

Employment News

Helpful updates & hints for Employment Systems & Business Process



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eMployment Facts

Did you know.....

In late Spring, a high-level decision was made to replace the eMploy applicant tracking system because the vendor, Deploy, was sold and the new owner will only provide support for a few more years. A cross campus team has been gathered to do a fit-gap analysis of the PeopleSoft eRecruit product. This work will begin with system configuration training in October, and continue with system set up in November/December, and detailed analysis in January. We will compile the results and in March put forward a recommendation to either move forward with eRecruit or begin a full RFP process. We are interested in hearing from you. There will be four large group overview sessions in January to give you a look at the product and gather your feedback. If you are interested in participating, please send an email to: janekm@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@umich.edu

Offer to Hire Lead Time

When completing the offer to your candidate, please keep in mind the seven to ten day lead time required from the time of an offer's acceptance to the New Employee Orientation date. A lot of activity fits into this window. The candidate has to authorize a background check that takes an average of 2.4 days to complete. The hire is finalized when the check is complete. The system sends the candidate emails with onboarding tasks to complete and the appointment is in a holding pattern until that occurs. The candidate must respond to the emails and create a unique name, kerberos (umich) password, and verify accuracy of personal information. When that process is complete the appointment is finalized, is now visible in Mpathways and the employee is prepared for orientation. For a more complete description of the time line, please refer to the April 2007 issue of this newsletter.

Copy to New Requisition

That autumn chill is in the air and the busy fall hiring season is well under way, and that can mean an increase in the number of jobs being posted. If you are not a regular user of the eMploy system, you may have missed a handy little time saving feature called "Copy to New Requisition".

The "Copy to New Requisition" feature allows you to create a new requisition from one that already exists within the system. Once the copy feature is completed, you can then modify the job posting to meet your needs. The only item that cannot be changed is the job code itself. This time saving feature is helpful when you post multiple jobs that are exactly the same or are essentially the same, but need a few tweaks here and there to display the correct information.

Since this feature copies every aspect of the job requisition exactly as it was originally created, you'll want to pay special attention to all of the ReqCreation Wizard tabs and modify the information contained within them as needed. This includes, but is not limited to the following:

- Position Count Panel: make certain your new requisition is noted as a new or replacement position and delete any information carried forward from the old requisition that is no longer valid.
- Posting Information: make corrections to the posting/working title if needed.
- Documents: delete any documents carried forward from the old requisition.

A quick proof read through the entire requisition should ensure that the information that is contained within is complete and accurate prior to being posted on the Careers at the U Website.

Just a reminder regarding the use of bullet points in requisitions. We've been aware of a system anomaly that will cause bullet points and apostrophe's created in older job requisitions to display as other characters, like question marks or boxes. These characters will copy over to your new requisition when using the "Copy to a New Requisition" feature. When proof reading the content of the job description and requirements boxes, simply delete the odd character and replace with your desired one.

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