coordinator will review the job opening submitted and contact you if revisions are required prior to approval and advertisement of the job.

Track Job Posting Status in PeopleSoft

Path in PeopleSoft to find Job Opening:

RECRUITING ➡ **FIND JOB OPENINGS**

1. Remove Open from the status field by selecting the blank line from the drop-down menu.
2. Enter Job ID # and click Search button.
3. Click on the Job Title. This brings you to a Manage Applicants list of all the applicants that have applied for your position.

NOTE: If you have any questions please work with your employment coordinator. If you need assistance immediately and your coordinator is out of the office, you may contact employ@louisville.edu or call 502.852.6258.

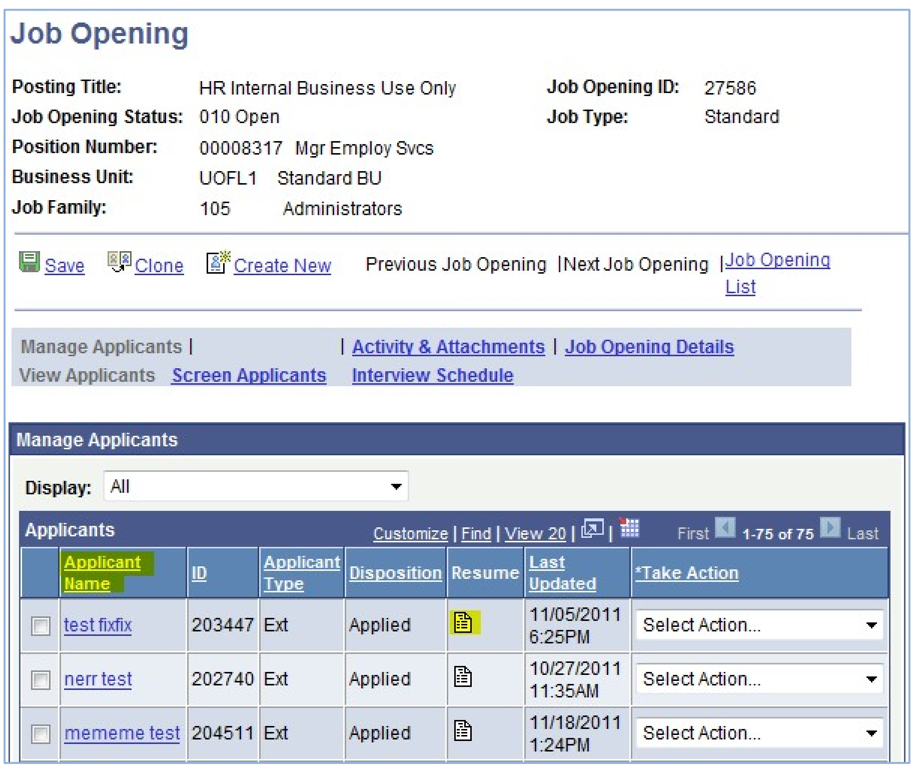
Manage Applicants

Viewing Applicants

You can put applicants in alphabetical order by first name – or Deposition Order. *Click the applicable title to re-order.*

View, save or print a Resume or CV:

Click on the icon of a page in the resume column. This will **not** include the Application.



Our system can only accommodate one resume attachment at this time. If applicants wish to add a cover letter, they are instructed to combine it with their resume document.

Any applicant with "HOLD" status may indicate that the applicant has accepted another position. Contact your Employment Coordinator for further instructions before proceeding with this applicant.

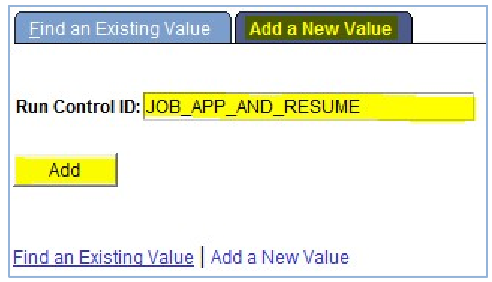
Generate Job Application and Resume Report (to receive all applications)

Path in PeopleSoft

UofL CUSTOM MENU ➡ UL HR GENERAL – NEW ➡ UL JOB APPLICATION ➡ PRINT APPLICATION RESUMES

Select the process: Print Applicant Resumes

You will be taken to a new window to set search criteria/or add new value. Either click on *"Search"* or *"Add a New Value"*.



Add a New Value:

If this is the first time running the process, *add a new value*. Name it JOB_APP_AND_RESUME and click add.

Search:

Once you have saved the value JOB_APP_AND_RESUME, you may simply click on *"Search"* and then select that value. Otherwise you will need to add a value.

1. Enter Job Opening ID

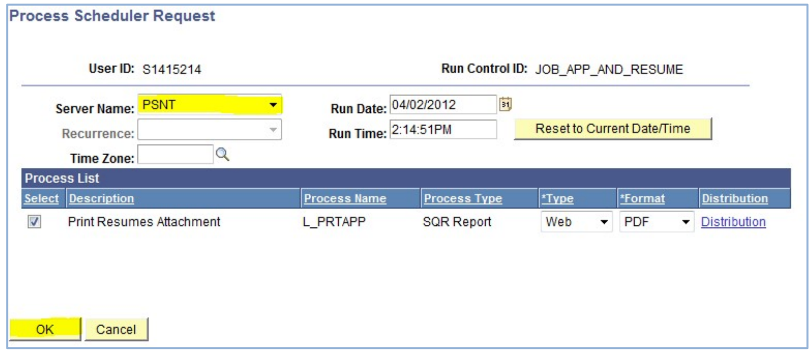
2. Remove any existing dates unless this is the second time you are running this process for this job id. If that is the case, you may input the date the report was last run to print only the applications received since then.

3. Check the "Print Attached Resumes" option;

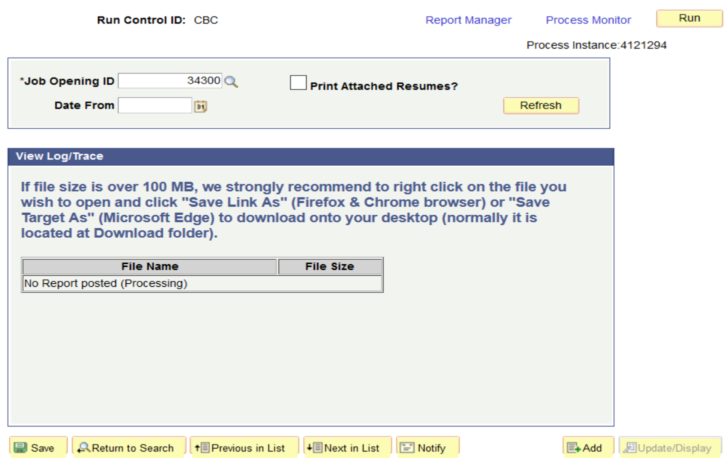
4. Click the yellow SAVE button at the bottom of the page. THIS MUST BE DONE EVERYTIME YOU RUN A NEW JOB.

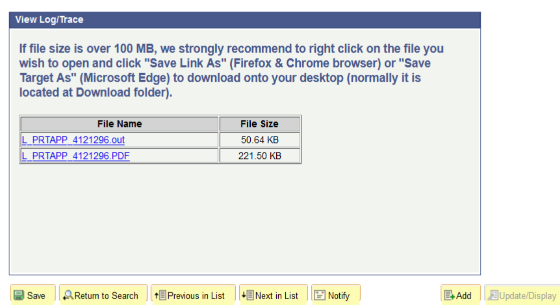
5. Click **RUN.**

1. Select server name: **PSNT** (otherwise the report will not run correctly).
2. Click **OK**.



3. You will be directed back to the Run Control screen. In the View Log/Trace section you will see a box with File Name where the report will begin as "No Report posted". Click on Refresh to update the report from Queued, then Processing until you see a File name that has pdf at the end. Click on that file to open the report and download as a pdf document.





Generate Individual Application and Resume Report (to receive one application)

Path in PeopleSoft

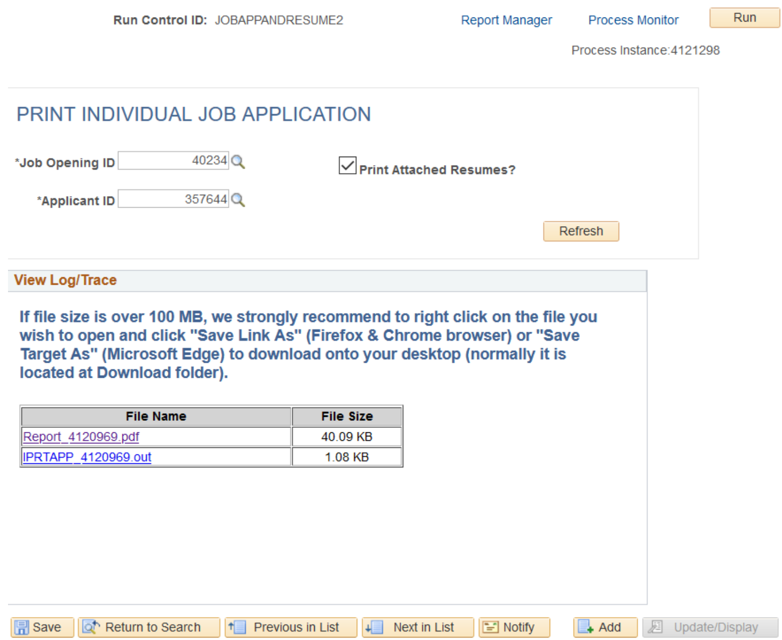
UofL CUSTOM MENU → HR GENERAL – NEW → JOB APPLICATION → PRINT INDIVIDUAL APPLICANT RES

Select the process: **Print Individual Applicant Res**

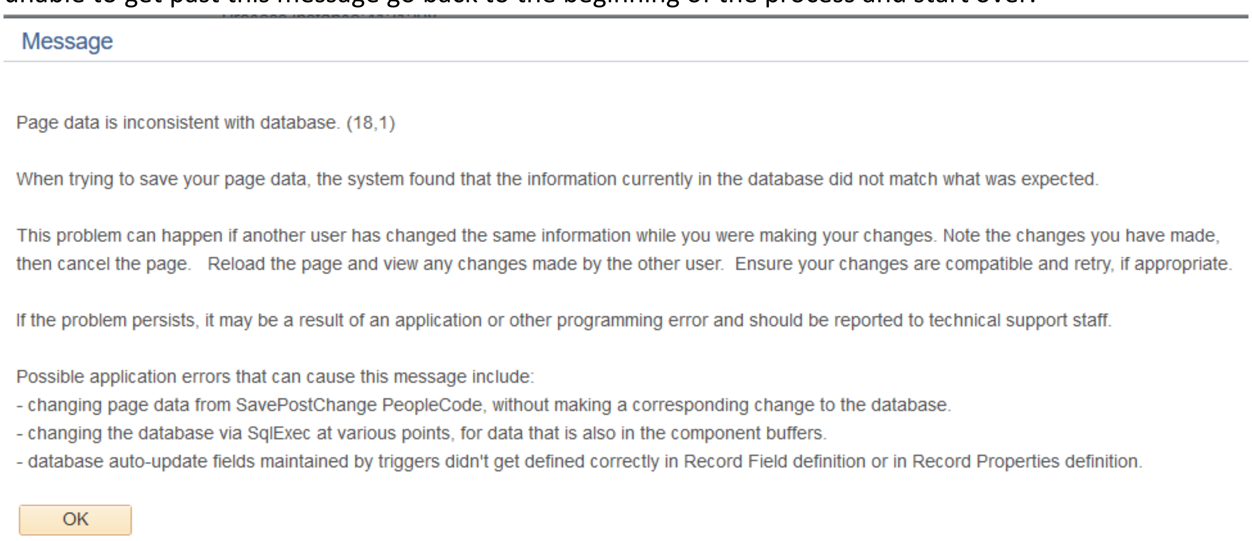
In the next window, click on “Search” to find and select the “Run Control ID” (this will be the one you created in the previous). If this is the first time running the process*, add a new value*. Name the file JOB_APP_AND_RESUME_INDIVIDUAL and click add.

1. Enter the following
   - Job Opening ID number
   - Applicant ID box. You can either enter the applicant id or click on the magnifying glass to see the list of applicants that applied for that job id and select the one you desire to view/print.

2. Then follow steps 1-3 from the previous process.



If you get this Message click Ok and continue to click refresh until your report processes. If you are unable to get past this message go back to the beginning of the process and start over.



MANAGE INTERVIEWS AND DISPOSITIONS

Path in PeopleSoft:

RECRUITING ➡ FIND JOB OPENINGS

DISPOSITION OF CANDIDATES

Disposition of Candidates is the process in which the employer identifies the reasons why the eliminated candidates were not hired for the position.

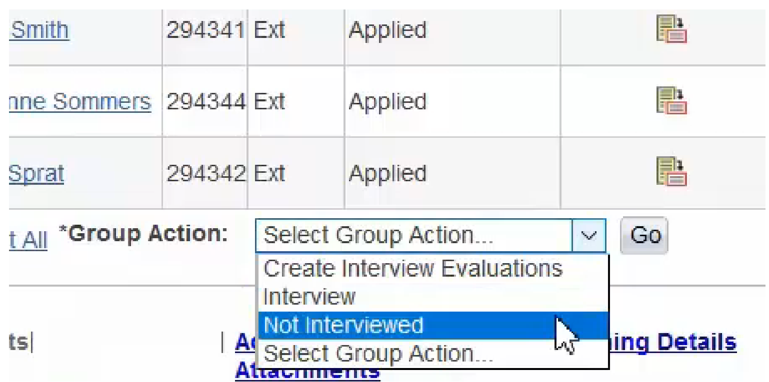
- A disposition must be entered for every candidate.
- Dispositions must accurately reflect why a candidate was not selected.

Disposition Reasons for Candidates NOT INTERVIEWED

On the Manage Applicants tab:

1. For each candidate that has the same disposition reason, select the checkbox next to the left of their name. Each disposition reason must be entered separately.

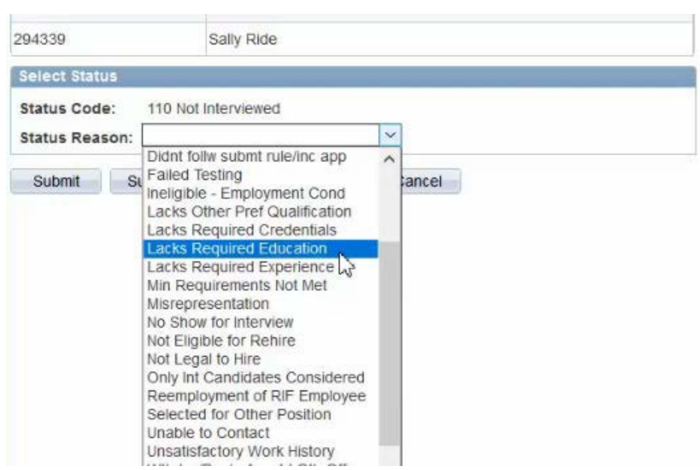
2. Go to "Group Action" at the bottom of the applicant list. Click on the dropdown box and select "Not Interviewed". Click on "Go".



3. You will see a list of candidates that were selected on the screen.

4. Next to the Status Reason click on the dropdown box and select the most applicable reason the candidate(s) was not interviewed. (See list of disposition attached).

5. Click on Submit.



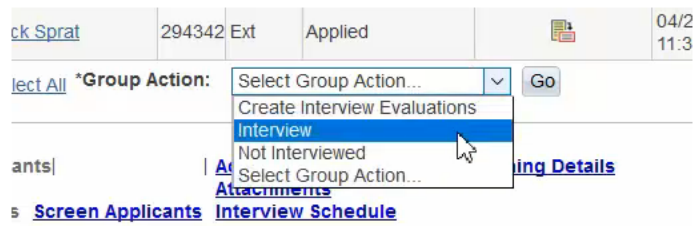
Manage Interviews (For candidates that were interviewed)

All applicants that were interviewed must be recorded in PeopleSoft**.**

On the Manage Applicants Tab:

1. Select the checkbox to the left each applicant's name interviewed (even your preferred candidate).

2. Go to "Group Action" at the bottom of the applicant list. Click on the dropdown box and select "Interview". Then click **Go.**



3. Click on the arrow next to the candidate's name to expand and then click on Interview 1 arrow to expand.

4. Enter Type of Interview. Department is used most often for staff interviews.

5. Enter the Date, Time Begin and Time End.

6. Enter EMPLID of the person who did the interview (only the search committee chair or main interviewer's information needs to be entered).

7. Continue to expand each candidate and enter the information until all Interviews are recorded.

8. Click on **Save & Submit.**

NOTE: Most of the time, this is all you need to do on applicants that were interviewed and who were not your preferred candidate. *However*, sometimes your employment coordinator may need additional reasons for not selecting someone you interviewed (i.e., Reduction in Force or Underutilization).

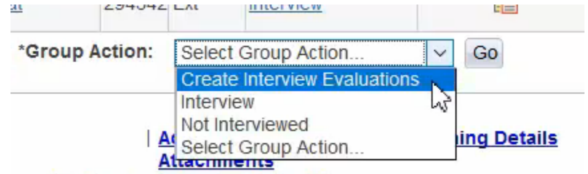
Interview Evaluation & Disposition Reason

You must enter and Interview Evaluation and Disposition reason for each candidate that was interviewed including the Preferred Candidate.

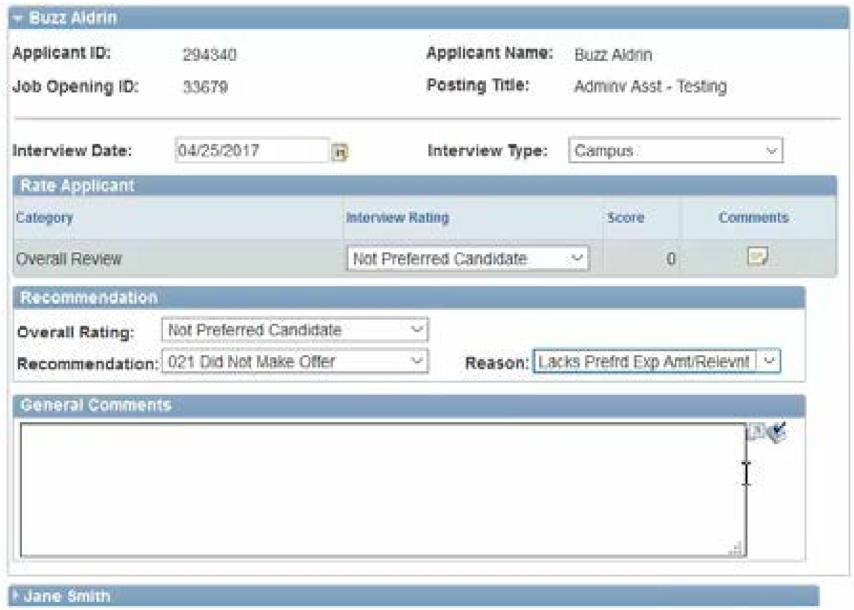
On the Manage Applicants Tab:

1. Click on the checkbox next to each candidate interviewed.

2. Go to "Group Action" at the bottom of the applicant list. Click on the dropdown box and select "Create Interview Evaluations". Then click Go.



3. Expand each candidate by clicking on the arrow next to their name.
4. Complete the Interview Rating, Overall Rating and Recommendation for each. After Entering the "Recommendation" the "Reason" dropdown box will appear. Enter the most accurate reason why they were not selected if not the Preferred Candidate.
5. For the preferred candidate, enter the applicable 'Interview Rating', 'Overall Rating' and 'Recommendation'. Then select Best Qualified Candidate from the 'Reason' dropdown.



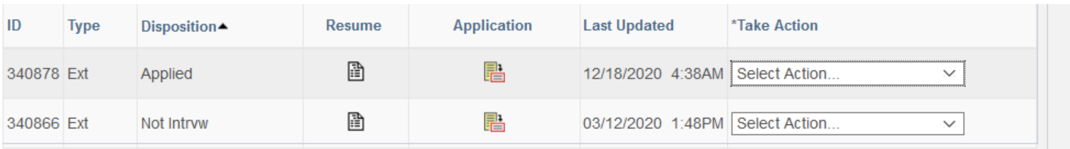
6. Continue to expand each candidate and enter the information until complete. Then click 'Submit Evaluation' (NOT save).

![UNIVERSITY OF LOUISVILLE.]

Prepare Job Offer

Once the interview evaluation has been completed for the preferred candidate, a job offer must be prepared.

Go to the Manage Applicants Tab of the Job Opening, on applicant list, use the dropdown box under ***Take Action** next to the preferred candidates name**; Select "Prepare Job Offer".**

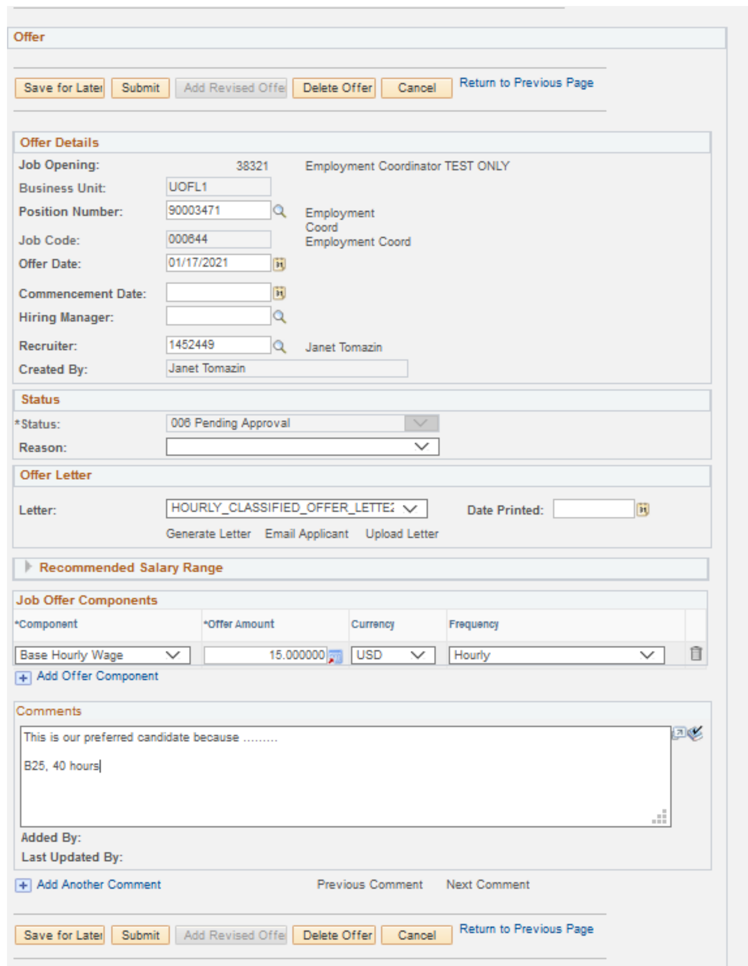


ID	Type	Disposition	Resume	Application	Last Updated	*Take Action
340878	Ext	Applied			12/18/2020 4:38AM	Select Action...
340866	Ext	Not Intrvw			03/12/2020 1:48PM	Select Action...

1. **Enter** the following:

- **Offer Letter:** Select appropriate offer letter from the drop down.
- **Salary:** P&A should always be annual; Classified should be the hourly rate.
- **Comments:**
  - Enter the justification for the hire. If you copied your comments from the interview evaluation they can be pasted here. These must be job related.
  - If salary is over the midpoint of the grade, justification for the salary amount should also be put in the comments section.
  - On staff offer, enter the paygroup (i.e., P12, B24, B25) and the hours they will work (i.e. 37.5, 40)

2. Submit



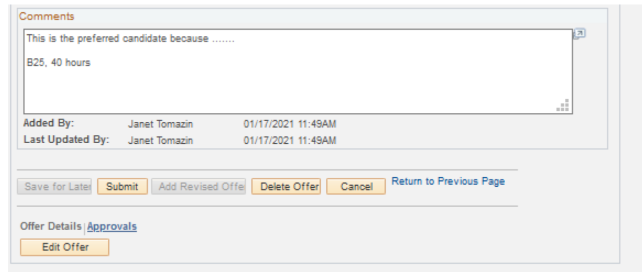
Offer Approved by Employment Services

Once an offer has been submitted, please do not make changes. Your employment coordinator and compensation will review the offer and contact you if additional information is needed. Once the offer is approved your employment coordinator will update the status to **Extend 010,** approving the offer and the salary. Your coordinator will notify you via email with further instructions and an offer letter. The offer letter should be updated with the department contact information prior to presenting to the preferred candidate.

Update Offer to Accept

Once the preferred candidate has accepted the contingent* offer and CBC is successfully completed (see page 19-20 for instructions), return to the offer page from Manage Applicants. Click on the disposition of **Offer** next to the preferred candidate's name.

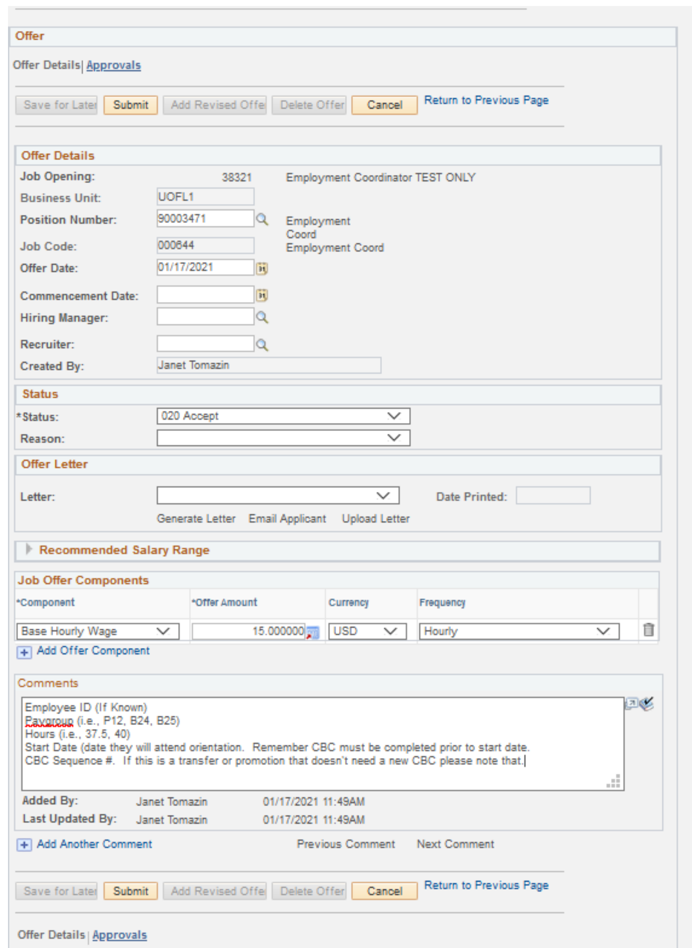
1. Scroll down and click on the yellow **Edit Offer** button.



2. Scroll up the page and change the status from **Extend 010** to **Accept 020.** If it does not say extend, your employment coordinator hasn't approved it yet.

3. Scroll down to the comments box and click **Add a Comment.** (If you have problems adding another comment, you can also add this information to the current comments). Enter the following:

   - **EMPLID** (if known)
   - **Date of Birth**
   - **Paygroup** (i.e. P12, B24, B25)
   - **Hours to work** (i.e. 37.5, 40)
   - **Start date** (same day as they will attend orientation). Remember, the CBC must be successfully completed prior to starting.
   - **CBC sequence number**. If Internal transfer or promotion that doesn't need new CBC, note that.

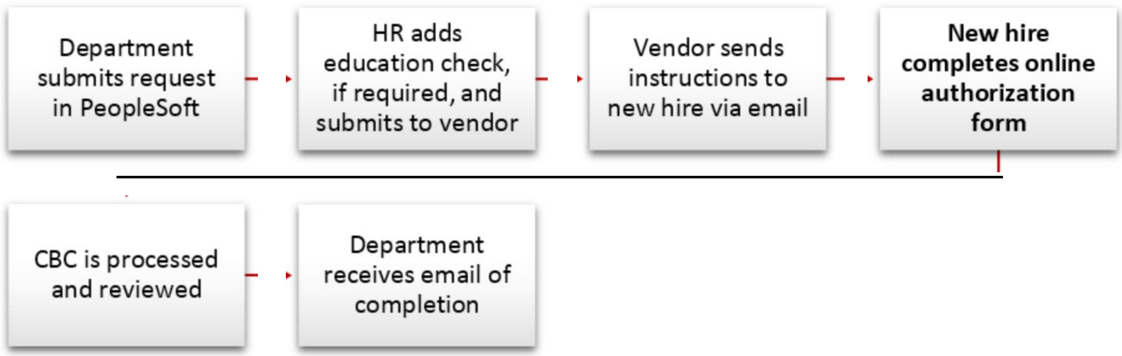


*The state of Kentucky requires **criminal background checks (CBC)** on all initial hires. A CBC panel in PeopleSoft must be completed to initiate the CBC. PeopleSoft path: UL Custom Menu > UL HR General > Background Check > CBC Data Entry.

Notify your employment coordinator when the CBC is completed, and the start date has been confirmed.

UNIVERSITY OF LOUISVILLE.

CRIMINAL BACKGROUND CHECK (CBC) PROCESS



REQUESTING A CBC

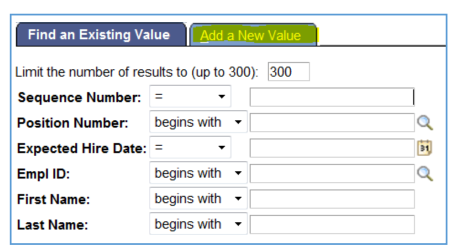
To submit a request for a criminal background check, the department will need the following information for the new hire:

1. **Full name**
2. **Email address**
   - The email address provided will be sent instructions from Truescreen to complete the online authorization form. The notification e-mail will come from applicationstation@true scree n.com, subject line "Background Investigation Forms Requested". Please notify the new hire that they will receive this email and to check their spam folder if it has not been received within 1-2 days of the department's submission.
   - **No email address?** If the new hire does not have an email address, please enter employment@louisville .edu and then notify the new hire they will need to come to the Human Resources office (1980 Arthur Street) to complete the online authorization form. The instruction email from Truescreen will be emailed to HR.

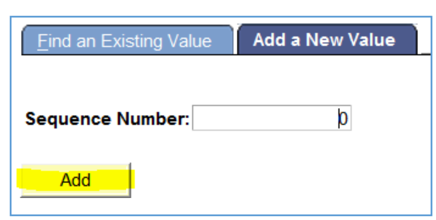
DEPARTMENT SUBMITS REQUEST IN PEOPLESOFT

NAVIGATION: UofL Custom Menu> UL HR General New> UL Background Check> UL CBC Data Entry

1. Select **Add a New Value.**



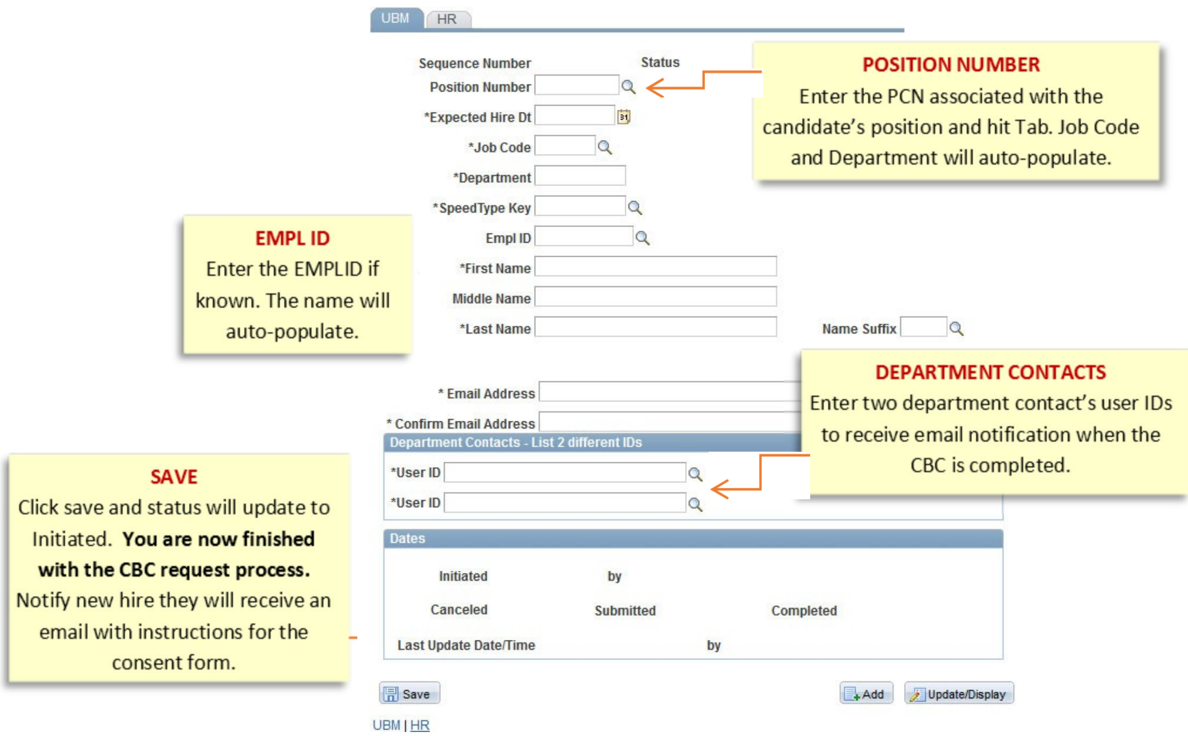
2. Leave as the default for sequence number . If any other number appears, delete and leave blank. Click **Add.**



UNIVERSITY OF LOUISVILLE.

1. Complete the CBC Data Entry Panel

   Complete ALL required fields. Required fields are marked with an asterisk(*). Click on the magnifying glass to look up lists of information for each field.



ADDITIONAL INFORMATION

- **Sequence Number:** Once you have clicked save, scroll back up to find the sequence number. You may wish to note this number for your reference.

- **Cancel a Request:** If you need to cancel a request, return to the form through the CBC Data Entry panel in PeopleSoft and search by sequence number. Then select the cancel button at the top of the page and save. If the request has already been submitted to the vendor this will be grayed out and you will not be able to cancel. Please contact your employment coordinator.

CBCs are submitted at 4:00PM daily.

Last updated 1/15/2021

UNIVERSITY OF LOUISVILLE.

Recruiting Solutions 9.0 Prepare for Hire Checklist

PCN: ________________________________

Job Code:____________________________ **Job Family:**________________________

Interviewer EMPLD:____________________

Preparing for the Recruitment Process

- ☐ All necessary approvals have been received.
- ☐ Compensation reviewed the Job Description to ensure the position is classified correctly.
- ☐ If applicable, PAR completed to reclassify and the correct information appear on the PCN (i.e. title, paygrade, job code, etc.)
- ☐ Search committee chair and members have been selected.
- ☐ If applicable, plan anticipated advertisement sources other than Courier Journal and UofL Website.
- ☐ For targeted professional publications and listserv, be sure to include Job Opening ID and our website http://louisville.edu in all postings.
- ☐ Determine dates the job will be posted for advertisement. Postings run Friday through Mondays and must be approved by your employment coordinator.
- ☐ Create Job Opening in Peoplesoft.
- ☐ Generate job application and resume report.

Recording Interviews

- ☐ Dispositions entered for applicants not interviewed.
- ☐ Interview Information entered for all applicants interviewed, including preferred candidate.
    - Enter Interview Date and Time
    - Enter Interviewer/chair EMPLID
    - Enter Interview Type
- ☐ Enter Interview Evaluations for all applicants interviewed, including the preferred candidate.

Job Offer

- ☐ Prepare and submit the Job Offer. Include specific job-related reasons for selection.
- ☐ Obtain HR approval to Extend Offer for the requested offer amount. You will receive and email from your employment coordinator when the contingent job offer is approved that will include an offer letter.
- ☐ Discuss contingent offer with the selected candidate. Remember, offer is contingent on the successful completion of the criminal background check (CBC) and/or physical exam (if required) and proof of US Citizenship or authorization to work in the United States.

Criminal Background Check (CBC)

- ☐ Initiate CBC in Peoplesoft.
- ☐ Received email notification of CBC completion. CBC submissions generally take four to seven business days to complete once the new hire has entered their information.

Complete the hire

- ☐ Update the offer panel to "ACCEPTED" and notify employment coordinator of acceptance and desired start date.
- ☐ In the comments box add to the previous comments the following information:
  - EMPLID (if known)
  - CBC sequence number
  - Desired start date

For more information and hiring resources contact your Employment Coordinator or go to the Human Resources Employment page for Manager Resources
https://louisville.edu/hr/employment/managers