

# Employment News

Helpful updates & hints for Employment Systems & Business Process



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## eEmployment Facts

### Did you know.....

There are 33 M-Care employees that remain on contract to Blue Care Network AND there are 37 additional M-Care employees on RIF status that are actively seeking employment? This surprises many folks who thought the M-Care/BCN sale was done and over with.

**Could one of these 70 staff members make a great addition to your area? This University experienced, internal candidate pool may be just the answer you're looking for when filling your open position.**

To receive more information on these candidates and their qualifications, please contact Claudia More at 734-936-0594 or [clmore@med.umich.edu](mailto:clmore@med.umich.edu)

### Have an idea or suggestion for a Newsletter topic?

Please forward your ideas and suggestions for Employment Newsletter to Katie McCollum at:

[kakasper@bf.umich.edu](mailto:kakasper@bf.umich.edu)

### USING THE TARGET FILL DATE AS A REMINDER

The target fill date on a job requisition is a required field that currently defaults to two weeks from the day the requisition was created. One way to use this field is as a reminder of your targeted hire date. Reset the field to reflect the date on which you would like to finish your selection process or have the selected candidate begin working.

One week prior to that date, the hiring team designated on the requisition will receive a reminder email letting them know of the approaching targeted fill date.

## Best Practice: Screening candidates

Have you ever extended an offer to a selected candidate only to find out that they were previously employed at the University and had some type of rehire restriction or other issue that delayed or prevented the hire from occurring? While some of these delays are unavoidable, a comprehensive screening of the candidates and their resumes can be an excellent way to ensure that your short list of candidates for the job is not only qualified, but can also ensure that there are no surprise "show stoppers" waiting for you when you are ready to make an offer to your selected candidate.

When reviewing the resumes in the candidate pool and building a short list of candidates that you intend to interview, use the chart below to further assess your candidates and ensure the integrity of the pool prior to setting up an interview. Completing these screening items before the interview will help eliminate time devoted to a non-viable candidate.

Screening Tool	Where to Look?	How?	eMploy Security Access required?
Answers to Prescreening Questions	eMploy: Job Bids panel. Located at the bottom of the converted copy of the candidate resume.	Use this information to identify former employees or other items pertinent to your job opening.	Hire Manager or higher
Check for qualified RIF Candidates	eMploy: Job Bids panel	RIF candidates will be identified in the Employee Category column on this page.	Hire Manager or higher
Tests (Candidate)	eMploy: Candidate profile	Review PEP test results and previous background check information	Hire Manager or higher
Assess diversity of the Candidate pool.	eMploy: EEO Summary Data Report	Compare report data to availability data for Southeastern Michigan.	Unit HR or Recruiter (EPC) **
Restricted Table	Mpathways: Administer Workforce	Identifies previous relationship with the University and any hiring restrictions.	Unit HR or Recruiter (EPC) **
Personnel Folder	Wolverine Access: WebNow	Review performance evaluations or other items pertinent to your job opening for internal candidates and previous employees.	Unit HR or Recruiter (EPC) **

\*\* If your unit does not have an HR Officer with the required access, you may contact your central office EPC for assistance.

If you have any questions about any of the screening tools in the chart, please contact your assigned Employment Process Coordinator for assistance and remember that if your unit does not have an HR Officer with the required eMploy access, your assigned EPC can complete the screening checks for you.

### CONTACT US: Employment Process Coordinators

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