eRecruit Tips and Tricks:
A Candidate is Selected, What Happens Next?
New Hire Onboarding Process

Day 1-3
- Offer accepted and submitted in eRecruit
- SSC orders background check
- New hire completes vendor consent

Day 3-6
- Background check complete
- Hire finalized in eRecruit

Day 7-8
- New Hire receives instruction to validate personal information, create unigname, password and DUO set up

Day 9-10
- Appointment loaded to M-Pathways
- New Hire completes W4, Direct Deposit and other tasks in Employee Self Service

Central Orientation
- New Hire attends orientation
- Receives M-Card
- Completes I-9
- Receives temporary Orange parking permit
Create Job Offer

• Select **Prepare Job Offer** from the **Other Actions > Recruiting Actions** drop-down menu for the selected applicant.

Job Offer Step-by-Step:
https://maislinc.umich.edu/mais/html/HR_EMP_CreateJobOffer.html
Offer Flow

1. Confirm Job Offer Details with unit (Salary, funding info, appt begin date) (Hiring Manager/Unit)
2. Verbal offer to Candidate (Hiring Manager/Unit)
3. Candidate accepts offer (Candidate)
4. Verify Candidate’s email address (Hiring Manager/Unit)
5. Offer approved in sequential order (Unit)
6. Submit offer for approval (Hiring Manager/Unit)
7. Create Offer in eRecruit (Hiring Manager/Unit)
8. Disposition all interviewed candidates (Hiring Manager/Unit)
9. Unit approver should work with offer creator to resolve any issues. Avoid denying offer (Unit)
10. EPC/HR Generalist executes final approval and orders background check (if needed) (Central Office)
Offer Tips and Reminders

- Do not manually change the candidate’s disposition to Offer or Hired
  - Units should only select Reviewed, Interview, Reject, Withdrawn
- **Regular Only**: Mark the appropriate job code as Primary if the job opening has multiple job codes (underfill)

![Job Code 101807](image)

- Attach RIF Justification
- **Internal Hires Only**: Select appropriate button for the new appointment

![Comments](image)

Offer Letters

• SSC or HRSC will send contingent offer letter with appointment and background check information

• Review the need or use for separate offer letter from unit
  – End dated appointments
  – Special terms agreed upon during offer process
Pre-Employment Checks

- Reference Checks
- Restricted Table and Internal File Reviews
- Background Check
- Drug Testing - required for all Michigan Medicine faculty and staff
- Other compliance related checks (Fingerprinting, Motor Vehicle Record, etc)
How Can I Make The Process Move Faster?

• Confirm candidate’s email address in eRecruit is correct
• Advise candidate of upcoming email from HireRight and to consent as soon as possible
  – Consent email expires after 7 calendar days
• Background screenings average 3-5 business days for completion after candidate consents (under ideal conditions)
Prepare for Hire/Hire Finalized

• Welcome Letter with Orientation information sent to new employee
• New Person Starting email to hiring team
• System Onboarding begins (external hires)
• Appointment loads to Job Data
Campus Onboarding New Hire Process

- SSC Finalizes Hire
- ITS sends UMID to hire via email
- ITS sends new hire instructions and link to create uniqname and password
- New hire creates uniqname and receives link to verify personal information
- New hire receives daily reminder to verify personal info until completed
- New hire completes validation and appointment loads to Job Data during nightly batch process

For help with campus new hire onboarding issues, contact ITS Help Desk

List and description of all eRecruit email messages:
https://maislinc.umich.edu/mais/html/HR_EMP_EmailMessages.html
Michigan Medicine Onboarding Process

HR sends welcome letter to new hire: “Welcome to Michigan Medicine!”

Identity Access Management Team query for new hire(s): Creation of uniquename and Level-2 account

Identity Access Management sends email to new hire: “Set up your U-M and Michigan Medicine accounts”

Identity Access Management sends email to new hire: “Verify information for U-M Employment”

Once validated: New hire appointment will appear in Job Data

Notes:

- All emails are sent to new hire’s email on file.
- “Verify Information for U-M Employment” email trigger is contingent on new hire completing setting up their account passwords.

For help with Michigan Medicine New Hire onboarding, contact HITS Service Desk
Onboarding Status

• View the candidate’s **Onboarding Status** from the **Other Actions > Recruiting Actions** drop-down menu for the selected applicant.
New Employee Orientation

• Campus: Regular Staff Only
• Michigan Medicine: Regular and Temp Staff
• Topics Covered:
  – Introduction to university policies and culture
  – Overview of Benefits and Wellness
  – Logistics, Parking, and Transportation Options

Campus: https://hr.umich.edu/working-u-m/my-employment/new-employee-orientation
Michigan Medicine:
https://hr.medicine.umich.edu/hr-services/manager-resources/onboarding-orientation/new-employee-orientation-neo
First Day Tips for Success

• Touch base with new hire prior to first day to answer questions and concerns
• Discuss parking options near work location
• Make a plan for the first day
• Provide a contact name and phone number in case of issues or questions on Day 1
• More tips:
  https://hr.umich.edu/working-u-m/management-administration/recruiting-employment/resources-hiring-departments
Successful Onboarding

• Onboarding is not one brief 30 minute meeting

• Remember the 3 P’s
  – People
    • Informal social events, buddy/mentor assignments
  – Performance
    • Job shadowing, check-ins, expectations
  – Paperwork
    • Policies, resources, orientation to the unit
Unsuccessful Onboarding

• “There was no orientation, building tour, training, etc. Had to ask around and learn as needed. Often I'm not even sure who to ask to get such information. Didn't have a meeting one-on-one with my manager until 3 months in.”
Questions?

What would you like to see in future sessions?
Do you like this live-interactive format?
Recruitment Process Resources

• UHR Website
  • NEW!! Resources for Hiring Units
  • Screening and Sourcing Strategies
  • Sourcing Tool

• Organizational Learning
  • Unconscious Bias in Selection and Hiring
eRecruit Resources

- Previous Tips and Tricks Sessions
  - [https://hr.umich.edu/working-u-m_management-administration/recruiting-employment/resources-hiring-departments/erecruit-tips-better-hiring-experience](https://hr.umich.edu/working-u-m_management-administration/recruiting-employment/resources-hiring-departments/erecruit-tips-better-hiring-experience)

- MyLinc
  - eRecruit User Resources

- SSC Employment Process Coordinator or Michigan Medicine HR Generalist

- Your local unit HR

- Feedback: talent.acquisition@umich.edu
Thanks for Joining!